



**THE RIVERSIDE ASSOCIATION OF MUSIC & ARTS LIMITED**

Company Number: 6242573 (England & Wales)  
Registered Charity Number: 1120487  
A Company Limited By Guarantee

# **THE RIVERSIDE ASSOCIATION OF MUSIC & ARTS LIMITED**

**DIRECTORS' AND TRUSTEES' REPORT  
AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2009**

**THE RIVERSIDE ASSOCIATION OF MUSIC & ARTS LIMITED**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**Company Number:** 6242573

**Registered Charity Number:** 1120487

**Trustees:** Martin Smith  
Jenny Collins  
Barbara Sandbach  
Cathy Sandbach  
Tony Rawlinson  
Kev Thurlby  
Holly Goodchild

**Registered Office:** Rutland House  
Minerva Business Park  
Lynch Wood  
Peterborough  
PE2 6PZ

**Accountants:** Moore Stephens  
Rutland House  
Minerva Business Park  
Lynch Wood  
Peterborough  
PE2 6PZ

**Bankers:** Barclays Bank plc  
1 Church Street  
Peterborough  
PE1 1XE

**THE RIVERSIDE ASSOCIATION OF MUSIC & ARTS LIMITED**

**FOR THE YEAR ENDED 31 DECEMBER 2009**

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# THE RIVERSIDE ASSOCIATION OF MUSIC & ARTS LIMITED

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2009

The Trustees present their report with the financial statements of the Charity, for the year ending 31 December 2009. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the Charity's memorandum and articles, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005. The Charity is a company is limited by guarantee.

The Trustees have had reference to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities. In particular, the Trustees have considered how the plans will contribute to the aims and objectives that have been set.

#### Reference and Administrative Information

The Trustees are responsible for The Riverside Association of Music & Arts Limited ("RAMA")'s administration and development policy. Trustees are appointed in accordance with the Articles of Association of the Company. The Trustees who served during the year were:

<b>Trustees:</b>	Martin Smith
	Jenny Collins
	Barbara Sandbach
	Cathy Sandbach
	Tony Rawlinson
	Kev Thurlby
	Holly Goodchild

RAMA will appoint Trustees on the basis of anticipated needs and will provide training in such areas as are necessary to fully equip the Trustees to carry out their legal responsibilities and to promote the objectives and activities of RAMA.

#### Structure, Governance and Management

RAMA is a registered charity (registration number 1120487) limited by guarantee (company registration number 6242573). RAMA is governed by the Memorandum and Articles of Association of the company.

The Organisation operates in Stamford, Lincolnshire. The operation and incremental development is largely carried out by volunteers and members of the company.

The Board of Trustees meets a minimum of four times a year, to review and monitor the work and management of the Charity. This body also approves annual budgets and scrutinises policy decisions. There were a minimum of 6 Trustees throughout the year.

The Trustees actively review the major risks which the Charity faces on a regular basis. The Trustees believe that they have systems in place to mitigate these risks. This includes matters of health and safety, for which an event safety advisory group specific to the Riverside Festival event had previously been created. This group ('RESAG') was utilised again in 2009 to assess the likely risks of the event, and ensure that appropriate steps were taken to address these risks. The Trustees continue to ensure that comprehensive insurance is in place, to cover the risks of public liability, and also the risk of cancellation of the major event, amongst other risks.

# THE RIVERSIDE ASSOCIATION OF MUSIC & ARTS LIMITED

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2009

The Charity relies on adequate funds being raised on the day from donations, sales, pitch rents and the beer tent. In 2009, the Trustees faced the additional challenge of the economic downturn when running the festival. This meant that sponsorship funds, advertising revenue and pitch rents were a far more limited source of funding than would previously have been the case. The Trustees had to assess the likely revenues, given the current economic situation across the country, compared to the likely costs before deciding to go ahead with the next Festival.

