ILKLEY LITERATURE FESTIVAL LIMITED

(LIMITED BY GUARANTEE)
Charity Number 501801

Report and unaudited accounts
for the year ended 31 March 2011
ILKLEY LITERATURE FESTIVAL LIMITED
(LIMITED BY GUARANTEE)
31 MARCH 2011

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ILKLEY LITERATURE FESTIVAL LIMITED
(LIMITED BY GUARANTEE)

REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2011

Status and Administration

Chanty number 501801
Company number 1061343
Registered Office Ilkley Literature Festival Limited
Manor House Museum
2 Castle Hill
Ilkley, West Yorkshire
LS29 9DT

Bankers HSBC Bank Plc
1 Wells Road
Ilkley, West Yorkshire
LS29 8HG

Independent Examiner Henton & Co LLP
Chartered Accountants
St Andrew's House
St Andrew's Street
Leeds
LS3 1LF

Director Rachel Feldberg

Members of the Management Committee

Chair Simon Ashberry
Secretary Louise Connacher
Treasurer Enca Below

Members Jennifer Batters
Mandy Oates
Mandy Sutter
Elton Thorpe
Nigel Walsh
Jim Wolton
Geraldine Woodhouse
Andrea Hardaker (appointed 15 September 2010)

For the purpose of the Companies Act the members of the Management Committee constitute the directors of the Company
ILKLEY LITERATURE FESTIVAL LIMITED
LIMITED BY GUARANTEE

REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2011

Structure, Governance and Management

Governance Document
The Ilkley Literature Festival is a constituted Arts Organisation. It is a company limited by guarantee and not having a share capital. Its governing document is a Memorandum & Articles of Association under the Companies Act of 1948.

Organisation
The Board, which must number between 10 and 15 members, administers the charity. There are elected voluntary officers. The Board meets four times a year with extra meetings held when necessary. Sub-groups meet for specific purposes such as strategic planning and the appointment of staff and a finance subcommittee, which includes the Chair and Treasurer, meets before each Board meeting. A director is appointed by the Board to organise and manage the day to day operations. The director is currently employed on a freelance basis. There is also a pool of dedicated volunteers who help with the distribution of publicity leaflets and ‘front of house’ at festival events.

Risk Management
The major risks to which the charity is exposed, as identified by the Management Committee, have been reviewed and systems have been established to manage those risks.

Our Purposes and Activities

The purpose of the Charity is to foster and promote the understanding and appreciation of literature by audiences in Ilkley and beyond. The Festival also strongly promotes literature-related activities including educational and outreach projects in the area.

In shaping our objectives for the year and planning our activities, the Management Committee has considered the Charity Commission’s guidance on public benefit, including the guidance on public benefit and fee charging.

The organisation’s main activity is the planning, programming and delivery of a major literary festival which includes some 180 events in the Autumn of each year. This includes live interviews with authors, readings, discussions, workshops and masterclasses, performances of new writing and literature related activities for children and young people. The Festival is the second oldest literary festival in the UK and is the best known literary festival in the North of England.

Access and audience development are key priorities for the organisation and the Festival has an enviable reputation for its work with young people and for involving audiences who don’t otherwise have access to literature.

The strategies employed to achieve the charity’s aims and objectives are to -

- Organise and promote the largest literary festival in the North of England with an emphasis on access to literature for all
- Develop and deliver other literature-related projects throughout the year – for example a bi-monthly event showcasing work written by teenagers
- Extend links with BME and community groups across the region and with schools in the area through the appointment of an Audience and Development Worker
- Offer a range of creative writing workshops and masterclasses
- Deliver creative writing workshops, projects and events in schools and community groups
- Work with leading regional partners to collaborate on related events

In setting the levels of fees, charges and concessions, the Management Committee gives careful consideration to the accessibility of the Festival for those on low incomes, offering concessions for children and young people under 25, for people in receipt of disability living allowance and for all those in receipt of means tested benefits including out of work benefits, council tax relief and so on. Established community groups and schools are eligible for group concessions with free places for group leaders.

