

**BRIGHTON EARLY MUSIC FESTIVAL LIMITED**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31 JANUARY 2006**



**Company Registration Number 04741864**  
**Charity Number 1097288**

**BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 JANUARY 2006**

<b>CONTENTS</b>	<b>PAGE</b>
Members of the board and professional advisers	<b>1</b>
Trustees annual report	<b>2</b>
Independent auditors' report	<b>7</b>
Statement of financial activities	<b>9</b>
Balance sheet	<b>10</b>
Notes to the financial statements	<b>11</b>

**BRIGHTON EARLY MUSIC FESTIVAL LIMITED  
COMPANY LIMITED BY GUARANTEE**

**MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS**

**Registered Office**

Kingfisher House  
Hurstwood Grange  
Hurstwood Lane  
Haywards Heath  
East Sussex  
RH17 7QX

**Trustees**

M.J. Clemens  
R.A. Fenn  
M.D. Kennedy  
H.D. Steer  
L.A. Stras  
D.J. Hughes  
R.C. Davis  
G.D. Henderson  
M.R. Shipsey  
P.J. Atkinson  
S.W. Mathews  
V.M. Clemens

**Directors**

M.J. Clemens  
P.J. Atkinson  
V.M. Clemens  
R.C. Davis  
G.D. Henderson  
D.J. Hughes  
M.D. Kennedy  
S.W. Mathews  
M.R. Shipsey  
H.D. Steer  
L.A. Stras  
R.A. Fenn

**Company Secretary**

H. Hughes

**Auditors**

PRB Martin Pollins LLP  
Chartered Accountants & Registered Auditors  
Kingfisher House  
Hurstwood Grange  
Hurstwood Lane  
Haywards Heath  
East Sussex  
RH17 7QX

**Bankers**

HSBC  
University of Sussex  
Falmer  
Brighton  
East Sussex  
BN1 9QU

**BRIGHTON EARLY MUSIC FESTIVAL LIMITED**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES ANNUAL REPORT**

The trustees, some who are also Directors for the purposes of the Companies Act, have pleasure in presenting their report and the financial statements of the charity for the year ended 31 January 2006.

**REFERENCE AND ADMINISTRATION DETAILS OF THE CHARITY**

The charity's trustees meet regularly and administer the operations of the charity alongside the Secretary, the two appointed Artistic Directors and the designer. This group constitutes the Management Committee that organises the festival in conjunction with a larger number of volunteers and 'Friends' of the charity.

The day-to-day management of the charity is delegated to a sub-group comprising the Chairman of the trustees (M.J. Clemens), the Secretary (H. Hughes), the Publicity Officer (V.M. Clemens – who is also a trustee) and the Treasurer and Webmaster (M. Shipsey – who is also a trustee). These individuals organise the affairs of the charity in close consultation with the two Artistic Directors and the designer, as appropriate.

Sub-groups dealing with issues such as design and publicity, funding applications, education, website development and sponsorship are convened by the Management Committee at appropriate times throughout the year.

The events within the festival itself are run by a group of over 40 volunteers, acting under the guidance of the trustees and the Management Committee. These volunteers are mostly local people, many of them skilled amateur musicians, who bring to the organisation a wide range of abilities and who are united by their enthusiasm for and interest in the types of music presented in the festival.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

New trustees receive information to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the activities of the Management Committee and its decision-making processes, and details concerning the recent financial performance of the charity. They meet other Trustees and voluntary administrators involved in the day-to-day running of the charity.

Both new and existing trustees are encouraged to attend appropriate external training events where these will facilitate their roles within the charity.

The trustees actively review the major risks which the charity faces, on a regular basis, and have established systems and procedures to mitigate any significant risks identified.

**OBJECTIVES AND ACTIVITIES**

The charity's objectives are:

To encourage, advance, develop and maintain public education in, appreciation of and involvement in pre-classical and classical music and the performing arts by promoting periodically a series of public concerts, dramatic performances, exhibitions and other cultural events.

To promote and assist in the advancement of public education by the provision of workshops, lectures and educational events in pre-classical and classical music and the performing arts particularly, but not exclusively, for younger people and to encourage the giving of public performances by schools, music societies, choirs and other like organisations.

**BRIGHTON EARLY MUSIC FESTIVAL LIMITED**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES ANNUAL REPORT**

The principal activities of the company during the year continued to achieve the charity's objective through the organisation of an annual early music festival involving concerts, dramatic performances, exhibitions and other cultural events and through the provision of workshops to adults and schools.

The charity's aim to reach out to young people was achieved by offering concession prices or free entrance to the festival for people aged under 25 and children aged under 12 respectively.