#### Objectives and Activities

The principal activity of the Charity is to put on the Riverside Festival annually, and any associated live music events and entertainment, and by doing so the Charity aims to advance and promote music, arts and culture, particularly in Stamford, but also in the surrounding areas, and to improve accessibility to music within the local community.

#### Achievements and Performance

In July 2009, RAMA staged the Riverside Festival, which was very successful, and generally regarded as such in the wider community, with attendance figures reaching an all-time high. The number of the problems at the event were minimal in comparison with the numbers attending, and the Trustees took steps to work more closely with the police and security teams in respect of the 2010 festival to try to reduce problems further.

All of the work to stage the 2009 festival was carried out by volunteers and this work continued in order to try to ensure successful events in 2010. Once again 2009 brought in an increased number of volunteers on the day of the festival, and cemented some associations with other community voluntary groups in the area. The Trustees continue to welcome volunteers from across the local community.

In 2009, the Riverside Event Safety and Advisory Group made arrangements for the British Transport Police to have a presence at Stamford Station, to attempt to address any problems before potential festival-goers reached the town and site. This was successful, and has proved to be a very useful tool, and will undoubtedly have reduced the level of incidents at the event itself, making the event more family and community friendly.

It was one of the Trustees' specific aims in 2009 to ensure that the Festival became even more family friendly, and additional activities and entertainers were drafted in to attract families. The Trustees received very positive feedback from the entertainers, and understand that the additional workshops and story-telling were very popular with festival attendees.

The Trustees continued to ensure that the Festival operated the policy, introduced in 2008, banning festival attendees from bringing alcohol onto site. Alcohol was still available to purchase from the on-site Beer Tent, but security staff were once again employed to carry out bag searches on entrance to the site, to ensure that no alcohol was brought on.

In 2009, Cathy Sandbach was once again granted a licence to act as promoter for a street collection on the day of the festival. This allowed donations to be taken from the public on the entrance to the festival. The collections were hugely successful with over £20,000 being collected, which has ensured that the reserve funds first established in 2008 were maintained, to help secure the future for the Charity. Without these reserve funds, a festival could not have been staged in 2010.

# THE RIVERSIDE ASSOCIATION OF MUSIC & ARTS LIMITED

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2009

Some grant money was secured during the year from the TASK fund to help promote volunteering at the event and to permit surveys to be undertaken, so that a better understanding of what the local community and businesses want from the Festival, and any other events run by the Charity, could be achieved.

#### Public Benefit

The Festival is organised so as to allow for free entry, with a voluntary donation policy in operation on entrance. This means that the Festival is open to all members of the community, and anyone travelling to the area for the purpose of attending.

The attendance figures at the 2009 Festival are estimated by the security team to have been 17,500 on site at any one time, with a footfall figure of 46,140 across the day of the Festival. The Festival is the only significant event organised by RAMA, in accordance with its charitable objectives.

The Charity provided arts workshops and access to other arts media at the 2009 Festival, and these were accessible to any person attending the Festival.

#### Plans for Future Periods

2010 is the tenth anniversary of the Riverside Festival in Stamford, although it has only been the 4<sup>th</sup> festival organised by the Charity. Due to the milestone anniversary, permission was secured to extend the festival over a two day period to increase access for members of the community, and provide greater diversity in the music available.

A number of points were raised in relation to the 2009 festival needed to feature when the Trustees planned the 2010 festival, and will need to continue to bear in mind in respect of future festivals. In particular, the level of policing and security had to be considered in light of the needs of an event such as the Festival. Further, there were concerns raised by residents of the town about, inter alia, litter left following the event. These are all matters that were discussed following the 2009 event at the RESAG meetings, and continue to be considered and addressed by the Trustees when moving into planning future Festivals. Discussions with RESAG are ongoing in respect of the best way to resolve these concerns. It is hoped that the additional help drafted in from statutory bodies in relation to litter for 2010 will continue, and even increase, and a plan was introduced in 2010 as a direct result of discussions in 2009, to help resolve any off-site problems by the police concentrating on the off-site areas, with the security team managing problems on site.

