

BROCKHAM CHORAL

Reg. Charity 284300

Annual Report of the Trustees and Accounts for the year ended 30 June 2015

Objectives and activities for the public benefit

Brockham Choral Society registered as a Charity in 1982 and is governed by a Constitution which was most recently updated in September 2009. This states the objectives of the Society as being *“primarily the enjoyment of music and also the promotion and development of musical knowledge and competence through the presentation of concerts and in other ways determined from time to time by the Society.”*

Membership is open to all sectors of the community, with no requirement for previous experience or auditions. The Society seeks to involve local area school-children in suitable concerts, for example Dorking Halls in June 2014, and by holding the occasional competition. Children from local primary schools have taken part in Christmas concerts in recent years.

The benefits of the Society are enjoyed by both its members and the public who attend the concerts. The concert program for each season is set within the context of a five year plan to perform a wide range of both familiar and less familiar choral works composed by a variety of composers from different musical periods. The advancement of the arts is thus achieved through the exposure of both choir and audience members to different styles and genres of music.

The Trustees recognise the need to encourage participation of young people either as a member or as a concert attendee. In this way they may be more likely to participate in classical music when older, as participant or attendee. Accordingly those aged 25 or under who are either in full time education or who are unemployed are granted free membership or discounted tickets, as appropriate.

Typically three concerts are held each year with professional soloists and orchestral players/soloists. Ticket prices are kept affordable with concert deficits being met by a combination of subscription income, fund raising and grants from local and national bodies.

Performances

November 2014, St Martin's Dorking	All Souls Service Requiem Eucharist Gabriel Fauré – Requiem An offering to the Church
November 2014, St Martin's Dorking	Mozart – Mass in C minor, K427 Mozart – Violin Concerto No 5, K219 with soloist from Yehudi Menuhin School Chameleon Arts Orchestra
March 2015, St Martin's Dorking	Lighten our Darkness <i>An anthology of music and readings, including Rutter – Requiem</i> Chameleon Arts Orchestra
June 2015, St Paul's Dorking	The Wit and Wisdom of Noël Coward <i>Celebrating his words and music</i> Accompanist: Marion Lea

No Christmas concert took place in 2014. The nature of this event remains under review as part of planning for a Christmas event next season. Two local primary schools have agreed to take part in this.

Our Professionals

We are very fortunate to have Andrew Phillips as our Musical Director, and Marion Lea as accompanist. Andrew continues to lead and improve the choir's technical and presentational skills as well as encouraging the Society to develop and supporting developments. Marion is an excellent accompanist, and we are most grateful to her for her support in rehearsal and on the occasions she accompanies a concert as was the case in June.

Finances

The report and accounts this year are in a different format which has regard to Charity Commission guidelines. This allows for more information to be shown and should be easier to read.

Grants such as that from the Humphrey Richardson Taylor Trust are welcome but hard to come by. Thus the main source of funding apart from subscriptions remains fund raising activities. Including the surplus from the *100 Club* these activities raised **£3,182**. This is lower than the exceptional sum raised the previous year which totalled £7,758 including £4,852 from a Silent Auction.

The overall general fund surplus of **£1,621** comes despite making an exceptional loss on the Autumn concert amounting to over £6,000. A deficit of almost this magnitude was close to budget and thus expected. Ticket sales covered less than one third of the event expenditure. The lower than usual number of tickets sold prompted a change to the way tickets are handled and seems to have increased sales for later performances. Mindful of the financial risk associated with the available reserves the programme of the March concert was changed to reduce costs.

Reserves Policy

The Trustees have considered the needs of the Society and have agreed that the Society needs unrestricted funds equivalent to between 50% and 100% of concert expenditure for a typical year to provide cover the Society for un-insured losses in the event that those concerts cannot take place. The Society incurred significant one-off costs last season relating to a Commission and was unable to secure grant funding. This left reserves at the start of the season lower than they had been in recent years and below target. The Society has taken this into account by planning lower-cost concerts and through fund raising activities to improve the level of reserves.

Administrative Information

Charity Number: 284300

Office Address: c/o 37 Fairfield Drive, Dorking. RH4 1JQ

Bankers: CAF Bank Ltd, 25 Kingshill Avenue, West Malling, Kent.
ME19 4JQ

Insurers: Making Music, 8 Holyrood Street, London. SE1 2EL

Trustees:

The Trustees of the Society are the members of the Committee which is formed in accordance with rule 4 of its constitution. The Chairperson and Committee are elected annually by members present at the Annual General Meeting.

Nick Tanton	Chairman
Ed Criswick	Secretary
Nick Hands-Clarke	Treasurer and Making Music representative
Jane Dawson	Friends Secretary
Estelle Earnshaw	Joint Social Secretary
Joy Ridley	Media Relations
Jane Stride	Joint Social Secretary
Reuben Suckling	Publicity Manager
Anne Tennent	Librarian

The Trustees have considered whether moving to Charitable Incorporated Organisation (CIO) status would be appropriate. They have agreed this is not currently necessary or appropriate but will review the situation from time to time.

