

REGISTERED CHARITY NUMBER: **802826**

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended
30 September 2020
For
The Bushey Festival Association**

The Bushey Festival Association
Report of the Trustees
For the Year Ended 30 September 2020

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The Bushey Festival Association
Report of the Trustees
For the Year Ended 30 September 2020

The trustees present their report with the financial statements of the charity for the year ended 30th September 2020. 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 Charity number

802826

Principal address

10 The Close Bushey Hertfordshire WD23 3NG

Trustees

J. Champion
F. Francis
S. Francis
F Newman

Independent examiner

Kevin O'Malley, ACA, Brevins Limited, Chartered Accountants.
23 Porters Wood, St. Albans, AL3 6PQ

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

The Charity is controlled by its governing document which was adopted on 11 January 1990 and constitutes an unincorporated charity.

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.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The aim of the charity is to promote and organise musical, artistic, educational, recreational and leisure (time) events for the local community in Bushey and surrounding areas. In practice, these events and activities take place throughout the year, culminating in the summer community festival in July.

We play a key role in the Bushey Community throughout the year; celebrate the arts, culture and heritage of Bushey and encourage all ages to be actively involved.

The Bushey Festival Association
Report of the Trustees
For the Year Ended 30 September 2020

ACHIEVEMENT AND PERFORMANCE

It's incredibly important to state from the outset that, despite there being no summer festival, how very active the new committee have remained throughout the year. With a successful second year behind us, the hard work towards delivering the finale event, Festival in the Park, was largely complete. We were at the stage of finalising funding issues, publicity and advertising when the pandemic escalated. Uncertainty within the business community inevitably impacted all prospect of sponsorship and donations. That said, the importance of holding the festival and of reaffirming its importance to the community, we would have committed reserves to ensuring it went ahead. In the end, of course, the decision was taken out of our hands when large gatherings in public spaces were prohibited. Key contracts then had to be shelved.

Even in a disrupted year, we were able to deliver a number of Alpaca walking events at Pages Farm prior to the lockdown and two more in July raising nearly £500, and held another highly successful Music Crawl in January raising an amazing £845. The Par 3 Music Club at the Bushey Country Club had to be suspended until restrictions eased temporarily in August. Whilst not intended as a fund raising venture in itself, it still raised £86.

The resulting uncertainty and then disappointment, of not holding a finale event in the King George Recreation Ground focused our attention, however, on what we could be in control of. A Virtual 'Festival Not in the Park' was organised and featured 15 online performances and watched by an average of 300 people per performance. The 'After Party' finale set by Sanchia achieved over 3000 views.

Friends will know that the intention to hold some kind of 'Welcome Back' event in the autumn would have been a priority. Working with other groups, the idea was to adapt the 'Bushey is Open' theme, originally planned to start the summer festival, to encourage other groups to open their doors and celebrate being back together, having endured the lockdown. As with all organisations we have had to think and plan dynamically, working on any number of possibilities within changing parameters.

Key to keeping initiatives like these buoyant, when it would have been all too easy to go into hibernation, has been continuous information sharing both online and in social media. I have to pay tribute to committee members for the immense amount of time devoted to keeping posts updated. There are 1320 followers on Facebook and 574 on Instagram.

In a similar manner, we have issued a regular monthly newsletter which goes out to about 640 email addresses and played a significant part in keeping the community aware of our own and local initiatives.

Friends of the Festival, and the community in general I hope, will acknowledge that we have played an on-going role in working with the community during unprecedented times.

Whereas we would not have had the usual kind of involvement with businesses and funding sources, such as the National Lottery, we have continued to work closely with Hertsmere Council and Inspire All, albeit in a different way. We have embraced Hertsmere's Year of Culture 2020 helping to promote their initiatives and continue to work closely with Herts Leisure on Festive initiatives.

To this end, I think we can be justifiably proud of responding to and playing a part in the communities need to support each other.

The Bushey Festival Association
Report of the Trustees
For the Year Ended 30 September 2020

FINANCIAL REVIEW

Reserves policy

The charity aims to hold approximately one year's expenditure in reserves in order to be able to meet its liabilities in full at any given time.

Approved by order of the board of trustees **19th November 2020** and signed on its behalf by:

.....

