



Reading Community Carnival

Annual Report

Year Ending 30th September 2003

Year Ending 30/09/2003



CHAIRPERSONS REPORT

Where do I start, this was my first year as Chairperson for Reading Community Carnival, although over the last 8 years, I have been involved in a number of different roles. This year has been a real learning curve for me and, I have no doubt, the rest of the committee.

Since the AGM took place in November, there were a number of tasks, which needed to be completed in a very short period of time to ensure that the Carnival took place. I can truly say that there were times that I felt like throwing in the towel. In the end I decided to rise to the challenge with a number of people around to give me support and a much-needed boost to my morale.

This year, as with previous years, it was a small but dedicated team that worked very hard to make the event a success.

The day after Carnival despite feeling very tired, I was glad that the committee's hard work had paid off. I was also thinking "never again". However, after some hot Caribbean sun and plenty of warm rum, I had second thoughts, I wouldn't mind the opportunity to build on this year's success.

The Carnival Committee met 3 days after the event and discussed the issues that need to be addressed to make next year's event bigger and better. During my break, I also had time to think.

The success of future carnivals will depend on community support, not just on the day, but during the months of preparation. I don't really want to echo the chant of previous Chairs but in the absence of a large and effective committee, the only way forward would be for a paid worker. I believe, however, that this would not be necessary if there were sufficient support from members of the community. The reality is that most people are working full-time and can only offer a limited amount of time. So, we either need more people or to set ourselves up as an employer.

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The Carnival needs sponsorship from local and/or national business. We need funding and fresh ideas. The list goes on and on and on.....

Well, the new committee will certainly have its work cut out. All that remains for me is to say a very big THANK YOU to the out-going committee, our supporters and YOU for caring enough to read this report.

This a COMMUNITY CARNIVAL so.....

- Get Involved
- Share your skills
- Enjoy next years event

Best Wishes
Kendel Falconer

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Secretary's Report

My year as secretary has been eventful, but also extremely rewarding and challenging

- Rewarding in that we were supported by Asda, Peter Green who contacted us offering there services
- Challenging in that we have managed to raise the profile of carnival in a short time, and offers of serious competition between organisations to take part in next year's carnival

Attendance this year at carnival was up on last year, we had a number of new attractions especially for the younger children and I hope that we can improve on facilities for the young in 2004. We were very impressed and encouraged by the diverse talent reflected in the performances on stage by our local artist.

Our hospitality marquee this year was sponsored by Adsa Stores; Peter Green not only led the procession with horse and carriage but on return fundraised for us by offering rides to the children for donations.

I, personally, would like to thank the team of dedicated committee volunteers, and a special thank you to **Debi Daniels and her team** for the help and support in making carnival a success. I hope we can build on what we have achieved this year and make carnival a community event and attract more sponsors.

To you, the community, I must re-iterate that we need your support more than ever. We hope that those of you who are able to spare a little time will help to make costumes, come to work shop and get involved in carnival.

I would say a special thank the outgoing committee and wish the new committee all the best for the coming year.

Patricia Alleyne
Secretary

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Treasurer's Report

The outgoing Reading Carnival Committee reported at the 2002 AGM that the financial position was a healthy one, it soon became clear to the newly elected committee that this was not so.

The situation can be summarised as follows:

- Despite reassurances at last years AGM, the requested report to Southern & South East Arts on the 2002 carnival was not completed. This resulted in the remaining £3,500 of a £6,500 grant from Southern and South East Arts being withheld.
- Outstanding debts totalling £650 from The Unity Sports Association & Fruit Bat could not be collected, and were therefore written-off.
- The financial statement for 2002 showed a total of £2664 'Cash at bank and in Hand' with no outstanding creditors. However, the report of no creditors was erroneous. A number of cheques were presented after the 2002 AGM, and before the signatories to the account where changed at the bank. When the signatories were changed, the account balance stood at £1130.

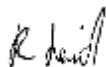
The balance sheet for 2001/02 has therefore been restated to show the difference and a copy of the original balance sheet is included for information (Appendix A).

The 2003 committee were unable to obtain arts funding for this year's event, and income consisted of a grant from Reading Borough Council (RBC) and stall fees. With limited income, it was important that we focused on minimising the costs in staging Carnival 2003. We successfully made savings in the following areas:

- A local church provided Car Park Attendants, and cleaned up Prospect Park for a donation to their church funds. This saved £1500 compared to the 2002 costs.
- Radio 107 & Reading Evening Post assisted with free advertising and publicity. RBC met postage costs and provided photocopying facilities saving £ 900
- Asda provided refreshments for the hospitality tents, saving £600.

Unfortunately, the carnival dance made a loss due to the low number of tickets sold. This was because of the short time that was available for publicity. However, the committee felt that it was important that the carnival dance was held after last year's cancellation.

We have ended the year with a slight profit to build on for next year. For 2004, we are actively looking at increasing sponsorship, both monetary and in kind.



