

**SPRINGBOARD – BRIGHTON & HOVE PERFORMING ARTS LIMITED**  
**(A company limited by guarantee)**

**REPORT AND UNAUDITED ACCOUNTS**  
**YEAR ENDED 31 May 2022**

**CHARITY NO: 1078068**  
**COMPANY NO: 03747966**

**SPRINGBOARD – BRIGHTON & HOVE PERFORMING ARTS LIMITED**  
**(A company limited by guarantee)**

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**SPRINGBOARD – BRIGHTON & HOVE PERFORMING ARTS LIMITED**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT, INCORPORATING THE DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 May 2022**

The trustees are pleased to present their report together with the accounts of the charity for the year ended 31 May 2022.

**Reference and Administrative Details**

***Charity number:*** 1078068

***Company number:*** 03747966

**Management committee**

The directors of the charitable company ("the charity") are the management committee for the purpose of charity law and throughout this report are collectively referred to as trustees.

The members of the management committee serving during the year and since the year end were as follows:

Ms J King (Chair)  
Ms S. Goodacre  
Mr K. Hayward  
Mr D.C. Nunns (resigned 30 September 2021)  
Mr A. Hamie (appointed 30 September 2021)  
Mr A. Page  
Dr J.R. Westbrook

**Secretary**

Ms S. Goodacre

**President**

Mr G.D. Henderson

**Registered Office**

c/o Kreston Reeves LLP, Plus X Innovation Hub, Lewes Road, Brighton BN2 4GL

**Principal Office**

40 Shaftesbury Road, Brighton, BN1 4NF

**Bankers**

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

**SPRINGBOARD – BRIGHTON & HOVE PERFORMING ARTS LIMITED**  
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**TRUSTEES' REPORT, INCORPORATING THE DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 May 2022**

## **Structure, Governance and Management**

### **Governing document**

Springboard – Brighton & Hove Performing Arts Limited is a company limited by guarantee incorporated on 8 April 1999 and a registered charity governed by its Articles of Association amended by special resolution dated 19 September 2019.

### **Appointment of trustees**

Trustees are appointed in accordance with the provisions of the Articles of Association. At each Annual General Meeting one third of the trustees are subject to retirement by rotation. Trustees are appointed by ordinary resolution.

### **Organisation**

The charity is managed by the trustees, who meet at least four times a year. The current administrator has been in place since April 2016.

The charity is affiliated to The British & International Federation of Festivals for Music, Dance and Speech of which Her Majesty the Queen is patron.

### **Risk management**

The trustees' risk management strategy comprises:

- An annual review of the risks that the Charity may face.
- Considering ways to mitigate the risks identified
- The establishment of systems and procedures, designed to minimise any potential impact on the charity should any of those risks materialise.

The annual review during the current year has been duly completed.

### **Objectives and activities**

The objects of the charity are to advance, promote and encourage the performing arts, in particular by means of competitive and non-competitive classes, workshops and other related activities.

The charity also aims to continue the work of the Brighton and Hove Competitive Musical Festival and foster the aims and objects of the British & International Federation of Festival for Music, Dance and Speech. The principal activity of the charity is the organisation, primarily for young people, of an annual performing arts festival. The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's objectives and in planning future activities.

**SPRINGBOARD – BRIGHTON & HOVE PERFORMING ARTS LIMITED**  
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**TRUSTEES' REPORT, INCORPORATING THE DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 May 2022**

## **Achievements and performance**

2022 saw another successful festival, held over four weekends. The trustees are very grateful to all those involved in running the sections, to all the teachers who support their students' performances, and to the parents who provide the children with the opportunity to perform.

We enjoyed over 800 performances, and although this number of entries is slightly lower than the 2017–2020 average of 900, it was better than the experience of other festivals in the south-east had led us to expect. Most of the performers came from the Brighton & Hove area, but to take part in the music sections some of the more advanced performers made a round trip of over 100 miles, attracted in part by our provision of specialist adjudicators for each instrumental section.

Because of building work at Brighton Girls (and the decommissioning of their building on Radinden Manor Road) we were only able to use the school as a venue on Sundays, and only the Main Hall. This meant that we had to hire four other venues in Brighton and Hove – St Luke's Church Queen's Park, the Church of the Good Shepherd and its Hall, and Lancing Prep, Hove. The Trustees are grateful to our administrator and our caterers for meeting the challenges this presented.