**ACHIEVEMENTS AND PERFORMANCE**

In the year ending 31<sup>st</sup> January 2006 the Brighton Early Music Festival continued the successes of previous years in fulfilling the objectives of the charity. A total of 27 public events (22 concerts and 5 workshops) were held in the 2005 festival, attracting substantial numbers of participants. All of the public concerts and workshops that took place are listed in the 2005 Festival Brochure. These events achieved the following outcomes:

- (i) They engaged the public (including children and all kinds of people eligible for a concession rate) in activities with which many were not previously familiar;
- (ii) They presented several opportunities for participation by children, amateur musicians and complete beginners in concerts and workshops;
- (iii) They provided the residents of Brighton and Hove and nearby areas, as well as visitors to the city, with a wide range of top quality musical performances;
- (iv) They further raised the profile of the work of the charity

In financial terms the festival was again successful. In its third year of major operations the festival raised enough funds to allow it to maintain its position as one of the largest early music festivals in the U.K. This was done to widespread acclaim from artists, audiences, schools, workshop participants and the press. The festival has no full-time paid staff and all its activities were carried out by members of the Management Committee and other volunteers working in their spare time.

Ticket revenue from the concerts was an important source of income in 2005. In addition, a major grant (£22,000) was received from the Arts Council. Other private income, including several smaller grants awarded by other bodies, amounted to a total of £25,789. The charity's own fundraising efforts, particularly its Friends scheme, were very successful in raising a substantial amount of revenue.

As well as organising the main festival the charity has extended its activities to act as an umbrella body for the promotion and organisation of early music events in and around Brighton at other times of the year. Thus, in December 2005 there were two successful events involving, respectively, the mediaeval ensemble Mediva and the local choir Brighton Consort.

Although the public face of the festival is its high quality, prestigious concerts, in 2005 the charity also organized an extensive programme of educational and outreach activities. There were two family-oriented events, a concert by Red Priest and the free Piers Adams' *Recorder Roadshow*. The latter also featured young recorder players from Brighton and Hove Music & Performing Arts' Recorder Group, and it has inspired a new impetus in recorder playing in the area. The charity's work in nine local schools involved free workshops by five performing groups. It also ran two weekends of workshops and masterclasses for both students and amateurs of varying degrees of experience. In addition there were free sessions for gifted young string players and singers which led to an informal performance/open rehearsal. In this, students were introduced to the principles of baroque performance practice and techniques. There were also training sessions for music teachers with the recorder group Fontanella, as well as three days of performances for older people in day centres and residential care homes.

**BRIGHTON EARLY MUSIC FESTIVAL LIMITED**  
**COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES ANNUAL REPORT**

The Brighton Early Music Festival is now firmly established as an important element of the arts scene in South East England. It has established an activity unique in its scope and aims, with a strong grass roots organisational network. As in previous years the 2005 festival was richly fulfilling for all of the people involved in its activities. In this respect, as in others, the festival is fulfilling its charitable aims of encouraging, advancing, developing and maintaining public education in, appreciation of and involvement in pre-classical and classical music and other performing arts.

**FINANCIAL REVIEW**

The results for the year, and the charity's financial position at the end of the year, are shown in the attached financial statements.

In the year ending 31<sup>st</sup> January 2006 the charity's expenditure supported its key objectives in the following ways:-

A total of £65,277 (69.3% of the total resources expended) was used to pay the professional fees of the performers at the festival concerts, to meet the costs of hiring of venues and music and to cover the expenses associated with the organisation of the public workshops. A further £21,145 (22.4% of the total resources expended) was required to meet the costs of publicity and fundraising activities. The publicity and fundraising expenditure resulted in the generation of £55,739 of income in the form of ticket revenue and other charitable trading income, plus donations and gifts. Only £7,825 (8.3% of the total resources expended) was spent on management and administrative costs.

Thus in the financial year in question a high proportion of the charity's expenditure has directly supported the key objectives and activities of the charity which are specified above.

The charity continues to raise funds through donations, grants (including grants from the Arts Council) and income from the music festival events.

The trustees believe that the current level of reserves will prove sufficient for the charity to sustain its operations.

**PLANS FOR THE FUTURE**

The charity plans to continue the activities as outlined above in the forthcoming years and hopes to increase audience numbers by performing unusual and mainstream music side by side. The charity hopes to present some international concerts and a platform for young people.

The artistic plans for the 2006 festival include an exciting mix of concerts, workshops and multi-media events for both adults and children. As in 2005 the charity aims to maintain and develop its educational programme (subject to funding) and, where appropriate, hopes to extend such activities to other times of the year as well. As in 2005 the charity is submitting a range of applications to the Arts Council and to various charities and trusts to achieve these ends. The festival is a member of Arts & Business and from time to time trustees and other members of the Management Committee attend professional development surgeries organised by that body to increase their professionalism in relation to funding opportunities.

