

Charity Registration No. 1023010
Company Registration No. 02513706 (England and Wales)

THE CRAWLEY FESTIVAL
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2019

THE CRAWLEY FESTIVAL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Anthony Witton (Chairman) Robert Burgess Angela Finn Pamela Saternus
Company Secretary	Angela Finn
Charity number	1023010
Company number	02513706
Registered office	3 Laurel Close Furnace Green Crawley RH10 6QE
Independent examiner	TC Group Courtyard Shoreham Road Upper Beeding Steypning West Sussex BN44 3TN
Bankers	Barclays Bank plc Leicester LE87 2BB

THE CRAWLEY FESTIVAL

CONTENTS

	Page
Trustees' report	1 - 3
Independent examiner's report	4
Statement of financial activities	5
Balance sheet	6
Notes to the accounts	7 – 8

THE CRAWLEY FESTIVAL

TRUSTEES' REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2019

The trustees present their report and accounts for the year ended 30 September 2019.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Trust's Memorandum and Articles of Association, the Companies Act 2006 and the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

Structure, governance and management

The Crawley Festival ('the Organisation') is a company limited by guarantee registered in England and Wales, number 02513706. It is also a registered Charity number 1023010. The organisation was incorporated on 20 June 1990 and registered as a charity on 23 June 1993. The company is governed by its Memorandum and Articles of Association.

The Trustees, who are also the Directors for the purpose of company law, who served during the year, were:

Robert Burgess

Angela Finn

Pamela Saternus

Anthony Witton

Objectives and activities

We believe that the arts are a part of everyday life and are fundamental to community engagement and ownership. They generate economic growth and enable skills development. They provide a positive means to get people involved and accessible tools to encourage people to generate their own ideas to explore and address local interests and issues.

These aims are realised specifically through the organisation and delivery of an annual festival which showcases local talent and encourages engagement to deliver cultural learning and economic growth.

The company is a charity and is limited by guarantee with no share capital. Each member agrees to contribute £1 towards the liabilities of the company on winding up.

Achievements and performance

2019 was a successful year for the Festival with our small committee working hard to deliver a number of high profile and excellent quality events. Our focus was on delivering the public events which we did successfully but as part of the grant making process for the 2020 Festival, we also worked to strengthen the governance of the organisation with a review of our suite of operational policies.

The Festival opened with Mainstage which ran for the fourteenth year in Memorial Gardens featuring workshops, street theatre, a stage programme and other forms of entertainment including bouncy castles. Food and ice cream was on sale from local businesses and the Cultural Kitchen provided cookery demonstrations and food tasting. The new layout is now well established and is proving to be very successful with audience numbers growing. Mainstage is normally the finale but we chose to open with it this year in order to accommodate other events in the local cultural calendar.

Music at St John's ran a successful programme with input from local schools, Silver Birch Singers, a local harpist and the West Sussex Music Trust and the Festival also showcased a concert from the Phoenix Choir. The church enthusiastically embraced the concerts and fully supported fundraising efforts for the Festival charity.

THE CRAWLEY FESTIVAL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2019

High Street Live closed the Festival. With sponsorship from Gatwick Airport for a fifth year, the event once again showcased a range of musical talent from a variety of different styles. Audience numbers were good and it brought extra footfall to the local businesses. Use of social media was effective in helping with the marketing and in generating attendance. The event was in its ninth year.

We worked in partnership with Crawley Borough Council to deliver a mix of other events. Thanks to generous contributions from the Borough Council and Gatwick Airport Ltd most Festival events are free to attend and increase access to a wide range of members of Crawley's diverse communities.

Crawley Open House were the festival charity in 2019 and benefitted financially from donations at St John's and from the fees paid by concessions at Mainstage (approximately £500 in total). Crawley Open House were present to promote their charity at both HSL and Mainstage during the festival.

Plans

With changes to committee membership planned for 2020, we have taken the decision to put plans to move to a Charitable Incorporated Organisation (CIO) on hold until after the AGM when we hope to have more certainty about our capacity and Trustees. Becoming a CIO will in the long term simplify our reporting requirements and bring our governance arrangements up to date. We will continue to work with Crawley CVS to prepare a revised memorandum and articles.

The Management Committee's intention is to continue to encourage and promote events in future years. Planning for the 2020 Festival is underway.

Financial review

The Statement of Financial Activities is set out on page 5. The charity report a deficit of £544 for the year to 30 September 2019 (2018: surplus of £1,863).

The management committee have established a policy whereby the free reserves held by the charity should be between 25% and 50% of the annual resources expended which equates to £6,179 to £12,357 in general funds. At this level, the management committee feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. After some years' operating within our target band, reserves are now well below the lower limit and added effort on fund raising is required.

Risk review

The management committee considers risk issues on a regular basis and acts to mitigate risk on an ongoing basis to which the charity is exposed.

