

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

THE CRAWLEY FESTIVAL
(LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

THE CRAWLEY FESTIVAL

LEGAL AND ADMINISTRATIVE INFORMATION

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

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2022

The trustees present their report and accounts for the year ended 30 September 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 2 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 (secretary)
Anthony Witton (chairman)
Josephine Anne McQuade (Community links)

Other committee members are Shannon Mackey Witton (Acting treasurer) and Josh Smith (Events Manager).

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 a programme of events 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

Crawley Festival had successfully worked with Crawley Borough Council in the summer of 2021 to programme a series of afternoon covid-secure live events at The Bandstand. As covid restrictions eased further, with support from Crawley Borough Council, Crawley Town Centre BID and Diverse Crawley, in September 2021 we held our first 'Post-Covid' medium scale event. Entitled 'BACKstage', the Saturday afternoon event in the Memorial Gardens was a great success, and that gave us the confidence to plan a similar series of events for 2022.

From May through to July 2022 we gave practical support to local artist Rachel Cowell (of Ginger Moo Ltd.) by monitoring and administering the funding she received from Sussex Community Foundation for a Platinum Jubilee art installation project. Rachel ran several workshops in Crawley, helping participants to produce lots of original art works in the form of wire sculpture figures. The figures were assembled by Rachel to create an impressive large installation which was displayed in County Mall.

Funding was still limited, and we were thankful that Crawley Borough Council were able to provide a further £10,000 for our 2022 events programme. We worked with Crawley Borough Council and local performers to programme a series of events in July and August 2022 at The Bandstand, on several Thursday and Saturday afternoons. The Saturday afternoon events in particular gave school age children a chance to take part and enabled families to come into the town centre and enjoy the free, live entertainment. One Saturday event on August 13th, coincided with the arrival of 'Aura' in The Memorial Gardens as part of a larger project by Creative Crawley.

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FOR THE YEAR ENDED 30 SEPTEMBER 2022

Crawley Festival chose to support Moonstones as our local charitable organisation for 2022. Moonstones supports victims of domestic abuse (on a referral basis), by providing care packages to individuals and families that have had to re-locate to Crawley to escape domestic abuse. Our first fundraising event for Moonstones was a free lunchtime concert in early July at St John's Church, in Crawley town centre, by The Silver Birch Singers. The event was well attended and was enjoyed by many, who showed their appreciation by donating to a bucket collection for Moonstones. Crawley Festival provided stewards, online publicity, printed flyers and funded the church hire cost. With other small donations which came in later, we collected a total of £280 for Moonstones.

Our big event was planned for Saturday 10th September 2022, and our event manager, Josh, worked hard putting together an exciting programme, with another opportunity to fund raise for Moonstones. BACKstage 2022 was going to be bigger and better than the 2021 event – but unfortunately it didn't happen! After the sad news of the death of Her Majesty the Queen on 8th September, we were informed at lunchtime the following day by Crawley Borough Council that all events had to be postponed. This confirmed our own feelings that it would not be appropriate to go ahead with BACKstage at that time.

We would like to thank all the performers, workshop providers, stall holders, Diverse Crawley (providers of the Cultural Kitchen), the food and drink vendors who were so understanding, and anyone else whose plans had to change because BACKstage was postponed. We incurred some unavoidable loss of revenue, but most people were very supportive. We were not able to reschedule the event before the shorter days of autumn were upon us, so the event has been carried forward to Saturday 27th May 2023, and we look forward to seeing everyone there.

Plans

Crawley Festival has been working towards conversion to a CIO (Charitable Incorporated Organisation), which will simplify our reporting requirements and bring our governance arrangements up to date. This has proved rather more complicated than we first thought, but we are making progress and hope to complete the process during the next few months.

The Management Committee intends 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 gain of income over expenditure of £6,274 for the year ending 30 September 2022 (2020-21: deficit of £9,529).

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.

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 has had ongoing effects. We continue to work with Crawley Borough Council and Crawley Town Centre BID.

Relationships are maintained with key stakeholders and applications for grants are made in good time 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.

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FOR THE YEAR ENDED 30 SEPTEMBER 2022

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.

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 7th March 2023.

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 Charitable Company for the year ended 30 September 2022.

Responsibilities and basis of report

As the trustees of the Charitable Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the 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.

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

Mark Cummins, FCCA, FCIE
Independent Examiner
For and on behalf of TC Group
The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Dated: 26 June 2023

THE CRAWLEY FESTIVAL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2022

	Notes	2022 £	2021 £
Income from:			
Donations and grants		22,240	8,825
Charitable activities		580	500
Total income		22,820	9,325
Expenditure on:			
Charitable activities	4	16,546	18,854
Total expenditure		16,546	18,854
Net income/(expenditure)		6,274	(9,529)
Reconciliation of funds			
Total funds brought forward		3,500	13,029
Total funds carried forward		9,774	3,500

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 2022 and 2021 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 2022

	Notes	2022	2021
		£	£
Current assets			
Cash at bank and in hand		<u>11,074</u>	<u>4,400</u>
		11,074	4,400
Creditors: amounts falling due within one year	7	<u>(1,300)</u>	<u>(900)</u>
Net assets		<u>9,774</u>	<u>3,500</u>
The funds of the charity			
Unrestricted funds		<u>9,774</u>	<u>3,500</u>
		<u>9,774</u>	<u>3,500</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 2022. 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

THE CRAWLEY FESTIVAL

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2022

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.

Charitable activity income are stall holder fees at events. These are recognised in full when receivable.

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 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 2022

3. Net income/(expenditure) for the year

This is stated after charging:

	2022	2021
	£	£
Independent Examination Fees	<u>1,100</u>	<u>900</u>

4. Expenditure on:

Charitable Activities

	Total 2022	Total 2021
	£	£
Direct costs	15,446	17,954
Support costs	1,100	900
Total expenditure	<u>16,546</u>	<u>18,854</u>

Support costs include governance costs (consisting entirely of independent examiner fees) of £1,100 (2022: £900).

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 no trustees received reimbursement of expenditure (2021: £Nil).

6. Staff Costs

There were no employees during the year.

7. Creditors: amounts falling due within one year

	2022	2021
	£	£
Accruals	1,300	900
	<u>1,300</u>	<u>900</u>

8. Control

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