The Festival also stages a number of free events throughout the festival, which includes up to 20 fringe events and performance and a poetry networking afternoon where poets from across the region can read their work.
ILKLEY LITERATURE FESTIVAL LIMITED
LIMITED BY GUARANTEE

REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2011

Achievements and performance

The 2010 Festival was a huge success attracting our largest ever audience to more than 206 events over two weeks and three packed weekends. Overall, 23,420 people enjoyed an electrifying mix of national and international names – from Ellen MacArthur, John Simpson, Roddy Doyle, Carol Ann Duffy, Peter Snow, Michael Parkinson, Marcus de Sautoy, Niall Ferguson and Polly Toynbee to best selling novelists Margaret Drabble, Audrey Niffenegger and Helen Dunmore. Once again, the Festival exceeded both its audience and box office targets and our range of events celebrating Jacquetta Hawkes and exploring ‘Conversations about Empires’ were particularly appreciated.

Key achievements for the Festival over the last twelve months included:

- Delivery of a stimulating, artistically diverse programme of over 206 events spread across two weeks and three packed weekends, exceeding both audience and box office targets.
- Achieving a significant increase in audience numbers including - 21,424 ticket holders, some 850 more than in the previous year and 1,996 people who enjoyed free and fringe events, 215 more than in 2009. Nearly 80% of all possible tickets were sold and 58% of events sold out or reached 75% capacity.
- Increasing sponsorship income (under restricted funds in the Income & Expenditure account) by 46.5% from £24,794 in 2009/10 to a record £36,337 in 2010/11. The Festival retained all previous sponsors and also gained a number of enthusiastic new sponsors, including Welcome to Yorkshire, who sponsored new banners for the Festival. Skipton Building Society continued to be our headline sponsor.
- The 2010 Festival audience included, 2,000 children and their parents, some 2,162 people who received concessionary tickets, clear evidence of disabled audience members at every event and a greater number of visually impaired people as a result of collaboration with the RNIB.
- Successfully extending the development work by the Audience Development and Outreach worker with a specific focus on young people and BAME audiences by sustaining collaborative work with schools in the area, delivering a programme of summer workshops to parents and children at Chapeltown Children’s Centre, piloting young writers’ groups and recruiting Young Ambassadors.
- Employing the services of the largest over staff team with the addition of a part-time Arts Management trainee placement, a full-time administration assistant from June to mid-October and a marketing intern from August onwards.
- Continuing and developing initiatives for young people, including regular club nights giving young writers and musicians the opportunity to perform their own work, a WordsFest afternoon including a variety of workshops and a poetry slam during the Festival itself, establishing a weekly Ilkley Lit Fest Young Writers Group and delivering a range of writing workshops and author events in conjunction with Bradford’s Junior University, Leeds Children’s University and inner city secondary schools in Bradford and Leeds.
- Implementing the rebuilt and newly designed website which increased our online sales and provided improved flexibility and marketing opportunities.
- In collaboration with imove, Yorkshire’s cultural programme for London 2012, obtaining funding and support for the ambitious Stanza Stones project and establishing the first stage. This included commissioning leading UK poet Simon Armitage to create seven new poems inspired by the landscape of the Pennine Watershed, initiating a youth engagement programme with six groups of young writers, appointing a landscape architect consultant, Tom Lonsdale and stone artist Pip Hall and engaging project manager Glens Burgess.
ILKLEY LITERATURE FESTIVAL LIMITED
LIMITED BY GUARANTEE

REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2011

Financial Review

Ilkley Literature Festival had an extremely successful year and, in a very difficult economic climate, income from Festival events in 2010 increased by 8% on the previous year. Despite something of a scarcity of headline names, due to a downturn in the publishing industry, and a significant increase in the number of major authors expecting fees, the Festival still managed to exceed all financial indicators.

The Festival continued to receive charitable donations, including donations in kind, which represents services provided to the Festival for printing by Spellman Walker, office rent and other services given by Bradford Council, and generous volunteer support at Festival events. Sponsorship and income from donations increased by 12% to £72,151 for the year.