**BRIGHTON EARLY MUSIC FESTIVAL LIMITED  
COMPANY LIMITED BY GUARANTEE  
TRUSTEES ANNUAL REPORT**

**THE TRUSTEES**

The trustees who served the charity during the year were as follows:

M.J. Clemens  
R.A. Fenn  
M.D. Kennedy  
H.D. Steer  
L.A. Stras  
D.J. Hughes  
R.C. Davis  
G.D. Henderson  
M.R. Shipsey  
P.J. Atkinson  
S.W. Mathews  
V.M. Clemens

The trustees must be re-appointed in general meetings at least once every 3 years. New trustees must be appointed in accordance with the rules in the Company's Articles of Association.

**THE DIRECTORS**

The directors who served the company during the year were as follows:

M.J. Clemens	
R.A. Fenn	
P.J. Atkinson	(appointed 13/05/2005)
V.M. Clemens	(appointed 27/04/2005)
R.C. Davis	(appointed 27/04/2005)
G.D. Henderson	(appointed 12/07/2005)
D.J. Hughes	(appointed 20/04/2005)
M.D. Kennedy	(appointed 08/04/2005)
S.W. Mathews	(appointed 13/05/2005)
M.R. Shipsey	(appointed 27/04/2005)
H.D. Steer	(appointed 12/04/2005)
L.A. Stras	(appointed 18/04/2005)

**THE MEMBERS**

The company is limited by Guarantee.

The members who served the company during the year were as follows:

M.J. Clemens  
R.A. Fenn  
H. Hughes

Each member guarantees to contribute a maximum of £10 in the event of any winding-up.

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Company and Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

**BRIGHTON EARLY MUSIC FESTIVAL LIMITED  
COMPANY LIMITED BY GUARANTEE  
TRUSTEES ANNUAL REPORT**

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees 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.

**CLOSE COMPANY PROVISIONS**

In the opinion of the trustees, the charity is a close charity within the meaning of S.414 Income and Corporation Taxes Act, 1988.

The above report has been prepared in accordance with the special provisions of Part VII of the Companies Act relating to small companies

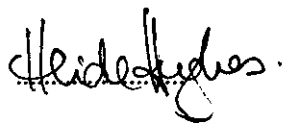
The accounts and reports have been prepared in accordance with SORP 2005 Accounting & Reporting by Charities, as revised.

**AUDITORS**

A resolution to re-appoint PRB Martin Pollins LLP as auditors for the ensuing year has been proposed and accepted at the annual general meeting in accordance with section 385 of the Companies Act 1985.

Registered office:  
Kingfisher House  
Hurstwood Grange  
Hurstwood Lane  
Haywards Heath  
RH17 7QX

Signed by order of the trustees



H. Hughes  
Company Secretary



**BRIGHTON EARLY MUSIC FESTIVAL LIMITED**  
**COMPANY LIMITED BY GUARANTEE**  
**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS**

We have audited the financial statements of Brighton Early Music Festival Ltd for the year ended 31 January 2006 on page 9 to 13 which have been prepared under the historical cost convention and the accounting policies set out on page 11.

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

**RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE AUDITOR**

The trustees' (who also act as Directors for the charitable activities of the company) responsibilities for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' Responsibilities on page 5.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK & Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read the Trustees Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information.

**BASIS OF AUDIT OPINION**

We conducted our audit in accordance with and International Standards on Auditing (UK & Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed. The audit provides a reasonable basis for our opinion.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**BRIGHTON EARLY MUSIC FESTIVAL LIMITED  
COMPANY LIMITED BY GUARANTEE  
INDEPENDENT AUDITORS' REPORT TO THE MEMBERS**

**OPINION**

In our opinion the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the charity's state of affairs as at 31 January 2006 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Kingfisher House  
Hurstwood Grange  
Hurstwood Lane  
Haywards Heath  
East Sussex  
RH17 7QX

30.5.06

*PRB Martin Pollins WP*  
PRB MARTIN POLLINS LLP  
Chartered Accountants  
& Registered Auditors

# BRIGHTON EARLY MUSIC FESTIVAL LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 JANUARY 2006

	Note	Total Funds 2006 £	Total Funds 2005 £
<b>INCOMING RESOURCES</b>			
Donations, gifts and fundraising		11,789	21,202
Grants receivable		36,000	24,225
Charitable trading income		43,950	48,181
Bank interest receivable		345	226
<b>TOTAL INCOMING RESOURCES</b>		<u>92,084</u>	<u>93,834</u>
<b>RESOURCES EXPENDED</b>			
Fundraising and publicity	2	21,145	18,013
Costs in furtherance of charitable objects	3	65,277	52,737
Management and administration	4	7,825	8,739
<b>TOTAL RESOURCES EXPENDED</b>		<u>(94,247)</u>	<u>(79,489)</u>
<b>NET INCOMING RESOURCES FOR THE YEAR</b>		(2,163)	14,345
Balances brought forward		<u>15,017</u>	<u>672</u>
Balances carried forward		<u>12,854</u>	<u>15,017</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 11 to 13 form part of these financial statements.

