

REGISTERED COMPANY NUMBER: 1494221 (England and Wales)
REGISTERED CHARITY NUMBER: 510670

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

Foster & Co Ltd
Unit 16 Eastway Business Village
Olivers Place
Fulwood
Preston
PR2 9WT

LANCASTER AND DISTRICT FESTIVAL LIMITED

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LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of the Statements of Recommended Practice (SORP) applicable to Charities preparing their accounts.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

1494221 (England and Wales)

Registered Charity Number

510670

Registered Office

The Storey
Meeting House Lane
Lancaster
LA1 1TH

Trustees/(Directors)

J Bell (Chair)
J Hope
N S Charlesworth
WJG Swainson
E R Crighton
S Karunanithi
B Guilfoyle (Resigned 31.07.24)
B Daley
T Durcan
G Singh
O K Langmead
M Matheson (Appointed 14.02.25)
I Place (Appointed 14.02.25)
S Scarff-Hurst (Appointed 14.02.25)

Company Secretary

N S Charlesworth

Accountants

Foster & Co Ltd
Unit 16 Eastway Business Village
Olivers Place
Fulwood
Preston
PR2 9WT

Solicitors

Oglethorpe, Sturton & Gillibrand
16 Castle Park
Lancaster
LA1 1YG

The full name of the Charity is Lancaster & District Festival Ltd. We operate under the name of, and are hereafter referred to as, 'Litfest'.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

OBJECTIVES AND ACTIVITIES

Objectives and activities

The objects for which the Company is established are to promote, maintain, improve and advance public education, appreciation and understanding of the Arts. With particular reference to literature, Litfest exists to develop, challenge and celebrate literary excellence, and the organisational aims are as outlined below.

Organisational aims

- a. develop, challenge and celebrate literary excellence through participative reading and writing projects.
- b. be a regionally and nationally significant organisation.
- c. achieve audience and readership for the promotion and publication of writers.
- d. invest in the professional development of writers.
- e. create opportunities for writers, in particular those from the North West, and the sub region.
- f. broaden and enhance the education, appreciation and understanding of literature among writers and readers.
- g. underpin the ambitions stated above by being an artistically, operationally and financially robust organisation with effective governance.
- h. operate at a capacity which allows for opportunistic or reactive partnerships or projects to be developed and pursued.

STRUCTURE AND GOVERNANCE

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The new trustees are appointed by the board of trustees.

The organisation seeks to recruit trustees with skills appropriate to the charities objectives and organisational requirements. Suitable candidates are invited to board meetings prior to being voted onto the board.

Induction and training of new trustees

Newly elected trustees are provided with copies of the written constitution of the charity and a written copy of the aims and objectives of the charity.

Organisation structure and how decisions are made

The Board of Trustees (Directors) meet every three months. The board establishes small working parties as and when necessary to deal with particular issues. Working parties report back to the full meetings of the board. The Treasurer provides the management accounts to the board on a quarterly basis. Decisions are made with reference to the charity's aims and objectives.

Relationship with other groups, charities and individuals

Litfest receives core support annually from Lancaster City Council.

Public Benefit

The Trustees have complied with their duty under Section 17 (5) of the Charities Act 2011 to pay due regard to the Charities Commission guidance concerning public benefit in deciding what activities the charity should undertake.

RISK MANAGEMENT

The trustees have a duty to identify and review the risks to which the charity is exposed. A risk assessment is carried out by the Trustees each year, which identifies the major risks faced by the company and reviews the systems and procedures in place to manage those risks.

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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

PERFORMANCE MANAGEMENT

In recognition of Litfest's status as an organisation both led and run by volunteers, we have developed robust systems to maximise efficiency and to maintain and improve our ongoing standards of delivery. During the course of the coming year we will continue to revise and update all operational systems and continue to develop practices and policies, which will include:

- An updated Equal Opportunities and Diversity Policy
- Grievance procedures and policies
- Health and Safety Policy
- Monitoring and evaluation systems for all staff, volunteers, audiences, participants and stakeholders.
- Independently examined accounts

EQUAL OPPORTUNITIES STATEMENT

Equality of opportunity is extremely important to all the work undertaken by Litfest. We value the diversity of individuals and do not discriminate on grounds of race, faith, disability, gender, sexuality, age or any other. As the cultural landscape changes we recognised the benefits to be gained by tapping into the potential and strengths in all social groups.

As an arts organisation we fully understand the need to have an equal opportunities / cultural diversity approach at the heart of our working practices. We have in place an Equal Opportunities and Diversity Policy and Action Plan that is regularly revised and developed.

