

Ribble Valley Jazz And Blues Limited

Year Ended

31 August 2018

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

Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2018
Legal and Administrative Information

Company Registration No. 7325147
and
Registered Charity No. 1138083

Trustees and Council of Management

Sue Bradley	(Appointed 23rd April 2014)
Paul Ellis	(Appointed 16th August 2010)
Lorraine Grice	(Appointed 23rd April 2014)
Geoff Jackson	(Appointed 26th July 2010)
Ian Parkinson	(Appointed 12th September 2018)
Miles Peachey (Treasurer)	(Appointed 9th December 2015)
Jenni Schumann	(Appointed 21st March 2018)
David Walters	(Appointed 4th October 2017)

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

Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2018
Trustees' Annual Report

The Trustees present their Annual Report and Financial Statements for the period ended 31 August 2018.

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. This form the Council of Management. 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 Council of Management 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 2017/18

At the first meeting of the Council of Management, 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 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, Conflict of Interest, and Data Protection. These policies and procedures are to be reviewed regularly on an annual basis. Further policies and procedures are currently being written up, such as that of Financial Procedures, Recruitment and Volunteer Management, to formalize existing Company practice.

The Grand Theatre (a charity) and The Atrium Cafe Bar (a local authority facility) were the two main venues for most RVJ&B activities in the year 2017/2018. We are grateful for the 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 £80,278 (2017 - £101,021). Expenditure includes event costs and marketing of the events together with management costs.

The result for the period is on page 7 and shows net surplus of £6,630 (2017 - net deficit £6,652).

Funds were dispersed during the period was £500 (2017 - £0).

Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2018
Trustees' Annual Report (continued)

Political and charitable donations

The Company (also the Charity) made no political donations during the period (2017 - £Nil).
The Company made £500 charitable donations during the period (2017 - £0).
See Note 5 - '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 the Company.

Council of Management

Sue Bradley	(Appointed 23rd April 2014)
Paul Ellis	(Appointed 16th August 2010)
Lorraine Grice	(Appointed 23rd April 2014)
Geoff Jackson	(Appointed 26th July 2010)
Ian Parkinson	(Appointed 12th September 2018)
Miles Peachey (Treasurer)	(Appointed 9th December 2015)
Jenni Schumann	(Appointed 21st March 2018)
David Walters	(Appointed 4th October 2017)

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 Board of Trustees 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 2018
Trustees' Annual Report (continued)

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 2018 is claimed on page 9.

By order of the Council of Management :

Mr. G Jackson
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 2018
Statement of Surplus and Deficit

	<i>Note</i>	<u>2018</u>	<u>2017</u>
			£
Incoming Resources			
Event Revenue (Including Grant Income)		74,112	80,972
Raffles		1,249	1,090
Membership Fees		2,603	1,345
Donations		904	1,717
Educational Activities		7,905	7,747
Misc Income		135	1,499
Bank Interest Receivable			-
Total Incoming Resources		<u>86,908</u>	<u>94,369</u>
Resources Expended			
Direct Charity Expenses	2	74,440	96,574
Management & Administration	3	4,709	4,447
Bad debt provision	4	1,050	-
Depreciation	9	79	-
Total Resources Expended		<u>80,278</u>	<u>101,021</u>
Net Surplus/(Deficit)		<u>6,630</u>	<u>(6,652)</u>
Fund Balances Brought Forward		7,509	14,161
Dispersed Fund balances (-)	5	(500)	-
Fund Balances Carried Forward		<u><u>13,639</u></u>	<u><u>7,509</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 2018
Balance Sheet at 31 August 2018

Company Registration No. 07325147

Registered Charity No. 1138083

	<i>Note</i>	<u>2018</u>		<u>2017</u>	
		£	£	£	£
Fixed Assets	<i>9</i>		1320		-
Current Assets					
Debtors	<i>10</i>	5605		10,150	
Grants		-		-	
Cash at bank		11414		4,257	
		<u>17,019</u>		<u>14,407</u>	
Current Liabilities					
Amounts falling due within one year	<i>11</i>	4700		6,898	
Net current assets			<u>12,319</u>		<u>7,509</u>
Total assets less current liabilities			<u>13,639</u>		<u>7,509</u>
Long Term Liabilities			-		-
Net Assets			<u>13,639</u>		<u>7,509</u>
Funds					
Unrestricted Reserves	<i>13</i>		<u>13,639</u>		<u>7,509</u>
			-		-

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 2018
Balance Sheet at 31 August 2018 Continued....