Approved by the Trustees on *July 21st* 2015, and signed on their behalf by

..... *N.G. Hands-Clarke* and *R. Suckling*

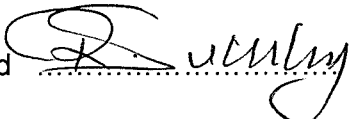
Brockham Choral Society
Statement of Financial Activities
For the financial year ended 30 June 2015

	<u>Note</u>	Unrestricted <u>Funds</u>	Designated <u>Funds</u>	Total <u>2014/15</u>	Total <u>2013/14</u>
		£	£	£	£
INCOMING RESOURCES					
Concert Income	9	9,470	-	9,470	12,681
Subscriptions	11	9,230	-	9,230	9,710
Gift Aid	12	1,773	-	1,773	2,268
Grants	13	1,500	-	1,500	2,500
Donations		556	-	556	238
Fundraising income:					
General	10	2,862	-	2,862	7,415
100 Club		1,776	-	1,776	1,944
CD Sales		190	-	190	180
Interest received		<u>16</u>	<u>-</u>	<u>16</u>	<u>20</u>
Total incoming resources		<u>27,373</u>	<u>-</u>	<u>27,373</u>	<u>36,956</u>
RESOURCES USED					
Concert Expenditure	9	14,301	-	14,301	20,714
All Souls (Easter in 2013)		250	-	250	500
Commission Cost		-	-	-	5,000
Rehearsal Costs:					
Musical Director		4,320	-	4,320	4,930
Accompanist		2,020	-	2,020	2,200
Rehearsal Venues		2,650	-	2,650	2,723
Other Expenditure:					
Trailer purchase		-	-	-	5,430
Admin	14	755	640	1,355	841
Fundraising costs	10	276	-	276	306
100 Club prizes and costs		<u>1,180</u>	<u>-</u>	<u>1,180</u>	<u>1,295</u>
Total resources used		<u>25,752</u>	<u>640</u>	<u>26,392</u>	<u>43,939</u>
Net incoming (outgoing) resources		<u>1,621</u>	<u>(640)</u>	<u>981</u>	<u>(7,003)</u>
Net movement in funds		1,621	(640)	981	(7,003)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>7,177</u>	<u>1,000</u>	<u>8,177</u>	<u>15,180</u>
Total funds carried forward		<u>8,798</u>	<u>360</u>	<u>9,158</u>	<u>8,177</u>

Brockham Choral Society
Balance Sheet
at 30 June 2015

	<u>Note</u>	<u>Unrestricted Funds</u>	<u>Designated Funds</u>	<u>TOTAL 2015</u>	<u>TOTAL 2014</u>
		£	£	£	£
FIXED ASSETS					
Tangible assets	5	-	-	-	-
CURRENT ASSETS					
Debtors and prepayments	6	1,870	-	1,870	1,398
CAF Cash account		249	-	249	4,454
CAF Gold account		<u>6,814</u>	<u>360</u>	<u>7,174</u>	<u>8,258</u>
Total current assets		8,933	360	9,293	14,110
Liabilities					
Creditors and Accruals	7	<u>135</u>	-	<u>135</u>	<u>5,933</u>
Net current assets		<u>8,798</u>	<u>360</u>	<u>9,158</u>	<u>8,177</u>
<u>Total Net Assets</u>		<u>8,798</u>	<u>360</u>	<u>9,158</u>	<u>8,177</u>
		£	£	£	£
CHARITY FUNDS					
Unrestricted Funds		8,798	-	8,798	7,177
Designated Funds		-	360	360	1,000
<u>Total Charity Funds</u>		<u>8,798</u>	<u>360</u>	<u>9,158</u>	<u>8,177</u>

The notes starting on pages 5 to 8 form part of the financial statements. These accounts were approved by the Trustees on July 21st 2015 and signed on their behalf by

..... N. G. Hends-Clarke and 

Brockham Choral Society

Notes to the Financial Statements for the year ended 30 June 2015

1. General Notes

The accounts have been prepared in accordance with applicable accounting standards and the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005) apart from the use of income/expenditure headings more appropriate to the operations of the Charity.

Incoming resources from fundraising activities are generally reported gross in the SOFA.

Resources are recognised on an accruals basis based on when they are due. Generally liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity to the expenditure.

2. Donations

No donations have been made by the Society during the year.

3. Employees

The Charity does not have any employees.

4. Trustees and other related parties

During the year neither the trustees nor any persons connected with them have received any remuneration. Some small items of expenditure incurred on behalf of the Society was reimbursed to Trustees.

There were no other related party transactions with Trustees enjoying the same rights of membership as other members of the Society.

The Society buys and hires music from a number of sources including the business run by the Musical Director but on agreed terms. The Society also engages professional musicians for Concerts through the agency run by the Musical Director: again this is on normal commercial terms.