FINANCIAL REVIEW

Incoming resources for the year were £115,584 (2024 £100,916)

Resources expended for the year were £110,760 (2024 £110,858)

Reserves policy

The charity works to maintain an operation reserve equivalent to the cost of running the organisation for 3 full months (an amount in the region of £3,000).

Funds in deficit

The charity does not have any funds which are materially in deficit.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

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 Generally Accepted Accounting Practice (United Kingdom Accounting Standards applicable law).

The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of its surplus or deficit of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and 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 business.

LANCASTER AND DISTRICT FESTIVAL LIMITED
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

The trustees 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. 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 Chair's Annual Report

Litfest Annual Report 2024 -2025.

The past year has been one of the most successful for Litfest for quite some time, building upon the board's strategy to develop our community engagement and funding streams. Both the Autumn and Spring festivals were well attended and programmed events have taken place in between the festivals including the International Fiction Online Book Club, giving a whole year-round programme in essence. The board have been successful in securing funding from several different grant funding bodies this year alongside a very successful Crowdfunding bid supported by Lancashire County Council and people within the community. The Crowdfunding bid enabled Litfest to provide a free 3-day children's festival in the spring which is incredibly important to the organisation as it is recognised that children need to experience the fun and enjoyment of reading for pleasure more than ever. The board also took the decision to make a modest charge (£5) for the adult events at both the Autumn and Spring festivals. This was not a decision that was taken lightly as we recognise the cost-of-living crisis is ongoing; however, income is a necessity for Litfest as it is for all arts organisations.

Our Vision

A world in which everyone has access to and the opportunity to directly engage with the best contemporary, literature, illustration and ideas.

Performance

- 2 major events at the Nuffield Theatre (in collaboration with Lancaster Arts)
- 3 Lancaster Lectures (in collaboration with Lancaster University)
- 7 schools
- 8 venues
- 8 community groups
- 10 workshops
- 12 local sponsors and grants
- 15 partners
- 48 events
- 57 volunteers
- 107 artists and moderators
- 1,232 virtual attendees
- 1,535 in-person attendees
- 2,736 national reach
- 8,504 international reach

As can clearly be seen from the statistics above, Litfest has increasingly expanded its reach beyond the UK. Our livestreaming through our YouTube and Crowdcaster platforms allows this to happen throughout the year. This is important for Litfest's profile and for our funders, sponsors and partners. The programme we offer incorporates international artists, and the Lancaster International Lecture Series, in collaboration with Lancaster University, also brings international authors and ideas to Lancaster.

Presenting events about the environment is important and increasingly popular and such events have been a key part of our offer. Caroline Lucas gave the Lancaster Environment lecture in 2024 and proved to be a very popular speaker. Litfest continues to work with the RSPB at Leighton Moss where we actively encourage students from one of the local high schools to participate in events held at Leighton Moss with a nature writer. Demand was so great that this year the students had to apply in writing for one of the coveted places on the guided walking and talking tour, and the lucky ones enjoyed the experience of exploring Leighton Moss with Amy-Jane Beer who was this year's Naturalist in Residence.

LANCASTER AND DISTRICT FESTIVAL LIMITED
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FOR THE YEAR ENDED 31 MARCH 2025

Litfest is focused on supporting local artists and enabling writers within our community as well. The workshops for children, young people and adults prove to be increasingly popular. This year Litfest worked with Escape2Make, an organisation which focuses on young people and their well-being as well as providing opportunities for them to develop skills. They developed a Zine over six workshops led by graphic novelist Mollie Ray. Local young people, including from Lancaster Challenge and Escape2Make, also worked with a video and a spoken word artist in a workshop organised with our partners Imitating The Dog and based on their theatre show *All Blood Runs Red*. We also worked with Lancaster Lore on a pair of storytelling workshops which culminated in a well-attended showcase event. It is important that Litfest expands the various mediums we engage with in order to offer different and innovative approaches to literature, illustration and ideas.

The workshops and walks we programmed this year have expanded Litfest's offer in terms of more community engagement. The nature walks at Leighton Moss, the walks with the Lancaster Black History Group and the women's history walks with local historian Eleanor Levin have been very popular.

Heritage is an important area of our strategy and this year we explored Lancaster's heritage through the women's walks and the Lancaster Black History walk. The International Women's Day event also focused on the women in Lancaster who have shaped the town. We were very fortunate to host Helen Castor, who gave the Lancaster History Lecture on 'The Tragedy of Richard II and Henry IV', which was further promoted through an article in *Prospect* magazine and publication of the full text in the online publication *Engelsberg Ideas*. These also brought some extra income for the festival.