For the period ended 31 August 2018 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. G Jackson
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 2018
Notes to the financial statements

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>2018</u>	<u>2017</u>
	£	£
2. Direct Charity Expenditure		
Hire of Bands	41995	51,420
Event Costs	11276	15,612
Marketing & advertising	11739	18,310
Educational Activity Costs	9405	10,929
Equipment, Repairs and Renewals	25	303
	<u>74,440</u>	<u>96,574</u>
3. Management & Administration		
Post and Stationery	424	104
Insurance	409	308
Sundries	-	2,067
Conference	-	-
Website	2000	1,000
Sponsorship	-	-
HR & Compliance	599	91
Professional fees	587	150
Accountancy	690	726
	<u>4,709</u>	<u>4,447</u>
4. Bad Debt Provison		
Duke of York	250	
	510	
	290	
	<u>1,050</u>	<u>-</u>
5. Dispersed Funds		
Funds dispersed to charity organisations	<u>500</u>	<u>-</u>

This year, funds of £500 were dispersed to Ribble Valley FM C.I.C. However, in 2017, no funds dispersed to charities.

Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2018
Notes to the financial statements
(continued)

6. Employees

There were no employees during the period (2017 - nil).

7. 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.

8. Council of Management's emoluments

No member of the Council of Management received remuneration during the year (2017 - £nil). Members were reimbursed for out of pocket expenses incurred on Company business.

		2018	2017
		£	£
9. Fixed Assets - NBV			
Plant & Machinery - Cost	B/Fwd	3,046	3,046
	Additions	1,399	
	C/Fwd	<u>4,445</u>	<u>3,046</u>
Plant & Machinery - Dep'n	Depreciation B/Fwd	3,046	3,046
	Charge for the year	79	-
	Depreciation C/Fwd	<u>3,125</u>	<u>3,046</u>
Net Book Value		<u>1,320</u>	<u>-</u>
10. Debtors			
Trade Debtors		5,605	10,150
Prepayments		-	-
		<u>5,605</u>	<u>10,150</u>
11. Current liabilities			
Accrued Expenses		4,700	5,898
Loan		-	1,000
		<u>4,700</u>	<u>5,898</u>

Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2018
Notes to the financial statements
(continued)

12. 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.

13. Unrestricted Funds - Surplus/(Deficits)

	2018	2017
	£	£
Brought Forward Reserves	7,509	14,161
Surplus/(Deficit) for the period	6,630	(6,652)
Dispersed Fund balances	(500)	-
Surplus/(Deficit) Carried Forward	<u>13,639</u>	<u>7,509</u>

Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2018
Examiner's unqualified report on the accounts

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 2018, 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 2018
Appendix A

This year marked the 11th anniversary since the formation of RVJ&B as a community organisation, and in that time the group and later the Company and Charity has grown to be a significant organisation, with an impressive range of activities.

Support from the Arts Council England, as well as support from the University of Central Lancashire and Holmes Mill, local councils and many businesses, cafés, pubs and restaurants in the area maintained high standards for the 9th Annual Jazz Festival. Estimated audiences of over 10,700 came from far and wide to hear over 400 musicians performing in over 60 gigs within Clitheroe and surrounding villages, including a programme of outdoor free events. The festival saw a programme of gigs over the Mayday Bank Holiday weekend, together with excellent pre and post-Fest gigs, including international artists (Bugge Wesseltoft and Pericopes +1) as well as UK acts with longstanding reputations (Clare Teal, Denys Baptiste, and Alan Barnes).

The festival provided a focus on young musicians at the forefront of development of new jazz. A feature for 2018 was the On-The-Edge stage, featuring J Frisco, Andchuck and the World Service Project and Matthew Halsall of Godwana Records, curated an evening featuring Mammals Hands supported by Caoilfhionn Rose. The Festival included workshops focused on the family, for example, the HSJ quartet and “How the Monkey found his Swing”.

