

**Ribble Valley Jazz And Blues Limited**

**Year Ended**

**31 August 2016**

**FINANCIAL STATEMENTS**

**and**

**TRUSTEES' ANNUAL REPORT**

Prepared by:

DSM Chartered Accounts  
The Station House  
Station Road  
Whalley  
BB7 9RT

# **Ribble Valley Jazz And Blues Limited**

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**Ribble Valley Jazz And Blues Limited is a Registered Charity and a Company Limited by Guarantee**

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**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2016**  
**Legal and Administrative Information**

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Company Registration No. 7325147  
and  
Registered Charity No. 1138083

**Trustees and Council of Management**

Sue Bradley	(Appointed 23rd April 2014)
Alfred Cerezo (Board Secretary)	(Appointed 16th August 2010)
Matt Collinge	(Appointed 2nd January 2011)
Paul Ellis	(Appointed 16th August 2010)
Lorraine Grice	(Appointed 23rd April 2014)
Geoff Jackson	(Appointed 26th July 2010)
Sue Lightbown (Chair)	(Appointed 16th August 2010) (Retired 14th September 2016)
Miles Peachey (Treasurer)	(Appointed 9th December 2015)
Jenni Schumann	(Appointed 2nd January 2011)

**Registered Office**

11 Windsor Avenue, Clitheroe, Lancashire, BB7 2QQ

**Bankers**

Yorkshire Bank (Clydesdale Bank PLC)

CAF Bank Ltd

**Accountants**

DSM Chartered Accountants, The Station House, Station Road,  
Whalley, Lancashire, BB7 9RT

The Trustees present their Annual Report and Financial Statements for the period ended 31 August 2016.

### **Annual Report - Summary Objectives**

The mission of Ribble Valley Jazz and Blues is to promote and develop the cultural, economic and social benefits of jazz & blues music to individuals and communities in the North West from its base in Clitheroe and the Ribble Valley.

This long-term goal will be achieved by: -

- creating a thriving jazz & blues community, involving both musicians and fans in planning and developing jazz & blues appreciation and participation;
- ensuring the future of jazz and blues by prioritising the involvement of young people in performing and appreciating jazz and blues music;
- facilitating the enjoyment and appreciation of jazz and blues music by providing a variety of opportunities for the performance of jazz and blues music primarily in Clitheroe & the Ribble Valley;
- encouraging the sharing of knowledge, information and skills in a stimulating and entertaining environment; and
- working collaboratively with voluntary, public and private sector organisations who have a mutual interest in promoting the cultural, economic and social assets of Clitheroe & Ribble Valley.

### **Annual Report - Constitution and Organisational Structure**

Ribble Valley Jazz & Blues (RVJ&B) is a registered charity and a company limited by guarantee, with directors of the company also being trustees of the Charity. Charitable status was sought, and obtained, to help RVJ&B fulfil its broad-based mission to further widespread interest and enthusiasm for jazz & blues music, especially by young people.

The affairs of the charity are governed by its Memorandum & Articles of Association, which specify a minimum of three operational trustee/directors. Additional directors, who must be at least 16 years old and must be members of RVJ&B, are elected by the Board of Directors or by a General Meeting of the charity's members. General Meetings of the charity's members must be held annually, the first one having been held on 18th April 2012. A pre-determined number of directors are required to retire, in rotation, before each Annual General Meeting of the charity, but these directors may be immediately re-elected by the Meeting.

New directors are inducted into the legal structure, and the operational and financial management of RVJ&B as soon as possible after their appointment. Other training is offered to directors as the need arises. Meetings of the Board of Directors normally take place every two months, or more frequently if required. These Board meetings maintain oversight of the charity's business and strategy, activities is handled by an executive committee that meets monthly. In addition, separate sub-committees handle the organisation of the annual Jazz Festival and the promotion of the regular monthly gigs.

