

Cirencester Choral Society

Report and Financial Statements

Year ended 31st May 2020

Charity No 276649

Cirencester Choral Society

Year ended 31st May 2020

Trustees' Report

The trustees present their annual report and financial statements of the charity for the year ended 31st May 2020. The financial statements have been prepared in accordance with the accounting policies set out on page 6 and comply with the charity's trust deed, the Charities Act 2011 and the Statement of Recommended Practice: Accounting and Reporting by Charities 2015 and applicable UK Accounting Standards.

Objectives and Activities for the public benefit

The objects of the Society are to advance the education and appreciation of music and to offer access to the work of both established and developing composers and artists through the performance of choral works and other musical activities.

Achievements and performance

The Society aims to maintain high membership numbers to ensure sufficient funds to enable professional orchestras and soloists to be engaged while keeping the prices of concert ticket affordable.

This year the Society performed autumn and Christmas concerts to large and appreciative audiences, both being well-reviewed in the local press.

Following the declaration of COVID-19 as a global pandemic by the World Health Organisation on 11th March 2020, and the imposition of restrictions on public life in the UK, the Trustees reluctantly took the decision to postpone the Society's spring concert, and to cease rehearsals for the remainder of the term. The Society has remained in close contact with its members over this period, and the weekly newsletters have included articles and playlists on the life and music of local composers.

Grant Making policy

The Society does not normally make grants. However, the Society may perform concerts in aid of a local charity. All other income is applied towards the promotion of the objects of the Society as stated above.

Financial review

The general running of the Society, including members' subscriptions and fund-raising activities, gave rise to a net surplus of £1,806 (2019: £2,208). These surpluses help to enable the society to maintain concert tickets prices at an affordable level.

As noted above, the Society's formal activities were curtailed during 2020 as a result of the COVID-19 outbreak in the UK. After allowing for the costs associated with cancelling its spring concert, the Society made a net profit on concerts during the year of £381. In contrast, the Society made a net loss of £4,217 on concerts in the previous year, as a consequence of that year's concert repertoire requiring the use of a large orchestra and external soloists for both the spring and autumn concerts.

The profit of £1,300 arising from the Christmas concert was donated to The Churn Project, a local charity which supports the most vulnerable and marginalised people in the Cirencester area.

As part of the annual planning process, the Trustees consider carefully the costs associated with the proposed programme, taking into account the level of funds brought forward.

The total net profit for the year was £2,187 (2019: net loss of £2,009), increasing the accumulated surplus carried forward into next year to £13,317 (2019: £11,129). All of the Society's funds at 31st May 2020 are unrestricted.

Cirencester Choral Society

Year ended 31st May 2020

Trustees' Report (continued)

Investment policy

The trustees do not normally hold large surplus funds and consider that long term investment would not be appropriate. Short term surplus funds are held on deposit.

Risk management

The trustees have examined the major strategic and operational risks which the charity faces, including those arising from the current COVID-19 outbreak, and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Reserves policy

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to six months' normal running costs.

Plans for the future

As at July 2020, the social distancing rules aimed at restricting the spread of COVID-19 remain in force in the UK, and therefore plans for the Society's regular (autumn and spring) concerts are currently on hold. The Trustees continue to monitor government advice, and will only resume rehearsals and public concerts when they consider this to be safe.

Structure Governance and Management

The Cirencester Choral Society was founded in 1863 and became a registered charity in 1978. The charity is governed by the amended 2012 Governing Rules.

Trustees - Officers

The Officers of the Society shall be the Chairman, Deputy Chairman (vacant), Secretary, Treasurer, Membership Secretary and Communications & Marketing Co-ordinator who shall be Members and who shall be elected for a period of one year by other Members present at the Annual General Meeting.

Trustees – Managing Committee

The Managing Committee shall consist of the Officers and up to seven Ordinary Members of the Managing Committee who shall be Members and who shall be elected for a period of one year by other Members present at the Annual General Meeting. Ordinary members of the Managing Committee in post shall be eligible for re-election at subsequent Annual General Meetings and may serve for three consecutive years before retiring from the Managing Committee for at least one year.

The trustees meet at least three times during the year. They keep the skill requirements of the Committee under review and may co-opt a member with particular skills until the next AGM when they will offer themselves for election. The Chairman ensures that new trustees are given appropriate training.

Reference and Administration

The Trustees who served during the year are as follows:

Officers

Andrew Crane	Chairman
Graham Shearn	Secretary
Timothy Page	Membership Secretary
Fiona Cordiner	Treasurer
Anne Rickard	Communications & Marketing Co-ordinator

Committee

Gill Hornby
Robert Merrill

Cirencester Choral Society

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Trustees' Report (continued)

Trustees' responsibilities in relation to the financial statements.

