

Company registration number . 04301891

Registered charity number. 1097200

**MARSDEN JAZZ FESTIVAL LIMITED**

**REPORT AND ACCOUNTS**

**31 DECEMBER 2010**

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**MARSDEN JAZZ FESTIVAL LIMITED**

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**COMPANY INFORMATION**

**Status**

Marsden Jazz Festival Limited is a registered charity, number 1097200

Company registration number 04301891

The company is limited by guarantee

**Directors (members of Council of Management)**

S Blythe  
K Y Button  
A M Challenger  
B Collett  
J Hemming  
J M Quail  
B M Stevenson  
M E Taylor

**Secretary and registered office**

J Hemming  
10 Peel Street  
Marsden  
Huddersfield  
HD7 6BW

**Accountants**

Wheawill & Sudworth  
35 Westgate  
Huddersfield  
HD1 1PA

**Bankers**

Lloyds Bank plc  
1 Westgate  
Huddersfield  
HD1 2DH

**DIRECTORS' REPORT**

**31 DECEMBER 2010**

As both a company limited by guarantee and a registered charity the governing body of the organisation are simultaneously directors and trustees and designated for convenience is this report as 'director/trustees'

The director/trustees present their report and the accounts for the year ended 31 December 2010

**Objective**

The objective of the company is to promote, maintain and advance the education of the people of Marsden and the Colne Valley by encouraging and increasing their knowledge and appreciation of jazz and associated forms of music by the presentation of public concerts and educational activities

**Principal activity**

The company's principal activity during the year was that of the organisation and conduct of the annual Marsden Jazz Festival

**Public benefit statement**

The Marsden Jazz Festival contributes to the following charitable purposes the advancement of education, the advancement of arts, culture, heritage or science

The annual Marsden Jazz Festival acts to the public benefit by

Making jazz and jazz related music available, either free or at a reasonable cost, for the people of Marsden and the Colne Valley and visitors to the area so that they may be educated in and mentally stimulated by a type of music which is not generally available in the area

Providing youth and adult education in jazz music – e.g. through workshops, discussions, opportunities for young people and amateurs to perform jazz music in public

Improving the quality of life in Marsden and the Colne Valley through the provision of jazz and jazz related music in a variety of social settings

Enhancing diversity in Marsden and the Colne Valley by drawing all sections of the community into the organisation of the festival and promoting genres of music that are sometimes regarded as only of minority interest

**Review of the financial year**

The company had a net surplus of unrestricted funds in the year of £2,702

(2009 a revised net deficit of £9,544) Cumulative funds as at 31 December 2010 were

unrestricted and undesignated £3,728 (2009 revised £1,026) and designated £7,500 (2009 £7,500)

The director/trustees consider the state of the company's affairs to be satisfactory

**DIRECTORS' REPORT** (continued)

**31 DECEMBER 2010**

**Director/Trustees**

The following were director/trustees of the company and members of the council of management during the year

S Blythe  
K Y Button  
A M Challenger  
B Collett  
J Hemming  
J M Quail  
B M Stevenson  
M E Taylor

**Directors/Trustees' responsibilities for preparing the accounts**

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those statements the directors are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the company will continue in business

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other financial irregularities.

**DIRECTORS' REPORT** (continued)

**31 DECEMBER 2010**

**Reserves policy**

The directors/trustees aim to build total reserves to a level of one half of the previous year's expenditure as a cushion to cover committed liabilities should there be any withdrawal of anticipated funding. It has been agreed by the directors/trustees that eventually a minimum of £15,000 be designated for this purpose. Unfortunately, due to the modest surplus it has not been possible to add to the designated fund this year.

**Risk management**

The council of management has assessed the major strategic, business and operational risks which the charitable company faces and confirms that systems have been established so that the necessary steps can be taken to lessen those risks.

**Governing document**

The company's governing document is its Memorandum and Articles of Association.

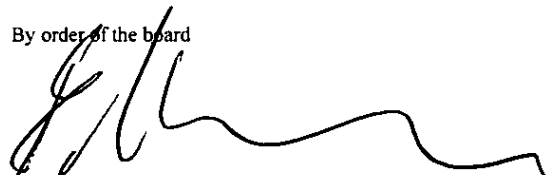
**Recruitment and appointment of directors/trustees**

Directors/trustees are generally recruited from the membership of the festival committee on the basis of demonstrated commitment, relevant skills and the requirements of the directors/trustees themselves. Appointment of directors/trustees follows the requirement of the Articles of Association.