### **Summary of activities for 2015/16**

At the first meeting of the Board of Directors, it was decided that there would be no post of Company Secretary, thus all directors are jointly responsible for submitting correct Company reports. One of the directors is assigned the task of recording the proceedings of the Board meetings and maintaining the Minutes book. While all directors are jointly responsible for the charity's finances, the task of detailed oversight is assigned to a Treasurer, who must be a director. Further professional advice on the legal or financial aspects of the charity's operations is sought where required. RVJ&B has a reserves policy that requires a financial reserve to be held in deposit, sufficient to cover emergency expenditure that might arise, currently set at £3,000. This, together with typical reserves in the current account, would normally be at a level of approximately one third of the charity's annual financial turnover. There have been regular annual surpluses in company finances in the last few years, but the impressive increases in activities and turnover mean that current reserves are below this level. The Directors continue to seek grant and sponsorship income build the company reserves and help ensure long-term sustainability.

The Company has a number of formal written policies and procedures, covering such issues as Health and Safety, and Safeguarding. These policies and procedures are to be reviewed regularly, approximately annually. Further policies and procedures are currently being written up, such as that on Data Protection, to formalize existing Company practice.

The Grand Theatre (a charity) and The Atrium Cafe Bar (a local authority facility) are the two main venues for most RVJ&B activities. We are very fortunate not only in having these two high quality venues available, but also the excellent support of their staff. Additional venues are used for the Annual Jazz Festival, which is held over the May Day Bank Holiday weekend.

During the last year, RVJ&B has continued to build its portfolio of regular concerts, workshops, festivals and other events. A summary of the activities during the year are given in Appendix A, and the plans for the next year are summarised in Appendix B. The Directors are pleased that RVJ&B continues to meet its charitable objectives, not only through a commitment to regular concerts, workshops, festivals and other events, but increasingly through collaboration with other young people, which has been improved through the success of its educational activities and the two community bands.

### **Annual Report - Financial Review**

The Charity incorporated into a Company Limited by Guarantee on the 26 July 2010. The company has applied appropriate financial management control over its activities throughout the period.

Expenditure in the period was £78,579 (2015 - £55,350). Expenditure includes event costs and marketing of events together with management costs.

The result for the period is on page 7 and shows net incoming resources of £4758 (2015 - net incoming £722

Funds were dispersed during the period totalling £500 (2015 - £250).

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2016**  
**Trustees' Annual Report (continued)**

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**Political and charitable donations**

The Company (also the Charity) made no political donations during the period (2015 - £Nil).

The Company made charitable donations during the period totalling £500 (2015 - £250).

See Note 4 - 'Notes to the financial statements'.

**Insurance**

During the year the Company (also the Charity) made payments for insurance of trustees and directors against liabilities arising as a result of the activities and decisions carried out on behalf of

**Council of Management**

Phil Baugh (Retired Treasurer)	(Appointed 1st December 2012) (Retired 20th January 2016)
Sue Bradley	(Appointed 23rd April 2014)
Alfred Cerezo (Board Secretary)	(Appointed 16th August 2010)
Matt Collinge	(Appointed 2nd January 2011)
Paul Ellis	(Appointed 16th August 2010)
Lorraine Grice	(Appointed 23rd April 2014)
Shaun Heffernan	(Appointed 2nd January 2011) (Retired 20th January 2016)
Geoff Jackson	(Appointed 26th July 2010)
Sue Lightbown (Chair)	(Appointed 16th August 2010)
Miles Peachey (Treasurer)	(Appointed 9th December 2015)
Jenni Schumann	(Appointed 2nd January 2011)

Each member of the Council of Management is personally liable for an amount not exceeding £10 in the event of the winding up of the organisation, in accordance with the Company's Memorandum of Association.

**Responsibilities of the Council of Management**

As Trustees and Directors, the Council of Management is required by charity and company laws to prepare financial statements for each financial period which give a true and fair view of the state of affairs for the Company (also the Charity) and of the surplus or deficit for that period.

In preparing those financial statements, the Council of Management is required to :

- select suitable accounting policies and apply them consistently ;
- make judgements and estimates that are reasonable and prudent ;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2016**  
**Trustees' Annual Report (continued)**

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The Council of Management is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the Company and ensuring that the financial statements comply with the relevant Companies and Charities Acts. It is also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Tax Status**

The Company is a Registered Charity and qualifies for corporation tax exemption.

**Auditors**

Exemption from audit for the period ended 31 August 2016 is claimed on page 9.

