



## **HAMP SHIRE POLICE MALE VOICE CHOIR**

# **ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022**



**Registered Charity No 1139635**



## Annual Report and Accounts 2021/22

### Reference and Administrative Information

<u>Hon Chairman</u>		<u>Hon Treasurer</u>	<u>Hon Treasurer</u>
Dave Paul	(To 21/07/21)	David Hogg (from 21/07/21)	Colin Swettenham
27 Northney Road		18 Hillside Mews	1B Blenheim Gardens
Hayling Island		Sarisbury Green	Havant
Hants		Southampton	Hants
PO11 0ND		SO31 7LQ	PO14 2PN

### Charity Trustees 2021/22

Chairman	Dave Paul
Data/Technical Officer	Geoff Culbertson
Treasurer (to 21/07/21)	David Hogg
Treasurer (from 21/07/21)	Colin Swettenham
Secretary	Chris Holland
Librarian	Jim Travers

### Committee Members 2021/22

Section Leaders	John Mansfield
(to 21/07/21)	Tony Thompson
(from 21/07/21)	Philip Wade
	Martin Lewis
(to 21/07/21)	Bob Walker
(from 21/07/21)	Garry Jackson
Vice Chairman	Simon Baber
(to 21/07/21)	Roger Reynolds
(from 21/07/21)	Vacancy
Social Secretary	
Social Secretary	

### Other Choir Officers:

Ticket Coordinator	David McDonald-Woods
Choir Marshall	Trevor Barnes
Welfare Officer	(Section Leaders)
Quartermaster	Malcolm Wallbridge
Assistant Treasurer	Colin Swettenham (to 21/07/21)
Social Media	Colin Thorpe

### Bank:

LloydsTSB  
St John's Centre  
Hedge End  
Southampton  
Hampshire SO30 4QU

### Music Team:

Musical Director	Geoff Porter B.Ed (Hons)
Accompanists	Nigel Smith
	Sian Bibby-Hsia



**President** – Chief Constable Olivia Pinkney MA, QPM

**Musical Director** – Geoff Porter B.Ed (Hons).

**Chairman** – Dave Paul

[www.hampshirepolicechoir.org.uk](http://www.hampshirepolicechoir.org.uk)

Registered Charity No 1139635





## ANNUAL REPORT 2021-2022

### STRUCTURE, GOVERNANCE AND MANAGEMENT:

The Choir's Constitution was adopted on 28th July 2010 and updated in November 2010, July 2013, July 2014, November 2014, July 2015, July 2016, July 2017 and July 2019 at the respective Annual and Special General Meetings. The organisation and administration of the Choir are the responsibility of the Executive Committee elected by the members at the Annual General Meeting held in July each year. Some of the Committee members are Trustees of the Choir as a charity.

### OBJECTIVES AND ACTIVITIES:

The Objects of the Choir are 'To promote, improve, develop and maintain public interest in choral music by the presentation of concerts and other activities involving or relating to choral music'.

The Choir rehearses weekly and presents approximately 8 to 10 concerts a year, usually in conjunction with a charity or local organisation. The host charity/organisation is responsible for booking an appropriate venue (with the advice and approval of the Choir) and for selling tickets and programmes. The host charity/organisation retains the concert receipts, making an agreed contribution towards the Choir's expenses. On occasions the Choir organises a concert on its own behalf. The Choir has taken part in choral festivals, competitions and exchanges with other choirs, in the United Kingdom and abroad.

### REPORT ON ACHIEVEMENTS AND PERFORMANCE:

The concert programme during the concert year to 31st July 2022 included:-

#### 2021

9 October 2021; Victory Hall Warsash\*

21 November 2021; Hampshire Constabulary Road Deaths Memorial Service

#### 2022

3 April; Holy Trinity Church, Gosport\*

29 April to 2 May; Cornwall International Male Choral Festival

11 June; Hampshire Constabulary Families Day

25 June; Royal Isle of Wight County Show and St Mary's Church, Cowes\*

The concerts marked \* were given in aid of the host charities/organisers. The choir keeps no record of the amounts raised by the charities which host its concerts.

Each year the choir nominates a charity for which it raises funds, this year's beneficiary being the National Coastwatch Institution. The previous year's beneficiary was Crimestoppers. Every other year the choir sponsors a young singer, providing singing opportunities and help with development. Social events included Quiz Night and Annual Dinner, but the Summer Party and Christmas Soiree scheduled to be held in 2021 were both cancelled because of continuing Covid 19 issues

It was with some relief that the Choir finally returned to normal rehearsals post Covid in September of 2021. Our new Musical Director was finally able to hear the Choir, rather than have to conduct virtually via Zoom. Special thanks again to Geoff and the Music Team for their dedication and commitment shown during the lockdown. We were unable to hold our summer party in July of 2021 and, after a return to rehearsals in the Autumn, the Choir had to cancel its Christmas party at short notice due to an increase in Covid cases nationally. The EC were not prepared to risk members having to self isolate over the Christmas and New Year period.

