

**TRUSTEES ANNUAL REPORT & ACCOUNTS  
YEAR ENDING 31 December 2017**



**HADDENHAM BEER FESTIVALS TRUST**

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## HADDENHAM BEER FESTIVALS TRUST

### TRUST INFORMATION

Status	A Charitable Trust Registration Number 1136844
Trustees	Mr C. Young, Chairman Mrs N. Reed (nee Young), Secretary Mr M. Broughton, Treasurer Mr P. Summerskill Mr D. Finch Mr J. Robinson Mrs Kirsty Towersey (nee Morris)
Registered Address	14 Longwall Haddenham Bucks HP17 8DL
Independent Examiner	Mr J Walton Whitley Stimpson Ltd Chartered Accountants 29-31 Castle Street High Wycombe Bucks HP13 6RU
Bankers	Lloyds Bank, Market Square, Aylesbury, PO Box 1000, BX1 1LT
Contact Details	Website: <a href="http://www.haddenham-beer-festival.co.uk">www.haddenham-beer-festival.co.uk</a> Email: <a href="mailto:haddenhambeerfestival@gmail.com">haddenhambeerfestival@gmail.com</a> Postal: 14 Longwall, Haddenham, Bucks. HP17 8DL

## **Board of Trustees Report**

The trustees present their annual report and financial statements of the charity for the year ended 31 December 2017. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and the Statement of Recommended Practice: Accounting and Reporting by Charities published in 2005.

### **Structure, governance and management**

The Trust is a registered charity, number 1136844, and is constituted under a trust deed dated 9 November 2009 and subsequently amended 13 June 2010. The Trust was established to organise fund raising events and distribute surpluses to the benefit of the local communities of Haddenham and surrounding areas. Currently seven trustees constitute the Board of Trustees. New trustees are appointed by the existing trustees and serve for five years after which they may put themselves forward for re-appointment. The Trust Deed provides for a minimum of 5 trustees.

The Trustees meet three times per year. At these meetings the trustees agree the strategy and areas of activity for the Trust, including consideration of grant making, investment, reserves and risk management policies and performance.

A separate larger committee plans and operates the fundraising events; some trustees are also members of this committee.

### **Objects**

To further such purposes as are exclusively charitable according to the laws of England & Wales as the trustees may from time to time determine for the public benefit of the communities of Haddenham in Buckinghamshire and surrounding areas.

### **How the Charity achieves its objectives.**

The Charity raises funds by holding two community festivals each year in the village of Haddenham in Bucks. These festivals are funded through donations from local businesses and sales on the day of each festival. The overheads of the Charity are kept to a minimum, which allows the majority of the surpluses from the two festivals to be distributed to the local communities.

The largest of the festivals is held in the summer and normally attracts in excess of 3,500 visitors who enjoy the varied choice of ales, lagers, wines and ciders alongside music, food and entertainment.



The second festival is in Winter which attracts 1000+ visitors to sample the winter ales, ciders and wines on offer as well as seasonal stalls, food and music.

Each of these festivals are organised by a voluntary committee from the village who call upon a great deal of assistance from the villagers themselves. Hence our charity motto "For the Community: By the Community"

The Board of Trustees manages the Charity; many of whom are also involved in the organising of the events. The Trustees hold their meetings separately from the organising committees and the Trustees agree all festival plans and expenditure before commitment.

The surpluses from these events less the Charity overheads create the funds that are made available to distribute to the Community. This distribution takes the form of Grants that are applied for by community groups on behalf of their members. Applications are welcomed from all community groups and submitted for consideration through a standard application process accessed through the charity website. All applications are reviewed and decided upon at one of three Trustee meetings per year. The availability of these Grants are publicised throughout the communities covered by the Charity via newspapers, local publicity, the Charity's website and at the festivals themselves. The Grants are available to all communities within the Charity's catchment area of Haddenham and surrounding areas as long as they meet the criteria described in the Charity's Objects and the Charity has the resources available at that time.

Once Grants have been agreed or rejected by the Trustees, the Chairman of the Trustees advises all applicants in writing and the funds are reserved for twelve months within the Charity awaiting the successful applicants to claim.

