

**Tavistock Festival CIO**

**Charity No. 1169664**

**Trustees' Report and Unaudited Accounts**

**31 July 2019**

# **Tavistock Festival CIO**

**Year ended 31 July 2019**

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## **Tavistock Festival CIO**

### **Legal and Administrative Details**

#### **Year ended 31 July 2019**

The Tavistock Festival CIO is a registered charity (no. 1169664). It was established under its constitution adopted on 13 October 2016.

The principal address of the charity is 7 Carmel Gardens, Tavistock, PL19 8RG.

Main agents:

#### **Independent examiner**

Helen Alcock  
Dennathorne Accountancy Services  
Dennathorne  
Down Road  
Tavistock  
PL19 9AG

#### **Bankers**

NatWest Bank PLC  
Bedford Square  
Tavistock  
PL19 0AQ

# **Tavistock Festival CIO**

## **Trustees' Annual Report**

### **Year ended 31 July 2019**

The Trustees present their report with the unaudited financial statements of the charity for the year ended 31 July 2019.

#### **Trustees**

The following served during the year:

Mrs Helena Ancil

Ms Rebecca Garland

Mr Christopher Kirwin

Dr Sean Sweeney

The charity's activities are governed by the constitution established on 13 October 2016 and is constituted as a Charitable Incorporated Organisation with voting members other than its charity trustees. Trustees are elected by the members and one third of the charity trustees shall retire from office at each annual general meeting.

#### **Objectives and activities**

The objects of the CIO are to advance the education of the public in the arts, including, but not restricted to, music, singing, drama, mime, dance, painting, photography and sculpture and in matters of historical, scientific and general interest by the provision of festivals and similar events in the vicinity of Tavistock.

#### **Review of progress and achievement**

Thanks to the sterling work of our former Chairman, Christopher Kirwin, the Festival has continued to provide artistic experiences of quality. However, there have been increasing pressures on income and expenditure due to reducing audience numbers and, in some cases, the costs associated with hiring suitable venues and recruiting reputable performers. Nonetheless, it has continued to be our mission to provide a public platform for local, national and international performers and, in partnership with Mount Kelly College, for example, a performance by the King Singers was a highlight this year. We were delighted that a significant increase in spend on marketing and publicity realised a capacity audience. Other successful events included a children's concert, talks held in Tavistock Library, the Fifteenth Anniversary Concert by the Devon County Youth Brass Band and an expanded programme produced by the Friends of the Festival.

New leadership has provided the opportunity to enlarge and strengthen the planning committee and increased partnerships have alleviated financial risk. There is more work to do in attracting increased sponsorship but we are confident that we can build successfully on our foundations.

Plans for next year's Festival are shaping up very well and we are confident that we will be able to carry forward a healthier balance in 2020.

## **Tavistock Festival CIO**

### **Trustees' Annual Report (continued)**

**Year ended 31 July 2019**

#### **Reserves policy**

The Trustees' policy is that any surplus accrued from donations, sponsorship, Friends' events and membership and from the Festival is used to make more money available to promote the following year's Festival.

Approved by the trustees on 17/12/2020 and signed on their behalf by:

***Dr S Sweeney***

Chairman

***Ms R Garland***

Treasurer

### **Statement of Trustees' Responsibilities**

**Year ended 31 July 2019**

The trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs and of the surplus or deficit of the charity 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 a going concern basis unless it is inappropriate to presume that the charity will continue.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets and liabilities of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Tavistock Festival CIO**

### **Independent Examiner's Report to the Trustees of Tavistock Festival CIO**

**Year ended 31 July 2019**

#### **Respective responsibilities of trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144(2) of the Charities Act 2011 (the 2011 Act) does not apply.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 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 Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning 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 the requirements
  - a. To keep accounting records in accordance with section 130 of the 2011 Act; and
  - b. To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act.Have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

***H F Alcock***

Dennathorne Accountancy Services  
Dennathorne  
Down Road  
Tavistock  
PL19 9AG

18/12/2020

## Tavistock Festival CIO

### Statement of Financial Activities (including Income & Expenditure Account)

Year ended 31 July 2019

|                                    | Notes | 2019<br>£    | 2018<br>£     |
|------------------------------------|-------|--------------|---------------|
| <b>Income from:</b>                |       |              |               |
| Donations                          | 3     | 1,288        | 210           |
| Charitable activities              | 4     | 6,316        | 10,431        |
|                                    |       | <b>7,604</b> | <b>10,641</b> |
| <b>Expenditure on:</b>             |       |              |               |
| Charitable activities              | 5     | 7,912        | 10,118        |
|                                    |       | <b>7,912</b> | <b>10,118</b> |
| <b>Net (deficit)/income</b>        |       | <b>(308)</b> | <b>523</b>    |
| <b>Reconciliation of funds</b>     |       |              |               |
| Funds brought forward              |       | 523          |               |
| <b>Total funds carried forward</b> |       | <b>215</b>   | <b>523</b>    |

