

Company Registration Number 3739816
Charity Number 1075159

**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS
Year Ended 31 March 2013**

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**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS
Year Ended 31 March 2013**

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**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT
Year Ended 31 March 2013**

The trustees, who are also Directors for the purposes of the Companies Act, have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2013

Reference and administrative details

Charity Number	1075159
Company Number	3739816
Principal Office	Gedry's Farm, Main Road, Gwaelod-y-Garth, Cardiff CF15 9HJ
Independent Examiner	Adrian Menear F C C A Chartered Certified Accountant & Registered Auditor, 83 St Martins Road, Caerphilly, CF83 1EH
Bankers	Lloyds TSB Bank Plc, 31 Queen Street, Cardiff, CF10 2AF
Secretary	G Davidson

Directors and Trustees

The directors of the charitable company (the charity) are its trustees, for the purpose of charity law, and throughout this report they are collectively referred to as the trustees

The trustees serving throughout the year and since the year end were as follows

Trustees	M J Evans	
	P R J Whittaker	
	N Hale	
	G Davidson	
Committee	N Hale	Chair
	G Davidson	Secretary and Treasurer
	P Esswood	Artistic Director
	A Mears	Artistic Director
	M Evans	Hospitality
	V Jenkins	Event Management
	K Ellerington	Event Management
	P Whittaker	Event Management

LOWER MACHEN FESTIVAL COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT Year Ended 31 March 2013 Structure, Governance and Management

Governing Document

The charity is constituted as a company limited by guarantee and is therefore governed by its Memorandum and Articles of Association. The charity is organised so that the trustees meet regularly to manage its affairs.

Appointment of trustees

Members of the Board of trustees are appointed or removed by resolution of the Trustees.

Trustee induction and training

New trustees are given a briefing on the work of the Board and the individual projects of the Board as part of their induction. When appropriate, training sessions are open to Board members where the training is considered useful to their role.

Organisation

Related parties

There are no related charities, or other related parties.

Risk Management

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed and systems have been established to mitigate those risks.

Objectives and activities

The principal activity of the charity is to advance public education by the provision of concerts of classical music and similar artistic events.

The trustees have complied with their duty to have due regard to the guidance on the public benefit published by the Charity Commission in exercising their powers or duties.

Achievements and performance

During the year Lower Machen Festival presented a week-long festival of chamber music consisting of evening concerts and day time concerts. This was accompanied by an educational outreach programme involving local school children and young people from the community.

Financial Review

The Statement of Financial Activities shows a net surplus for the year of £8,656 (2012 £675) and our reserves stand at £9,144 in total (2012 £488).

Investment Powers and policy

Any surplus funds accumulated by the accounts year end are held in the bank current account for the short period before payments need to be made in advance of the next year's festival.

Reserves Policy

It is the policy of the charity to work towards accumulating unrestricted net assets representing three months of project running costs.

Plans for the Future

The company aims to present a week-long festival of music in the last week of June 2013, consisting of concerts and an education programme involving local school children.

**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT
Year Ended 31 March 2013

Trustees Responsibilities

The trustees are responsible for preparing the Trustees Annual report and the financial statements in accordance with applicable law and regulations

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The financial statements are required by law to give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

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

In accordance with company law, as the company's directors, we certify that

- So far as we are aware, there is no relevant information of which the company's independent examiner is unaware and,
- As the directors of the company we have taken all steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the charity's independent examiner is aware of that information.

Signed by order of the trustees



Nicholas Hale
Chair

Approved by trustees on 25 September 2013

**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE
ACCOUNT)**

Year Ended 31 March 2013

Report to the trustees/members of Lower Machen Festival, charity number 1075159, on accounts for the year ended 31 March 2013, set out on pages 7 to 14

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE EXAMINER

The charity's trustees 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 Commission (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 STATEMENT

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no 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 Charities Act, and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
- have not been met, or

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

Signed



Adrian Menear F.C.C.A.
Chartered Certified Accountant & Registered Auditor
83 St Martins Road
Caerphilly
CF83 1EH