We continued to put in strong bids for grants which included successful bids to the Esmee Fairbairn Foundation for £40,000 to support the youth engagement element of the Stanza Stones project and to Pennine Prospects for £30,000 to support Pip Hall’s work carving Simon Armitage’s poems into seven key sites across the Pennine Watershed from Marsden to Ilkley. In January 2011 the Festival made a comprehensive and successful bid to the Arts Council under their new National Portfolio Organisations scheme. This resulted in very significant uplift for the years from 2012-15.

The Festival also actively continued to seek support from sponsors and to increase membership of our successful Friends’ membership scheme.

Total costs increased by 21% over the previous year. One major element of this was due to the necessity of hiring and installing relevant but expensive equipment to support authors’ requests to show powerpoint presentations at the Kings Hall which has no AV facilities. We expect this trend to continue and are taking steps to explore whether capital investment in this equipment would be more cost effective.

We installed a new website and computensed ticketing system in the run up to the 2010 Festival. The effective delivery of both systems, on time and on budget, was a huge challenge but proved a worthwhile investment.

Investment powers and policy

Under the Memorandum and Articles of Association, the charity has the power to invest the moneys of the association not immediately required for its purposes in such investments as may be thought fit. At present, the Festival receives bank interest as its only source of investment income.

Reserves policy

The Festival’s policy is to enable it to build and maintain sufficient capital reserves to provide cover for the inevitable fluctuations in revenue income, thus ensuring continuity in the provision of the Festival’s services.
ILKLEY LITERATURE FESTIVAL LIMITED
LIMITED BY GUARANTEE

REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2011

Plans for future periods

The Festival’s plans for 2011/12 include

- The successful delivery of the 2011 Festival with
  - 217 events
  - Over 20 headline events
  - A stimulating array of strands including
    - Words Land and Landscape (celebrating Stanza Stones and linked to the Cultural Olympiad)
    - Resonances of the King James Version of the Bible and its impact on literature with a particular focus on the 18th Century
    - 21st Century Novel
    - South Asian Literature

- Preparing for the exciting developments of 2012-15

- Completing the multiple strands of the Stanza Stones project on time and to a high standard including
  - the continuing engagement project with seven groups of young writers, 4 groups of young dancers and 2 groups of young filmmakers,
  - Preparation for final performances /stone installations in May/June 2012
  - Drafting, designing and printing 24 page ‘trail guide’
  - Designing, building and carving 2 dry stone ‘poetry seats’

- Managing an increasingly ‘year round’ programme including the Yorkshire Salon lecture series with Alchemy, Cartwright Hall and Harewood House and developing the Festival’s year round events

- Extending the central and much-needed full time admin assistant post from November 2011 to end March 2012 if finances allow

- Exploring opportunities to work with new partners and build new relationships and finding creative ways to work with Bradford Museums Services at a time of major re-structuring

- Continuing to create new ways forward for imaginative live literature work with young people/greater BAME audience including
  - 10 author events and workshop in 8 schools in October 2011
  - 2 events in secondary school designed by students for primary pupils
  - Delivery of Young Writers Group- weekly in term time year round
  - Delivery of four Young people’s Club nights in October and December 2011, February and May 2012
  - Establishing pilot Bronze Arts Awards with Ilkley Young Writers group in September 2011
  - Work with Leeds Black Elders
  - Creating links with new inner city schools, including the David Young Academy in Leeds

- Continuing to develop of the Festival’s use of Facebook and Twitter

- Recruiting a new short term freelance Event Manager

- Refining the new box office system including,
  - phasing out postal bookings
  - restricting retail outlet sales to headline Kings Hall events

- With the Treasurer, instituting a new form of monthly managements accounts

- Continuing to make an annual transfer to reserves, wherever financial circumstances allow

- The Festival has also submitted a bid to ACEY for £8,394 to support the publication of a full colour Stanza Stones book, which would include the text of Simon Armitage’s newly commissioned poems and poems by the young people involved
ILKLEY LITERATURE FESTIVAL LIMITED
LIMITED BY GUARANTEE

REPORT OF THE MANAGEMENT COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2011

Trustees responsibilities in relation to the financial statements

The Management Committee is responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for the year. In preparing these financial statements the Management Committee is required to:

- Select suitable accounting policies and then apply them consistently,
- Observe the methods and principles in the Charities SORP,
- Make judgements and estimates that are reasonable and prudent,
- State whether applicable UK 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 charitable company will continue in operation.