There has been the usual programme of monthly gigs over the year, and we acknowledge the essential support of Jazz North under their NorthernLine initiative to bring us affordable but exciting musicians, keeping our appetite for introducing new music to our audiences, whilst remaining in budget. Regular monthly jazz music events by local and regional acts have continued at the Spread Eagle in Sawley and the Emporium, Clitheroe amongst others. During the year monthly Jazz Jam sessions became a feature of Holmes Mill’s events calendar and began to attract musicians from further afield. The two RVJ&B community bands – Ribble Valley Jazz Collective and BluFunk Syndicate – have continued to rehearse and play gigs throughout the year.

Our capacity to reach a wider audience has been enhanced by working with Ribble Valley FM – and we now estimate that by using social and audio media and streaming we reach over 24,500 people.

Due to skilful programming, attention to keeping within budget and ongoing attention to marketing, we have managed to rescue a historic deficit position in 2016-2017 to record a small surplus of £6,630 in 2017/2018. Continuing attention to the small but sustaining income from club membership meant that despite the introduction of higher membership prices this year, the organisation set a new record of 122 memberships and 171 members in May. In particular we had a bumper crop of 10 new Life memberships.

We are grateful to all of our supporters who have helped throughout the year: members, volunteers, grant funders, corporate sponsors and advertisers, and all our venues, in particular the venue managers and owners, where most gigs take place and whose staff are central to our programme of events. Thanks also to Jazz North, NORVOL and the Jazz Promotion Network for their help and support. The Board is particularly indebted to our dedicated graphic designer, John Flanagan, whose inspired high-quality print and on-line material plays a crucial part in the promotion of RVJ&B events.

Ribble Valley Jazz And Blues Limited

Financial Statements for the Year Ended 31 August 2018

Appendix B

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

- regular concerts at central locations in Clitheroe;
- an Annual Jazz Festival from 2nd - 6th May;
- a programme of performances by both community bands;
- increased performances and participation by young people;
- increased diversity among musicians and audience as well as within RVJ&B;
- increased education activities such as workshops and jazz jams;
- increased jazz performances in villages around the Ribble Valley.

In addition, our commitment to innovation and new international jazz is headed up by one of Europe's trailblazing jazz groups, the Marius Neset Quintet.

As in past years, the Festival will be supported, by a grant from Arts Council England. Whilst the organisation continues to seek for a diverse spread of income, as for many charities we are challenged by the knock on effects of a difficult and uncertain economic climate for potential sponsors. Gaining new sponsors and a wider audience base are areas which require special energy as we move forward, both requiring specific marketing and media skills to widen our promotion. Use of streaming and internet radio is still developing and a group of Trustees are now specifically tasked to maintain and increase sponsors, whether individual or corporate.

At the end of our financial year, planning is well under way for Alt Shift J, a project driven by Jazz North, involving only 3 other northern partners from Cleveleys, Middlesbrough and Penrith. Aimed at promoting the development of younger jazz audiences the event in October 2018 involves workshops at local schools and a day of music hosted by the Grand, Clitheroe. It will include participation from Arun Ghosh, Chris Sharkey, Roller Trio and Nubiyan Twist. The day will be event-organised by partners the Grand and Gypsy Carrot, inspiring young people from tots to young adults to taste and engage with jazz of all kinds.

To support the background work of the organisation, Trustees are looking to work with a Festival Manager in 2019. RVJ&B are also in partnership with NORVOL jazz promoters to fund an internship. Both opportunities will provide the addition of skills and learning to add to a young arts administrator's portfolio, as well as bringing new ideas and approaches to the organisation.

The RVJ&B regular monthly gigs form a backbone of musical events to sustain the core of local members and supporters. We continue to search for an appealing and accessible venue, comfort and a sense of base and reciprocal partnership for the club. Partnership remains the essential key to survival, as for many arts charities, and our relationship with the Grand in in kind support for the Festival is an area where further exploration will take place.

Separation of websites between Festival and Jazz and Blues gigs proved successful last year – and our Festival website continues to become increasingly sophisticated and appealing to potential audiences on a UK-wide basis.

Ribble Valley Jazz And Blues Limited
Financial Statements for the Year Ended 31 August 2018
Appendix C

Outreach remains high on our agenda, with continuing jazz events in local communities, at popular village pubs and venues, and an exploration of how to sustain the regular jazz jam and maintain its fruitful networking between amateur jazz musicians across a Lancashire and Yorkshire is on-going.

Equality, diversity and inclusion remain consistent themes of our programming. Outreach and engagement with all the communities that surround us is central to achieving our aim of advancing the appreciation of jazz & blues for all.