# BRIGHTON EARLY MUSIC FESTIVAL LIMITED


## BALANCE SHEET

31 JANUARY 2006

	Note	2006 £	£	2005 £
<b>FIXED ASSETS</b>				
Tangible assets	6		4,455	1,874
<b>CURRENT ASSETS</b>				
Debtors	7	2,457		5,710
Cash at bank		6,425		7,433
		<u>8,882</u>		<u>13,143</u>
<b>CREDITORS: Amounts falling due within one year</b>	8	<u>(483)</u>		<u>-</u>
<b>NET CURRENT ASSETS</b>			<u>8,399</u>	<u>13,143</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>12,854</u>	<u>15,017</u>
<b>NET ASSETS</b>			<u>12,854</u>	<u>15,017</u>
<b>CAPITAL AND RESERVES</b>				
General Reserve	9		<u>12,854</u>	<u>15,017</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective January 2005).

These financial statements were approved by the trustees on the 15th May 2006 and are signed on their behalf by:

  
M. CLEMENS  
Director

The notes on pages 11 to 13 form part of these financial statements.

# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 JANUARY 2006**

### **1. ACCOUNTING POLICIES**

#### **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) and the Companies Act 1985.

#### **Income**

All income is recognised on a receivable basis.

#### **Cash flow statement**

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

#### **Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment - 25% Reducing Balance Basis

### **2. FUNDRAISING AND PUBLICITY**

	<b>Total Funds</b>	<b>Total Funds</b>
	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Commission on sales	4,818	5,051
Purchases of goods for resale	3,821	5,147
Advertising costs	12,481	7,765
Web site costs	25	50
	<u>21,145</u>	<u>18,013</u>

### **3. COSTS IN FURTHERANCE OF CHARITABLE OBJECTS**

	<b>Total Funds</b>	<b>Total Funds</b>
	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Performers' fees	51,029	44,009
Venue and music hire	8,030	5,678
Workshops	6,218	3,050
	<u>65,277</u>	<u>52,737</u>

# BRIGHTON EARLY MUSIC FESTIVAL LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 JANUARY 2006

### 4. MANAGEMENT AND ADMINISTRATION

	Total Funds 2006 £	Total Funds 2005 £
Honorarium fees	2,000	5,000
Audit fees	-	730
Subscriptions	211	564
Postage and printing	1,798	1,272
Miscellaneous expenditure	103	548
Consultancy	2,228	-
Depreciation of equipment	1,485	625
	<u>7,825</u>	<u>8,739</u>

The honorarium fees were paid to two unrelated individuals for their artistic directorship of the festival.

### 5. TRUSTEES & MEMBERS EXPENSES

Three trustees or members were reimbursed a total of £5,313 (2005: £2,361) for expenses incurred on behalf of the charity that appear under the following headings of expenditure:

	2006 £	2005 £
Advertising costs	590	250
Fixed assets	634	-
Postage and printing	1,848	1,059
Miscellaneous expenditure	-	70
Purchases of goods for resale	1,053	734
Venue and music hire	1,188	248
	<u>5,313</u>	<u>2,361</u>

### 6. TANGIBLE FIXED ASSETS

	Equipment £
<b>COST</b>	
At 1 February 2005	2,499
Additions	4,066
<b>At 31 January 2006</b>	<u><b>6,565</b></u>
<b>DEPRECIATION</b>	
At 1 February 2005	625
Charge for the year	1,485
<b>At 31 January 2006</b>	<u><b>2,110</b></u>
<b>NET BOOK VALUE</b>	
<b>At 31 January 2006</b>	<u><b>4,455</b></u>
At 31 January 2005	<u>1,874</u>

# **BRIGHTON EARLY MUSIC FESTIVAL LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 JANUARY 2006**

### **7. DEBTORS**

	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Trade debtors	—	1,690
Gift Aid	1,974	3,600
Prepayments	483	420
	<u>2,457</u>	<u>5,710</u>

### **8. CREDITORS: Amounts falling due within one year**

	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Trade creditors	483	—
Other creditors	—	—
	<u>483</u>	<u>—</u>

### **9. GENERAL RESERVE**

	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Reserve brought forward	15,017	672
Net Incoming Resources	(2,163)	14,345
	<u>12,854</u>	<u>15,017</u>