By order of the Council of Management :

Mr. A Cerezo  
**Director and Trustee**

Mr M Peachey  
**Director/ Trustee/ Treasurer**

**Date:**

**Date:**

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2016**  
**Statement of Surplus and Deficit**

	<i>Note</i>	<u>2016</u> £	<u>2015</u> £
<b>Incoming Resources</b>			
Event Revenue (Including Grant Income)		68,009	52,854
Raffles		984	1,212
Membership Fees		1,165	1,140
Donations		368	11
Educational Activities		12,075	855
Misc Income		736	-
Bank Interest Receivable		-	-
Total Incoming Resources		<u>83,337</u>	<u>56,072</u>
<b>Resources Expended</b>			
Direct Charity Expenses	2	74,858	48,969
Management & Administration	3	3,623	5,620
Depreciation		99	761
Total Resources Expended		<u>78,579</u>	<u>55,350</u>
<b>Net Surplus/(Deficit)</b>		<u>4,758</u>	<u>722</u>
Fund Balances Brought Forward		9,903	9,431
<b>Dispersed Fund balances (-)</b>	4	(500)	(250)
<b>Fund Balances Carried Forward</b>		<u><u>14,161</u></u>	<u><u>9,903</u></u>

The notes on pages 10 to 12 form part of these accounts.

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2016**  
**Balance Sheet at 31 August 2015**

Company Registration No. 07325147  
Registered Charity No. 1138083

	<i>Note</i>	<u>2016</u>		<u>2015</u>	
		£	£	£	£
<b>Fixed Assets</b>	<i>8</i>		-		99
<b>Current Assets</b>					
Debtors	<i>9</i>	3,915		4,625	
Grants		-		-	
Cash at bank		10,708		5,839	
		<u>14,623</u>		<u>10,464</u>	
<b>Current Liabilities</b>					
Amounts falling due within one year	<i>10</i>	462		660	
<b>Net current assets</b>			<u>14,161</u>		<u>9,804</u>
Total assets less current liabilities			<u>14,161</u>		<u>9,903</u>
Long Term Liabilities			-		-
<b>Net Assets</b>			<u><u>14,161</u></u>		<u><u>9,903</u></u>
<b>Funds</b>					
Unrestricted Reserves	<i>12</i>		<u><u>14,161</u></u>		<u><u>9,903</u></u>
			0		

The notes on pages 10 to 12 form part of these accounts.

The Balance Sheet is continued onto the next page.

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2016**  
**Balance Sheet at 31 August 2015 Continued....**

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For the period ended 31 August 2016 the company was entitled to exemption from audit under section 477(1) of the Companies Act 2006; and no notice has been deposited under s476(1) requesting an audit.

The directors acknowledge their responsibility for ensuring the company keeps accounting records which comply with section 386 of the Act and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the year and of its profit or loss for the financial year in accordance with the requirements of section 394 and which otherwise comply with the Companies Act 2006, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of the Companies Act 2006 relating to companies subject to the small companies regime.

Approved by the Directors (also Trustees) on .

Mr. A Cerezo  
**Director and Trustee**

Mr M Peachey  
**Director/ Trustee/ Treasurer**

**Date:**

**Date:**

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2016**  
**Notes to the financial statements**

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**1. Accounting policies - basis of accounting**

The financial statements have been prepared under the historical cost convention and are in accordance with applicable accounting standards.

	<u>2016</u>	<u>2015</u>
	£	£
<b>2. Direct Charity Expenditure</b>		
Hire of Bands	32,700	30,050
Event Costs	15,157	8,529
Marketing & advertising	15,173	8,577
Educational Activity Costs	11,827	1,253
Equipment, Repairs and Renewals	-	560
	<u><b>74,858</b></u>	<u><b>48,969</b></u>

**3. Management & Administration**

Post and Stationery	400	181
Insurance	296	227
Sundries	833	729
Conference	-	-
Website	1,000	90
Sponsorship	-	-
HR & Compliance	28	138
Professional fees	225	3,595
Accountancy	840	660
	<u><b>3,623</b></u>	<u><b>5,620</b></u>

**4. Dispersed Funds**

Funds dispersed to charity organisations	<u><b>500</b></u>	<u><b>250</b></u>
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Last year, funds were dispersed in the year Blackburn with Darwen Music Service of £200 and £50 to the Cancer Research Foundation. However, in 2016, funds were dispersed to Ribble Valley FM C.I.C which amounted to £500.  
 No funds were given this year to Online Giving (2015 - £nil).

