

Company Registration No: 502718
Charity Registration No: 507765

**SWANSEA FESTIVAL OF
MUSIC AND THE ARTS LIMITED**
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

31 DECEMBER 2009

THURSDAY



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SWANSEA FESTIVAL OF MUSIC AND THE ARTS LIMITED
(A company limited by guarantee)

OFFICERS AND ADVISORS

Trustees/Directors:	Huw Tregelles Williams OBE Paul Carr FCA
Company Secretary:	John Sims
Administrator:	Susan Croall
Registered Office:	Redwood Court Tawe Business Village Swansea Enterprise Park Swansea SA7 9LA
Bankers:	Barclays Bank Plc Kingsway Swansea
Reporting Accountants:	Bevan & Buckland Chartered Accountants Langdon House Langdon Road Swansea Waterfront SA1 8QY

SWANSEA FESTIVAL OF MUSIC AND THE ARTS LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

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SWANSEA FESTIVAL OF MUSIC AND THE ARTS LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT

The Trustees, who are also directors of the charity for the purposes of the Companies Act 1985, present their annual report and the financial statements for the year ended 31 December 2009.

Our Purposes and Activities

The purposes of the Charity are to advance the education of the public in all aspects of the performing arts including music, opera, ballet and drama and to further the social and cultural welfare of the local community.

The vision that shapes our annual activities remains the promotion and fostering of knowledge and appreciation of the arts by the provision of facilities for the education and recreation of the public in the fields of music, art and drama. The Charity also has the general aim of contributing to the quality of life of the local community by expanding their horizons through the provision of exciting, challenging and accessible professional arts events.

In shaping our objectives for the year and planning our activities, the Trustees have considered the Charity Commission's guidance on public benefit, including the guidance on public benefit and fee charging. The Festival relies on grants, sponsorship and box office income to cover its operating costs. In setting the level of charges and concessions, the Trustees give careful consideration to the accessibility of the Festival for those on low incomes.

The strategies employed to achieve the Charity's aims and objectives are to -

Present a broad range of productions for the enjoyment and education of our local community,

Celebrate the diversity of cultures in our society by programming presentations by, and with, artists of different cultural backgrounds.

Putting these strategies into action we have three major areas of activity which are concerts and stage performances, educational programmes, and art exhibitions, including installations. Our programme of activities is fully described in the annual Diary of Events. It also gives full details of our sponsorship packages, our ticket packages, concessions and the provisions we make for disabled concert goers.

Income Generation

The annual Swansea Festival of Music and the Arts took place in October 2009. The core Festival comprised orchestral concerts, chamber and instrumental recitals. The total audience for these events numbered almost 4,000, generating box office income of over £40,000. Further income of £3,520 was earned from advertising revenue, the sale of the Festival brochure and interest receivable.

SWANSEA FESTIVAL OF MUSIC AND THE ARTS LIMITED
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TRUSTEES' REPORT

The Festival received grant aid totaling £95,652 from the Arts Council of Wales and the City & County of Swansea including fees for the use of the Brangwyn Hall to the value of £10,000. A number of generous donations were received, notably £4,000 from The Friends of Swansea Festival, £910 from Arts & Business Cymru and £6,575 from individual sponsors. Commercial sponsorship amounted to £9,090. The Trustees wish to record their grateful appreciation of all contributing individuals and organisations.

Resources Expended

The Festival expended £114,205 on the artistic programme. The fees and expenses of the Festival Administrator amounted to £5,123 with further general administration and insurance costs amounting to £2,045. Publicity cost £21,003.

Future Developments

The programme for the 2010 Festival has been finalised and the Festival diary of Events for 2010 will be available shortly. The format for 2010 will be largely along traditional lines.

Financial Position

Resources expended exceeded incoming resources for the year by £8,280, leaving a balance carried forward on unrestricted funds at 31 December 2009 of £48,773.

Reserves Policy

The Festival's policy takes into account the absence of long-term fixed commitments and the relative certainty of the quantum and timing of income streams from both grant aid and commercial sponsorship once the initial funding commitment has been given. After consideration of current circumstances the Trustees reaffirmed that, to enable the Festival to be in a position to meet its liabilities in the event of a collapse of box office receipts or the failure of a commercial sponsor and to fund an efficient close-down of the Festival's activities, unrestricted reserves of £20,000 should be maintained. This level of reserves represents the estimated level of expenditure not covered by income streams in the event of a 25% fall in both box office receipts and commercial sponsorship.

At 31 December 2009 unrestricted reserves exceeded the level required by £28,773.

SWANSEA FESTIVAL OF MUSIC AND THE ARTS LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT

Governance

Trustees

Trustees are appointed by the Festival's Executive Board. The following trustees held office during the year.