Key Risks:

1. Financial – The Festival has low levels of reserves and depends upon annual grants to deliver an events programme. Relationships are maintained with key stakeholders and applications for grants are made in the preceding year to give early indication of the level of events which can be achieved. No commitments are made if funds are not in place to meet them. Events are also scalable.
2. Personnel – The Festival has a small committee and depends on the skills and time commitment of individual volunteers to deliver an annual events programme. Succession planning is considered on an ongoing basis and new volunteers are introduced to Festival activities to build up local support.
3. Reputational – The Festival is known for delivering good quality and well organised events. Regular event planning meetings are held throughout the year to provide opportunities for discussion and checks on quality and a robust health and safety process is in place.

THE CRAWLEY FESTIVAL

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2019

Public Benefit

The Charity's trustees have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties.

Recruitment and appointment of directors

Directors are recruited based on skill gaps identified by existing directors. They are formally appointed at the Annual General Meeting.

Responsibilities of the Directors

Company law requires the management committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Directors should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the charities SORP;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Directors are responsible for maintaining 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. The Directors 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.

This report has been prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006.

30 April 2020

Approved by the Directors on Signed on their behalf by:



Mr A Witton (Chairman)

THE CRAWLEY FESTIVAL

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE CRAWLEY FESTIVAL

I report on the charity trustees on my examination of the accounts of the Company for the year ended 30 September 2019.

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 section 145 of the Charities Act 2011 ('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 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.

Signed:



Mr. Mark Cummins FCCA FCIE
For and on behalf of TC Group

The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Dated: 1 May 2020.....

THE CRAWLEY FESTIVAL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2019

	Notes	2019 £	2018 £
Income from:			
Donations and grants		22,500	31,023
Charitable activities		1,670	604
Total income		24,170	31,627
Expenditure on:	4		
Charitable activities		24,714	29,764
Total expenditure		24,714	29,764
Net income/(expenditure)		(544)	1,863
Reconciliation of funds			
Total funds brought forward		2,341	478
Total funds carried forward		1,797	2,341

The statement of financial activities includes all gains and losses recognised in the period. All income and expenditure derives from continuing activities.

All income and expenditure in 2018 and 2019 was unrestricted.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE CRAWLEY FESTIVAL
BALANCE SHEET
AS AT 30 SEPTEMBER 2019

	Notes	2019	2018
		£	£
Current assets			
Cash at bank and in hand		<u>2,877</u>	<u>3,421</u>
		2,877	3,421
Creditors: amounts falling due within one year	7	<u>(1,080)</u>	<u>(1,080)</u>
Net assets		<u>1,797</u>	<u>2,341</u>
The funds of the charity			
Unrestricted funds		<u>1,797</u>	<u>2,341</u>
		<u>1,797</u>	<u>2,341</u>

The charity is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 September 2019. No member of the charity has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The trustees acknowledge their responsibilities for:

- (a) ensuring that the charity keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and
- (b) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial period and of its incoming resources and application of resources, including its income and expenditure, for the financial period in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The notes on pages 7 to 8 form part of these accounts.



Mr A Witton
Chairman

Company number: 02513706

30 April 2020

THE CRAWLEY FESTIVAL

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2019

1 Statutory information

The Crawley Festival is a charitable company, limited by guarantee, registered in England and Wales. The charitable company's registered number and registered office address can be found on the Legal and Administrative information page.

2 Accounting policies

2.1 Basis of preparation

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP 2015), Charities Act 2011 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The Crawley Festival meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about The Crawley Festival ability to continue as a going concern.

The functional currency of the charity is pounds sterling and items are rounded to the nearest pound.

2.2 Income

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

Grants are recognised in full in the Statement of Financial Activities when the grant can be reliably measured, the charity become entitled to the income and it is probable that the charity will receive the funds.

2.3 Expenditure

Expenditure is accounted for on an accruals basis with the irrecoverable element of VAT included with the item of expense to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees and costs linked to the strategic management of the charity. These are now included as support costs.

2.4 Taxation

The charity is registered as a charity and all of its income falls within the exemptions under Part 11 of the Corporation Tax Act 2010.

2.5 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

2.6 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised.

The trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.

THE CRAWLEY FESTIVAL
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2019

3. Net income/(expenditure) for the year

This is stated after charging:

	2019	2018
	£	£
Independent Examination Fees	1,080	1,080

4. Expenditure on:

	Total 2019	Total 2018
	£	£
Charitable Activities		
Direct costs	22,962	28,039
Support costs	1,752	1,725
Total expenditure	24,714	29,764

Support costs include governance costs (consisting entirely of independent examiner fees) of £1,080 (2018: £1,080).

5. Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

Trustee expenses

During the year A Witton and P Saturnus incurred expenditure which was reimbursed by the charity totaling £2,423 (2018: A Witton, P Saturnus and A Finn were reimbursed £1,369 by the charity).

6. Staff Costs

There were no employees during the year.

7. Creditors: amounts falling due within one year

	2019	2018
	£	£
Accruals	1,080	1,080
	1,080	1,080

8. Control

The charity is a company limited by guarantee. No one member has overall control of the charity.