**Small companies**

This report has been prepared in accordance with the special provisions of Section 477 of the Companies Act 2006 relating to small companies.

By order of the board



B M Stevenson  
Chairman  
10 August 2011

**Chartered Accountants' Report to the Board of Directors  
on the unaudited accounts of Marsden Jazz Festival Limited**

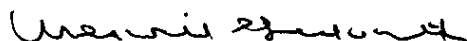
In accordance with the engagement letter dated 5 July 2010, and in order to assist your duties under Companies Act 2006, we have compiled the accounts of the company which comprise the Profit and Loss Account and the Balance Sheet and the related notes from the accounting records and information and explanations you have given to us

This report is made to the company's directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the accounts that we have been engaged to compile, report to the company's board of directors that we have done so and state those matters which we have agreed to state to them in this report, and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's board of directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with the technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of accounts.

You have acknowledged in the Directors' Report as at 31 December 2010 your duty to ensure that the company has kept proper accounting records and to prepare accounts that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the accounts. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.



Wheawill & Sudworth  
Chartered Accountants  
35 Westgate  
Huddersfield  
HD1 1PA

10 August 2011

**MARSDEN JAZZ FESTIVAL LIMITED**

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**STATEMENT OF FINANCIAL ACTIVITIES**

for the year ended

**31 DECEMBER 2010**

|   | Notes   | Restricted<br>funds<br>2010<br>£ | Unrestricted funds<br>Designated 2010<br>£ | Undesignated<br>2010<br>£ | All funds<br>2010<br>£ | 2009<br>£     |
|---|---------|----------------------------------|--|---------------------------|------------------------|---------------|
| <b>Incoming resources</b>                   |         |                                  |  |                           |                        |               |
| Income of the festival event                | 2 / 4   | 2,741                            |  | 56,796                    | 59,537                 | 49,257        |
| Bank interest receivable                    |         |                                  |  | 3                         | 3                      | 10            |
| <b>Total incoming resources</b>             |         | <u>2,741</u>                     |  | <u>56,799</u>             | <u>59,540</u>          | <u>49,267</u> |
| <b>Resources expended</b>                   |         |                                  |  |                           |                        |               |
| Production expenses                         | 3 / 4   | 3,113                            |  | 40,627                    | 43,740                 | 42,219        |
| Management and administration expenses      | 5       |                                  |  | 13,098                    | 13,098                 | 16,592        |
| <b>Total resources expended</b>             |         | <u>3,113</u>                     |  | <u>53,725</u>             | <u>56,838</u>          | <u>58,811</u> |
| <b>Surplus (deficit) for the year</b>       |         | (372)                            |  | 3,074                     | 2,702                  | (9,544)       |
| Expenditure covered from undesignated funds |         | 372                              |  | (372)                     |                        |               |
|   |         |                                  |  | <u>2,702</u>              |                        |               |
| <b>Transfer to designated funds</b>         |         |                                  |  |                           | 0                      | 0             |
| <b>Funds at 1 January 2010</b>              | 10 / 11 |                                  | 7,500                                      | 1,026                     | 8,526                  | 18,070        |
| <b>Funds at 31 December 2010</b>            |         | <u>0</u>                         | <u>7,500</u>                               | <u>3,728</u>              | <u>11,228</u>          | <u>8,526</u>  |

