

REGISTERED COMPANY NUMBER: 4485945 (ENGLAND AND WALES)
REGISTERED CHARITY NUMBER: 1104684

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2008
FOR
BROADSTAIRS FOLK WEEK

FRIDAY



AONQRB T6

A12

24/07/2009

315

COMPANIES HOUSE

BROADSTAIRS FOLK WEEK

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2008**

	Page
Report of the Trustees	1 to 3
Accountant's Report	4
Statement of Financial Activities	5
Balance Sheet	6 to 7
Notes to the Financial Statements	8 to 10
Detailed Statement of Financial Activities	11 to 12

BROADSTAIRS FOLK WEEK
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2008

The trustees who are also directors of the charity for the purposes of the Companies Act 1985, present their report with the financial statements of the charity for the year ended 30 September 2008. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
4485945 (England and Wales)

Registered Charity number
1104684

Registered office
Festival Office
Pierremont Hall
Broadstairs
Kent
CT10 1UX

Trustees
D Ellis
M Flory
C Thurgate
Mrs M Branscombe-Kent
G Crine
H Kemp
D Hudson
C Handley
Mrs Sue Johnson

Company Secretary
Mrs M Branscombe-Kent

Bankers
HSBC Bank Plc
68 High Street
Broadstairs
Kent
CT10 1JZ

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Charity is controlled by a governing document, its Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 1985. In the event of a winding up the liability of each member is limited to £10.

Recruitment and appointment of new trustees

As and when a new trustee is required, either due to a vacancy or to fulfil a new specific need, individuals with the relevant skills are identified and approached. If a trustee is deemed appropriate and willing to make the required commitment then they are proposed to the committee by the Chairman.

Induction and training of new trustees

New trustees are fully briefed on the Charities' activities and procedures. Each trustee is given an induction pack which sets out their responsibilities as a trustee/director.

BROADSTAIRS FOLK WEEK
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2008

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

Management of the charity continued under the Chairmanship of Mr David Ellis. Other senior officers include Mr Clive Thurgate (Treasurer) and Mr Malcolm Flory (Vice Chairman). A Festival Director and Artistic Director are employed and along with an office administrator they are the festival's only regular paid employees.

The trustees meet monthly to receive reports from the Artistic and Festival Directors, and financial reports from the Treasurer. Based on these reports the trustees make decisions by majority vote and delegate their execution to either employees or trustees, as appropriate.

The festival continues to rely heavily on volunteer input and is very grateful for the fantastic support received each year. The permanent office for the festival is located in Pierremont Hall. A week before and during the festival a shop is rented in the town as a festival office.

Related parties

The charity bore trustees indemnity costs of £666 (2007 £646).

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. This is carried out on an ongoing basis during the year and the trustees are satisfied that the systems in place are sufficient to mitigate exposure to major risks.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The object of the charity is to preserve and advance public education in the appreciation of English and Multicultural folk dance, song and music and to promote the knowledge and practice of English and Multicultural folk dance, song and music by means of dances, classes, lectures, demonstrations and other like methods, in the town of Broadstairs and St Peters and the neighbouring towns and villages in the District of Thanet.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The 43rd annual Broadstairs Folk Festival was held in August 2008. As in previous years the festival lasted a week and despite another rainy summer attendance at events was very good.

The trustees are pleased to report that total income exceeded costs and a small surplus was generated. This moderate surplus has helped to make good the deficits that were suffered in previous years and is a testament to the fund raising efforts of everyone connected with the charity. The trustees need to make further efforts to increase funding from existing sources and access new sources of funds, thus ensuring that the festival does not return to deficits. This will continue to be a challenge to all involved as lead sponsorship of £15,000 received in 2008 cannot be guaranteed to be generated at the same level in 2009 or beyond. Maintaining grant income also continues to become more difficult each year.

During the festival workshops were held, concerts were performed and numerous other dance, poetry and arts events staged. Overall the trustees estimate that there were over 120,000 attendances at events during the week.