**5. Employees**

There were no employees during the period (2015 - nil).

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2016**  
**Notes to the financial statements**  
**(continued)**

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**6. Taxation**

No taxation liability has been provided in the financial statements as, being a Registered Charity, Ribble Valley Jazz & Blues Limited is exempt from taxation in accordance with Section 505 of the Income and Corporation Taxes Act 1988.

**7. Council of Management's emoluments**

No member of the Council of Management received remuneration during the year (2015 - £nil ). Members were reimbursed for out of pocket expenses incurred on Company business.

	<u>2016</u>	<u>2015</u>
	£	£
<b>8. Fixed Assets - NBV</b>		
Plant & Machinery - Cost B/Fwd	3,046	3,046
Additions		
C/Fwd	3,046	3,046
Plant & Machinery - Dep'n Depreciation B/Fwd	2,947	2,186
Charge for the year	99	761
Depreciation C/Fwd	3,046	2,947
	_____	_____
Net Book Value	<u><u>-</u></u>	<u><u>99</u></u>

**9. Debtors**

Trade Debtors	3,915	4,625
Prepayments	-	-
	_____	_____
	<u><u>3,915</u></u>	<u><u>4,625</u></u>

**10. Current liabilities**

Accrued Expenses	462	660
	_____	_____
	<u><u>462</u></u>	<u><u>660</u></u>

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2016**  
**Notes to the financial statements**  
**(continued)**

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**11. Liability of Members**

The Company is limited by guarantee and does not have a share capital.

Each member of the Council of Management is personally liable for an amount not exceeding £10.

	<u>2016</u>	<u>2015</u>
	£	£
<b>12. Unrestricted Funds - Surplus/(Deficits)</b>		
Brought Forward Reserves	9,903	9,431
Surplus/(Deficit) for the period	4,758	722
Dispersed Fund balances	(500)	(250)
Surplus/(Deficit) Carried Forward	<u><u>14,161</u></u>	<u><u>9,903</u></u>

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2016**  
**Examiner's unqualified report on the accounts**

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**Independent Examiner's Report to the Trustees of Ribble Valley Jazz And Blues Limited**

I report on the accounts of the Trust for the year ended 31 August 2016, which are set out on pages 1 to 12.

**Respective responsibilities of Trustees and Examiner**

The Trustees of the Charity (also Directors of the Company) 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to :

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

**Basis of Independent Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 statement below:

**Independent Examiners 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 130 of the Act;
- to prepare the accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Name : Miss A Watson**

Qualifications : ACA, ATII

Address : DSM Chartered Accountants, The Station House, Station Road, Whalley, BB7 9RT

Date :

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2016**  
**Appendix A**

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The last year has been the most successful yet, not only in terms of high-quality music but also from a financial point of view, with a major new partnership with the University of Central Lancashire. This was in addition to obtaining a 2-year grant from Arts Council England, giving us confidence to plan both 2015 and 2016 Jazz Festivals.

Increased funding from these major supporters as well as continued support from local councils and many other businesses, cafés, pubs and restaurants in the area made the 7th Annual Jazz Festival bigger and better than ever. Estimated audiences of over 9000 came from far and wide to hear a record 39 bands and a total of 355 musicians. Acts included leading national and international artists such as Claire Martin and Ray Gelato, Courtney Pine and Zoe Rahman, and The Hackney Colliery Band. The usual programme of high-profile pre- and post-Festival gigs included the Tim Garland Quartet and Omar Puente. A Festival innovation was to have 2 musicians-in-residence: Arun Ghosh and Paul Rigby. These two came together on stage, with Paul's Blackburn-with-Darwen Big Band playing an original composition written especially for the occasion by Arun Ghosh. Additional innovations included 2 Jazz Jams, a Busker's Stage at the Saturday Market, and having to bring the Castle Bandstand programme of music indoors because of heavy rain!