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

The report of the members of the Management Committee has been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Management Committee at its meeting on 14 September 2011

and signed on their behalf by

Erica Below

[signature]
ILKLEY LITERATURE FESTIVAL LIMITED
(LIMITED BY GUARANTEE)

INDEPENDENT EXAMINERS REPORT TO THE MEMBERS OF
ILKLEY LITERATURE FESTIVAL LIMITED (LIMITED BY GUARANTEE)

I report on the financial statements of Ilkley Literature Festival Limited (Limited by Guarantee) for the year ended 31 March 2011 which compares the Statement of Financial Activities, the Balance Sheet and the related notes.

This report is made solely to the charity’s members, as a body. My examination has been undertaken so that I might state to the charity’s members those matters I am required to state to them in an independent examiners report and for no other purpose. To the fullest extent permitted by law, I do not accept, or assume responsibility to anyone other than the charity and the charity’s members as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of the management committee and the examiner

As described in the Statement of Management Committee’s Responsibilities the members of the Management Committee are responsible for the preparation of the Management Committee report and the financial statements. The Management Committee consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. The charity’s gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to

- Examine the accounts under section 43 of the 1993 Act
- Follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended); and
- State whether particular matters have come to my attention.

Basis of independent examiner’s opinion

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 you are members of the Management Committee concerning 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.
ILKLEY LITERATURE FESTIVAL LIMITED (LIMITED BY GUARANTEE)

INDEPENDENT EXAMINERS REPORT TO THE MEMBERS OF ILKLEY LITERATURE FESTIVAL LIMITED (LIMITED BY GUARANTEE)

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 386 of the Companies Act 2006, and
   * to prepare accounts which accord with the accounting records, comply with the accounting
     requirements of section 386 of the Companies Act 2006 and with the methods and principles
     of the Statement of Recommended Practice Accounting and Reporting by Charities

     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

Graham Elliott FCCA
Independent Examiner
Henton & Co LLP
Chartered Accountants

St Andrew's House
St Andrew's Street
Leeds
LS3 1LF

Dated 15 September 2011

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ILKLEY LITERATURE FESTIVAL LIMITED  
(LIMITED BY GUARANTEE)  

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2011

INCOME AND EXPENDITURE ACCOUNT

<table>
<thead>
<tr>
<th>Notes</th>
<th>Unrestricted Funds</th>
<th>Restricted Funds</th>
<th>Total 2011</th>
<th>Total 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>INCOMING RESOURCES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incoming resources from charitable activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Festival events</td>
<td>139,274</td>
<td>-</td>
<td>139,274</td>
<td>128,759</td>
</tr>
<tr>
<td>Incoming resources from generated funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>70,217</td>
<td>45,670</td>
<td>115,887</td>
<td>89,996</td>
</tr>
<tr>
<td>Sponsorship and Donations</td>
<td>35,814</td>
<td>36,337</td>
<td>72,151</td>
<td>64,390</td>
</tr>
<tr>
<td>Activities for generating funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment income</td>
<td>30</td>
<td>-</td>
<td>30</td>
<td>87</td>
</tr>
<tr>
<td>Other</td>
<td>520</td>
<td>-</td>
<td>520</td>
<td>10</td>
</tr>
<tr>
<td>TOTAL INCOME RESOURCES</td>
<td></td>
<td></td>
<td>327,862</td>
<td>283,242</td>
</tr>
<tr>
<td>RESOURCES EXPENDED</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost of generating funds</td>
<td>59,011</td>
<td>17,400</td>
<td>76,411</td>
<td>69,697</td>
</tr>
<tr>
<td>Charitable activities</td>
<td>156,181</td>
<td>58,652</td>
<td>214,833</td>
<td>169,827</td>
</tr>
<tr>
<td>Governance costs</td>
<td>36,197</td>
<td>-</td>
<td>36,197</td>
<td>30,426</td>
</tr>
<tr>
<td>TOTAL RESOURCES EXPENDED</td>
<td>5</td>
<td>251,389</td>
<td>76,052</td>
<td>327,441</td>
</tr>
<tr>
<td>Net incoming/(outgoing) resources before transfers</td>
<td>(5,534)</td>
<td>5,955</td>
<td>421</td>
<td>13,292</td>
</tr>
<tr>
<td>Transfer</td>
<td>(41)</td>
<td>41</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>NET MOVEMENT IN FUNDS</td>
<td>(5,575)</td>
<td>5,996</td>
<td>421</td>
<td>13,292</td>
</tr>
<tr>
<td>TOTAL FUNDS BROUGHT FORWARD</td>
<td></td>
<td></td>
<td>44,760</td>
<td>31,468</td>
</tr>
<tr>
<td>TOTAL FUNDS CARRIED FORWARD</td>
<td>39,185</td>
<td>5,996</td>
<td>45,181</td>
<td>44,760</td>
</tr>
</tbody>
</table>
ILKLEY LITERATURE FESTIVAL LIMITED
(LIMITED BY GUARANTEE)