There continues to be an ongoing desire to extend and develop the Charity's educational role, by introducing more arts and activities. The Trustees will discuss new ways to introduce different art media to the festival, and whether further workshops might be appropriate, and have extended this provision for such family entertainment over the two day festival in 2010.

The Trustees will continue to consider the environmental impact of the Festival, and consider ways in which this might be reduced. The Trustees believe that changes can be made to improve the situation, without materially changing the event, and will consider how best to do so within the financial constraints.

There is also an intention to secure sources of funding to improve RAMA's financial footing, although it is recognised that this may continue to prove difficult in light of the ongoing economic difficulties in the community at large. Businesses are still struggling, so it will continue to be difficult to find sponsors and advertisers to support the event.

# THE RIVERSIDE ASSOCIATION OF MUSIC & ARTS LIMITED

## TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2009

### Financial Review

The ordinary activities of the Charity continued in 2009, to keep within a reasonable margin of the ongoing sources of income. The vast majority of the Charity's income comes from a select number of sponsors and from donations from the public, which are variable sources of income. For the year ended 31 December 2009, the Charity was in deficit.

However, the deficit was small, and allows the Charity to retain the majority of the reserves built up following the 2008 festival to enable it to cover the preliminary costs of the 2010 festival. Although it was previously hoped that a minimum of £15,000 could be maintained as a reserve fund for this purpose, and to cover any contingent costs which could arise, as the Charity had a slight deficit for the year ended 31 December 2009, these reserves were slightly reduced coming into 2010.

### Statement of Trustees' Responsibilities

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the Charity, and of the surplus or deficit of the Charity, for the 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; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records, which disclose, with reasonable accuracy at any time, the financial position of the company, and to enable them to ensure that the financial statements comply with the Companies Act 2006, and the Charities SORP 2006. They 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.

This report was approved by the Trustees on 5 September 2010 and has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees and signed on its behalf by:



C Sandbach  
Trustee

5 September 2010

THE RIVERSIDE ASSOCIATION OF MUSIC & ARTS LIMITED

BALANCE SHEET

AT 31 DECEMBER 2009

	Note	£	2009 £	2008 £
<b>Fixed Assets</b>				
Equipment	2	500		
		-----	500	
			-----	
<b>Current Assets</b>				
Stocks of Merchandise		100		-
Debtors	3	235		1,200
Cash		4		-
Bank Accounts		14,224		20,052
		-----		-----
		14,563		21,252
<b>Creditors</b>				
Amounts falling due within one year	4	-		5,996
		-----		-----
<b>Net current assets</b>			<b>14,563</b>	<b>15,256</b>
			-----	-----
<b>Total assets</b>			<b>15,063</b>	<b>15,256</b>
			=====	=====
<b>Capital funds</b>				
Restricted funds	7		100	385
Unrestricted funds	8		14,963	14,871
			-----	-----
<b>Total funds</b>			<b>15,063</b>	<b>15,256</b>
			=====	=====

For the year ending 31 December 2009 the company was entitled to exemption under section 477 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 Trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). Approved by the trustees on 5 September 2010 and signed on their behalf.



**C Sandbach**  
Trustee

The annexed notes form part of these financial statements.

THE RIVERSIDE ASSOCIATION OF MUSIC & ARTS LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2009

