



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	Day	01	Month	7	Year	17	<b>To</b>
	Day	30	Month	6	Year	18	

## Section A Reference and administration details

**Charity name**

Lytham St Annes Festival of Performing Arts

**Other names charity is known by**

**Registered charity number (if any)**

1159967

**Charity's principal address**

125 St Thomas' Road

Lytham St Annes

**Postcode**

FY8 1JU

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole period	Name of person (or body) entitled to appoint trustee (if any)
1	Christopher Dodd	Chairman		
2	Stephanie Heney			
3	Alan Cantor			
4	Michael Briers			
5	Shirley Lennie	Treasurer		
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Election by Existing trustees

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Trustees consider what policies are necessary in the light of operational requirements and the advice of an umbrella body for Festivals, the British and International Federation of Festivals (BIFF).

The charity is a member of an umbrella organisation for Festivals, BIFF, and takes advice from that organisation.

See last item.

The Trustees consider and investigate which are the major organisation and site risks in the light of operational requirements and take action to eliminate or mitigate the risks.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The Object of the Festival shall be to advance the education of the public in the performing arts and in particular those of music, speech and drama, dance and other performing arts. To further the Object of the Festival, it shall have the following powers:

- To hold or promote annual competitive festivals
- To present and promote public performances, concerts and recitals
- To affiliate to the British and International Federation of Festivals and to further the charitable objects of this federation
- To do all such other lawful things as are necessary to the attainment of the Object of the Festival

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008].
<p>The Trustees have complied with the duty in section 17(5) of the Charities Act 2011 and the Accounts and Report Regulations 2008 to have due regard to public benefit guidance published by the Charity Commission, which is illustrated in this report.</p> <p>The Trustees had due regard to public benefit when making the Charity's application for registration with the Charity Commission and continued to have due regard when making their decisions after registration.</p> <p>Our main activity is to provide and organise a festival environment for both young people, young adults and adults, including vulnerable people, in music, singing (individual and choirs), musical instruments, speech and drama and dance so that the participants gain experience and enjoyment in the different performing arts. Classes are almost always competitive with the Festival bringing in professional adjudicators to develop talents and provide feedback.</p> <p>The charity held a 1 day Festival, including music, singing, speech and drama, a 2 day dance Festival and a 1 day choir Festival in March/ April 2017 and has similar plans for March/May 2018.</p> <p>An additional day's Festival of one act plays took place in September 2017.</p> <p>The Festival is open to any member of the public locally, regionally and nationally.</p> <p>The charity has a local figure of standing as honorary President.</p>

**Additional details of objectives and activities (Optional information)**

The Trustees of the Charity are volunteers and are appreciative of the many other volunteers who put in their time freely to make the Charity a success.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

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**Summary of the main achievements of the charity during the period**

During the accounts year, the Charity successfully put on music and speech and drama Festival, a separate dance Festival, a separate Choir Festival and a one act play Festival.

## Section E Financial review

**Brief statement of the charity's policy on reserves**

The Charity's policy is to keep 1 year's expenditure as a reserve but see below.

**Details of any funds materially in deficit**

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

During the financial year, the Charity received a bequest of over £6,000. The Trustees are considering how best to use this money to meet the objects of the Charity. .

## Section F Other optional information

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## Section G Declaration

The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Chris Dodd	
<b>Position (eg Secretary, Chair, etc)</b>	Chairman	
<b>Date</b>	17.4.19	

7th November 2018

To The Lytham St. Annes Festival of Performing Arts.

With reference to the Balance Sheet for the 2018 Festival of Performing Arts, I confirm that I have examined the Account and relevant documents and Bank Statements and am able to confirm that all the figures are found to be correct.

The signed balance sheet is enclosed

Yours faithfully

Mrs Sharon Bates  
Accounts  
Examiner

## LYTHAM ST ANNES FESTIVAL OF PERFORMING ARTS

Charity Number 1159967

### Accounts for the Year to 30th June 2018

#### INCOME

		2018	2017
Friends & Sponsors	£	335.00	£ 210.00
Advertisements	£	610.00	£ 600.00
Audience & Programmes	£	4,693.00	£ 3,392.60

#### EXPENDITURE

		2018	2017
Adjudicators	£	3,500.55	£ 4,066.80
Accompanists	£	969.30	
Printing	£	1,091.48	£ 857.40

Entry Fees	£	9,132.50	£	7,098.50	Venue Costs	£	2,186.96	£	3,124.28
Medals & Ribbon sales	£	93.00	£	-	BIFF Fees, Insurance & rights	£	270.00	£	521.10
Sheet Music Sales	£	13.30	£	-	Admin	£	-	£	95.72
Refund Bank Charges	£	22.77	£	-	Trophies and Medals	£	1,049.99	£	1,556.96
Refreshments (1 Act Plays)	£	30.25	£	-	Website	£	137.98	£	241.34
Sale - Left over refreshments	£	32.20	£	-	Catering (inc Bottled Water)	£	385.35	£	353.56
Lost Trophy	£	-	£	35.00	Lighting & Sound	£	620.00	£	-
Raffle Proceeds	£	-	£	195.50	Wrist Bands	£	38.00	£	-
Bequest	£	6,262.69	£	-	Signs	£	369.60	£	-
Investment Income	£	18.30	£	21.31	Prizes Awarded	£	-	£	50.00
					Refund of Fees	£	55.50	£	-
					First Aid requisits	£	5.49		
Operational Income	£	<b>21,243.01</b>	£	11,552.91		£	<b>10,680.20</b>	£	10,867.16
Less Expenditure	£	10,680.20	£	10,867.16					
Plus Creditors	£	80.00							
<b>Surplus/Deficit</b>	£	<b>10,642.81</b>	£	685.75					

Please see over

### Balance Sheet as at 30th June 2018

#### Assets

RBS Current a/c 30.6.18	£	15,275.49	£	4,650.98
COIF Deposit Fund 31.6.18	£	6,471.28	£	6,452.98
Net Assets	£	<b>21,746.77</b>	£	11,103.96

#### Festival Funds

Funds at 1.7.17	£	11,103.96
Operational Surplus in 17/18	£	10,642.81
Funds	£	<b>21,746.77</b>

**Note:** Creditors are in respect of Entry Fee for the 2018/2019 One Act Play Festival

**Signed:** *Shirley Lennie*  
**Shirley Lennie - Treasurer**

**Date: 8th October 2018**

**Signed:** *Sharon Bates*  
**Mrs Sharon Bates - Examiner**

**Date: 7th November 2018**