FINANCIAL REVIEW

Reserves policy

The trustees consider that the charity needs reserves of up to £30,000 as at 30 September each year to meet expenses incurred during the winter following, any unforeseen costs and to meet start up costs of the next year's festival. The trustees are pleased to report that this objective was finally achieved as at the 30 September 2008.

BROADSTAIRS FOLK WEEK
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2008

FINANCIAL REVIEW

Principal funding sources

The principal funding sources during the year were as follows :-

SPONSORSHIPS

Major sponsorships were obtained from national companies, including G Casino, Shepherd Neame, Fujifilm Sericol, SeaFrance and Saga Insurance.

GRANTS

Grants were received from Kent County Council, Thanet District Council, Broadstairs and St Peter's Town Council, the Grants for the Arts (Arts Council England).

CORPORATE SCHEME

Small local businesses in Thanet continued to participate in a corporate sponsorship scheme. The amount generated in 2008 was on a par with 2007.

TICKET SALES

A significant element of total income was generated directly by the sale of tickets to the general public (approximately 40%). The ratio of self generated income (as opposed to grants) when compared to overall income is extremely high when benchmarked against similar events and charities. This reflects the excellence of the content of the festival and the hard work of many interested parties.

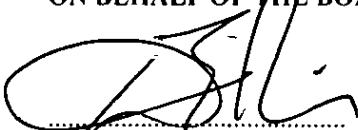
FUTURE DEVELOPMENTS

The charity is committed to achieving its charitable objects by running the annual week-long folk festival in the town of Broadstairs and as a result bring economic benefit to the local economy. In order to be able to do this it will pursue its fund raising efforts on many fronts, including grants, business sponsorship, advertising, tickets sales, programme sales, festival lottery and the Friends of Folk week scheme.

The charity remains a 'not for profit' organisation and support from the local community is essential to ensure that its ongoing activities continue in Broadstairs town. (A commercial organisation would move to a green field site, possibly not even in Thanet, with most of the money generated leaving the local economy).

With administration and compliance costs growing for all charities and event organisers, additional funds will need to be found and substantial one off grants received in previous years replaced, just to maintain the current level of activities and the excellent reputation that Folk Week has earned.

ON BEHALF OF THE BOARD:



D Ellis -Trustee

Date: 14 July 2009

**REPORT OF THE ACCOUNTANTS TO THE TRUSTEES OF
BROADSTAIRS FOLK WEEK**

I report on the financial statements for the year ended 30 September 2008 set out on pages five to ten.

Respective responsibilities of trustees and reporting accountant

As described on page seven the charitable company's trustees are responsible for the preparation of the financial statements, and considers that the charitable company is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

Basis of opinion

My work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so my procedures consisted of comparing the financial statements with the accounting records kept by the charitable company, and making such limited enquires of the officers of the charitable company as I considered necessary for the purposes of this report. These procedures provide only the assurance expressed in my opinion.

Opinion

In my opinion:

- (a) the financial statements are in agreement with the accounting records kept by the charitable company under Section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
 - (i) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act; and
 - (ii) the charitable company satisfied the conditions for exemption from an audit of the financial statements for the year specified in Section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 249B(1).

Michael Studham

Spurling Cannon
Chartered Certified Accountants
Registered Auditors
424 Margate Road
Westwood, Ramsgate
Kent
CT12 6SR

Date:

