

**Annual Report of the Trustees and Accounts  
for the year ended 30 June 2021**

**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 2019. 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. There were 59 members during the year, compared to 71 in the previous year. The Society normally seeks to involve local area school-children in suitable concerts, for example children from local primary schools and youth choirs have taken part in Christmas and summer concerts in recent years.

The Trustees of the Society have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission as set out below. In a normal year the benefits of the Society are enjoyed by both its members and the public who attend the concerts and to this end the concert programme for each year is set within a context of performing 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. However, in this year the restrictions on our activities required by Government measures to control the spread of Covid-19 have meant that we have not been able to undertake public concerts and so benefits have necessarily been restricted to members participating in rehearsals via the Zoom app and/or rehearsing at home using their own resources or those available online.

**Review of the Year**

In addition to the cancellation of concerts, the Covid-19 restrictions have severely impacted our activities in other ways. We have not been able to hold any live rehearsals during the year. At times in both the Autumn and Summer terms there appeared to be an opportunity to hold live rehearsals within the context of the Covid-19 restrictions applying at the time, and appropriate measures were taken in line with these such as Risk Assessments appropriate to the chosen venue and strict protocols for social spacing and hygiene arrangements, but changes in Government requirements meant these had to be cancelled, often at the last moment.

Our Musical Director Cole Bendall has been instrumental in providing innovative, entertaining and instructive weekly rehearsals using the Zoom app and many choir members have taken part in these. In both the Autumn and Summer terms we had hoped that these would result in live concerts but in each case changes in Government

restrictions meant these could not take place. However, Cole established a YouTube channel to provide accompaniments for our weekly rehearsals enabling members to use these recordings as a resource for rehearsal at any time and as preparation for the Zoom rehearsals. Cole was remunerated for both his time at the rehearsals and also for the time he spent setting up the YouTube channel and the recordings. In addition, our accompanist Marion Lea provided recordings of piano accompaniments for the many pieces of music we rehearsed during the year and was remunerated accordingly.

Due to the Covid-19 virus our Young Composers Competition for the under 25s, aimed at schools and Colleges in Surrey, had to be deferred for a further year.

### **Our Professionals**

Our highly qualified, talented and enthusiastic Musical Director Cole Bendall joined us as Musical Director in January 2020. As indicated above he has continued to lead the choir in these difficult times in maintaining our musicality and increasing our repertoire and his contributions have been invaluable in helping the choir to look forward to more normal times. He is currently completing his PhD thesis. He is also active as a tenor singer, composer, and speaker, and is a lay singer at Guildford Cathedral. He is a Teaching Fellow at the Centre for Open Learning at the University of Edinburgh, and currently Chorus Master of Haslemere Musical Society and Conductor of Surrey Youth Choir.

We value and appreciate the support from our excellent accompanist Marion Lea, particularly this year when she has provided excellent recordings for our online rehearsals.

### **Finances**

In the absence of concerts, our financial activities have focussed on subscriptions from members and Friends and expenditure on our professionals. There was also a limited amount of fund raising.

It was agreed at the AGM to halve members' subscriptions to £65 in recognition of the then likely reduction in the number of live rehearsals and thus the reduction in the need to hire rehearsal venues. These subscriptions therefore brought in only £3,835 compared with £8,935 in the previous year. There was a similar proportionate reduction in Friends' subscriptions, and in the Gift Aid claimable. However, many members and Friends made generous donations in recognition of the difficult circumstances this year.

Fundraising efforts this year were limited mainly to the 100 Club which raised £460. The Annual Dinner was once again postponed.

The Society decided not to apply for a grant from the Humphrey Richardson Taylor Trust this year in view of our inability to put on public concerts.

There was an overall general fund deficit for the year of £176. The accumulated funds of the Society of £19,880 will enable us to maintain our activities into next year.

The Society remains hopeful of presenting concerts to the public next year and is planning accordingly.

Our Treasurer John Dimmer stepped down at the end of 2020 and also resigned as a Trustee. The remaining Trustees are grateful for all that John did for the Society during his time as Treasurer. He was replaced by Reuben Suckling as Treasurer, with much valued assistance from Mick Rance as Financial Administrator.

## **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 still plans to hold ambitious concerts in 2021/22 if circumstances allow which will require significant resources. Concert ticket prices will be held at a suitable level to encourage attendance, and the Trustees expect that the excess reserves will continue to reduce over the next two seasons.