The notes on pages 8 to 11 form part of these accounts

**MARSDEN JAZZ FESTIVAL LIMITED**

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**BALANCE SHEET**

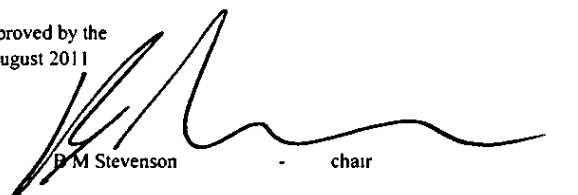
**31 DECEMBER 2010**

|  | Notes | 2010<br>£     | 2009<br>£     |
|--|-------|---------------|---------------|
| <b>Fixed assets</b>  |       |               |               |
| Tangible fixed assets                                      | 7     | <u>0</u>      | <u>0</u>      |
| <b>Current assets</b>                                      |       |               |               |
| Stock of unsold merchandise                                |       | 379           | 300           |
| Debtors  |       | 2,010         | 3,370         |
| Prepaid expenses   |       | 369           | 357           |
| Cash at bank and in hand                                   |       | 12,769        | 8,728         |
|  |       | <u>15,527</u> | <u>12,755</u> |
| Creditors amounts becoming due and payable within one year | 8     | (4,299)       | (4,229)       |
| <b>Net current assets</b>                                  |       | <u>11,228</u> | <u>8,526</u>  |
| <b>Total assets less current liabilities</b>               |       | <u>11,228</u> | <u>8,526</u>  |
| <b>Capital and reserves</b>                                |       |               |               |
| General funds - undesignated                               | 10    | 3,728         | 1,026         |
| designated   | 11    | 7,500         | 7,500         |
|  |       | <u>11,228</u> | <u>8,526</u>  |

For the financial year ended 31 December 2010 the company was entitled to exemption under Section 477 of the Companies Act 2006. No member or members have given notice pursuant to Section 476 of the Act requiring the company to obtain an audit of its accounts for the financial period. The directors acknowledge their responsibility for ensuring that 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 the affairs of the company as at the end of the financial year and of its surplus or deficit for the financial period in accordance with the requirements of Section 396 of the Companies Act 2006 relating to the accounts, as far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies and the Financial Reporting Standard for Smaller Entities (effective April 2008).

The accounts on pages 5 to 11 were approved by the council of management on 10 August 2011

  
B. M. Stevenson - chair

The notes on pages 8 to 11 form part of these accounts

Company registration number 04301891



NOTES TO THE ACCOUNTS

31 DECEMBER 2010

1 Accounting policies

Accounting convention

The accounts are prepared under the historical cost convention and have been drawn up in compliance with the Charities Accounting Statement of Recommended Practice (2005) issued in March 2005 and applicable UK Accounting Standards and the Charities Act 1993 and the Charities (Accounts and Reports) Regulations 2008 and the Companies Act 2006,

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the directors, designated as council members in the company's Memorandum and Articles of Association, in furtherance of the general objectives of the charity and which have not been designated for other purposes

Incoming resources

All incoming resources are included in the SoFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category

Grants and guarantees

Grants of a revenue nature are recognised in the period in respect of which they are paid  
Guarantees are included in the financial statements when received

Depreciation

Depreciation is provided at the following rates in order to write off the assets over their useful lives. In the year of acquisition tangible fixed assets are depreciated for a whole year

|                    |   |                                |
|--------------------|---|--------------------------------|
| Computer equipment | - | 33% on the straight line basis |
|--------------------|---|--------------------------------|

## NOTES TO THE ACCOUNTS (continued)

31 DECEMBER 2010

|                                       | 2010<br>£     | 2009<br>£     |
|---------------------------------------|---------------|---------------|
| <b>2 Income of the festival event</b> |               |               |
| Grants                                |               |               |
| Kirklees MC                           | 0             | 0             |
| Arts in the Neighbourhood             |               |               |
| Arts Council                          | 10,000        | 5 000         |
| Community Events funding              | 7,500         | 7,500         |
| Local Area Committee                  | 0             | 0             |
| National Lottery                      | 0             | 0             |
| Cuckoo's Nest                         | 2,741         | 1,697         |
| PRS Foundation                        | 1 500         | 0             |
| Pennine Leader                        | 1,465         | 0             |
|                                       | <u>23,206</u> | <u>14 197</u> |
| Box office                            | 21,347        | 18 535        |
| Venues                                | 7,089         | 6,421         |
| Bad debt                              | 0             | 0             |
| Sponsorships and donations            | 3,340         | 5,365         |
| Collections                           | 720           | 654           |
| Stalls                                | 690           | 399           |
| Merchandise                           | 2,370         | 2,289         |
| Catering                              | 0             | 881           |
| Advertising revenue                   | 775           | 500           |
| Miscellaneous                         | 0             | 16            |
|                                       | <u>59,537</u> | <u>49,257</u> |
| <b>3 Production expenses</b>          |               |               |
| Artists' fees                         | 24,783        | 22,938        |
| Performing Rights Society Licence     | 1,632         | 1,389         |
| P A systems and lighting              | 2 549         | 3,854         |
| Hire and tuning of pianos             | 687           | 0             |
| Publicity                             | 8,477         | 6 703         |
| Consultancy                           | 0             | 450           |
| Signage                               | 350           | 497           |
| Hall hire and marquee                 | 1,896         | 1,752         |
| Printing tickets                      | 0             | 68            |
| Ticket selling charges                | 1,432         | 1,332         |
| Merchandise                           | 1,258         | 1,881         |
| Catering                              | 0             | 377           |
| Licences                              | 0             | 0             |
| Insurance                             | 500           | 500           |
| St John's Ambulance                   | 176           | 478           |
|                                       | <u>43,740</u> | <u>42,219</u> |
| <b>4 Restricted funds</b>             |               |               |
| Income                                |               |               |
| Cuckoo's Nest                         | 2,741         |               |
| Expenditure                           |               |               |
| P A systems and lighting              | (2,174)       |               |
| Marquee hire                          | (763)         |               |
| St John's Ambulance                   | (176)         |               |
|                                       | <u>(372)</u>  | <u>0</u>      |