The Trustees aim to ensure that all sectors of the local communities benefit from the Grants that are made. Most Grants have been of a small to medium sized nature although it is clear that as local and national governmental support for local amenities diminishes, the call on the Charity to support larger more fundamental community causes increases. Whilst wishing to support local amenities that may otherwise be lost to the communities the Trustees continue to recognise the need to help smaller local groups who support the advancement of their communities.

#### **The year ending 31 December 2017**

This is the sixth full year of the Charity's existence and the Trustees are very pleased to report the following summary of activities.

#### **Fund Raising and Expenditure (all figures in thousands)**

During the year the Charity held festivals on Saturday 8 July 2017 and Saturday 9 December 2017. Surpluses from these festivals totalled £32.5k (LYE25.6) and Grants were paid to the value of £23.6k (LYE27.7k). £15.6k (LYE15.1k) Grants

were committed and reserved for future payment. During the year overheads including storage and updates to our website (£2.3k) totalled £4.1k (LYE4.9k).

The Charity does not employ any staff and relies completely on volunteer Trustees, Committee Members and staff helping plan, prepare and work on the day. The only payments made to individuals are the reimbursement of direct expenses paid out in carrying out their duties.

The above activities during the year resulted in a increase in cash balances of £4.9k to £34.3k. Cash in Bank is the only asset of the Charity as a cash accounting policy is employed to record the financial transactions and all acquisitions are written off in the year of purchase. Amounts owed (incl. unpaid grants as above) total £17.2k as noted above leaves £17.1k of funds available to cover further Grants and overheads.

Each of our festivals has a significant element of outside activity and therefore the weather is an important factor in the success of each event. The organising committee take significant steps to mitigate the effect of bad weather but even so there is a high likelihood of reduced income if the weather is not kind. This year the weather was good at each of the festivals and the level of trading reflected this.

#### **Grant Making**

Each of the applications for Grants was reviewed against the criteria set out in the Charity's Objects and on an equal footing. The Trustees paid 26 individual Grants during the year. These Grants totalled £23.6k.

An analysis of the groups benefitted by Grants shows the following:

#### **Age Group**

Children	26%
Youth	13%
Adult	16%
Elderly	5%
Non-age specific Groups (i.e. all ages benefit from Grant))	40%

#### **Type**

Community Groups & Facilities	26%
Sports & Leisure	41%
Education (extra curricula)	21%
Specific Projects with other Charities	12%

#### **Communities**

Haddenham, Thame & Surrounding Villages	89%
Other Communities benefit from Grant	11%



A full list of Grants paid in the year is listed below:

Red Kite Radio (Community Radio)	1,815
Princes Risborough Railway Preservation	1,000
St Mary's Church, Haddenham	1,000
Haddenham Community Jun. School	2,000
Chilterns MS Centre	819
Christian Aid Haddenham	131
Haddenham Village Society	500
Haddenham Youth Theatre	1,200
Haddenham Village Fete	125
Haddenham Cricket Club	2,975
Turn End Trust	500
Haddenham Village Society	77
Homestart	1,000
Aylesbury Guides and Rangers	271
Haddenham Cycle Training	396
Thame Lighthouse	1,500
Florence Nightingale Hospice	400
Cuddington PCC	1,000
CHUS	850
Haddenham Infants School	2,000
Cuddington Sunshine Club	1,100
Thame Arts & Literary Festival	1,000
Haddenham Bellringers	420
St John's Sports & Social Club Stone	425
Haddenham Tennis Club	1,000
Haddenham Mummers	100
<b>Total</b>	<b>23,604</b>

All of the above is achieved through the commitment of all who volunteer their time and services to ensure the festivals are run safely and effectively. Without those volunteers the Charity would not exist, the Trustees wish to thank all those people and companies who support the festivals as well as those people who attend the festivals and make them the success they have been this year.

### **Plans for the New Year**

It is the intention of the Trustees to continue with the tried and tested business plan, strategy and festival format on which the Charity is run and look forward to another successful year of fund raising to support the local communities using existing application and review processes.