Notwithstanding the current coronavirus situation and with the current level of reserves, the Trustees are satisfied that the Society is able to continue for the foreseeable future.

## **Administrative Information**

**Charity Number:** 284300

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

**Bankers:** Lloyds Bank, 120-124 High Street, Dorking. RH4 1BB

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

### **Trustees:**

In October 2015 the Committee agreed the Trustees should be the Chairman, Secretary and Treasurer plus 4 other Committee members, as shown below. The Chairman and Committee are elected annually by members present at the Annual General Meeting.

The Chairman, Secretary and Treasurer are regarded as the key management personnel.

Estelle Earnshaw	Chairperson
Ed Criswick	Secretary
John Dimmer	Treasurer and Trustee until 31 December 2020
Reuben Suckling	Treasurer (from 1 January 2021)
Nick Hands-Clarke	Making Music representative
Phil Slack	
Jane Stride	

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 22 July 2021, and signed on their behalf by

E Earnshaw and R Suckling

**Brockham Choral Society**  
**Statement of Financial Activities**  
**For the financial year ended 30 June 2021**

	<u>Note</u>	TOTAL 2020/2021	TOTAL 2019/2020
		£	£
<b>Income</b>			
Concert Income	9	0	3,008
Member Subscriptions	7	3,835	8,935
Friends Subscriptions	7	210	500
Gift Aid on Subs & Donations	8	726	1,760
Grants	10	0	5,300
Donations		626	1,179
Fundraising income:			
General	11	88	6,284
100 Club		1,380	1,693
Interest received		2	21
<b>Total incoming resources</b>		<b>6,867</b>	<b>28,680</b>
<b>Expenditure</b>			
Concert Expenditure	9	408	8,366
Rehearsal Costs:			
Musical Director		3,840	3,960
Accompanist		760	2,640
Rehearsal Venues		0	1,560
Administration	12	1,115	2,373
Other Expenditure:			
Fundraising costs	11	0	4,622
100 Club prizes and costs		920	1,120
<b>Total resources used</b>		<b>7,043</b>	<b>24,641</b>
<b>Net income (expenditure)</b>		<b>(176)</b>	<b>4,039</b>
<b>Net movement in funds</b>		<b>(176)</b>	<b>4,039</b>
<b>Reconciliation of Funds</b>			
Total funds brought forward		20,056	16,017
<b>Total funds carried forward</b>		<b>19,880</b>	<b>20,056</b>

**Brockham Choral Society**  
**Balance Sheet**  
For the financial year ended 30 June 2021

	<u>Note</u>	TOTAL 2020/2021	TOTAL 2019/2020
<b>Fixed Assets</b>		<b>£</b>	<b>£</b>
Tangible assets	4	-	-
<b>Current Assets</b>			
Debtors and prepayments	5	50	306
Cheque accounts		3,009	2,420
Deposit accounts		17,266	17,775
<b>Total current assets</b>		<u>20,325</u>	<u>20,501</u>
<b>Liabilities</b>			
Creditors and Accruals	6	(445)	(445)
<b>Net current assets</b>		<u>19,880</u>	<u>20,056</u>
<b><u>Total Net Assets</u></b>		<b><u>19,880</u></b>	<b><u>20,056</u></b>
		TOTAL 2020/2021	TOTAL 2019/2020
<b>Charity Funds</b>		<b>£</b>	<b>£</b>
Unrestricted Funds		19,880	20,056
Designated Funds		-	-
<b><u>Total Charity Funds</u></b>		<b><u>19,880</u></b>	<b><u>20,056</u></b>

## **Brockham Choral Society**

### **Notes to the Financial Statements for the year ended 30 June 2021**

#### **1. General Notes**

The financial statements have been prepared under the historical cost convention 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' (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011, as it applies from 1 January 2015.

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

Resources are recognised on an accrual 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. Employees**

The Charity does not have any employees. The remuneration of the key management personnel (see administrative information) for 2020/2021 is £nil (2019/2020: £nil). Pension payments are not applicable and £nil has been paid.

#### **3. 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 were reimbursed to Trustees.

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

#### **4. Tangible Fixed Assets and Investment Assets**

The Society owns its own purpose-built staging designed mainly for use at St Martin's Church Dorking. 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.

#### **5. Debtors and prepayments**

This is mainly in respect of deposits paid in advance for activities planned in autumn 2020. Where possible these events will be rescheduled to the 2021/2022 season subject to Covid restrictions.