Huw Tregelles Williams OBE	(Chairman)
Paul Carr	(Hon Treasurer)

Statement of Trustees' Responsibilities

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the net incoming or outgoing resources of the company for that period. In preparing those financial statements the trustees are required to -

- Select suitable accounting policies and then apply them consistently,
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Make judgments and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and which enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Organisational Structure

The City & County of Swansea is entitled to nominate not more than seven of its members to be members of the Executive Board. Other members of the Executive Board are drawn from the membership of the company. The Executive Board meets generally three or four times a year to manage the business of the company and to receive reports from the Chairman and Festival Administrator.

The planning of each Festival and the attendant negotiations with participating orchestras and artists is the responsibility of the Artistic sub-committee. Administrative arrangements are the responsibility of a part-time Administrator, who is assisted by a number of voluntary helpers. Financial matters are handled by the Treasurer.

SWANSEA FESTIVAL OF MUSIC AND THE ARTS LIMITED
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TRUSTEES' REPORT

Risk Management

The Trustees have undertaken an assessment of the risks to which the Festival is exposed and have established systems to mitigate those risks. This involved identifying the types of risk to which the Festival is exposed, prioritising the risks in terms of their potential impact on the Festival's activities and identifying ways in which the risks might be managed.

Reporting Accountants

A resolution for the reappointment of Cuan O'Shea of Bevan & Buckland as Independent Examiner of the company will be proposed at the forthcoming Annual General Meeting.

This report was approved by order of the Board on 12/7/10



John Sims
Hon Secretary

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
SWANSEA FESTIVAL OF MUSIC AND THE ARTS LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

I report on the accounts for the year ended 31 December 2009 set out on pages 6-11

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under Section 43 of the 1993 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 Act), and
- to state whether particular matters have come to my attention

Basis of the 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 statements 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 386 and 387 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

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

LANGDON HOUSE
LANGDON ROAD
SWANSEA

DATE 12/1/10


Cuan O'Shea
BEVAN & BUCKLAND
CHARTERED ACCOUNTANTS

SWANSEA FESTIVAL OF MUSIC AND THE ARTS LIMITED
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2009**

	Unrestricted Funds £	Restricted Funds £	2009 Total Funds £	2008 Total Funds £
INCOMING RESOURCES				
Incoming Resources from Generated Funds				
Voluntary Income				
Arts Council of Wales	40,652	-	40,652	38,652
City & County of Swansea	55,000	-	55,000	55,000
	<u>95,652</u>	<u>-</u>	<u>95,652</u>	<u>93,652</u>
Activities for Generation of Funds				
Friends of Swansea Festival	4,000	-	4,000	12,000
Individual Sponsors	6,575	-	6,575	4,713
The Colwinston Trust	-	-	-	10,000
Arts & Business Cymru	910	-	910	-
John Fussell Memorial Trust	-	-	-	1,000
Concert Sponsorship	8,180	-	8,180	18,830
	<u>19,665</u>	<u>-</u>	<u>19,665</u>	<u>46,543</u>
Investment Income				
3.5% War Loan	4	-	4	4
Bank Interest	25	-	25	972
	<u>29</u>	<u>-</u>	<u>29</u>	<u>976</u>
Incoming Resources from Charitable Activities				
Box Office	41,914	-	41,914	48,687
Programme Sales	2,140	-	2,140	1,947
Advertising Revenue	1,380	-	1,380	1,260
Arts Council for Wales	-	-	-	-
	<u>45,434</u>	<u>-</u>	<u>45,434</u>	<u>51,894</u>
Total Incoming Resources	<u>160,780</u>	<u>-</u>	<u>160,780</u>	<u>193,065</u>

SWANSEA FESTIVAL OF MUSIC AND THE ARTS LIMITED
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2009**

	Unrestricted Funds £	Restricted Funds £	2009 Total Funds £	2008 Total Funds £
RESOURCES EXPENDED				
Cost Of Generating Funds				
Box Office Commission	5,449	-	5,449	6,367
Souvenir Programme	5,750	-	5,750	5,765
Fund Raising & Publicity	21,003	-	21,003	30,544
	<u>32,202</u>	<u>-</u>	<u>32,202</u>	<u>42,676</u>
Charitable Activities				
Orchestra & Soloists	114,205	-	114,205	124,026
Venue Costs	15,485	-	15,485	14,788
	<u>129,690</u>	<u>-</u>	<u>129,690</u>	<u>138,814</u>
Governance Costs				
Administrator	5,123	-	5,123	4,375
Performing Rights Society	387	-	387	2,338
General	1,658	-	1,658	1,490
	<u>7,168</u>	<u>-</u>	<u>7,168</u>	<u>8,203</u>
Total Resources Expended	<u>169,060</u>	<u>-</u>	<u>169,060</u>	<u>189,693</u>
Net (Outgoing)/Incoming Resources for the Year	(8,280)	-	(8,280)	3,372
Balance Brought Forward	57,053	-	57,053	53,681
	<u>48,773</u>	<u>-</u>	<u>48,773</u>	<u>57,053</u>