S Francis - Chairperson

Independent Examiner's Report to The Trustees of
The Bushey Festival Association

I report on the accounts for the year ended 30 September 2020 set out on pages five to ten which have been prepared on the basis of the accounting policies on pages seven to ten

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 required.

Basis of Independent Examiner's Report

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, seeking explanations from the Board of Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by these accounts.

Independent Examiners Statement

In connection with my examination, no matter has come to our attention which gives me a reasonable cause to believe that in any material aspects the requirements to keep the accounting records in accordance with the Charities Commission Guidance and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kevin O'Malley, ACA, Brevins Limited, Chartered Accountants.
23 Porters Wood, St. Albans, AL3 6PQ

Signed

Date:

The Bushey Festival Association
Statement of Financial Activities
For the Year Ended 30 September 2020

	Notes	Unrestricted fund £	Restricted funds £	30.9.20 Total funds £	30.9.19 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Lottery Grant		0	0	0	9,785
Voluntary income Supporters		570	0	570	724
Voluntary Income Donations and Grants	2,11	0	0	0	3,425
Activities generating funds	2	1,103	0	0	7,720
Investment income	3	24	0	24	38
		1,697	0	1,697	21,692
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising : cost of goods sold and other costs		254	0	254	11,827
Charitable activities					
Grants to other charities meeting our objectives and aims		0	0	0	50
Other resources expended		367	64	431	6,130
Total resources expended	4	621	64	685	18,007
NET INCOMING / (OUTGOING) RESOURCES		1,076	(64)	1,012	3,685
RECONCILIATION OF FUNDS					
Total funds brought forward		25,523	2,773	28,296	24,611
TOTAL FUNDS CARRIED FORWARD		26,599	2,709	29,308	28,296

The Bushey Festival Association

Balance Sheet
As at 30 September 2020

	Notes	Unrestricted fund £	Restricted funds £	30.9.20 Total funds £	30.9.19 Total funds £
FIXED ASSETS					
Tangible assets	6	0	0	0	367
CURRENT ASSETS					
Debtors	7	0	0	0	1,562
Prepayments		843	0	843	0
Stock		580	0	580	580
Cash at bank		25,211	2,709	27,920	27,175
		<u>26,634</u>	<u>2,709</u>	<u>29,344</u>	<u>29,317</u>
CREDITORS					
Amount falling due within one year	8	(35)	0	(35)	(1,389)
NET CURRENT ASSETS		<u>26,599</u>	<u>2,709</u>	<u>29,308</u>	<u>27,929</u>
TOTAL ASSETS LESS NET CURRENT LIABILITIES					
		<u>26,599</u>	<u>2,709</u>	<u>29,308</u>	<u>28,296</u>
NET ASSETS		<u><u>26,599</u></u>	<u><u>2,709</u></u>	<u><u>29,308</u></u>	<u><u>28,296</u></u>
FUNDS					
Unrestricted funds	9			26,599	25,523
Restricted funds				2,709	2,773
TOTAL FUNDS				<u><u>29,308</u></u>	<u><u>28,296</u></u>

The financial statements were approved by the Board of Trustees on 12th November 2020 and were signed on its behalf by :

F- Francis - Trustee

F Newman - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 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. Grants offered subject to conditions which have not been met at the year-end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

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

Plant and machinery	- Straight line over 3 years
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Taxation

The charity is exempt from 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.

The Bushey Festival Association
Notes to the Financial Statement
For the Year Ended 30 September 2020

2. ACTIVITIES GENERATING FUNDS

	30.9.20	30.9.19
	£	£
Sponsorships and Donations	0	2,275
Grants	0	1,150
Events	1,103	7,720
	<u>1,103</u>	<u>11,145</u>

3. INVESTMENT INCOME

	30.9.20	30.9.19
	£	£
Deposit account interest	<u>24</u>	<u>38</u>

The Bushey Festival Association
Notes to the Financial Statement
For the Year Ended 30 September 2020

4. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	30.9.20	30.9.19
	£	£
Artist's fees and expenses	100	1,750
Stage and Equipment hire	0	8,351
Insurance	0	1,081
Support costs	154	4,330
Other Costs	64	2,006
Prior year Adjustment	<u>0</u>	<u>8</u>
Total	<u>318</u>	<u>17,526</u>

5 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 September 2020 nor for the year ended 30 September 2019.