# Tavistock Festival CIO

## Balance Sheet

Year ended 31 July 2019

|                                      | Notes | £            | 2019<br>£         | £            | 2018<br>£  |
|--------------------------------------|-------|--------------|-------------------|--------------|------------|
| <b>Current assets</b>                |       |              |                   |              |            |
| Stock                                |       | 179          |                   | 178          |            |
| Debtors                              | 7     | 453          |                   | 820          |            |
| Cash at bank and in hand             |       | 63           |                   | 185          |            |
|                                      |       | <u>695</u>   |                   | <u>1,183</u> |            |
| <b>Deferred income</b>               |       | <u>(480)</u> |                   | <u>(660)</u> |            |
| <b>Net Current Assets</b>            |       |              | <b>215</b>        |              | 523        |
| <b>Total Net Assets</b>              |       |              | <u><b>215</b></u> |              | <u>523</u> |
| <b>The Funds of the Charity</b>      |       |              |                   |              |            |
| <b>Unrestricted funds</b>            |       |              |                   |              |            |
| Balance brought forward              |       | 523          |                   |              |            |
| Net (deficit)/ income for the period |       | <u>(308)</u> |                   | 523          |            |
| <b>Total Charity Funds</b>           |       |              | <u><b>215</b></u> |              | <u>523</u> |

Approved by the trustees on 17/12/2020 and signed on their behalf by:

**Dr S Sweeney**  
Chairman

**Ms R Garland**  
Treasurer



# Tavistock Festival CIO

## Notes to the Accounts

Year ended 31 July 2019

### 1. Accounting policies

The following principal accounting policies have been applied:

#### a. Accounting bases

The financial statements have been prepared under the historical cost convention and are in accordance with the Charities SORP (FRS201) and FRS 102 including Section 1A.

#### b. Income

All income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty. Income is deferred when it is received in advance of the period to which it relates or where there are terms or conditions which must be met.

#### c. Expenditure

Expenditure is included in the Statement of Financial Activities on the accruals basis. All expenditure is directly attributable to specific activities and has been included in the appropriate cost categories.

#### d. Fixed assets and depreciation

Assets acquired for the charity's use are capitalised and included in the balance sheet at cost, or if donated, at the value at the date of acquisition.

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives using the following rates:-

|                                  |                            |
|----------------------------------|----------------------------|
| Buildings and improvements       | 10% straight line basis    |
| Fixtures, fittings and equipment | 25% reducing balance basis |

### 2. Trustees' remuneration and expenses

Trustees did not receive any remuneration or expenses for their services as Trustees during the year.

### 3. Donations

|                           | 2019         | 2018 |
|---------------------------|--------------|------|
|                           | £            | £    |
| Donations and fundraising | <b>1,288</b> | 210  |
|                           | <b>1,288</b> | 210  |

### 4. Charitable activities income

|             | 2019         | 2018   |
|-------------|--------------|--------|
|             | £            | £      |
| Events      | <b>2,989</b> | 6,484  |
| Sponsorship | <b>3,327</b> | 3,947  |
|             | <b>6,316</b> | 10,431 |

# Tavistock Festival CIO

## Notes to the Accounts

Year ended 31 July 2019

### 5. Charitable activities expenses

|               | 2019         | 2018          |
|---------------|--------------|---------------|
|               | £            | £             |
| Events costs  | 2,870        | 6,777         |
| Support costs | 965          | 881           |
| Advertising   | 4,077        | 2,460         |
|               | <b>7,912</b> | <b>10,118</b> |

### 6. Charitable activities expenses include

|                                       | 2019       | 2018       |
|---------------------------------------|------------|------------|
|                                       | £          | £          |
| Accountancy – Independent Examination | 300        | 300        |
|                                       | <b>300</b> | <b>300</b> |

### 7. Debtors

|               | 2019       | 2018       |
|---------------|------------|------------|
|               | £          | £          |
| Trade debtors | 453        | 454        |
| Other debtors | -          | 366        |
|               | <b>453</b> | <b>820</b> |

### 8. Deferred income

|                                            | 2019       | 2018       |
|--------------------------------------------|------------|------------|
|                                            | £          | £          |
| Deferred income transferred from TM&AF Ltd | 660        | 840        |
| Released in the year                       | (180)      | (180)      |
| Income deferred in the year                | -          | -          |
|                                            | <b>480</b> | <b>660</b> |

# Tavistock Festival CIO

## Detailed Profit and Loss Account

Year ended 31 July 2019

|                                  | 2019<br>£    | 2018<br>£ |
|----------------------------------|--------------|-----------|
| <b>Income from:</b>              |              |           |
| <b>Donations and fundraising</b> | <b>1,288</b> | 210       |
| <b>Charitable activities</b>     |              |           |
| Events                           | 2,989        | 6,484     |
| Sponsorship                      | 3,327        | 3,947     |
|                                  | <b>6,316</b> | 10,431    |
| <b>Total</b>                     | <b>7,604</b> | 10,641    |
| <br><b>Expenditure on:</b>       |              |           |
| <b>Charitable activities</b>     |              |           |
| Musicians and artists            | 1,612        | 5,065     |
| Venues                           | 916          | 432       |
| Catering                         | 267          | 851       |
| Licences                         | 75           | 386       |
| Merchandise                      | -            | 43        |
|                                  | <b>2,870</b> | 6,777     |
| <br><b>Support costs</b>         |              |           |
| Sundry and office expenses       | 227          | 114       |
| Bank charges                     | 32           | 33        |
| Accountancy                      | 300          | 300       |
| Insurance                        | 306          | 294       |
| Donations                        | 100          | 140       |
|                                  | <b>965</b>   | 881       |
| <br><b>Advertising</b>           |              |           |
| Advertising                      | <b>4,077</b> | 2,460     |
| <br><b>Total</b>                 | <b>7,912</b> | 10,118    |
| <br><b>Net (deficit)/income</b>  | <b>(308)</b> | 523       |