BALANCE SHEET
AS AT 31 MARCH 2011

<table>
<thead>
<tr>
<th>Notes</th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>FIXED ASSETS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tangible Assets</td>
<td>6</td>
<td>9,146</td>
</tr>
<tr>
<td>CURRENT ASSETS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors</td>
<td>7</td>
<td>23,057</td>
</tr>
<tr>
<td>Cash at Bank and in Hand</td>
<td></td>
<td>32,663</td>
</tr>
<tr>
<td>CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR</td>
<td>8</td>
<td>(19,685)</td>
</tr>
<tr>
<td>NET CURRENT ASSETS</td>
<td></td>
<td>36,035</td>
</tr>
<tr>
<td>TOTAL NET ASSETS</td>
<td></td>
<td>45,181</td>
</tr>
<tr>
<td>FUNDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted Funds</td>
<td>9</td>
<td>39,185</td>
</tr>
<tr>
<td>Restricted Funds</td>
<td></td>
<td>5,996</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>45,181</td>
</tr>
</tbody>
</table>

For the year ended 31 March 2011 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 ("the Act") relating to small companies

Directors' responsibilities

i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

ii) The members acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

This report has been prepared in accordance with provisions applicable to companies subject to the small companies regime

Approved by the Management Committee on 14th September 2011

And signed on their behalf by

E Below

Company number 106343
ILKLEY LITERATURE FESTIVAL LIMITED
LIMITED BY GUARANTEE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2011

1 Share Capital

The company has no share capital. The liability of the members is limited by Guarantee, each member having undertaken to contribute such amount not exceeding one pound as maybe required in the event of the company being wound up whilst he or she is a member, or within one year thereafter.

2 Accounting Policies

2.1 Accounting Convention

The accounts have been prepared under the historical cost convention.

The statement of Financial Activities has been prepared on the basis that all operations are continuing operations.

No detailed Income and Expenditure Account has been included as all other information which is required to be disclosed by Financial Reporting Standard No 3 has been included on the face of the Statement of Financial Activities.

The charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cashflow statement on the grounds that it is a small company.

2.2 Statement of Recommended Practice

The accounts have been prepared in accordance with the Statement of Recommended Practice, ‘Accounting by Charities’ the Charities SORP 2005.

2.3 Depreciation

Depreciation has been provided on tangible fixed assets to write off the cost over their useful lives adopting the following rates and bases -

- Sound, Light and Stage Equipment 25% reducing balance basis
- Fixtures and Fittings - banners 20% reducing balance basis
- - other 25% reducing balance basis
- Computer Equipment 33 1/3% straight line basis

2.4 Taxation

The company is a Registered Charity and as such is exempt from taxation.

2.5 Income

Grants Grants received are allocated to the year of receipt unless otherwise stated.

Other Income is derived from ticket sales, investment income and donations. Investment income is shown gross. Income received in advance is not credited to the statement of financial activity but carried forward to the appropriate accounting period.
2.6 Direct and Overhead Expenditure

Expenditure is summarised under the functional headings either on a direct cost basis, or for overhead costs, apportioned according to management estimates, or where appropriate, based on staff time spent.