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable Charities SORP
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any material departures that must be disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2015 and the provisions of the constitution.

The trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charities website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements

Approved by the trustees and signed on their behalf by:

Andrew Crane Chairman

Date: 26th July 2020

Cirencester Choral Society

Year ended 31st May 2020

Independent Examiner's Report to the Trustees of the Cirencester Choral Society

I report on the accounts of the Charity for the year ended 31st May 2020, which are set out on pages 5 and 6.

Respective responsibilities of the trustees and examiner

The Charity's trustees are responsible for the preparation of the financial statements. The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)b of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the seeking of 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 below.

Independent Examiner's Statement

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

- 1 which gives me reasonable cause to believe, that in any material respect, the requirements
 - to keep accounting records in accordance with s130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David S Murray
Chartered Accountant
2 Sawyer Court
Upper Siddington
Cirencester
Gloucestershire

Date: 2020

Cirencester Choral Society

Year ended 31st May 2020

Statement of Financial Activities

	<u>2020</u> <u>(£)</u>	<u>2019</u> <u>(£)</u>
Membership fee income:		
Members' subscriptions	9,416	9,359
Income tax refunds	1,665	1,570
	<u>11,080</u>	<u>10,929</u>
Concert Receipts:		
Ticket & programme income	7,271	11,888
Grants	-	600
	<u>7,271</u>	<u>12,488</u>
Misc. income:		
Bring and buy	81	166
Donations	215	148
Bank interest	15	11
Social events	-	136
Refreshments	262	333
Music and scarf sales	94	204
	<u>667</u>	<u>998</u>
Total incoming resources	<u>19,019</u>	<u>24,414</u>
Society running costs:		
Rehearsal costs	8,712	8,437
Subscriptions and donations	278	278
Insurance	248	248
Advertisements	70	71
Post, printing and stationery	75	97
Refreshment costs	88	86
Sundry running costs	171	201
Depreciation	300	300
	<u>9,941</u>	<u>9,718</u>
Concert expenses:		
Orchestra, soloists, conductor, music etc	3,947	14,468
Venue hire	860	1,384
Publicity, tickets etc	606	682
Performing rights	177	81
Parking for Come & Sing Day	-	90
Donation of Christmas Concert profits	1,300	-
	<u>6,890</u>	<u>16,705</u>
Total resources expended	<u>16,832</u>	<u>26,423</u>
Net incoming /(outgoing) resources	<u>2,187</u>	<u>(2,009)</u>
Funds brought forward at start of year	11,129	13,139
Funds carried forward at end of year	<u>13,317</u>	<u>11,129</u>

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Balance Sheet

	<u>31/5/2020</u>	<u>31/5/2019</u>
	<u>(£)</u>	<u>(£)</u>
Fixed assets (staging & piano):		
At cost	13,244	13,244
Additions during year	-	-
Total cost	13,244	13,244
Transfer from designated fund	(4,254)	(4,254)
Depreciation	(7,190)	(6,890)
	1,800	2,100
 Current assets:		
Debtors	225	260
Cash at bank and in hand	11,473	9,615
	11,698	9,875
 Creditors:		
Amounts falling due within one year	(181)	(846)
 Net current assets	11,517	9,029
 Total assets less liabilities	13,317	11,129
 The funds of the charity:		
Unrestricted	13,317	11,129
Restricted	-	-
Total charity funds	13,317	11,129

Approved by the Committee on 26th July 2020 and signed on its behalf by:

Andrew Crane (Chairman):

Fiona Cordiner (Honorary Treasurer):

Notes to Accounts

1. Accounting Policies
 - a) Basis of Accounting: The accounts have been prepared under the historical cost convention.
 - b) Turnover: Subscriptions are credited to the Income and Expenditure Account when received. All other income is credited in the period to which it relates.
2. Taxation

Cirencester Choral Society is a Registered Charity and is not liable to taxation.

Cirencester Choral Society

Year ended 31st May 2020

Reference and Administrative Information

Registered Charity Number: 276649

Correspondence Address: Flat 19, Abbey House
Dollar St.
Cirencester
Gloucestershire
GL7 2QU

Independent Examiner: David S Murray
2 Sawyer Court
Upper Siddington
Cirencester
Gloucestershire
GL7 6NB

Bankers: Barclays Bank Plc
28 Market Place
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