

**Ribble Valley Jazz And Blues Limited**

**Year Ended**

**31 August 2019**

**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 2019**  
**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)
Paul Ellis	(Appointed 16th August 2010)
Lorraine Grice	(Appointed 23rd April 2014)
Geoff Jackson	(Appointed 26th July 2010- Resigned 10th April 2019)
Ian Parkinson (Chair)	(Appointed 12th September 2018- Resigned 13th January 2020)
Miles Peachey (Treasurer)	(Appointed 9th December 2015)
Jenni Schumann	(Appointed 21st March 2018)
David Walters	(Appointed 4th October 2017)

**Registered Office**

12 St Paul's Close, Clitheroe, Lancashire BB7 2NA

**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 2019**  
**Trustees' Annual Report**

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The Trustees present their Annual Report and Financial Statements for the period ended 31 August 2019.

**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 forms 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 2018/19**

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 in activities and turnover mean that current reserves are below this level. The Directors continue to seek grant, sponsorship and earned income to 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 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 Clitheroe Rugby Club were the two main venues for most RVJ&B activities in the year 2018/2019. We are grateful for the support of their staff. Additional venues are used for the Annual Jazz Festival, which is held over the first weekend in May.

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 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 £85,083 (2018 - £80,278). 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 £2,724 (2018- Net Surplus £6,630).

No funds were dispersed during the period.

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2019**  
**Trustees' Annual Report (continued)**

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**Political and charitable donations**

The Company (also the Charity) made no political donations during the period (2018 - £Nil).  
The Company made no charitable donations during the period (2018 - £500).  
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- Resigned 10th April 2019)
Ian Parkinson (Chair)	(Appointed 12th September 2018- Resigned 13th January 2020)
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 2019**  
**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 2019 is claimed on page 9.

By order of the Council of Management :

Mrs S Bradley  
**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 2019**  
**Statement of Surplus and Deficit**

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	<i>Note</i>	<u>2019</u>	<u>2018</u>
			£
<b>Incoming Resources</b>			
Event Revenue (Including Grant Income)		73,870	74,112
Raffles		1,060	1,249
Membership Fees		2,031	2,603
Donations		812	904
Educational Activities		10,035	7,905
Misc Income		-	135
Bank Interest Receivable		-	-
Total Incoming Resources		<u>87,807</u>	<u>86,908</u>
<b>Resources Expended</b>			
Direct Charity Expenses	2	82,735	74,440
Management & Administration	3	1,845	4,709
Bad debt provision	4	150	1,050
Depreciation	9	353	79
Total Resources Expended		<u>85,083</u>	<u>80,278</u>
<b>Net Surplus/(Deficit)</b>		<u>2,724</u>	<u>6,630</u>
Fund Balances Brought Forward		13,639	7,509
Dispersed Fund balances (-)	5	-	500
<b>Fund Balances Carried Forward</b>		<u><u>16,363</u></u>	<u><u>13,639</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 2019**  
**Balance Sheet at 31 August 2019**

Company Registration No. 07325147  
Registered Charity No. 1138083

	<i>Note</i>	<u>2019</u>		<u>2018</u>	
		£	£	£	£
<b>Fixed Assets</b>	<i>9</i>		1,528		1,320
<b>Current Assets</b>					
Debtors	<i>10</i>	7,122		5,605	
Grants		-		-	
Cash at bank		13,678		11,414	
		<u>20,800</u>		<u>17,019</u>	
<b>Current Liabilities</b>					
Amounts falling due within one year	<i>11</i>	5,965		4,700	
<b>Net current assets</b>			<u>14,834</u>		<u>12,319</u>
Total assets less current liabilities			<u>16,363</u>		<u>13,639</u>
Long Term Liabilities			-		-
<b>Net Assets</b>			<u>16,363</u>		<u>13,639</u>
<b>Funds</b>					
Unrestricted Reserves	<i>13</i>		<u>16,363</u>		<u>13,639</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 2019**  
**Balance Sheet at 31 August 2019 Continued....**

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For the period ended 31 August 2019 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 .

Mrs S Bradley  
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 2019**  
**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>2019</u>	<u>2018</u>
	£	£
<b>2. Direct Charity Expenditure</b>		
Hire of Bands	39,932	41,995
Event Costs	19,744	11,276
Marketing & advertising	12,846	11,739
Educational Activity Costs	10,169	9,405
Equipment, Repairs and Renewals	45	25
	<u><b>82,735</b></u>	<u><b>74,440</b></u>
<b>3. Management &amp; Administration</b>		
Post and Stationery	25	424
Insurance	420	409
Sundries	369	-
Conference		-
Website	167	2,000
Sponsorship		-
HR & Compliance		599
Professional fees	54	587
Accountancy	810	690
	<u><b>1,845</b></u>	<u><b>4,709</b></u>
<b>4. Bad Debt Provison</b>		
Duke of York		1,050
Atrium	150	
	<u><b>150</b></u>	<u><b>1,050</b></u>
<b>5. Dispersed Funds</b>		
Funds dispersed to charity organisations		<u><b>500</b></u>

Last year, funds of £500 were dispersed to Ribble Valley FM C.I.C.

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2019**  
**Notes to the financial statements**  
**(continued)**

**6. Employees**

There were no employees during the period (2018 - 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 (2018 - £nil ). Members were reimbursed for out of pocket expenses incurred on Company business.