Book sales are also an important part of Litfest's income and are well received by audiences.

I am delighted that this year has been so successful. As we prepare for our 50th anniversary in four years' time in 2029, it feels as if the organisation is in a good position to move forward.

Julie Bell
Chair of Litfest
25 July 2025

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF LANCASTER AND DISTRICT FESTIVAL LIMITED

I report on the accounts of the charitable company for the year ended 31 March 2025, which are set out on pages 7 to 12.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the *Companies Act 2006* ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under the *Charities Act 2011*, s. 145 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under s. 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- (1) accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Miss JK Foster ACA
Foster & Co Ltd
Unit 16 Eastway Business Village
Olivers Place
Fulwood
Preston
PR2 9WT

Date 25 July 2025

LANCASTER AND DISTRICT FESTIVAL LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 March 2025

Notes	2025 Unrestricted Funds	2024 Total Funds
	£	£
INCOMING RESOURCES		
Incoming resources from generated funds		
Activities for generating funds	2	115187
Investment income	3	397
	-----	-----
Total incoming resources	115584	100916
	-----	-----
RESOURCES EXPENDED		
Charitable activities		
Human resources	4	3550
Physical resources		2320
Running costs		3877
Organisational objective		98895
Governance costs	5	2118
	-----	-----
Total resources expended	110760	110858
	-----	-----
NET INCOMING/(OUTGOING) RESOURCES	6	4824
		(9942)
RECONCILIATION OF FUNDS		
Total funds brought forward	13349	23291
	-----	-----
TOTAL FUNDS CARRIED FORWARD	18173	13349
	=====	=====

The notes form part of these financial statements

LANCASTER AND DISTRICT FESTIVAL LIMITED
BALANCE SHEET AT 31 MARCH 2025

	Notes	2025	2024
		£	£
FIXED ASSETS			
Tangible assets	9	311	389
		—	—
CURRENT ASSETS			
Stocks		1412	1425
Debtors	10	8694	3668
Cash at bank and in hand		17978	40734
		—	—
		28084	45827
CREDITORS			
Amounts falling due within one year	11	(10222)	(32867)
		—	—
NET CURRENT ASSETS		17862	12960
		—	—
TOTAL ASSETS LESS CURRENT LIABILITIES		18173	13349
		—	—
TOTAL NET ASSETS		18173	13349
		—	—
FUNDS OF THE CHARITY			
Unrestricted Funds	12	18173	13349
		—	—
TOTAL FUNDS		18173	13349
		—	—

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Trustees on 25 July 2025 and were signed on its behalf by;

Julie Bell – Trustee

The notes form part of these financial statements

LANCASTER AND DISTRICT FESTIVAL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2025

1. **ACCOUNTING POLICIES**

Accounting convention

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014, and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102 as applied to small entities by section 1A of the standard), the Companies Act 2006 and with the Charities Act 2011.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accrued for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc. – at varying rates on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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 financial statements.

Hire purchase and leasing commitments

Rentals paid under operated leases are charged to the statement of financial activities on a straight line basis over the period of the lease.

Deferred Income

Transition funding has been deferred to match the funding to the periods in which expenditure is expected to occur.

2. **ACTIVITIES FOR GENERATING FUNDS**

	2025	2024
	£	£
Grants	45618	33749
Income from Activities	20396	20123
Other Income	49173	46601
	<hr/>	<hr/>
	115187	100473
	<hr/>	<hr/>

LANCASTER AND DISTRICT FESTIVAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2025

3.	INVESTMENT INCOME	2025	2024
		£	£
	Deposit Account Interest	397	443
		<hr/>	<hr/>
4.	CHARITABLE ACTIVITIES COSTS	2025	2024
		£	£
	Human Resources	3550	3429
	Physical Resources	2320	2262
	Running Costs	3799	2380
	Organisational Objective	98895	100673
		<hr/>	<hr/>
		108564	108744
		<hr/>	<hr/>
5.	GOVERNANCE COSTS	2025	2024
		£	£
	Accountancy	2118	2016
		<hr/>	<hr/>
6.	NET INCOMING/(OUTGOING) RESOURCES		
	Net resources are stated after charging:	2025	2024
		£	£
	Depreciation – Owned Assets	78	98
		<hr/>	<hr/>

7. **TRUSTEES' REMUNERATION AND BENEFITS**

During the year ended 31 March 2025 (and 2024) the trustees have calculated a notional charge for work undertaken and have included details within organisational objective costs. Payments on normal commercial terms at an arm's length basis have also been made to a trustee for services supplied.