We have gained four new members this year and so I am pleased to say that our Choir is bucking the trend, with numerous long established choirs sadly having to fold recently. I am resolved to continue with our emphasis upon our ongoing recruitment drive, the future of the choir relying upon attracting new and younger members.

Our first concert upon our return was in October of 2021 at Warsash, and after only six weeks of rehearsals, we delivered an excellent and much appreciated performance. In November the Choir attended the annual Road Deaths Service in Winchester. In April this year the Choir performed an afternoon concert in Gosport which was recorded, some of which can be viewed on the Choir's webpage.

Later that month the choir travelled to Cornwall to attend the International Male Voice Festival, the largest of its kind in the world. We later fulfilled our annual commitment to the Constabulary's Families Day in June at which we



## ANNUAL REPORT 2021-2022

were privileged to also be invited to attend and sing at the memorial service for our former President and DCC, Ian Readhead.

The Choir recently made a long overdue visit to the Isle of Wight, singing at the Royal Agricultural Show in the afternoon and at a local church in the evening. The organisers of both have requested us to return.

Social events including the Quiz Night and Annual Dinner were both able to go ahead this year, the previous two years having been cancelled as a result of the Covid pandemic

Following the retirement of our President, DCC Sara Glen in 2021, we were delighted that the Chief Constable accepted my invitation to become our new President. We are very proud to have the Chief Constable as our President.

Every other year the choir sponsors a young singer, providing singing opportunities and help with their development.

I am happy to report that the Choir is in good shape and has much to look forward to in 2022-2023.

My personal thanks to the EC for their support and wise counsel throughout the year.

The Income and Expenditure Accounts, Notes and Financial Review are included. The Choir would like to thank its Independent Examiner Nigel Smith.

David Paul  
Chairman  
June 2022

### FINANCIAL REVIEW FOR 2021-2022

The Choir began its financial year with total funds of £26,596 and ended the year with total funds of £29,469, an increase of £2,873. As the annual turnover of the Choir exceeded £25,000 in 2021-2022 Independent Examination of the Accounts is required by the Charity Commission.

On 3 October 2011 the Committee adopted the following policy on reserves and also an expenses policy:

“The target range for reserves will be in the range £5,000 - £15,000. At least £5,000 will be held in readily accessible deposits to meet the cash flow needs and risks in relation to receipts. Where the reserves exceed £5,000 the Committee will consider the specific reasons for the excess and for what period that excess sum may be invested to achieve optimum investment returns.”

Choir members are all volunteers and derive no financial benefit from membership. Choir members paid a subscription of £100 in 2021 (£78 in 2020). The increased subscription for 2021 included the previous Social Tote, for which payments were in the past collected separately. The Choir thank Colin Swettenham, who acted as Treasurer for the Choir, for his work throughout the year.

The Accounts for the year have been approved by the Trustees.

Signed:

Chairman

Signed:

Treasurer

Dated

4 July 2022

## HAMPSHIRE POLICE MALE VOICE CHOIR

# INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the Hampshire Police Male Voice Choir for the year ended 31 March 2022 which are set out in this document.

### **Respective responsibilities of the Hampshire Police Male Voice Choir and examiner**

The trustees of the Hampshire Police Male Voice Choir are responsible for the preparation of the financial statements. You consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination, although not required by Charity Commission rules, is desirable.

It is my responsibility to:

- (i) examine the accounts under the Regulations and section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) 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 Commission under section 145(5)(b) of the Act. That examination includes a review of the accounting records kept by the Hampshire Police Male Voice Choir and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking 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 in the statement below.

### **Independent examiner's statement**

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

- (a) which gives me reasonable cause to believe that in any material respects the requirements:
  - (i) to keep accounting records in accordance with section 130 of the 2011 Act:  
and
  - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act  
have not been met: or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Nigel Smith BSc(Econ), CPFA,  
2 Dover Close  
FAREHAM, Hants.  
PO14 3SU  
Dated: 7 July 2022

## Statement of Financial Activities for the year ended 31 March 2022 (see pages 7 and 8 for analysis)

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Income and endowments from:</b>					
Donations and legacies	£9,458.27	—	—	£9,458.27	£7,535.08
Income from charitable activities	£21,616.00	—	—	£21,616.00	£200.00
Other trading activities	£350.00	—	—	£350.00	£235.00
Investments	£147.50	—	—	£147.50	£169.88
Other income	£2,485.00	—	—	£2,485.00	£258.00
<b>Total income</b>	<b>£34,056.77</b>	<b>—</b>	<b>—</b>	<b>£34,056.77</b>	<b>£8,397.96</b>
<b>Expenditure on:</b>					
Raising funds	£365.00	—	—	£365.00	—
Expenditure on charitable activities	£27,299.37	—	—	£27,299.37	£8,819.43
Other expenditure	£3,519.76	—	—	£3,519.76	£706.93
<b>Total expenditure</b>	<b>£31,184.13</b>	<b>—</b>	<b>—</b>	<b>£31,184.13</b>	<b>£9,526.36</b>
<b>Net movement in funds</b>	<b>£2,872.64</b>	<b>—</b>	<b>—</b>	<b>£2,872.64</b>	<b>(£1,128.40)</b>
<b>Total funds brought forward</b>	<b>£26,596.33</b>	<b>—</b>	<b>—</b>	<b>£26,596.33</b>	<b>£27,724.73</b>
<b>Total funds carried forward</b>	<b>£29,468.97</b>	<b>—</b>	<b>—</b>	<b>£29,468.97</b>	<b>£26,596.33</b>