2.7 True and Fair View

By the nature of its principal activities, the company is a non-profit making organisation and because of this, a Profit and Loss Account is not included in these accounts, being replaced by a Statement of Financial Activities.
## IIIKLEY LITERATURE FESTIVAL LIMITED
(LIMITED BY GUARANTEE)

### NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2011

### 3 Grants

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds</th>
<th>Restricted Funds</th>
<th>Total 2011</th>
<th>Total 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Bradford Metropolitan Council Leisure Services</td>
<td>£13,500</td>
<td>-</td>
<td>£13,500</td>
<td>£13,500</td>
</tr>
<tr>
<td>Arts Council England, Yorkshire</td>
<td>51,629</td>
<td>-</td>
<td>51,629</td>
<td>50,524</td>
</tr>
<tr>
<td>West Yorkshire Grants</td>
<td>5,086</td>
<td>-</td>
<td>5,086</td>
<td>5,300</td>
</tr>
<tr>
<td>Arts Council, Audience Development</td>
<td>-</td>
<td>17,400</td>
<td>17,400</td>
<td>15,672</td>
</tr>
<tr>
<td>Arts Council, Arts Management Placement Programme</td>
<td>-</td>
<td>9,270</td>
<td>9,270</td>
<td>5,000</td>
</tr>
<tr>
<td>Stanza Stones Project - imove</td>
<td>-</td>
<td>19,000</td>
<td>19,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>70,217</strong></td>
<td><strong>45,670</strong></td>
<td><strong>115,887</strong></td>
<td><strong>89,996</strong></td>
</tr>
</tbody>
</table>

### 4 Sponsorship and Donations

Sponsorship and donations includes donations in kind of £22,000 (2010 - £22,000) which represents services provided, valued at their commercial rate.

### 5 a) Total Resources Expended

<table>
<thead>
<tr>
<th></th>
<th>Staff Costs £</th>
<th>Other £</th>
<th>Depreciation £</th>
<th>Total £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charitable activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artists fees and expenses</td>
<td>-</td>
<td>66,188</td>
<td>-</td>
<td>66,188</td>
</tr>
<tr>
<td>Events related</td>
<td>43,948</td>
<td>104,687</td>
<td>-</td>
<td>148,645</td>
</tr>
<tr>
<td>Governance costs</td>
<td>10,987</td>
<td>25,210</td>
<td>-</td>
<td>36,197</td>
</tr>
<tr>
<td></td>
<td>54,935</td>
<td>196,095</td>
<td>-</td>
<td>251,030</td>
</tr>
<tr>
<td>Costs of generating funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td>10,987</td>
<td>61,359</td>
<td>4,065</td>
<td>76,411</td>
</tr>
<tr>
<td></td>
<td>65,922</td>
<td>257,454</td>
<td>4,065</td>
<td>327,441</td>
</tr>
</tbody>
</table>
ILKLEY LITERATURE FESTIVAL LIMITED
(LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2011

5  b) Expenditure – Other Disclosures

Chantable expenditure includes
Venue hire ........................................ 27,993  22,152
Event administration ............................... 8,656  8,714
Staging costs ....................................... 31,571  25,527
Arts Management Placement ..................... 9,311  -
Stanza Stones Project ............................. 13,004  -

Governance costs includes
Accountancy fees .................................. 1,925  1,600
Printing, postage and stationery .................. 6,046  5,059

Costs of generating funds includes
Marketing consultants ............................ 31,696  30,610
Printing and design ................................ 17,538  15,746
Distribution ........................................ 6,466  5,024
Website costs ...................................... 1,032  3,011
Advertising ......................................... 464  1,664

