

Company registration number: 08000525
Charity registration number: 1147075

**THE BRIDPORT LITERARY FESTIVAL LIMITED
(A COMPANY LIMITED BY GUARANTEE)
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**



THE BRIDPORT LITERARY FESTIVAL LIMITED

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THE BRIDPORT LITERARY FESTIVAL LIMITED

REFERENCE AND ADMINISTRATIVE DETAILS

Charity name	The Bridport Literary Festival Limited
Charity registration number	1147075
Company registration number	08000525
Principal office	157 Orchard Crescent Bridport Dorset DT6 5HB
Registered office	Unity Chambers 34 High East Street Dorchester Dorset DT1 1HA
Trustees	Mrs Kathleen Hobbs Mrs Venetia Carolyn Ross Skinner Mrs Deirdre Mary Coates Mr Antony Peverell Hichens Mr Richard John King Mrs Sarah Gordon Wild (appointed 13 May 2019)
Bankers	NatWest Dorchester 49 South Street Dorchester Dorset DT1 1DW
Independent Examiner	Mccountants Ltd 2 North Street Charminster Dorchester Dorset DT2 9QS

THE BRIDPORT LITERARY FESTIVAL LIMITED

TRUSTEES' REPORT

Structure, Governance and Management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 21 March 2012 and registered as a charity on 1 May 2012. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee.

There must be at least three Trustees. Apart from the first Trustees, every Trustee must be appointed by a resolution of the Trustees passed at a special meeting. In selecting individuals for appointment as Trustees, the Trustees have in regard the skills, knowledge and experience needed for the effective administration of the Charity.

All member of the Management Committee give their time voluntarily and received no benefits from the charity.

Induction and Training of Trustees

New Trustees have made available to them a copy of the Charity's constitution and a copy of the latest report and statement of accounts.

Organisational Structure

The Charity has a Management Committee consisting of Trustees who meet regularly and are responsible for the strategic direction and policy of the charity. At present the Committee has five members from a variety of professional backgrounds relevant to the work of the charity. The Festival Director also sits on the Committee but has no voting rights.

Objectives and Activities

The trustees shall hold the capital and income of the trust fund upon trust for the advancement of education by promoting and providing opportunities for the appreciation, understanding and enjoyment of literature and the arts and, in particular, through the promotion and running of a literary festival in Bridport to provide opportunities for the general public to read for pleasure and to increase their knowledge, understanding and appreciation of any matters literary, historic, artistic, architectural, aesthetic or scientific interest.

Achievements and Performance

The Charity organised the fourteenth Bridport Literary Festival which was held from Sunday 4 November to Sunday 11 November 2018. The event ran at a small deficit in the year of £1,081 which was expected by the Trustees.

Financial Review

Reserves Policy

The Management Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds held by the charity should be between 3 and 6 months of the expenditure. The reserves are needed to meet the working capital requirements of the charity.

THE BRIDPORT LITERARY FESTIVAL LIMITED

TRUSTEES' REPORT

Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006,

Approved by the Board and signed on its behalf by:



Mrs Kathleen Hobbs
Trustee

Date:

16.9.19

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

THE BRIDPORT LITERARY FESTIVAL LIMITED

I report on the accounts of the company for the year ended 31 March 2019, which are set out on pages 5 to 10,

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

The charity's trustees consider that an audit is not required for this year under Part 16 of the 2006 Act and that an independent examination is needed.

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 145 of the Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the Charities Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with 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 the 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 statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
 - the accounts do not accord with such records; or
 - the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached,



Michael McMahon
Mccountants Ltd

Date: 24/09/2019

2 North Street
Charminster
Dorchester
Dorset
DT2 9QS

THE BRIDPORT LITERARY FESTIVAL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2019

	Note	Unrestricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Incoming resources				
Incoming resources from charitable activities	2	75,066	75,066	84,506
Total incoming resources		75,066	75,066	84,506
Resources expended				
Charitable activities	3	71,897	71,897	65,807
Governance costs	3	4,250	4,250	3,250
Total resources expended		76,147	76,147	69,057
Net movements in funds		(1,081)	(1,081)	15,449
Reconciliation of funds				
Total funds brought forward		70,754	70,754	55,305
Total funds carried forward		69,673	69,673	70,754

All incoming resources and resources expended derive from continuing activities,

THE BRIDPORT LITERARY FESTIVAL LIMITED (REGISTRATION NUMBER: 08000525)

**BALANCE SHEET
AS AT 31 MARCH 2019**

	Note	31 March 2019		31 March 2018	
		£	£	£	£
Current assets					
Debtors	6	3,375		3,332	
Cash at bank and in hand		66,648		67,772	
			70,023		71,104
Creditors: Amounts falling due within one year	7		(350)		(350)
Net current assets			69,673		70,754
Net assets			69,673		70,754
The funds of the charity:					
Unrestricted funds					
Unrestricted income funds	10		69,673		70,754
Total charity funds			69,673		70,754

For the financial year ended 31 March 2019, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP,

Approved by the Board on 16th September 2019 and signed on its behalf by:

Mrs Kathleen Hobbs
Trustee

Mrs Venetia Carolyn Ross Skinner
Trustee

Mr Richard John King
Trustee

Mrs Deirdre Mary Coates
Trustee

Mr Antony Peverell Hichens
Trustee

Mrs Sarah Wild
Trustee

THE BRIDPORT LITERARY FESTIVAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

The Bridport Literary Festival Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Further details of each fund are disclosed in note 10.

Incoming resources

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

THE BRIDPORT LITERARY FESTIVAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes,

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value,

2 Incoming resources from charitable activities

	Unrestricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Literary Festival			
Gift Aid tax reclaimed and interest thereon	3,378	3,378	3,343
Sponsorship and donations	26,585	26,585	26,675
Ticket sales	42,989	42,989	53,371
Friends income	2,100	2,100	1,000
Book bags	14	14	117
	<u>75,066</u>	<u>75,066</u>	<u>84,506</u>

3 Total resources expended

	Literary Festival £	Governance £	Total £
Direct costs			
Festival Consultant director	25,000		25,000
Hire of premises and equipment	12,828		12,828
Brochure, website and printing	7,232		7,232
Photocopying, stationery and postage	2,533		2,533
Advertising	4,646		4,646
Miscellaneous and general expenses	19,658		19,658
Legal and professional fees		4,250	4,250
	<u>71,897</u>	<u>4,250</u>	<u>76,147</u>

THE BRIDPORT LITERARY FESTIVAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

4 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

5 Taxation

The company is a registered charity and is, therefore, exempt from taxation.

6 Debtors

	2019 £	2018 £
Other debtors	3,375	3,332

7 Creditors: Amounts falling due within one year

	2019 £	2018 £
Accruals and deferred income	350	350
	350	350

8 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £nil towards the assets of the charity in the event of liquidation.

9 Related parties

Controlling entity

The charity is controlled by the trustees who are all directors of the company.

10 Analysis of funds

	At 2018 £	Incoming resources £	Resources expended £	At 2019 £
General Funds				
Unrestricted income fund	70,754	75,066	(76,147)	69,673

11 Net assets by fund

	Unrestricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Current assets	70,023	70,023	71,104
Creditors: Amounts falling due within one year	(350)	(350)	(350)
Net assets	69,673	69,673	70,754

THE BRIDPORT LITERARY FESTIVAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

12 Related party transactions

Friends of the Bridport Literary Festival was formed in the year to 31 March 2016 to organise events in support of the Charity. Surplus Funds will be included with Unrestricted Income Funds,