	Note	Unrest'd funds £	Rest'd Income Funds £	Total funds 2009 £	Total funds 2008 £
Incoming resources	5				
<b>Voluntary income</b>					
Donations		3,818	-	3,818	20,011
Grants		-	500	500	2,950
<b>Incoming resources from charitable activities</b>		54,863	-	54,863	40,996
<b>Total incoming resources</b>		<b>58,681</b>	<b>500</b>	<b>59,181</b>	<b>63,957</b>
<b>Resources expended</b>	6				
Charitable activities		58,157	467	58,624	53,730
Governance costs		750	-	750	750
<b>Total resources expended</b>		<b>58,907</b>	<b>467</b>	<b>59,374</b>	<b>54,480</b>
<b>Net movement in funds</b>		<b>(226)</b>	<b>33</b>	<b>(193)</b>	<b>9,476</b>
<b>Transfer between funds</b>		<b>318</b>	<b>(318)</b>	<b>-</b>	<b>-</b>
<b>Total Funds brought forward</b>		<b>14,871</b>	<b>385</b>	<b>15,256</b>	<b>5,780</b>
<b>Total Funds carried forward</b>		<b>14,963</b>	<b>100</b>	<b>15,063</b>	<b>15,256</b>

Details of incoming resources and resources used are given in the notes to the financial statements.

# THE RIVERSIDE ASSOCIATION OF MUSIC & ARTS LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2009

### 1. Accounting Policies

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007). In preparing the financial statements the Charity follows best practice laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005.

#### Cash flow statement

The company has taken advantage of the exemption contained within Financial Reporting Standard No. 1 from the requirement to prepare a cash flow statement on the grounds that it qualifies as a small company as defined by Section 382 of the Companies Act 2006.

#### Incoming Resources

Income from grants and donations is included in the year in which the charity becomes entitled to the receipt.

Donated goods and services are valued, and shown as both incoming resources and resources expended. Whilst the Charity greatly appreciates the time put in by volunteers, no value is calculated for their work for accounting purposes.

Provision is made for advertising revenue that has become due, but which the Trustees do not believe will ultimately be collected.

The value of the T-shirts and water bottles sold at the festival are included within the information tent / collections and was not significant.

#### Resources expended

Resources expended are analysed to their most appropriate heading. All expenses of running the charitable operations are allocated to the relevant operation within the furtherance of the Charity's objects.

Charitable activities and governance costs represent costs incurred in running and supporting the Charity.

#### Fixed Assets

All fixed assets are initially recorded at cost.

The Trustees review fixed assets for impairment annually.

#### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures and equipment: over 3 years on cost

## THE RIVERSIDE ASSOCIATION OF MUSIC & ARTS LIMITED

### Fund accounting

The funds held by the Charity are:

Unrestricted general funds - these are funds that 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 a particular restricted purpose.

### 2. Tangible Fixed Assets

	Fixtures and equipment etc £	Total £
Cost:		
At 1 January 2009	-	-
Additions	755	755
	-----	-----
At 31 December 2009	755	755
	-----	-----
Depreciation:		
At 1 January 2009	-	-
Charge for the year	255	255
	-----	-----
	255	255
	-----	-----
Net book value:		
At 31 December 2009	500	500
	-----	-----
At 31 December 2008	-	-
	-----	-----

Fixtures and equipment are stated at cost.

**THE RIVERSIDE ASSOCIATION OF MUSIC & ARTS LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2009**

**3. Debtors and prepayments**

Amounts falling due within one year:-	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Grants receivable	-	200
Donations receivable	-	500
Trade debtors	385	235
	-----	-----
	385	935
	=====	=====

**4. Creditors**

Amounts falling due within one year:-	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Trade creditors	-	5,996
	-----	-----
	5,996	5,996
	=====	=====

**5. Analysis of incoming resources**

	<b>Unrest'd Funds £</b>	<b>Rest'd Income Funds £</b>	<b>Total funds 2009 £</b>	<b>Total funds 2008 £</b>
Information tent and collections	22,686	-	22,686	-
Donations	2,650	-	2,650	20,011
Easyfundraising	168	-	168	-
Grants	1000	500	1,500	2,950
Sponsorship	11,950	-	11,950	20,950
Stalls	710	-	710	1,290
Catering	1,785	-	1,785	1,725
Advertising	2,525	-	2,525	4,141
Beer Festival	14,822	-	14,822	11,377
Other	385	-	385	1,513
	-----	-----	-----	-----
	58,681	500	59,181	63,957
	=====	=====	=====	=====