BROADSTAIRS FOLK WEEK

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2008**

		Unrestricted funds	Restricted funds	30.9.08 Total funds	30.9.07 Total Funds
	Notes	£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		84,029	-	84,029	89,904
Activities for generating funds	2	4,028	-	4,028	4,874
Investment income	3	650	-	650	627
Incoming resources from charitable activities					
Festival		<u>144,321</u>	-	<u>144,321</u>	<u>135,148</u>
Total incoming resources		233,028	-	233,028	230,552
 RESOURCES EXPENDED					
Charitable activities					
Fundraising trading:					
Festival costs		162,436	-	162,436	157,533
Costs of generating funds					
Fundraising and publicity		2,908	-	2,908	4,190
Governance costs		585	-	585	685
Other resources expended		<u>60,922</u>	-	<u>60,922</u>	<u>60,250</u>
Total resources expended		226,851	-	226,851	223,658
 NET INCOMING/(OUTGOING) RESOURCES					
		6,177	-	6,177	7,894
 RECONCILIATION OF FUNDS					
Total funds brought forward		<u>28,586</u>	-	<u>28,586</u>	<u>20,692</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>34,763</u></u>	<u><u>-</u></u>	<u><u>34,763</u></u>	<u><u>28,586</u></u>

The notes form part of these financial statements

BROADSTAIRS FOLK WEEK

**BALANCE SHEET
AT 30 SEPTEMBER 2008**

	Notes	Unrestricted funds £	Restricted funds £	30.9.08 Total funds £	30.9.07 Total Funds £
FIXED ASSETS					
Tangible assets	6	2,366	-	2,366	3,156
CURRENT ASSETS					
Stocks		2,768	-	2,768	1,601
Debtors: amounts falling due within one year	7	18,201	-	18,201	5,627
Cash at bank and in hand		<u>23,005</u>	-	<u>23,005</u>	<u>28,897</u>
		43,974	-	43,974	36,125
CREDITORS					
Amounts falling due within one year	8	<u>(11,577)</u>	-	<u>(11,577)</u>	<u>(10,695)</u>
NET CURRENT ASSETS/(LIABILITIES)		<u>32,397</u>	-	<u>32,397</u>	<u>25,430</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>34,763</u>	-	<u>34,763</u>	<u>28,586</u>
NET ASSETS		<u><u>34,763</u></u>	-	<u><u>34,763</u></u>	<u><u>28,586</u></u>
FUNDS					
Unrestricted funds	9			34,763	28,586
Restricted funds				-	-
TOTAL FUNDS				<u><u>34,763</u></u>	<u><u>28,586</u></u>

The notes form part of these financial statements

BROADSTAIRS FOLK WEEK

**BALANCE SHEET - CONTINUED
AT 30 SEPTEMBER 2008**

The charitable company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 30 September 2008.

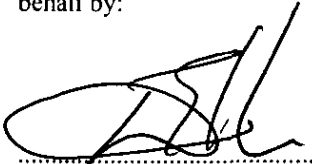
The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 30 September 2008 in accordance with Section 249B(2) of the Companies Act 1985.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Section 221 of the Companies Act 1985 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2006).

The financial statements were approved by the Board of Trustees on 14 July 2009 and were signed on its behalf by:



.....
D Ellis -Trustee



.....
C Thurgate -Trustee

BROADSTAIRS FOLK WEEK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2008

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2006) and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its useful economic life.

Plant and machinery	-25% on reducing balance
Fixtures and fittings	-25% on reducing balance
Office equipment	-25% on reducing balance

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. ACTIVITIES FOR GENERATING FUNDS

	30.9.08	30.9.07
	£	£
Lottery	<u>4,028</u>	<u>4,874</u>

3. INVESTMENT INCOME

	30.9.08	30.9.07
	£	£
Deposit account interest	<u>650</u>	<u>626</u>

BROADSTAIRS FOLK WEEK

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 SEPTEMBER 2008**

4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	30.9.08	30.9.07
	£	£
Depreciation - owned assets	<u>789</u>	<u>1,052</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 September 2008 nor for the year ended 30 September 2007.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 30 September 2008 or for the year ended 30 September 2007.

6. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Office equipment £	Totals £
COST				
At 1 October 2007 and 30 September 2008	569	127	4,848	5,544
DEPRECIATION				
At 1 October 2007	330	74	1,985	2,389
Charge for year	<u>60</u>	<u>13</u>	<u>716</u>	<u>789</u>
At 30 September 2008	<u>390</u>	<u>87</u>	<u>2,701</u>	<u>3,178</u>
NET BOOK VALUE				
At 30 September 2008	<u>179</u>	<u>40</u>	<u>2,147</u>	<u>2,366</u>
At 30 September 2007	<u>239</u>	<u>53</u>	<u>2,863</u>	<u>3,155</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.9.08	30.9.07
	£	£
Amounts falling due within one year:		
Trade debtors	17,084	5,507
Prepayments and accrued income	1,117	-
Other debtors		120
	<u>18,201</u>	<u>5,627</u>

BROADSTAIRS FOLK WEEK

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 SEPTEMBER 2008**

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.9.08	30.9.07
	£	£
Trade creditors	5,297	5,759
Social security and other taxes	644	624
Other creditors	1,293	2,303
Deferred income	<u>4,343</u>	<u>2,008</u>
	<u><u>11,577</u></u>	<u><u>10,695</u></u>

9. MOVEMENT IN FUNDS

	At 1.10.07	Net movement in funds	Transfers between funds	At 30.9.08
	£	£	£	£
Unrestricted funds				
General fund	28,586	6,177	-	34,763
Restricted funds	-	-	-	-
	<u>28,586</u>	<u>6,177</u>	<u>-</u>	<u>34,763</u>
TOTAL FUNDS	<u><u>28,586</u></u>	<u><u>6,177</u></u>	<u><u>-</u></u>	<u><u>34,763</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	233,028	226,851	6,177
Restricted funds	-	-	-
	<u>233,028</u>	<u>226,851</u>	<u>6,177</u>
TOTAL FUNDS	<u><u>233,028</u></u>	<u><u>226,851</u></u>	<u><u>6,177</u></u>

BROADSTAIRS FOLK WEEK

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2008**

	30.9.08	30.9.07
	£	£
INCOMING RESOURCES		
Voluntary income		
Donations & Sponsorship	36,091	29,803
Grants	<u>47,938</u>	<u>60,101</u>
	84,029	89,904
Activities for generating funds		
Lottery	4,028	4,874
Investment income		
Deposit account interest	650	626
Incoming resources from charitable activities		
Season tickets, camping and events	99,818	93,843
Craft fair	26,616	24,066
Programmes and other income	10,455	11,171
Merchandise sales	<u>7,432</u>	<u>6,068</u>
	<u>144,321</u>	<u>135,148</u>
Total incoming resources	233,028	230,552
RESOURCES EXPENDED		
Charitable activities: Festival costs		
Merchandise and programmes	10,095	11,521
Artist fees, expenses and accommodation	76,584	77,327
Venue Hire including all PA hire £7,549 (2007 £6,815)	13,925	12,391
Concert Area	26,487	24,167
Campsite	19,333	14,385
Craft fair	13,333	11,294
Road closure	1,410	4,470
Performing rights and lottery	<u>1,271</u>	<u>1,978</u>
	162,438	157,533
Governance costs		
Accountancy	585	685
Support costs		
Wages and other staff costs	35,072	36,022
Rent and rates	5,369	5,487
Insurance	4,178	4,128
Postage, stationery & telephone	5,930	5,452
Advertising	<u>3,283</u>	<u>3,834</u>
Carried forward	53,832	54,923

This page does not form part of the statutory financial statements

BROADSTAIRS FOLK WEEK

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 SEPTEMBER 2008**

	30.9.08	30.9.07
	£	£
Support costs		
Brought forward	53,832	54,923
Sundries	1,426	1,850
Website, computing, software & corporate image	2,371	2,730
Administration (including depreciation)	4,873	4,015
Bank and credit card processing charges	1,041	964
Subscriptions	286	393
	<u>63,828</u>	<u>64,875</u>
Total resources expended	226,851	223,093
	<u>6,177</u>	<u>7,459</u>
Net Surplus		

This page does not form part of the statutory financial statements