#### **6. Creditors and accruals**

There were no cheques issued and not cleared at the financial year end. Income received already for Programme Adverts into the 2021/2022 season.

#### **7. Subscriptions**

This is made up of £3,835 from 59 members (prior year: £8,935 from 71) and £210 from 7 Friends of the Society (£500 from 25). Because of the ongoing Covid situation singing membership for the year was reduced from £130 to £65.

**8. Gift Aid**

This amount received on subscriptions includes an adjustment made to reflect the element of tuition provided in rehearsals, in accordance with Gift Aid guidelines. The % adjustment on the prior year's subscription was applied to the reduced rate.

**9. Summary of Concert Finances for the Season ended 30 June 2021**

Expenditure of £520 was incurred on professional fees and music hire for the aborted Summer concert, offset by £112 of income on sale of scores. The net cost was £408.

**10. Grants**

No grants were received in 2020/2021.

In 2019/2020 grants included £2,000 from the Humphrey Richardson Taylor Charitable Trust and £3,000 from the Midlands Festival Chorus.

**11. Fundraising**

The only income was from Amazon Smile and Easy Fundraising commission, amounting to £88.

Planned activities of the Annual Dinner and a Workshop had to be cancelled but deposits totalling £250 were refunded.

**12. Administration Expenses**

General fund expenses include Making Music Subscription, Insurance and Performing Rights £444 (£568) and storage costs for staging £240 (nil).

**13. Other Disclosures**

During the period of office of the charity trustees, they or their close family members made donations totalling £702 during 2020/2021 (£1,530 for 2019/2020). This includes member and friend subscription income. No donations were made with conditions attached which require the charity to alter its existing activities.

No ex-gratia payments have been made (2019/2020: nil). No termination or redundancy payments have been made (2019/2020: nil).

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.

#### 14. Statement of Financial Affairs – 2019/2020

SORP (FRS102) requires the accounts to show a breakdown by fund for the **prior year totals** in the Statement of Financial Activities (SOFA). For simplicity this is shown below as a note to the accounts.

**Brockham Choral Society**  
**Statement of Financial Activities**  
**For the financial year ended 30 June 2020**

	<u>Note</u>	Unrestricted Funds	Designated Funds	TOTAL 2019/2020	TOTAL 2018/2019
		£	£	£	£
<b>Income</b>					
Concert Income	9	3,008	-	3,008	9,067
Member Subscriptions	7	8,935	-	8,935	9,390
Friends Subscriptions	7	500	-	500	640
Gift Aid on Subs & Donations	8	1,760	-	1,760	1,689
Grants	10	5,300	-	5,300	2,000
Donations		1,179	-	1,179	469
Fundraising income:					
General	11	6,284	-	6,284	1,798
100 Club		1,693	-	1,693	1,692
Staging / Lighting Hire		0	-	0	120
Interest received		12	-	12	17
<b>Total incoming resources</b>		<b>28,671</b>	<b>-</b>	<b>28,671</b>	<b>26,882</b>
<b>Expenditure</b>					
Concert Expenditure	9	8,366	-	8,366	12,467
Rehearsal Costs:					0
Musical Director		3,960	-	3,960	4,815
Accompanist		2,640	-	2,640	3,000
Rehearsal Venues		1,560	-	1,560	2,160
Administration	12	2,271	102	2,373	3,531
Other Expenditure:					0
Fundraising costs	11	4,622	-	4,622	1,123
100 Club prizes and costs		1,120	-	1,120	1,127
<b>Total resources used</b>		<b>24,539</b>	<b>102</b>	<b>24,641</b>	<b>28,223</b>
<b>Net income (expenditure)</b>		4,132	(102)	4,030	(1,341)
<b>Net movement in funds</b>		4,132	(102)	4,030	(1,341)
<b>Reconciliation of Funds</b>					
Total funds brought forward		15,915	102	16,017	17,358
Total funds carried forward		<b>20,047</b>	<b>0</b>	<b>20,047</b>	<b>16,017</b>





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 2021**

Charity no  
(if any) **284300**

Set out on pages

**1-8**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30 / 06 / 2021**.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:

*DS*

Date:

30/7/21

Name:

DAVID JOHN SINDEN

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

FELLOW OF INSTITUTE OF CHARTERED  
ACCOUNTANTS IN ENGLAND & WALES

Address:

87 LESLIE ROAD, PITCHAM

DORKING SURREY

RH4 1PW