Over the year, there has also been a fine programme of monthly gigs at the Atrium Café, featuring leading regional and national performers. This included an appearance by the Simon Read Octet, with the support of Jazz North, and a Christmas gig given by Jeremy Sasoon. Audience numbers at these gigs have been sustained, giving a financial surplus for the programme over the year, although attendance at some events continue to be disappointing. We have now formed a small group of volunteers who are taking on the promotion of these monthly gigs and we hope their efforts will result in increased audiences in future years.

Regular monthly jazz music events have also continued through 2015/16 at both the Shireburn Arms in Hurst Green and the Spread Eagle in Sawley, introducing jazz to new audiences, and providing work for local and regional musicians.

The two community bands – The Ribble Valley Jazz Collective and the BluFunk Syndicate – have continued to rehearse and play gigs throughout the year, including a joint event at The Grand in January which was a sell-out and much enjoyed by all. The BluFunk Syndicate also supported the Hackney Colliery Band at the 2016 Festival in a gig that raised the roof at the Catholic Social Club. With income from band member subscriptions and gig fees, both bands are now self-financing.

In summary, 2015/16 has been a great success in musical terms and also in terms of our increased level of participation in jazz for musicians and audiences, one of RVJ&B's main objectives. We have again achieved a small financial surplus this year, which contributes to an increase in RVJ&B's reserves, an important objective in ensuring longer-term sustainable development. Our membership continues to grow too: we reached the milestone of 100 memberships in April and by the end of the year we reached a new record of 107 memberships with over 150 members. We are grateful to all of our supporters who have helped to make this another excellent year: members, volunteers, grant funders, corporate sponsors and advertisers, and all our venues, in particular the Atrium Café and The Grand where most gigs take place and whose staff are central to our programme of events.

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2016**  
**Appendix B**

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RVJ&B will continue an ambitious programme of charitable arts-based jazz and blues activities through the next year, prioritising these areas of activity:

- increased performances and participation by young people;
- regular concerts at The Atrium and The Grand;
- an Annual Jazz Festival from 27<sup>th</sup> April to 1st May;
- increased education activities such as workshops and residential events;
- a programme of performances by both community bands;
- extending the number of jazz performances in villages around the Ribble Valley.

The annual Jazz Festival has become firmly established with an increasing following of regular attendees. A 2-year grant obtained from the Arts Council has allowed for earlier plans to be made for the 2017 Festival, which include a focus on international musicians and a greater emphasis on young musicians. Band-in-Residence for the 2017 Festival will be the young quintet Jam Experiment, including BBC Young Jazz Musician 2014, saxophonist Alex Bone. The band will be running a seminar and a masterclass targeted at other young jazz musicians. In collaboration with Brighter Sounds, the Festival will also include workshops for the very young, with a Junior Jazz Jam for 5-8 year-olds and a session for tots, toddlers and their parents. The aim of the Board is to apply early for a further round of Arts Council funding to cover the 2018-19, which will allow for more ambitious planning and marketing of our future festivals.

Formation of a separate sub-committee to manage and promote the monthly gigs appears to be having an effect already. It is hoped that with improved audience numbers, it will be possible to increase the amount paid in band fees, thus allowing more high-profile acts to be featured. Other plans for regular events include a monthly jazz jam, building on the improvisation workshops run by experienced jazz piano-player and tutor Trish Ferrarin, and a greater content of blues music, perhaps at one of the local pubs. Monthly jazz events will continue at two village pubs in the area, and the two community bands – the Ribble Valley Jazz Collective and the Blufunk Syndicate – will be giving a number of performances throughout the Ribble Valley.

This next year marks the 10th birthday since the first formation of RVJ&B as a community organisation, and in that time the group and later the Company and Charity has been built into a significant organisation, well supported by local, regional and UK partnerships from public and private sectors, with an impressive range of activities. The Board is very pleased with what has been achieved, but recognises that sustainability remains a critical issue. Over the next year, the Board intends to consult with members, partners and community groups in the region to formulate a plan for the future development of the organisation. The objectives of the exercise will be firstly to ensure the sustainability of current activity and secondly to establish long-term goals for RVJ&B and a road map for how these might be achieved.

The Board recognises that it is likely that a significant change will be required in the management of RVJ&B and its activities over the next 1-2 years, but it is confident that as an arts-based community organisation it can build on the successes of the last 10 years.

