

**PORTSMOUTH MUSIC FESTIVAL**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**30 APRIL 2024**

## Trustees' annual report for the year ending 30<sup>th</sup> April 2024

**Registered charity name:** PORTSMOUTH MUSIC FESTIVAL (PMF)

**Registered Charity Number:** 1045780

**Charity's principal address:** 34 Woodlands Avenue  
Emsworth  
Hants PO10 7QE

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The names of the trustees at this time are:

Andrew McVitie	Chairman
Sandra Lawlor	Vice Chairman
Carol Frogley	Section Representative
Wendy Lane	Section Representative
Ian Frogley	Treasurer

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- 1) The trustees present their report and financial statements for the year ended 30 April 2024. The accounts have been prepared in accordance with the accounting policies set out in note 1 of the accounts and comply with the charity's governing documentation and applicable law and the requirements of the statement of recommended practice 'accounting and reporting by charities' 2005 and has due regard to guidance published by the charity commission on public benefit.
- 2) Structure Governance and Management
  - a) The governing document of the charity is the Constitution, which was adopted on 27<sup>th</sup> September 2000. The Constitution established the objects and powers of the charity.
  - b) Portsmouth Music Festival has been a registered charity since 12<sup>th</sup> April 1995.
  - c) Membership is offered to local people who share in the vision of the objectives of the charity.
  - d) The Trustees are elected annually at the AGM from members of the association.
  - e) The Management Committee is elected by the members at the Annual General Meeting.
  - f) The Festival is affiliated to and active in the British & International Federation of Festivals for Music, Dance and Speech and a Patron of the All England Dance Association.
- 3) Objectives and Activities
  - a) The vision of the Festival is to celebrate and promote participation in the performing arts by presenting an annual festival, enhanced by competition, which encourages performers from across the community and to promote excellence by providing professional adjudication.
- 4) The charity's objects and principal activities continue to:
  - a) be that of advancing, promoting and encouraging generally, the study and practice of the arts of music, dance, speech, literature and acting in all their branches.
  - b) provide a platform for public performance, enhanced by competition, with individual assessment by adjudicators of national repute; and
  - c) preserve and build upon the cultural heritage and ensure the future of the Festival through changing social and economic conditions.
- 5) In planning our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our Trustee meetings.
  - a) The focus of our activities remains the staging of an annual festival in which every performance is professionally assessed and marked. This benefits the children, young people and adults by their participation in cultural activity, adding to their education in the arts, developing their self-confidence and increasing their social skills.
  - b) We welcome all children, young people and adults regardless of personal background, faith, gender or personal circumstances and we believe this philosophy of openness to all enriches everyone through the sharing of the talents, skills aptitudes and life experiences of our children, young people aged 3 to 18 years, adults and volunteers.
- 6) It is the policy of the charity to maintain unrestricted funds, which includes the free reserves of the charity, at a level, which provides sufficient funds to meet the ongoing operating expenditure.

7) Achievements and performance

The 2024 Festival was a moderate success, both artistically and financially. Most sections were reasonably successful following the serious decline last year due to the Covid pandemic. There was a notable increase in entries for Vocal. Strings and Speech & Drama were sadly lacking in entries. Dance as usual was well supported running to eight days this year. The Final Concert was quite well attended. This year it was held at Crookhorn School, Waterlooville. Elias Simojoki (Trumpet) won the Solent Symphony Orchestra Concerto Award 2025, Ben Ward (Guitar) and Mia Drover (Piano) won the Ports Fest PMF Winners Showcase Prize and Katie Ho (Violin) and Priscilla Ho (Harp) were presented with the Chairman's Cup. Also Attica (Rock & Pop) were presented with a free rehearsal session at Casemates studios in Portsmouth.

8) Summary

Financially, this year the income over expenditure was £3,839. Dance made a significant contribution to this sum, although, with a couple of exceptions, the music sections also covered their expenses.

9) Year End Account

The income was higher than 2022/23, mainly due to the increase in entries across most of the sections.

Expenditure was similar to last year although we changed the venue for most of the music sections to the Menuhin Room in Portsmouth Central Library

10) At the year end the charity has reserves of £ 33,745 (2023: £ 29,906) which is to be reinvested in future music festivals.

11) Planning for 2025

The committee remains concerned that the festival relies on a small number of volunteers.

