

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

**THE CRAWLEY FESTIVAL**  
**TRUSTEES' REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2020**

# THE CRAWLEY FESTIVAL

## LEGAL AND ADMINISTRATIVE INFORMATION

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

# THE CRAWLEY FESTIVAL

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# **THE CRAWLEY FESTIVAL**

## **TRUSTEES' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 30 SEPTEMBER 2020**

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The trustees present their report and accounts for the year ended 30 September 2020.

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:

Angela Finn

Pamela Saternus – retired at AGM on 10 Feb 2020

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**

At the beginning of 2020 we were starting to plan Crawley Festival events for the summer, with an expectation of £10,000 from Gatwick Airport and an application submitted to Crawley Borough Council for Community Grant Funding.

In March we were successful in securing £12,750 from Crawley Borough Council. Gatwick Airport Ltd confirmed that, due to lost revenue resulting from the increasingly serious effects of Covid 19, they were unable to offer funding for 2020.

Due to reduced income, restrictions on mass gatherings and requirements to socially distance, we took the decision to postpone our large scale, outdoor events. We began to think about other activities to engage the community and felt, as a creative community organisation, we were well placed to help Crawley respond to the worldwide emergency at a local level.

The directors engaged in discussion with Creative Crawley, a consortium of creative professionals leading on a major bid to place creativity at the heart of everyday life throughout the town. We adopted a collaborative approach to broaden our contacts, networks, influences and visibility by working with them. The group includes artists, producers, youth and education services, CBC and business professionals and will bring additional knowledge into the work of the Festival committee as we work together on the shared aims of putting on high quality arts projects for the benefit of Crawley people.

# THE CRAWLEY FESTIVAL

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 30 SEPTEMBER 2020

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Crawley Festival Chairman, Tony Witton, joined Creative Crawley as a member of the Advisory Board, and has contributed to the planning of *Right Here*, a Covid safe Micro-Festival to be held in Crawley at the end of January 2021. A revised business case outlining the role of Crawley Festival in the *Right Here* Festival and requesting approval for change of use of the Community Grant Funding received approval from Crawley Borough Council in May 2020.

At the end of September 2020 planning is well underway the *Right Here* Festival. Crawley Festival worked on selection of the lead artist for the event and are contributing to the community programming, marketing and delivery.

It is hoped that Crawley Festival will be able to put on at least one large scale live music event in 2021, along the lines of previous Mainstage events. Additional funding will be sought for this event.

#### Plans

With changes to committee membership in 2020, and only two trustees after the 2020 AGM, we put on hold plans to move to a Charitable Incorporated Organisation (CIO).

Following the retirement of Pamela Saturnus as treasurer Shannon Mackey-Witton has taken on the role of Treasurer on an interim basis. In November 2020 committee member Anne McQuaid was appointed as a Trustee,

We plan to proceed with conversion to a CIO, which will simplify our reporting requirements and bring our governance arrangements up to date. We will continue to work with Crawley Community Action (previously Crawley CVS) to prepare updated governance documents.

The Management Committee's intention is to continue to recruit more committee members, including a new treasurer, and to encourage and promote events in future years.

#### Financial review

The Statement of Financial Activities is attached. The charity reports a surplus of £11,232 for the year to 30 September 2020 (2019: deficit of £544). The *Right Here* Festival will take place at the end of January 2021 and production costs and artist fees totalling £8,000 will be paid by Crawley Festival.

#### Reserves policy

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. 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. The reserves at the 30 September 2020 are in line with this policy.

#### 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. The impact of Covid 19 on Gatwick Airport will have ongoing effects. Crawley Borough Council have also indicated they are reviewing their Community Grant Funding for 2021. Crawley Festival will need to review its activities and find other sources of funding.

Relationships are maintained with key stakeholders and applications for grants are made in the preceding year to give early indication of the level of expenditure events which can be achieved. No commitments are made if funds are not in place to meet them. Events are also scalable.

# THE CRAWLEY FESTIVAL

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 30 SEPTEMBER 2020

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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. Recruitment of new committee members is a priority.
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. Government recommendations on Covid safety will have an ongoing impact on future event plans.

#### **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 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 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.

Approved by the Directors on 24 March 2021

Signed on their behalf by:  
**Mr A Witton (Chairman)**



# THE CRAWLEY FESTIVAL

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF THE CRAWLEY FESTIVAL

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I report on the charity trustees on my examination of the accounts of the Company for the year ended 30 September 2020.

#### **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:

*TC Group*

**Mr. Mark Cummins FCCA FCIE**  
**For and on behalf of TC Group**  
The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
West Sussex  
BN44 3TN

Dated: 31 March 2021

**THE CRAWLEY FESTIVAL**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2020**

	Notes	2020 £	2019 £
<b>Income from:</b>			
Donations and grants		12,750	22,500
Charitable activities		-	1,670
<b>Total income</b>		<b>12,750</b>	<b>24,170</b>
<b>Expenditure on:</b>	<b>4</b>		
Charitable activities		1,518	24,714
<b>Total expenditure</b>		<b>1,518</b>	<b>24,714</b>
<b>Net income/(expenditure)</b>		<b>11,232</b>	<b>(544)</b>
<b>Reconciliation of funds</b>			
Total funds brought forward		1,797	2,341
<b>Total funds carried forward</b>		<b>13,029</b>	<b>1,797</b>

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 2020 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 2020**

	Notes	2020	2019
		£	£
<b>Current assets</b>			
Cash at bank and in hand		<u>13,629</u>	<u>2,877</u>
			2,877
<b>Creditors: amounts falling due within one year</b>	<b>7</b>	<u>(600)</u>	<u>(1,080)</u>
<b>Net assets</b>		<u><u>13,029</u></u>	<u><u>1,797</u></u>
<b>The funds of the charity</b>			
Unrestricted funds		<u>13,029</u>	<u>1,797</u>
		<u><u>13,029</u></u>	<u><u>1,797</u></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 2020. No member of the charity has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

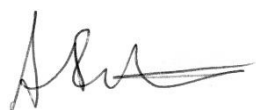
The trustees acknowledge their responsibilities for:

- ensuring that the charity keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and
- 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

# THE CRAWLEY FESTIVAL

## NOTES TO FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 30 SEPTEMBER 2020

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#### **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 2020**

**3. Net income/(expenditure) for the year**

This is stated after charging:

	<b>2020</b>	2019
	<b>£</b>	£
Independent Examination Fees	<b>600</b>	1,080

**4. Expenditure on:**

	<b>Total 2020</b>	Total 2019
	<b>£</b>	£
<b>Charitable Activities</b>		
Direct costs	-	22,962
Support costs		1,752
<b>Total expenditure</b>	<b>1,518</b>	24,714

Support costs include governance costs (consisting entirely of independent examiner fees) of £600 (2019: £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 £Nil (2019: A Witton and P Saturnus and were reimbursed £2,423 by the charity).

**6. Staff Costs**

There were no employees during the year.

**7. Creditors: amounts falling due within one year**

	<b>2020</b>	2019
	<b>£</b>	£
Accruals	<b>600</b>	1,080
	<b>600</b>	1,080

**8. Control**

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