25 September 2013

**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE
ACCOUNT)**

Year Ended 31 March 2013

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
INCOMING RESOURCES					
Incoming Resources from generating funds.					
Voluntary income	2	2,930	-	2,930	3,735
Activities for generating funds	2	9,672	-	9,672	8,549
Incoming Resources from Charitable Activities	3	21,166	-	21,166	5,000
Investment Income					
TOTAL INCOMING RESOURCES		£33,768		£33,768	£17,284
RESOURCES EXPENDED					
Charitable activities					
Charitable activities Costs in furtherance of charitable objects	4	24,312		24,312	15,809
Governance costs	6	800	-	800	800
TOTAL RESOURCES EXPENDED	7	£25,112		£25,112	£16,609
NET INCOMING / (OUTGOING) RESOURCES FOR THE YEAR		8,656		8,656	675
Total funds brought forward		488	-	488	(187)
Total funds carried forward		£9,144	£-	£9,144	£488

The charity has no recognised gains or losses other than the results for the year as set out above

All of the activities of the charity are classed as continuing

The notes on pages 9 to 14 form part of these financial statements.

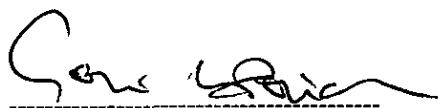
**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET
As at 31 March 2013**

	Note	2013 £	2012 £
FIXED ASSETS			
Tangible assets		-	-
CURRENT ASSETS			
Debtors	10	2,541	253
Cash at bank and in hand		6,903	17,442
		<u>9,444</u>	<u>17,695</u>
CREDITORS Amounts falling due within one year	11	<u>(300)</u>	<u>(17,207)</u>
		9,144	488
NET CURRENT ASSETS / (LIABILITIES)			
		<u>9,144</u>	<u>488</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		9,144	488
CREDITORS Amounts falling due after more than one year		-	-
		<u>-</u>	<u>-</u>
NET ASSETS / (LIABILITIES)		<u>£9,144</u>	<u>£488</u>
FUNDS			
Unrestricted		9,144	488
Restricted		-	-
		<u>-</u>	<u>-</u>
TOTAL FUNDS / (DEFICIT)		<u>£9,144</u>	<u>£488</u>

These financial statements have been prepared in accordance with the special provisions for small companies under the Companies Act 2006

These financial statements were approved by the members of the committee on the 25th September 2013 and are signed on their behalf by



G. Davidson – Treasurer

**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE****NOTES TO THE FINANCIAL STATEMENTS
As at 31 March 2013****1 ACCOUNTING POLICIES****Basis of accounting**

The financial statements have been prepared under the historical cost convention, and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) and the Companies Act 2006

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small

Incoming resources**Grants**

Grants are included on a receivable basis. Those given for a specific purpose are shown as restricted funds. All other grants are shown as unrestricted and used in the furtherance of the objectives of the charity. Grant income is deferred where the income is provided for a period, which differs from the accounting period of the charity.

Donations

Donations and similar incoming resources are recognised when they are received. Any donations in kind are included as income at a fair value. Donated time by volunteers is not included.

Taxation

As a registered charity, the charity is not liable to income or corporation tax on its primary purpose trading income.

Resources expended

Costs of charitable activities include the direct costs of running the events and providing back-up for the various projects. Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the Charity to the expenditure as described in FRS5 and FRS12. As the Charity is not registered for VAT all tax suffered is included as part of the relevant expense.

Governance costs are the costs associated with the governance of the Charity as opposed to the costs associated with charitable activities. Such costs include legal fees for Trustees, examination and accountancy fees, any costs of Trustee meetings and other costs associated with constitutional and statutory requirements.

**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS
As at 31 March 2013**

2 VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Donations	2,930	-	2,930	3,735
	<u>2,930</u>	<u>-</u>	<u>2,930</u>	<u>£3,735</u>

**Incoming resources from
activities for generating funds**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Sponsorship	-	-	-	-
Earned income	9,672	-	9,672	8,549
	<u>9,672</u>	<u>-</u>	<u>9,672</u>	<u>£8,549</u>

Analysis of sponsorship

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Deferred at 1 April	-	-	-	-
Received in the year	-	-	-	-
Utilised for the year	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>£-</u>

**3 INCOMING RESOURCES
FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Grants	21,166	-	21,166	5,000
Other income	<u>21,166</u>	<u>-</u>	<u>21,166</u>	<u>£5,000</u>

Analysis of grants

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Deferred at 1 April	16,350	-	16,350	0
Received in the year	-	-	-	21,350
Utilised for the year	(16,350)	-	(16,350)	(5,000)
Deferred at 31 March	<u>-</u>	<u>-</u>	<u>-</u>	<u>16,350</u>