		<b>2019</b>	<b>2018</b>
		<b>£</b>	<b>£</b>
<b>9. Fixed Assets - NBV</b>			
Plant & Machinery - Cost	B/Fwd	1,399	3,046
	Additions	<u>562</u>	<u>1,399</u>
	C/Fwd	1,961	4,445
Plant & Machinery - Dep'n	Depreciation B/Fwd	79	3,046
	Charge for the year	<u>353</u>	<u>79</u>
	Depreciation C/Fwd	433	3,125
Net Book Value		<u><b>1,528</b></u>	<u><b>1,320</b></u>
<b>10. Debtors</b>			
Trade Debtors		7,122	5,605
Prepayments		<u>-</u>	<u>-</u>
		<u><b>7,122</b></u>	<u><b>5,605</b></u>
<b>11. Current liabilities</b>			
Accrued Expenses		5,965	4,700
Loan		<u>-</u>	<u>-</u>
		<u><b>5,965</b></u>	<u><b>4,700</b></u>

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2019**  
**Notes to the financial statements**  
**(continued)**

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**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)**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Brought Forward Reserves	13,639	7,509
Surplus/(Deficit) for the period	2,724	6,630
Dispersed Fund balances		- 500
Surplus/(Deficit) Carried Forward	<u>16,363</u>	<u>13,639</u>

**Ribble Valley Jazz And Blues Limited**  
**Financial Statements for the Year Ended 31 August 2019**  
**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 2019, 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 2019**  
**Appendix A**

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This year marked the 12th 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.

The organisation received significant support from the Arts Council England, as well as support from local councils and many businesses, cafés, pubs and restaurants in the area to maintain high standards for the 10th Annual Jazz Festival held over the May Bank Holiday weekend. Estimated audiences of over 10,500 came from far and wide to hear over 400 musicians performing in over 50 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 from great jazz musicians from under-represented groups such as women, BAME communities, and young people, including Claire Martin and Lianne Carroll, Moussa Dembele, Jasmine and Slow Loris. We brought international artists to the Ribble Valley, including Marius Nesit, and we commissioned Bonsai members to work on composition and performance with local schools.

Our capacity grows by welcoming partnership, e.g. Jazz North on Northern Line and Alt Shift J programmes, through participation in Northern Jazz Promoters Network (Norvol) and our track-record attracts arts and music programmers such as Roots Music to work with us to introduce outstanding quality into a rural area.

There was an exciting programme of monthly gigs, and we acknowledge the essential support of Jazz North under their NorthernLine initiative to bring us musicians at the forefront of new jazz. Regular monthly jazz music events by local and regional acts continue at the Spread Eagle in Sawley and the Emporium, Clitheroe amongst other places. During the year monthly Jazz Jam sessions found a new home at the Low Moor Club, Clitheroe and attracted musicians from far and wide. The two RVJ&B community bands – Ribble Valley Jazz Big Band (formerly Ribble Valley Jazz Collective) and BluFunk Syndicate – have continued to rehearse and play gigs throughout the year and a new initiative supporting women in jazz has prompted sessions following its launch at the 2019 festival.

The year saw the club's founder, Geoff Jackson, stepping back from the forefront of planning for club gigs and the festival with an evening of thanks at the Annual General Meeting of 2019. This has initiated a year of transition and learning on the part of the remaining Trustees. The club had its first experience of employing a festival manager. This was an important learning experience for the Trustees in relation to managing a paid member of staff. The Trustees are keen to strengthen the team and are actively seeking additional members for the board who might bring promotion, marketing and experience of the opportunities of partnership and collaboration.

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

Loss of expected sponsorship from Holmes Mill and UCLan, and the impact of general uncertainty due to Brexit, and an apparent trend in decreasing audience members required extra energy to ensure budget sustainability. The small but vital income from club membership demonstrated its worth in enabling the organisation to withstand unforeseen changes and achieve a small but valuable surplus by keeping nerves and continuing to stay active and vibrant.

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 in particular go to Ian Parkinson for chairing through a period of transformation, and Alfred Cerezo for continuing hours of guidance and support behind the scenes.

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 2019**  
**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:

- regular concerts at central locations in Clitheroe;
- an Annual Jazz Festival from Thursday 30th April - 3rd May 2020;
- 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.

The annual Jazz Festival has become firmly established with an increasing following of regular attendees. Headliners for 2020 include an acknowledgement of blues within jazz, starting with a concert from European Blues Challenge Winner 2019 Kyla Brox, and headliners showcasing new projects from Gwylim Simcock and Mike Walker, Dennis Rollins and Issie Barratt's Interchange.

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.

Partnership and communication with groups such as Lancashire Music Education Hub, the National Youth Jazz Collective and UCLan supports our ongoing endeavours to reach and provide relevant and exciting opportunities for young people in performing and listening to jazz.

The RVJ&B regular gigs form a backbone of musical events to sustain the core of local members and supporters. We continue to use Clitheroe Rugby Club as a regular home. As a response to an audience which has been struggling to sustain monthly gigs, we are moving to bi-monthly events to ensure greater sustainability. Partnership remains the essential key to survival, as for many arts charities, and our relationship with The Grand means we can encourage and support their jazz programming to supplement our annual programme of gigs at the Rugby Club.

Outreach remains high on our agenda. 2019/2020 will stand as a transitional year with much learning for Trustees and volunteers. We remain committed to continuing jazz events in local communities, at popular village pubs and venues. Causes for celebration are the regular jazz jam with its fruitful networking between amateur jazz musicians across Lancashire and Yorkshire, and the strengthening of the Women in Jazz group – now at the point of looking forward to future performances.

Equality, diversity and inclusion remain consistent themes of our programming and this year we are especially working with local groups such as Nelson's Building Bridges, Disability North West and the Ribble Valley Food Bank to engage positively with all the communities that surround us to achieve our aim of advancing the appreciation of jazz & blues for all.