Our venue costs were significantly higher than the last full festival (2019), when we paid the GDST £1,300 for the hire of two performing spaces for four weekends in Brighton Girls. This year the GDST fee for the four days we used was proportionately much higher than in previous years, and we paid a total of £2,513 for the various venues we used. Venue costs at this level will need to be included in future budgets, and trustees will need to find ways of increasing income accordingly.

For 2022 we applied an entry fee increase across the board. In light of increased venue costs we have, for 2023, applied another fee increase to the longer (music) classes, which generally make a smaller contribution to the running costs of the festival than the shorter classes do.

We did not run a Concerto Section this year due to the uncertainty arising from Covid-19, a lack of venue, and the cost of running the section, but we did include concerto classes in some of the music syllabuses. We are intending to maintain that position for 2023, with the inclusion also of a concerto class in the Piano section.

## **Financial review**

A loss of £2,276 emerged over the year, although it should be noted that £960 of expenditure relates to adjudicator fees for sessions of the 2021 online festival held in June 2021. Costs were about 54% higher than for the virtual festival in 2021 as they included the hire of venues and the costs associated with hosting the adjudicators and their travel expenses. However, this was balanced by an increase in the number of entries leading to higher entry fees, and by income from the sale of audience tickets.

Overall, the position regarding donations and sponsorship remains positive, with us once again receiving extremely generous funding, supplemented by gift aid. Our income from donated prize money increased this year, thanks to a welcome response to an appeal. Without the support of these donations, we would suffer heavy losses.

A loss of the magnitude seen this year is within the normal bounds of expected variability and the Festival has reserves at a level to cushion us for the future so our overall financial position is satisfactory. The accounts comply with current statutory requirements, the Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities, (SORP 2019).

**SPRINGBOARD – BRIGHTON & HOVE PERFORMING ARTS LIMITED**  
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**TRUSTEES' REPORT, INCORPORATING THE DIRECTORS' REPORT**  
**FOR THE YEAR ENDED 31 May 2022**

**Reserves policy**

At the end of the year, the Charity's unrestricted free reserves stood at £32,392 with total expenditure in the last year of £20,330. This level of reserves represents well over 52 weeks of expenditure (even at a more typical level than this year) and is currently all held in cash and short-term investments.

**Statement of trustees' responsibilities**

The trustees (who are also directors of Springboard – Brighton & Hove Performing Arts Limited for the purposes of company law) are responsible for preparing the Trustees' 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 Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

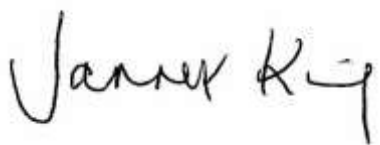
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They 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 Trustees' report has been prepared taking advantage of the small companies exemption in Section 415A of the Companies Act 2006.

The Trustees continue to follow advice received indicating that an independent examination of the accounts, or other external scrutiny, is not required for charities with a gross income of £25,000 or less. The Trustees have referred to the Charity Commission's *Examiners' Guide* of June 2015 in this regard. As such, the Trustees have opted not to undertake such an independent examination.

Approved by a member of the management committee on 14 September 2022 and signed on their behalf by



Ms J King, Chair

**SPRINGBOARD – BRIGHTON & HOVE PERFORMING ARTS LIMITED**  
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**STATEMENT OF FINANCIAL ACTIVITIES**  
(Including Income and Expenditure Account)  
FOR THE YEAR ENDED 31 May 2022

	Notes	Unrestricted	Restricted	Total (£) 2022	Total (£) 2021
<b>Income</b>					
<b>Income from donations and legacies</b>					
Sponsorship		5,860	-	5,860	5,711
Gift Aid		1,285	-	1,285	953
<b>Investment Income</b>					
Interest receivable		28	5	33	231
<b>Incoming resources from charitable activities</b>					
Performing arts festival	3	10,876	-	10,876	5,704
<b>Total income</b>		<u>18,049</u>	<u>5</u>	<u>18,054</u>	<u>12,659</u>
<b>Expenditure</b>					
<b>Charitable activities</b>					
Cost of performing arts festival	4 & 5	20,330	-	20,330	13,200
<b>Total expenditure</b>		<u>20,330</u>	<u>-</u>	<u>20,330</u>	<u>13,200</u>
Net income (expenditure) for the year		(2,281)	-	(2,276)	(541)
<b>Net movement in funds</b>		<u>(2,281)</u>	<u>-</u>	<u>(2,276)</u>	<u>(541)</u>
<b>Total funds brought forward</b>		34,673	6,247	40,920	41,461
<b>Total funds carried forward</b>		<u>32,392</u>	<u>6,252</u>	<u>38,644</u>	<u>40,920</u>