**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS
As at 31 March 2013**

Material grants receivable and utilised during the year were as follows

Purpose	Source	2013 £	2012 £
Unrestricted			
General	Schubert Trust	500	-
	The Jane Hodge Foundation	1,000	1,000
	RVW Trust	-	1,000
	Newport County Council ACW	18,166	-
	Newport County Council AD	1,500	3,000
		<u>21,166</u>	<u>5,000</u>

4 COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Costs in furtherance of charitable objects.				
Artists' fees	13,856		13,856	6,790
Hire of premises	0		0	0
Publicity and marketing	3,781		3,781	1,844
Activity expenditure	3,598		3,598	4,094
Development of website and database	463		463	467
Fundraising coordinator	0		0	0
Administrator fee	500		500	500
Artistic directors' fees	2100		2,100	2,100
General administration expenses	14		14	14
Education coordinator	0		0	0
	<u>£24,312</u>	<u>£-</u>	<u>£24,312</u>	<u>£15,809</u>

5 INTEREST RECEIVABLE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Bank interest receivable	-	-	-	-

6 GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Independent Examiner's fee	300		300	300
Artistic director's fees	500		500	500
	<u>£800</u>	<u>-</u>	<u>£800</u>	<u>£800</u>

**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS
As at 31 March 2013**

7 TOTAL RESOURCES EXPENDED

	Staff costs £	Depreciation £	Other costs £	Total Funds 2013 £	Total Funds 2012 £
Direct charitable expenditure	0	0	24,312	24,312	15,809
Governance costs	-	-	800	800	800
	<u>£0</u>	<u>0</u>	<u>£25,112</u>	<u>£25,112</u>	<u>£16,609</u>

The aggregate payroll costs were

	2013 £	2012 £
Wages and salaries	0	0
Social security costs	0	0
Other pension costs	0	0
	<u>£0</u>	<u>£0</u>

None of the Trustees received any remuneration for their services and none claimed any expenses

No single employee earned more than £60,000 in this financial year

Particulars of employees.

The average number of staff employed by the charity during the financial year amounted to

	2013 No	2012 No
Management and administration staff	2	2
Service staff	0	0
	<u>0</u>	<u>0</u>

8. OPERATING SURPLUS

Operating surplus is stated after charging

	2013 £	2012 £
Staff pension contributions	0	0
Depreciation	0	0
Auditors' remuneration - as auditors	0	0
	<u>0</u>	<u>0</u>

**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
Year Ended 31 March 2013**

	2013 £	2012 £
9 TANGIBLE FIXED ASSETS		
	Fixtures & fittings £	
COST		
At 1 April 2012	-	
Additions	-	
Disposals	-	
At 31 March 2013	<u>-</u>	
DEPRECIATION		
At 1 April 2012	-	
Charge for the year	-	
At 31 March 2013	<u>-</u>	
NET BOOK VALUE		
At 31 March 2013	<u>-</u>	
At 31 March 2012	<u>-</u>	
10 DEBTORS		
	2013	2012
	£	£
Other debtors	2,541	253
Prepayments	0	0
	<u>£2,541</u>	<u>£253</u>
11 CREDITORS - Amounts falling due within one year		
	2013	2012
	£	£
Deferred income	-	16,350
Other creditors	300	857
	<u>300</u>	<u>17,207</u>
Deferred Income		

Last year, the Arts Council of Wales made a 90% grant in advance towards the costs of the June 2012 Festival

**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
Year Ended 31 March 2013**

2013 2012
£ £ £

12 RESTRICTED FUNDS

	Balance at 1 Apr 2012 £	Movement in resources		Balance at 31 Mar 2013 £
		Incoming £	Outgoing £	
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-

13 ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

	Tangible fixed assets £	Other net assets £	Total £
Restricted funds	-	-	-
Unrestricted funds	-	9,144	9,144
	£-	9,144	£9,144

14 RELATED PARTY TRANSACTIONS

No Trustees received any remuneration or travel costs during the year

No Trustee or other person related to the charity had any personal interest in any contract or transaction entered into by Lower Machen Festival during the year

15. COMPANY LIMITED BY GUARANTEE

The Charity is a company limited by guarantee with no share capital