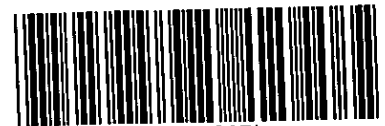


Company Registration Number 3739816
Charity Number 1075159

**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS
Year Ended 31 March 2012**

MONDAY



A10X3Q3E

A11

31/12/2012

#52

COMPANIES HOUSE

**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS
Year Ended 31 March 2012**

CONTENTS	PAGE
Trustees annual report	3
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9 - 14

LOWER MACHEN FESTIVAL COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT Year Ended 31 March 2012

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 2012

Reference and administrative details

Charity Number.	1075159
Company Number	3739816
Principal Office	Gedrys 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	(appointed 8 December 2011)
	G Davidson	(appointed 8 December 2011)
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 2012 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 £675 (2011 Deficit £77) and our reserves stand at £488 in total (2011 Deficit of £(187)).

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 2012, 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 2012**

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 31 August 2012

**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

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

Year Ended 31 March 2012

Report to the trustees/members of Lower Machen Festival, charity number 1075159, on accounts for the year ended 31 March 2012, 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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed

It is my responsibility to

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 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 41 of the 1993 Act, and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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

31 August 2012

**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

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

Year Ended 31 March 2012

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
INCOMING RESOURCES					
Incoming Resources from generating funds					
Voluntary income	2	3,735	-	3,735	3,190
Activities for generating funds	2	8,549	-	8,549	9,994
Incoming Resources from Charitable Activities					
	3	5,000	-	5,000	5,553
Investment Income					
TOTAL INCOMING RESOURCES					
		<u>£17,284</u>		<u>£17,284</u>	<u>£18,737</u>
RESOURCES EXPENDED					
Charitable activities					
Charitable activities Costs in furtherance of charitable objects	4	15,809		15,809	17,985
Governance costs	6	800	-	800	829
TOTAL RESOURCES EXPENDED					
		<u>£16,609</u>		<u>£16,609</u>	<u>£18,814</u>
NET INCOMING / (OUTGOING) RESOURCES FOR THE YEAR					
	7	675		675	(77)
Total funds brought forward		<u>(187)</u>	-	<u>(187)</u>	<u>(110)</u>
Total funds carried forward		<u>£488</u>	<u>£-</u>	<u>£488</u>	<u>£(187)</u>

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

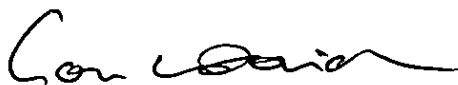
**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET
As at 31 March 2012**

	Note	2012 £	2011 £
FIXED ASSETS			
Tangible assets		-	-
CURRENT ASSETS			
Debtors	10	253	-
Cash at bank and in hand		17,442	113
		<u>17,695</u>	<u>113</u>
CREDITORS Amounts falling due within one year	11	<u>(17,207)</u>	<u>(300)</u>
NET CURRENT ASSETS / (LIABILITIES)		488	(187)
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>488</u>	<u>(187)</u>
CREDITORS Amounts falling due after more than one year		-	-
NET ASSETS / (LIABILITIES)		<u>£488</u>	<u>£(187)</u>
FUNDS			
Unrestricted		488	(187)
Restricted		-	-
TOTAL FUNDS / (DEFICIT)		<u>£488</u>	<u>£(187)</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 31st August 2012 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 2012

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 2012**

2 VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Donations	3,735	-	3,735	3,190
	<u>3,735</u>	<u>-</u>	<u>3,735</u>	<u>£3,190</u>

**Incoming resources from
activities for generating funds**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Sponsorship	-	-	-	-
Earned income	8,549	-	8,549	9,994
	<u>8,549</u>	<u>-</u>	<u>8,549</u>	<u>£9,994</u>

Analysis of sponsorship

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
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 2012 £	Total Funds 2011 £
Grants	5,000	-	5,000	5,553
Other income	<u>5,000</u>	<u>-</u>	<u>5,000</u>	<u>£5,553</u>

Analysis of grants

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Deferred at 1 April	0	-	0	0
Received in the year	21,350	-	21,350	0
Utilised for the year	(5,000)	-	(5,000)	0
Deferred at 31 March	<u>16,350</u>	<u>-</u>	<u>16,350</u>	<u>£-</u>

**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS
As at 31 March 2012**

Material grants receivable and utilised during the year were as follows

Purpose	Source	2012 £	2011 £
Unrestricted			
General	Charities Aid Foundation	-	550
	The Jane Hodge Foundation	1,000	1,000
	Arts Council of Wales	-	1,003
	RVW Trust	1,000	-
	Newport County Council	<u>3,000</u>	<u>3,000</u>
		<u>5,000</u>	<u>5,553</u>

4. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Costs in furtherance of charitable objects				
Artists' fees	6,790		6,790	7,490
Hire of premises	0		0	150
Publicity and marketing	1,844		1,844	2,255
Activity expenditure	4,094		4,094	4,912
Development of website and database	467		467	470
Fundraising coordinator	0		0	0
Administrator fee	500		500	500
Artistic directors' fees	2100		2,100	2,100
General administration expenses	14		14	108
Education coordinator	0		0	0
	<u>£15,809</u>	<u>£-</u>	<u>£15,809</u>	<u>£17,985</u>

5 INTEREST RECEIVABLE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Bank interest receivable	-	-	-	-

6 GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Audit fees	0		0	29
Independent Examiner's fee	300		300	300
Artistic director's fees	500		500	500
	<u>£800</u>	<u>-</u>	<u>£800</u>	<u>£829</u>

**LOWER MACHEN FESTIVAL
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS
As at 31 March 2012**

7 TOTAL RESOURCES EXPENDED

	Staff costs £	Depreciation £	Other costs £	Total Funds 2012 £	Total Funds 2011 £
Direct charitable expenditure	0	0	15,609	15,609	17,985
Governance costs	-	-	800	800	829
	<u>£0</u>	<u>0</u>	<u>£16,609</u>	<u>£16,609</u>	<u>£18,814</u>

The aggregate payroll costs were

	2012 £	2011 £
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

	2012 No	2011 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

	2012 £	2011 £
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 2012**

	2012 £	2011 £
9 TANGIBLE FIXED ASSETS		
	Fixtures & fittings £	
COST		
At 1 April 2011	-	
Additions	-	
Disposals	-	
At 31 March 2012	<u>-</u>	
DEPRECIATION		
At 1 April 2011	-	
Charge for the year	-	
At 31 March 2012	<u>-</u>	
NET BOOK VALUE		
At 31 March 2012	<u>-</u>	
At 31 March 2011	<u>-</u>	
10 DEBTORS		
	2012	2011
	£	£
Other debtors	253	0
Prepayments	0	0
	<u>£253</u>	<u>£0</u>
11 CREDITORS Amounts falling due within one year		
	2012	2011
	£	£
Deferred income	16,350	0
Other creditors	857	300
	<u>17,207</u>	<u>300</u>
Deferred Income		

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 2012**

2012 2011
£ £ £

12 RESTRICTED FUNDS

	Balance at 1 Apr 2011 £	Movement in resources		Balance at 31 Mar 2012 £
		Incoming £	Outgoing £	
	-	-	-	-
	-	-	-	-
	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

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

	Tangible fixed assets £	Other net assets £	Total £
Restricted funds	-	-	-
Unrestricted funds	-	488	488
	<u>£-</u>	<u>488</u>	<u>£488</u>

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