Trustees' Expenses

Apart from amounts paid at an arm's length transaction as detailed above no trustees expenses were paid for the year ended 31 March 2025 (2024 £nil).

LANCASTER AND DISTRICT FESTIVAL LIMITED

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 March 2025

8.	STAFF COSTS	2025	2024
		£	£
	Wages and Salaries	3550	3429
		<hr/>	<hr/>
9.	TANGIBLE FIXED ASSETS	Fixtures and Fittings	Total
		£	£
	COST		
	At 1 April 2024 and 2025	15402	15402
		<hr/>	<hr/>
	DEPRECIATION		
	At 1 April 2024	15013	15013
	Charge for the Year	78	78
		<hr/>	<hr/>
	At 31 March 2025	15091	15091
		<hr/>	<hr/>
	NET BOOK VALUE		
	At 31 March 2025	311	311
		<hr/>	<hr/>
	At 31 March 2024	389	389
		<hr/>	<hr/>
10.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2025	2024
		£	£
	Trade Debtors	8133	3140
	Prepayments	561	528
		<hr/>	<hr/>
		8694	3688
		<hr/>	<hr/>
11.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2025	2024
		£	£
	Income Received in Advance	-	8885
	Trade Creditors and Accruals	10222	23982
		<hr/>	<hr/>
		10222	32867
		<hr/>	<hr/>

LANCASTER AND DISTRICT FESTIVAL LIMITED
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 March 2025

12. **MOVEMENTS IN FUNDS**

	At 1/4/24 £	Net Movement in Funds £	At 31/3/25 £
Unrestricted Funds			
General Fund	13349	4824	18173
	-----	-----	-----
TOTAL FUNDS	13349	4824	18173
	-----	-----	-----

Net movements in funds, included in the above, are as follows:

	<u>Incoming Resources</u> £	<u>Resources Expended</u> £	<u>Movement in Funds</u> £
<u>Unrestricted Funds</u>			
General Fund	115584	110760	4824
	-----	-----	-----
TOTAL FUNDS	115584	110760	4824
	-----	-----	-----

FOR TRUSTEES USE ONLY

LANCASTER AND DISTRICT FESTIVAL LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 March 2025

	<u>Notes</u>	2025	2024
		£	£
INCOMING RESOURCES			
Activities for Generating Funds			
Grants	A	45618	33749
Income from Activities	B	20396	20123
Other Income	C	49173	46601
		<hr/>	<hr/>
		115187	100473
Investment Income			
Deposit Account Interest		397	443
		<hr/>	<hr/>
Total Incoming Resources		115584	100916
		<hr/>	<hr/>
RESOURCES EXPENDED			
Expenditure on Activities:-			
Books		5531	5094
Project Costs and Artists Fees and Expenses		56034	55759
Trustee Services Donated		37330	39820
		<hr/>	<hr/>
		98895	100673
ADMINISTRATIVE EXPENSES			
Wages		3550	3429
Rent & Service Charges		2320	2262
Insurance		587	550
Telephone & Internet		440	349
Postage and Stationery		1944	287
Bank Charges		357	509
Sundries and Office Expenses		471	685
Depreciation Less Profit on Disposals on Fixtures and Fittings		78	98
		<hr/>	<hr/>
		9747	8169
Governance Costs Accountancy		2118	2016
		<hr/>	<hr/>
		2118	2016
		<hr/>	<hr/>
Total Resources Expended		110760	110858
		<hr/>	<hr/>

This page does not form part of the statutory financial statements

LANCASTER AND DISTRICT FESTIVAL LIMITED
ADDITIONAL INFORMATION RE YEAR ENDED 31 MARCH 2025

	2025	2024
	£	£
A <u>Grants</u>		
Lancaster City Council	11900	11600
Lancaster BID	400	-
Arts Council England ACE National Lottery Project 2024	7500	7500
Arts Council England ACE National Lottery Project 2025	18000	-
National Lottery Heritage Fund (NLHF)	2385	8072
Michalski Foundation	-	2377
Elizabeth and Richard Wilson Charitable Trust	1000	1000
Granada Foundation	2000	2000
Areti Charitable Trust	1433	1200
Duchy of Lancaster Benevolent Fund	1000	-
	-----	-----
	45618	33749
	-----	-----
B <u>Income from Activities</u>		
Book Sales	7766	9556
Project and Event Income	12630	10567
	-----	-----
	20396	20123
	-----	-----
C <u>Other Income</u>		
Crowdfunding Donations	6270	-
Donations	42778	46601
Gift Aid	125	-
	-----	-----
	49173	46601
	-----	-----