6  Tangible Assets

<table>
<thead>
<tr>
<th></th>
<th>Fixtures and Fittings</th>
<th>Computer Equipment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 April 2010</td>
<td>-</td>
<td>2,708</td>
<td>2,708</td>
</tr>
<tr>
<td>Additions</td>
<td>4,778</td>
<td>6,627</td>
<td>11,405</td>
</tr>
<tr>
<td>At 31 March 2011</td>
<td>4,778</td>
<td>9,335</td>
<td>14,113</td>
</tr>
<tr>
<td>Depreciation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 April 2010</td>
<td>-</td>
<td>902</td>
<td>902</td>
</tr>
<tr>
<td>Charge for Year</td>
<td>956</td>
<td>3,109</td>
<td>4,065</td>
</tr>
<tr>
<td>31 March 2011</td>
<td>956</td>
<td>4,011</td>
<td>4,967</td>
</tr>
<tr>
<td>Net Book Value</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 March 2011</td>
<td>3,822</td>
<td>5,324</td>
<td>9,146</td>
</tr>
<tr>
<td>31 March 2010</td>
<td>-</td>
<td>1,806</td>
<td>1,806</td>
</tr>
</tbody>
</table>

There were no capital commitments, either authorised or contracted for, at the balance sheet date
ILKLEY LITERATURE FESTIVAL LIMITED  
(LIMITED BY GUARANTEE)  

NOTES FOR THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2011

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Debtors</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Other Debtors</td>
<td>22,243</td>
<td>4,461</td>
</tr>
<tr>
<td>Prepayments</td>
<td>814</td>
<td>6,746</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>23,057</td>
<td>11,207</td>
</tr>
<tr>
<td>8 Creditors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Creditors</td>
<td>16,769</td>
<td>37,162</td>
</tr>
<tr>
<td>Accruals</td>
<td>2,916</td>
<td>5,245</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>19,685</td>
<td>42,407</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9 Restricted Funds</th>
<th>Balance at 1 April 2010</th>
<th>Transfer</th>
<th>Movement in Incoming</th>
<th>Resource Outgoing</th>
<th>Balance at 31 March 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Council – Audience Development</td>
<td>-</td>
<td>-</td>
<td>17,400</td>
<td>17,400</td>
<td>-</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>-</td>
<td>-</td>
<td>36,337</td>
<td>36,337</td>
<td>-</td>
</tr>
<tr>
<td>Stanza Stones Project</td>
<td>-</td>
<td>-</td>
<td>19,000</td>
<td>13,004</td>
<td>5,996</td>
</tr>
<tr>
<td>Arts Council – Arts Management Placement Programme</td>
<td>-</td>
<td>41</td>
<td>9,270</td>
<td>9,311</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>-</td>
<td>41</td>
<td>82,007</td>
<td>78,052</td>
<td>5,996</td>
</tr>
</tbody>
</table>
ILKLEY LITERATURE FESTIVAL LIMITED
LIMITED BY GUARANTEE

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2011

10 Analysis of Net Assets Between Funds

<table>
<thead>
<tr>
<th></th>
<th>Tangible Fixed Assets</th>
<th>Net Current Assets</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Restricted Funds</td>
<td>5,996</td>
<td>5,996</td>
<td></td>
</tr>
<tr>
<td>General Funds</td>
<td>9,146</td>
<td>30,039</td>
<td>39,195</td>
</tr>
<tr>
<td></td>
<td>9,146</td>
<td>36,035</td>
<td>45,181</td>
</tr>
</tbody>
</table>

11 Staff Costs

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Wages and Salaries</td>
<td>63,184</td>
<td>56,823</td>
</tr>
<tr>
<td>Social Security Costs</td>
<td>2,738</td>
<td>2,348</td>
</tr>
<tr>
<td></td>
<td>65,922</td>
<td>59,171</td>
</tr>
</tbody>
</table>

Included in wages and salaries are freelance salaries of £28,649 (2010 – £27,716), other freelance costs are included in marketing consultants as disclosed in note 5b.

The average monthly number of employees during the year was

<table>
<thead>
<tr>
<th>No</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

No employee’s remuneration exceeded £60,000

12 Surplus for the Year

The net surplus of income over expenditure is stated after charging

<table>
<thead>
<tr>
<th></th>
<th>2011</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Depreciation of tangible fixed assets</td>
<td>4,065</td>
<td>466</td>
</tr>
<tr>
<td>Accountancy Fee</td>
<td>1,925</td>
<td>1,600</td>
</tr>
</tbody>
</table>

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