Ros Reid
Acting- Treasurer

Year Ending 30/09/2003

Income and Expenditure Account

	Notes	Year 2002/03 £	Year 2001/02 £
INCOME			
Grants	1	5,280	13,456
Donations	2	150	1,330
Activities	3	7,803	7,340
Interest Receivables		<u>2</u>	<u>12</u>
Total Income		13,235	22,138
EXPENDITURE			
Prizes		0	950
Administration		28	153
Security		3,014	5,086
Activities (Carnival)	4	1,361	4,753
Activities (Dance)	5	2,370	0
Activities (Tent)	6	0	693
Refundable Deposits		846	0
Telephone		0	500
Advertising		0	740
Electrical Supply		0	1,586
First Aid		2,463	2,290
Insurance		470	593
Bank Charges		<u>8</u>	<u>47</u>
Total Expenditure		10,560	17,391
Surplus/(Deficit)		<u><u>2,675</u></u>	<u><u>4,747</u></u>

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Notes to the Income and Expenditure Account

Note	Year 2002/03 £	Year 2001/02 £
1 Grants		
Reading Borough Council	5,280	6,956
Southern and South East Arts	0	6,500
	<u>5,280</u>	<u>13,456</u>
2 Donations		
Mayor of Reading	0	1,000
Evening Post	0	330
Caribbean Link	50	0
RCRE	50	0
Tesco Voucher	10	0
John Lewis Partnership Voucher	20	0
Marks & Spencer Voucher	20	0
	<u>150</u>	<u>1,330</u>
3 Activities		
Calypso Tent	0	280
Carnival Dance	916	0
Carnival Day	6,887	7,060
	<u>7,803</u>	<u>7,340</u>
4 Carnival Day		
Marquee's	652	1,045
Live Stage and Acts	0	1,243
Car Park Attendants	100	1,220
Musicians	300	545
Site Plans	0	0
Postage	0	0
Hospitality	100	700
Site Clean-up	100	0
Hire Lorry	109	0
	<u>1,361</u>	<u>4,753</u>
5 Carnival Dance		
Hall Hire & Decoration	573	0
Sound System	0	0
Live Band & Singer	900	0
PA System	588	0
Catering	309	0
	<u>2,370</u>	<u>0</u>
6 Calypso Tent		
Musicians	0	540
Printing	0	153
	<u>0</u>	<u>693</u>

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Balance Sheet

	Notes	Year 2002/03 £	Year 2001/02 (Restated) £
Current Assets			
Debtors			
Cash at Bank and in Hand		<u>3,805</u> 3,805	<u>1,130</u> 1,130
Creditors: Falling due within 1 yr	1	<u>(1,949)</u>	<u> </u>
Total Assets Less Current Liabilities		1,856	1,130
Creditors: Falling due after more than 1 yr		<u> </u> <u>1,856</u>	<u> </u> <u>1,130</u>
Capital and Reserves			
Share Capital			
Revenue Reserves	2	<u>1,856</u> <u>1,856</u>	<u>1,130</u> <u>1,130</u>

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Notes to the Balance Sheet

Note	£	£
1 Creditors: Falling due within 1 yr		
RBC - Generators Carnival Day	<u>1,949</u>	
2 Reserves 2001/02		
Revenue Reserves as reported 2001/02		6,814
Grant not received	3,500	
Debtors at year end written-off	<u>650</u>	
	<u>4,150</u>	(4,150)
Cash at bank and in Hand as reported 2001/02	2,664	
Creditors not recognised at year end	(1,534)	(1,534)
Revised Cash at bank and in Hand	<u>1,130</u>	
Restated Revenue Reserves at 2001/02		<u>1,130</u>
	£	
Reserves 2002/03		
Restated Revenue Reserves at 2001/02	1,130	
Surplus for the year 2002/03	2,675	
Creditors: Falling due within 1 yr	<u>(1,949)</u>	
	<u>1,856</u>	

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Summary of Financial Activity

	Year 2002/03	Year 2001/02
	£	£
Income	13,233	22,126
Expenses	<u>10,560</u> 2,673	<u>17,391</u> 4,735
Other Operational Income	<u>0</u>	<u>0</u>
Surplus/(Deficit)	2,673	4,735
Interest Receivable	<u>2</u>	<u>12</u>
Surplus/(Deficit)	<u><u>2,675</u></u>	<u><u>4,747</u></u>

Chairperson:

Mr. Kendal Falconer



Date: 11/3/2004

Secretary:

Mrs. Patricia Alleyne



Date: 11/3/2004

Acting-Treasurer:

Mrs. Rosalind Reid



Date: 11/3/2004

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Appendix A.1

READING COMMUNITY CARNIVAL
BALANCE SHEET
AS AT 30TH SEPTEMBER 2002

	Notes	Year 2001/02 £	Year 2000/01 £
Fixed Assets			
Tangible Assets		-	-
Current Assets			
Debtors	2	4,150	500
Cash at Bank and in Hand		<u>2,664</u>	<u>1,717</u>
		6,814	2,217
Creditors: Falling due within 1 year	1	<u>0</u>	<u>150</u>
Total Assets Less Current Liabilities		6,814	2,067
Creditors: Falling due after more than 1 year		<u>-</u>	<u>-</u>
		<u>6,814</u>	<u>2,067</u>
Capital and Reserves			
Share Capital			
Revenue Reserves	3	<u>6,814</u>	<u>2,067</u>
		<u>6,814</u>	<u>2,067</u>

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Appendix A.2

READING COMMUNITY CARNIVAL
 NOTES TO THE BALANCE SHEET
 FOR THE YEAR ENDING 30TH SEPTEMBER 2002

NOTES	DETAILS	AMOUNT	
1	<u>CREDITORS AND ACCRUALS Y/E 30/9/2002</u>	£	£
			0
	Creditors amount falling due within 1 year		0
2	<u>DEBTORS AND PREPAYMENTS Y/E 30/9/2001</u>		
	Unity Sports Association	150	
	Southern Arts	3,500	
	Fruit Bap	500	
	Total Debtors		4,150
3	<u>Reserves</u>		
	Revenue Reserves B/Fwd		2,067
	Surplus for the Year		4,747
			6,814