## NOTES TO THE ACCOUNTS (continued)

## 31 DECEMBER 2010

|   | 2010<br>£     | 2009<br>£     |
|---|---------------|---------------|
| <b>5 Management and administration expenses</b> |               |               |
| Rent, rates and water                           | 1,597         | 1,488         |
| Light and heat                                  | 115           | 138           |
| Office insurance                                | 349           | 269           |
| Property repairs                                | 1,046         | 0             |
| Insurance claim re break-in                     | (933)         | 0             |
| Administration charges                          | 8,495         | 11,207        |
| Mercury labels                                  | 70            | 0             |
| Depreciation of tangible fixed assets           | 0             | 0             |
| Accountancy                                     | 980           | 880           |
| Stationery and other office supplies            | 650           | 2,309         |
| Telephone                                       | 664           | 251           |
| Bank charges                                    | 65            | 0             |
| Donations                                       | 0             | 50            |
|   | <u>13,098</u> | <u>16,592</u> |

The directors of the company, who also act as members of the council of management, received no remuneration during the year (2009 £ Nil)

**6 Taxation**

No taxation is payable by the company which is a registered charity

**7 Tangible fixed assets**

|                         |                              |
|-------------------------|------------------------------|
|                         | Electronic<br>equipment<br>£ |
| <b>Cost.</b>            |                              |
| At 1 January 2010       | 780                          |
| Additions in the year   | 0                            |
| At 31 December 2010     | <u>780</u>                   |
| <b>Depreciation</b>     |                              |
| At 1 January 2010       | 780                          |
| Charge for the year     |                              |
| At 31 December 2010     | <u>780</u>                   |
| <b>Net book amounts</b> |                              |
| At 31 December 2010     | 0                            |
| At 31 December 2009     | <u>0</u>                     |

**MARSDEN JAZZ FESTIVAL LIMITED**

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**NOTES TO THE ACCOUNTS** (continued)**31 DECEMBER 2010**

|   | 2010<br>£    | 2009<br>£     |
|---|--------------|---------------|
| <b>8 Creditors : amounts becoming due and payable within one year</b>   |              |               |
| Grant from Kirklees Local Area Committee received in advance  | 0            | 0             |
| Creditors   | 1,632        | 1,389         |
| Accruals  | 2,667        | 2,840         |
|   | <u>4,299</u> | <u>4,229</u>  |
| <b>9 Constitution</b>   |              |               |
| The company is limited by guarantee and registered as a charity,<br>number 1097200 The liability of each member is limited to £1<br>At 31 December 2010 there were 17 members (2009 26 members) |              |               |
| <b>10 Undesignated funds</b>  |              |               |
| Funds at start of the financial year as previously reported   | 3,535        | 11,571        |
| Adjustments to creditors at the previous 31 December  | (2,509)      | (1,001)       |
| Revised funds at the start of the financial year  | <u>1,026</u> | <u>10,570</u> |
| Surplus (deficit) for the year  | 2,702        | (9,544)       |
| Funds at the end of the financial year  | <u>3,728</u> | <u>1,026</u>  |
| <b>11 Designated funds - unrestricted</b>   |              |               |
| At 1 January 2010 and 31 December 2010  | <u>7,500</u> | <u>7,500</u>  |
| See the reserves policy note in the Directors' Report   |              |               |
| <b>12 Capital commitments</b>   |              |               |
| Capital expenditure contracted but not provided in<br>the accounts  | <u>Nil</u>   | <u>Nil</u>    |