5. Tangible Fixed Assets and Investment Assets

The Society owns its own purpose built staging designed mainly for use at St Martin's Church Dorking. From time to time this is hired out to other choral societies for their performances at the venue. The Trustees have agreed that the staging now has insignificant value and is not shown as an asset.

The Society owns a commercial trailer for holding and transporting the staging. This was bought in 2013 with the cost partly funded by a Surrey County Council grant. The staging and trailer are very important for Society performances and therefore there is no likelihood of a future sale. With this in mind the trailer cost was written off in the year of purchase, and the trailer is not shown as an asset.

The Society also owns a small quantity of lighting of insignificant second hand value and is thus not shown as an asset. It is occasionally hired out to benefit choir funds.

6. Debtors and pre-payments

This represents accrued income being the proceeds from a Gift Aid claim proceeds and income from web ticket sales through Paypal.

7. Creditors and accruals

This is in respect of cheques issued and not cleared at 30 June 2015.

8. Other information

The Charity has no material commitments which have not been included in the accounts and has given no guarantees to third parties that could be called on at the year end.

The Charity has granted no loans and has made no ex-gratia payments during the year.

9. Summary of Concerts for the year ended 30 June 2015

	Autumn 2014 £	Xmas 2014 £	Spring 2015 £	Summer 2015 £	Total 2014/15 £	Total 2013/14 £
Incoming resources						
Ticket sales	1,653	-	2,959	2,378	6,990	10,121
Programme sales	54	-	95	116	265	482
Advertising revenue	105	-	295	45	445	859
Music hire	404	-	416	138	958	850
Refreshments	230	-	312	220	762	369
Donations	0	-	50	0	50	0
Total incoming	2,446	-	4,127	2,897	9,470	12,681
Resources used						
Conductor	550	-	550	550	1,650	2,200
Musicians/soloists	6,940	-	1,580	250	8,770	11,665
Programme printing	160	-	218	160	538	830
Music hire	218	-	626	225	1,069	1,130
Refreshments	189	-	175	311	675	337
Venue hire	397	-	448	350	1,195	3,251
Publicity	156	-	126	55	337	611
Other expenses	25	-	25	17	67	690
Total outgoing	8,635	-	3,748	1,918	14,301	20,714
Surplus (Deficit)	(6,189)	-	379	979	(4,831)	(8,033)

	Autumn 2013	Xmas 2013	Spring 2014	Summer 2014	Total 2013/14
Total incoming	2,569	615	3,567	5,930	12,681
Total outgoing	3,882	1,370	8,471	6,991	20,714
Surplus (Deficit)	(1,313)	(755)	(4,904)	(1,061)	(8,033)

10. Fundraising

	2014/15			2013/14		
	Income £	Exp £	Profit £	Income £	Exp £	Profit £
Annual dinner	160	96	64	438	115	323
Books/CDs etc	109	-	109	124	-	124
Bring & Buy	188	-	188	-	-	-
Cushions	72	80	(8)	-	-	-
Easyfundraising	37	-	37	21	-	21
Folders	19	-	19	39	68	(29)
Jolly	190	-	190	185	-	185
Post-concert parties	385	-	385	531	-	531
Quiz	605	-	605	-	-	-
Raffles	-	-	-	188	-	188
Silent Auction	-	-	-	4,916	63	4,852
The Speech	630	-	630	-	-	-
Staging hire	-	-	-	400	-	400
Teas on the Green	467	100	367	349	60	289
Other	-	-	-	225	-	225
Totals	2,862	276	2,586	7,416	306	7,109

11. Subscriptions

This is made up of £8,745 from 82 Members (prior year: £9,140 from 86 people) and £535 from 19 Friends of the Society (£570 from 23 people).

12. Gift Aid

This income is lower because of a reduced number of subscriptions eligible for Gift Aid.

13. Grants

The Society is most grateful for a further grant this year of £1,500 from the Humphrey Richardson Taylor Charitable Trust.

14. Admin Expenses

General fund expenses comprises Making Music Subscription and Insurance £519 (£536); printing/stationery/postage £184 (£190); trailer/staging/lighting £52 (£65).

Designated fund expenditure of £640 relates to the implementation of the new society website. A grant of £1,000 was received in the previous year for activities including this development. The balance of £360 will be used to cover website related costs over the next two/three seasons.

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Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of	Charity Name Brockham Choral Society		
On accounts for the year ended	30 June 2015	Charity no	284300
Set out on pages	4 to 8 inclusive <small>(remember to include the page numbers of additional sheets)</small>		

Respective responsibilities of trustees and examiner

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

It is my 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 my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 examiner's statement

In connection with my examination, no matter has come to my attention ~~(other than that disclosed below *)~~

1. which gives me 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
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:  Date: 14/5/15

Name: DAVID JOHN PINDEN

Relevant professional qualification(s) or body (if any):

FCA ICAEW

Address:	86 CORNWALL ROAD
	WHEAM, SUTTON
	SM2 6DS

Section B**Disclosure**

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.