THE RIVERSIDE ASSOCIATION OF MUSIC & ARTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2009

6. Analysis of resources expended

	Unrest'd Funds £	Rest'd Income Funds £	Total funds 2009 £	Total funds 2008 £
<b>Charitable activities:</b>				
Merchandise	50	-	50	-
Marquees	10,083	-	10,083	10,308
Security	7,167	-	7,167	6,361
Policing	4,977	-	4,977	4,982
Site	400	-	400	-
Collectors	3,792	-	3,792	-
Event Licence	44	-	44	566
Staging & Lighting	5,995	-	5,995	5,984
PA Systems	3,600	-	3,600	2,794
Generators	2,290	-	2,290	1,000
Toilets	3,220	-	3,220	2,761
Health & Safety	1,114	-	1,114	171
Programmes	4,343	-	4,343	3,716
*Fireworks	1,000	-	1,000	1,000
Family Entertainment	1,233	-	1,233	-
Music Expenses	2,478	-	2,478	1,360
*Litter Collection and Fencing	2,000	-	2,000	2,000
Expenditure from Restricted Funds	-	467	467	225
Sundries	1,120	-	1,120	6,351
General Overheads	2,849	-	2,849	3,915
Provision for defaulting debtors	150	-	150	235
Depreciation	255	-	255	-
	-----	-----	-----	-----
	58,160	467	58,627	53,730
	-----	-----	-----	-----
<b>Governance costs:</b>				
*Accountancy charges (Moore Stephens)	750	-	750	750
	-----	-----	-----	-----
	750	-	750	750
	-----	-----	-----	-----

\* denotes donated items at their estimated value

THE RIVERSIDE ASSOCIATION OF MUSIC & ARTS LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2009

7. Restricted funds

	Opening Balance	Incoming Resources £	Outgoing Resources £	Transfers between Funds £	Closing Balances £
SKDC Grant (membership scheme)	385	-	385	-	-
TASK Fund (surveys & volunteers)	-	500	400	-	100
	-----	-----	-----	-----	-----
	385	500	785	-	100

8. Analysis of net assets between funds

	Unrest'd Funds £	Rest'd Income Funds £	Total Funds 2009 £
<b>Fund balances at 31 December 2009 Represented by:</b>			
Fixed assets	500	-	500
Current assets	14,463	100	14,563
Current liabilities	-	-	-
	-----	-----	-----
	14,963	100	15,063
	-----	-----	-----

**THE RIVERSIDE ASSOCIATION OF MUSIC & ARTS LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2009**

**9. Transactions involving Trustees**

Moore Stephens have provided accounting advice and support. They are connected to 2 Trustees, as a partner is related to B Sandbach and C Sandbach, and B Sandbach is employed by that firm. The value (which was donated free of charge) of these services was estimated at £750.00.

Nepenthe Recording Studios Limited ('NRS') donated the use of a market stall for the information tent, and provided sponsorship, including sponsoring the wristbands given out on entry. NRS is connected to 2 Trustees, as B Sandbach and C Sandbach are directors and shareholders in NRS. They are also related to the other directors and major shareholders.

Access To Music paid for an advertisement in the Festival Programme, according to the normal tariff. Access To Music is connected to 2 Trustees, as M Smith and H Goodchild are employees of that company, and M Smith is responsible for marketing within that company.

Cummins Generator Technologies provided sponsorship of £2,000 for the Festival. Cummins Generator Technologies is connected to 2 Trustees, as K Thurlby and T Rawlinson were both employees of that company during the 2009 financial year.

The Trustees did not receive any expenses during the year, other than reimbursement of expenditure incurred in the course of furthering the Charity's aims and objectives.

**10. Ultimate controlling party**

The Riverside Association of Music & Arts Limited has no issued share capital and therefore is under the control of the Trustees.