6. TANGIBLE FIXED ASSETS

	Plant and Machinery £
COST	
Additions	0
DEPRECIATION	
CHARGE FOR YEAR	<u>367</u>
NET BOOK VALUE	
At 30 September 2020	<u>0</u>
At 30 September 2019	<u>367</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.9.20	30.9.19
	£	£
Other Debtors	<u>0</u>	<u>1,562</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.9.20	30.9.19
	£	£
Other Creditors	<u>35</u>	<u>1,389</u>

The Bushey Festival Association
Notes to the Financial Statement
For the Year Ended 30 September 2020

9. MOVEMENT IN FUNDS

	At 1.10.19	Net Movement in Funds	At 30.9.20
	£	£	£
Unrestricted funds			
General fund	25,523	1,076	26,599
Restricted funds			
Christmas Lights	1,973	(64)	1,909
Hertfordshire County	<u>800</u>	<u>0</u>	<u>800</u>
Total funds	<u>28,296</u>	<u>1,012</u>	<u>29,308</u>

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

	Incoming Resources	Resources Expended	Movement in Funds
	£	£	£
Unrestricted Funds	1,697	621	1,076
Restricted funds	<u>0</u>	<u>64</u>	<u>(64)</u>
Total funds	<u>1,697</u>	<u>(685)</u>	<u>1012</u>

The Bushey Festival Association
Notes to the Financial Statement
For the Year Ended 30 September 2020

10 ANALYSIS OF GROSS SURPLUS OF THE EVENTS

	30.9.20	30.9.19
	£	£
Alpaca Walks	172	712
Bentley Priory Museum Tours	0	108
Blue Check Quiz	0	462
Bucket Collection	0	1,793
Bushey Beaumont House	0	62
Fairground	0	330
Ice Cream Van	0	220
King Stag Drinks	0	1,100
Par 3 Cafe	86	0
Pub Crawl	845	472
Saturday Event	0	226
Miscellaneous	0	270
St James Music	0	150
Stall	0	1,115
Three Crowns	0	700
Events sundries	0	0
	<u>1,103</u>	<u>7,720</u>

The Bushey Festival Association

Detailed Statement of Financial Activities
For the Year Ended 30 September 2020

	30.9.20	30.9.19
	£	£
INCOMING RESOURCES		
Voluntary income		
Lottery Grant	0	9,785
Donations	0	2,275
Grants	0	1,150
Subscriptions	570	724
	<u>570</u>	<u>13,934</u>
Activities for generating funds		
Other Activities / Events	1,103	7,720
	<u>1,103</u>	<u>7,720</u>
Investment income		
Deposit account interest	24	38
	<u>24</u>	<u>38</u>
Total incoming resources	1,697	21,692
RESOURCES EXPENDED		
Fundraising trading : cost of goods sold and other costs		
Artists' fees and expenses	100	1,750
Equipment and Materials	0	634
Hire of Stage & Stage Equipment	0	5,220
Hire of Marquee	0	3,131
Event Security	0	456
St Johns Ambulance	0	313
Volunteers Expenses	0	222
Christmas tree lights	64	0
Events sundries	0	101
	<u>164</u>	<u>11,827</u>

This page does not form part of the statutory financial statement

The Bushey Festival Association

Detailed Statement of Financial Activities
For the Year Ended 30 September 2020

	£	£
Charitable Activities		
Donation Quiz	0	50
	<u>0</u>	<u>50</u>
Management		
Printing and Publicity	0	811
Advertising and bunting	0	495
Leaflet Distribution	0	1,440
Website Design & Hosting Fee	144	1,584
	<u>144</u>	<u>4,330</u>
Finance		
Event Insurance	0	1,081
Telephone	0	0
Postage and stationery	0	7
Bank and Paypal charges	10	122
Sundries	0	101
	<u>10</u>	<u>1,311</u>
Other		
Prior year adjustment (write back creditor & corr opening balance)	0	8
Depreciation of plant and machinery	367	481
Total resources expended	<u>685</u>	<u>18,007</u>
Net (expenditure) /income	<u><u>1,012</u></u>	<u><u>3,685</u></u>