There were no recognised gains or losses other than as disclosed in the Statement of Financial Activities

SWANSEA FESTIVAL OF MUSIC AND THE ARTS LIMITED
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BALANCE SHEET

AS AT 31 DECEMBER 2009

	Notes	2009 £	£	£	2008 £
Fixed Assets					
Tangible Assets	3	-		-	
Investments	4	39		39	
		<u> </u>	39	<u> </u>	39
Current Assets					
Debtors and Prepayments	5	-		3,000	
Cash at Bank		52,120		62,866	
		<u>52,120</u>		<u>65,866</u>	
Creditors: amounts falling due within one year	6	<u>(3,386)</u>		<u>(8,852)</u>	
Net Current Assets	8		48,734		57,014
Net Assets			<u>48,773</u>		<u>57,053</u>
Reserves					
Unrestricted Funds			48,773		57,053
Restricted Funds			-		-
			<u>48,773</u>		<u>57,053</u>

Company Registration No: 502718
Charity Registration No: 507765

SWANSEA FESTIVAL OF MUSIC AND THE ARTS LIMITED
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BALANCE SHEET

AS AT 31 DECEMBER 2009


The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2009

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st December 2009 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 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 Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

The financial statements were approved by the Board of Directors on . 12/7/10
and were signed on its behalf by


Huw Iregelles Williams OBE
Chairman

SWANSEA FESTIVAL OF MUSIC AND THE ARTS LIMITED
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2009

1. STATUS OF THE COMPANY

Swansea Festival of Music and the Arts Limited is a company limited by guarantee. In the event of the winding up of the company every member is liable to contribute to the debts and liabilities of the company such amounts as may be required, but not exceeding £1.

2. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material to the company's financial statements.

Basis of Preparation

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and with the Statement of Recommended Practice "Accounting and Reporting by Charities", published in March 2005.

The company has taken advantage of the exemption under FRS 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

Donations and Voluntary Income

Donations and voluntary income are accounted for when receivable.

Grants Receivable

Grants for immediate expenditure are accounted for when they become receivable. Grants received for specific purposes are treated as restricted funds. Grants received in advance are deferred and recognised in the accounts in future accounting periods.

Depreciation

Depreciation is provided by the company to write off the cost less the estimated residual value of tangible fixed assets by equal installments over their estimated useful lives as follows:

Equipment	5 years
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Investment Assets

Investment assets are included in the accounts at their estimated market value.

Taxation

As the company is a registered charity any surplus arising on income and expenditure account is not subject to UK taxation.

SWANSEA FESTIVAL OF MUSIC AND THE ARTS LIMITED
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2009

3. TANGIBLE FIXED ASSETS

Cost

	£
Balance Brought Forward and Carried Forward	<u>570</u>

Depreciation

Balance Brought Forward and Carried Forward	570
	<u> </u>

Net Book Value

At 31 December 2009	-
	<u> </u>

Net Book Value

At 31 December 2008	-
	<u> </u>

4. INVESTMENTS

	2009 £	2008 £
3 5% War Loan	39	39
	<u> </u>	<u> </u>

5. DEBTORS AND PREPAYMENTS

	2009 £	2008 £
Trade Debtors	-	3,000
	<u> </u>	<u> </u>
	<u> </u>	<u>3,000</u>

SWANSEA FESTIVAL OF MUSIC AND THE ARTS LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2009

6. CREDITORS: amounts falling due within one year

	2009 £	2008 £
Trade Creditors	-	4,962
VAT	3,386	3,890
	<u>3,386</u>	<u>8,952</u>

7. FUNDS

	Unrestricted Funds £	Restricted Funds £	General Funds £
Opening Funds	57,053	18,000	53,681
Net Movements in Funds	(8,280)	(18,000)	3,372
Closing Funds	<u>48,773</u>	<u>-</u>	<u>57,053</u>

8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	2008 Total Funds £
Tangible Fixed Assets	-	-	-
Investments	39	-	39
Current Assets	52,120	-	65,866
Current Liabilities	(3,386)	-	(8,852)
Total Net Assets	<u>48,773</u>	<u>-</u>	<u>57,053</u>

9. TRUSTEES

The trustees did not receive any remuneration or expenses