The Trustees recognise that the current economic environment continue to place considerable pressure on the disposable income of both individuals and organisations. It is the trustees aim to maintain current levels of sponsorship and income from the festivals by continuing to engage the members of the community and organisations in the charity's activities and objectives.

### **Risk Management**

All major third party risks are insured and any contractual risks are reviewed before being entered into to assess whether they significantly impact upon the Charity's ability to fulfil its objectives. A formal Risk Analysis is undertaken in line with Health & Safety requirements before each festival by the Trustees and Organising Committee, volunteers are briefed before each festival on areas of risk and procedures to mitigate.

### **Related Transactions**

During the year the Charity entered into related party transactions with Purple Frog Creative Ltd £5.3k, Oxlink Ltd £2.3k and Festival Spirits £2.1k who provided services to HBFT. These were provided at less than market value in all three cases.

### **Statement of Trustees Responsibilities**

Charity law requires the Trustees to prepare accounts for each financial year that give a true and fair view of the state of affairs of the Charity and of the profit and loss of the Charity for that period. In preparing these accounts, the Trustees are required to:

Select suitable accounting policies and then apply them consistently.

Make adjustments and estimates that are reasonable and prudent.

Prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the Charities Acts. 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. The Trustees confirm that the accounts comply with current statutory requirements and those of the Charity's trust deed.

Approved by the Board of Trustees on:

And signed on its behalf by:

A handwritten signature in black ink, consisting of a series of loops and a long trailing line that curves downwards and to the right.

For the Community: By the Community





Haddenham Beer Festivals Trust

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# Receipts and payments accounts

For the period  
from

Period start date  
01-Jan-17

To

Period end date  
31-Dec-17

## Section A Receipts and payment:

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Summer Festival	- 76,413	-	-	- 76,413	- 73,927
WinterFest	- 18,531	-	-	- 18,531	- 17,038
Other Income	- 17	-	-	- 17	- 16
Sponsorship & Donations	- 14,840	-	-	- 14,840	- 13,565
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>- 109,802</b>	<b>-</b>	<b>-</b>	<b>- 109,802</b>	<b>- 104,546</b>
<b>A3 Payments</b>					
Summer Festival	57,252	-	-	57,252	59,238
WinterFest	20,061	-	-	20,061	19,705
General	4,067	-	-	4,067	4,851
Grants Paid	23,604	-	-	23,604	27,720
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>104,983</b>	<b>-</b>	<b>-</b>	<b>104,983</b>	<b>111,514</b>
<b>Net of receipts/(payments)</b>	<b>4,819</b>	<b>-</b>	<b>-</b>	<b>4,819</b>	<b>- 6,968</b>
<b>A6 Cash funds last year end</b>	<b>29,493</b>	<b>-</b>	<b>-</b>	<b>29,493</b>	<b>36,461</b>
<b>Cash funds this year end</b>	<b>34,312</b>	<b>-</b>	<b>-</b>	<b>34,312</b>	<b>29,493</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>				
	Lloyds Bank Current Account	1,213	-	-
	Lloyds Bank Deposit Account	28,779	-	-
	Lloyds Bank Receipts Account	4,315	-	-
	Metro Bank	5	-	-
	<b>Total cash funds</b>	<b>34,312</b>	<b>-</b>	<b>-</b>
	account(x)			
<b>B5 Liabilities</b>				
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Winterfest Costs	W/R Funds	1,048	2018
	Grants agreed but not Paid	W/R Funds	15,551	As requested
	Audit Fee	W/R Funds	600	Post Audit 2018
			17,199	

Signed by one or two trustees on  
behalf of all the trustees

Signature

Print Name

Martyn Broughton

Chris Young

Date of  
approval

5/8/18

5/8/18

**Independent examiner's report to the trustees of  
The Haddenham Beer Festivals Trust**

I report on the accounts of the Trust for the year ended 31 December 2017 as included in the Trustees Annual Report & Accounts.

**Respective responsibilities of trustees and examiner**

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 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 you as 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 the requirements:
- to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and 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.

*Whitley Stimpson Ltd*

Whitley Stimpson Ltd  
29-31 Castle Street  
High Wycombe  
Bucks HP13 6RU

Date:

28th June 2018-