The notes on pages 10 to 16 form part of these accounts.

**SPRINGBOARD – BRIGHTON & HOVE PERFORMING ARTS LIMITED**  
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**COMPANY NO: 03747966**

**BALANCE SHEET AS AT 31 May 2022**

	Notes	Total (£) 31-May-22	Total (£) 31-May-21
<b>Current assets</b>			
Restricted investments held as current assets*:			
Brighton Youth Orchestra Fund		6,252	6,247
Unrestricted investments held as current assets:			
Shawbrook CAF 60-day notice		20,624	25,629
Other cash at bank and in hand		12,068	9,344
		<hr/> 38,944	<hr/> 41,220
<b>Current liabilities</b>			
Creditors: amounts falling due within one year	7	(300)	(300)
Net current assets		<hr/> 38,644	<hr/> 40,920
<b>Total assets less current liabilities</b>		<hr/> <hr/> 38,644	<hr/> <hr/> 40,920
 <b>Unrestricted funds</b>		 32,392	 34,673
<b>Restricted funds</b>	8	6,252	6,247
		<hr/> 38,644	<hr/> 40,920
		<hr/> <hr/> 38,644	<hr/> <hr/> 40,920

\* held nominally in the Shawbrook CAF 60-day notice account at the year end

The notes on pages 10 to 16 form part of these accounts.



**SPRINGBOARD – BRIGHTON & HOVE PERFORMING ARTS LIMITED**  
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**BALANCE SHEET AS AT 31 May 2022 (cont.)**

For the year ending 31 May 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

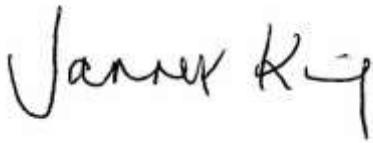
Trustees' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 May 2022.

The financial statements were approved and authorised for issue by the Trustees on 14 September 2022 and signed on their behalf, by:

A handwritten signature in black ink, appearing to read 'Janner King', is written over a faint circular stamp.

Ms J King  
Chair

**SPRINGBOARD – BRIGHTON & HOVE PERFORMING ARTS LIMITED**  
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**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 May 2022**

## **1 Accounting policies**

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The trustees have given due consideration to the impact of COVID-19 pandemic and are confident of the charity's ability to continue trading for the foreseeable future. The financial statements are in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are presented in sterling, the functional currency of the charity, and are rounded to the nearest pound (£). The principal accounting policies adopted in the preparation of the accounts are as follows:

### **Income**

#### **Sponsorships, donations and grants**

Income from sponsorships, donations and grants, including capital grants, is included in income when receivable, except when donors specify that donations and grants given to the charity must be used in future accounting periods in which case the income is deferred until those periods.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in income for restricted funds when receivable.

### **Expenditure**

Expenditure is included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Costs are allocated to governance costs on an actual basis, including any independent examination and accountancy fees, and other costs associated with constitutional and statutory requirements.

### **Cash at Bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

### **Liability policy**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt.

### **Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**SPRINGBOARD – BRIGHTON & HOVE PERFORMING ARTS LIMITED**  
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**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 May 2022**

**Fund accounting**

Funds held by the charity are either:

*Unrestricted general funds* – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

*Restricted funds* – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**2 Legal status of the charity**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

**SPRINGBOARD – BRIGHTON & HOVE PERFORMING ARTS LIMITED**  
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**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 May 2022**

**3 Income from operation of performing arts festival**

	Unrestricted	Restricted	Total (£) 2022
Entry fees	7,075	-	7,075
Admissions	3,146	-	3,146
Cash prizes	655	-	655
	<u>10,876</u>	<u>-</u>	<u>10,876</u>

	Unrestricted	Restricted	Total (£) 2021
Entry fees	5,284	-	5,284
Cash prizes	300	-	300
Sundry	120	-	120
	<u>5,704</u>	<u>-</u>	<u>5,704</u>

The charity's income is not liable to corporation tax.