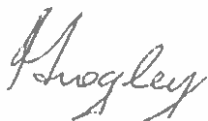
Encouragingly a few new volunteers have joined, notably a local vocal teacher has taken over the Vocal section. The management committee will continue to encourage new volunteers to help run the festival. It will continue to promote the festival and take appropriate measures to ensure the financial viability of the festival is maintained.

12) Portsmouth Music Festival recognises that an effective board of trustees is essential if the charity is to be effective in achieving its objects. The board must seek to be representative of the people with whom the charity works and must have available to all of the knowledge and skills required to run the charity. Individual trustees must have sufficient knowledge, both of trusteeship in general and of the Charity's activities, to enable them to carry out their role and to represent the Charity at meetings and other events. Should any new person wish to put themselves forward as trustee, please make an application in writing to the board.

13) Declaration

The Trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees



I Frogley  
Treasurer  
Portsmouth Music Festival

Date: 21 November 2024

**INDEPENDENT EXAMINER'S REPORT TO**  
**THE TRUSTEES OF PORTSMOUTH MUSIC FESTIVAL**  
**FOR THE YEAR ENDED 30 APRIL 2024**

I have examined the attached account and statement which have been prepared on the receipts and payments basis.

We report on the accounts of Portsmouth Music Festival (the Charity) for the year ended 30 April 2024 which are set out on pages 3 to 5.

**Respective responsibilities of trustees and examiners**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our 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 our attention.

**Basis of independent examiners' report**

My examination was carried out in accordance with the 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 as 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 examiners' statement**

In connection with my examination, no matter has come to our attention:

1) which gives us 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,

**INDEPENDENT EXAMINER'S REPORT TO**  
**THE TRUSTEES OF PORTSMOUTH MUSIC FESTIVAL**  
**FOR THE YEAR ENDED 30 APRIL 2024**

- 2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



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Mrs Gillian McIntosh FCA  
for and on behalf of MMO Limited  
Chartered Accountants  
Wellesley House  
204 London Road  
Waterlooville  
Hampshire  
PO7 7AN

Date: 21 November 2024

**PORTSMOUTH MUSIC FESTIVAL**  
**RECEIPTS AND PAYMENTS ACCOUNT – GENERAL FUND**  
**FOR THE YEAR ENDED 30 APRIL 2024**

	<u>2024</u>	<u>2023</u>
	£	£
<b>RECEIPTS</b>		
Entries	17,385	15,200
Subscriptions	85	120
Admissions and programme sales	8,360	7,736
Donations /sponsors	882	685
Concerts	190	0
Miscellaneous	0	37
Investment income	158	78
	<hr/>	<hr/>
	27,060	23,856
	<hr/>	<hr/>
<b>PAYMENTS</b>		
Other expenditure:		
Fundraising and publicity costs	3,845	2,269
Management and administration	1,235	992
Music Festival costs	18,141	17,759
	<hr/>	<hr/>
	23,221	21,020
	<hr/>	<hr/>
(Deficit)/Excess of receipts over payments	3,839	2,836
Cash and bank deposits brought forward	29,906	27,070
	<hr/>	<hr/>
Cash and bank deposits carried forward	33,745	29,906
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**PORTSMOUTH MUSIC FESTIVAL**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 30 APRIL 2024**

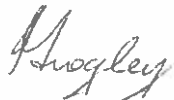
	<u>2024</u>	<u>2023</u>
	£	£
Cash and bank deposits – general fund		
Bank – Business reserve account	6,769	1,694
Bank – Current accounts	6,120	7,438
Virgin Money Charity Account	20,856	20,774
	<u>          </u>	<u>          </u>
	33,745	29,906
	<u>          </u>	<u>          </u>

Fixed assets used by the Charity

Trophies with a value of £8,650 are held by the charity

Approved by the trustees

on 21 November 2024 and signed on their behalf by



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**PORTSMOUTH MUSIC FESTIVAL**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 APRIL 2024**

**1 Accountancy Basis**

These accounts have been prepared on the receipts and payments basis.

**2 Unrestricted Funds**

All receipts and payments relate to general unrestricted funds. The investment income arises from the bank account funds.

**3 Management and administration**

Management and administration costs relate to postage, stationery, telephone and the general costs of administering the charity.

**4 Fundraising and Publicity Costs**

Fundraising and publicity costs are the direct costs of fundraising for the charity.

**5 Music Festival Costs**

Music Festival costs are costs directly attributable to events carried out by the charity.

**6 Cash and Bank Deposits**

All cash and bank deposits are held in unrestricted general funds.