**SPRINGBOARD – BRIGHTON & HOVE PERFORMING ARTS LIMITED**  
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**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 May 2022**

**4 Cost of operation of performing arts festival**

	Unrestricted	Restricted	Total (£) 2022
Administration fees	8,740	-	8,740
Adjudicators' fees	4,345	-	4,345
Hire of premises	2,513	-	2,513
Telephone	84	-	84
Cash prizes	1,415	-	1,415
Insurance	205	-	205
Computer costs	136	-	136
Marketing	131	-	131
Hotel cost	253	-	253
Piano hire, tuning & relocation	212	-	212
Subscriptions	736	-	736
Website, maintenance & update	166	-	166
Printing, postage and stationery	14	-	14
Storage	300	-	300
Lunches and teas	702	-	702
Accountancy fees	378	-	378
	<u>20,330</u>	<u>-</u>	<u>20,330</u>

**SPRINGBOARD – BRIGHTON & HOVE PERFORMING ARTS LIMITED**  
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**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 May 2022**

**4 Cost of operation of performing arts festival (continued)**

	Unrestricted	Restricted	Total (£) 2021
Administration fees	8,845	120	8,965
Adjudicators' fees	1,812	120	1,932
Telephone	90	-	90
Cash prizes	115	-	115
Insurance	205	-	205
Computer costs	644	-	644
Subscriptions	378	-	378
Website, maintenance & update	136	-	136
Printing, postage and stationery	181	6	187
Storage	25	-	25
Accountancy fees	523	-	523
	<u>13,200</u>	<u>-</u>	<u>13,200</u>

**SPRINGBOARD – BRIGHTON & HOVE PERFORMING ARTS LIMITED**  
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**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 May 2022**

**5 Governance costs included in note 4**

	Unrestricted	Restricted	Total (£) 2022
Accountancy fees	378	-	378
	<hr/>	<hr/>	<hr/>
	378	-	378
	<hr/>	<hr/>	<hr/>

	Unrestricted	Restricted	Total (£) 2021
Accountancy fees	523	-	523
	<hr/>	<hr/>	<hr/>
	523	-	523
	<hr/>	<hr/>	<hr/>

**6 Staff costs and trustee remuneration**

No trustee or other person related to the Charity had any personal interest in any contract or transaction entered into by the Charity during the year.

During the year to 31 May 2022 no trustees were reimbursed, and no trustee received any remuneration in the year.

**7 Creditors: amounts falling due within one year**

	2022 (£)	2021 (£)
Other creditors and accruals	300	300
	<hr/>	<hr/>

**SPRINGBOARD – BRIGHTON & HOVE PERFORMING ARTS LIMITED**  
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**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 May 2022**

## 8 Restricted funds

The charity's restricted funds are as follows: -

- The BYO Fund: £16,342 was received in September 2009 from Brighton Youth Orchestra Trust which is held in a restricted fund for the promotion of orchestral and music provision in the City of Brighton & Hove for young people under the age of 25.

	<b>Balance (£) at 31/05/2021</b>	<b>Income Received</b>	<b>Expenditure</b>	<b>Balance (£) at 31/05/2022</b>
BYO Fund	6,247	5	-	6,252
	<u>6,247</u>	<u>5</u>	<u>-</u>	<u>6,252</u>

### Comparative restricted income and expenditure

Over the year 2020/21 the charity received £36 in interest in respect of the BYO. Restricted expenditure in respect of the BYO Fund was £246.

## 9 Analysis of net assets between funds

Fund balances at 31 May 2022 are represented by:

	<b>Unrestricted Funds</b>	<b>BYO Fund</b>	<b>Total (£) 31/05/2022</b>
Investments	32,692	6,252	38,944
Current assets	-	-	-
Current liabilities	(300)	-	(300)
	<u>32,392</u>	<u>6,252</u>	<u>38,644</u>

## 10 Related party transactions

During the year there were no related party transactions.