## Balance sheet as at 31 March 2022 (see pages 9 -12 for notes)

	Total funds	Prior year funds
<b>Current assets</b>		
Debtors	£1,060.15	£1,282.75
Cash at bank and in hand	£28,649.32	£25,313.58
	<b>£29,709.47</b>	<b>£26,596.33</b>
<b>Liabilities</b>		
Creditors: Amounts falling due in one year	£240.50	—
	<b>£240.50</b>	<b>—</b>
<b>Total net assets less liabilities</b>	<b>£29,468.97</b>	<b>£26,596.33</b>
<b>Represented by</b>		
<b>Unrestricted</b>		
General fund	£29,468.97	£26,596.33
<b>Total Funds</b>	<b>£29,468.97</b>	<b>£26,596.33</b>

**Analysis of income and expenditure for the year ended 31 March 2022**

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
<b>INCOME</b>						
<b>Donations and legacies</b>						
Members Subscriptions	£5,428.00	—	—	—	£5,428.00	£4,445.00
Tax Refund on Gift Aid	£1,062.29	—	—	—	£1,062.29	£1,083.59
Donation - Southampton Police Trust Fund	£1,800.00	—	—	—	£1,800.00	£2,000.00
Other donations	£1,167.98	—	—	—	£1,167.98	£6.49
Total	£9,458.27	—	—	—	£9,458.27	7,535.08

**Income from charitable activities**

Concert Tours	£21,258.00	—	—	—	£21,258.00	£200.00
Sales - CDs and tapes	£8.00	—	—	—	£8.00	—
Music Sales	£326.00	—	—	—	£326.00	—
Uniforms	£24.00	—	—	—	£24.00	—
Total	£21,616.00	—	—	—	£21,616.00	£200.00

**Other trading activities**

Social Tote	—	—	—	—	—	£235.00
Quiz night	£350.00	—	—	—	£350.00	—
Total	£350.00	—	—	—	£350.00	£235.00

**Investments**

Interest	£147.50	—	—	—	£147.50	£169.88
Total	£147.50	—	—	—	£147.50	£169.88

**Other income**

Annual Dinner	£2,356.00	—	—	—	£2,356.00	£258.00
Sundry Income	£129.00	—	—	—	£129.00	—
Total	£2,485.00	—	—	—	£2,485.00	£258.00

**EXPENDITURE****Raising funds**

Quiz night	£205.00	—	—	—	£205.00	—
Social Tote	£160.00	—	—	—	£160.00	—
Total	£365.00	—	—	—	£365.00	—

**EXPENDITURE (cont'd)**

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>This year</u>	<u>Total</u> <u>Last year</u>
<b>Expenditure on charitable activities</b>						
Concert Expenses	£13.00	—	—	—	£13.00	—
Concert Tours	£19,563.00	—	—	—	£19,563.00	—
Music	£504.83	—	—	—	£504.83	£249.45
Uniforms - Non provided items	£86.00	—	—	—	£86.00	—
Donations	£1,450.00	—	—	—	£1,450.00	£352.00
Music Team	£4,011.39	—	—	—	£4,011.39	£7,236.58
Sponsored Singer payments	£500.00	—	—	—	£500.00	—
Subscriptions	£538.80	—	—	—	£538.80	£516.92
Insurance	£95.00	—	—	—	£95.00	£91.00
Piano Tuning	£135.00	—	—	—	£135.00	—
Equipment	£56.59	—	—	—	£56.59	—
Website Fees	£345.76	—	—	—	£345.76	£373.48
Total	£27,299.37	—	—	—	£27,299.37	£8,819.43

**Other expenditure**

Annual Dinner	£2,896.15	—	—	—	£2,896.15	£232.00
Cards and Gifts	—	—	—	—	—	£372.28
Printing and Stationery	£290.62	—	—	—	£290.62	£102.65
Sundry Expenditure	£332.99	—	—	—	£332.99	—
Total	£3,519.76	—	—	—	£3,519.76	£706.93



## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

### 1 ACCOUNTING POLICIES

The financial statements have been prepared on an accruals basis in accordance with the Charities Act 2011 together with applicable accounting standards and the Statement of Recommended Practice with applicable accounting standard FRS 102.

The financial statements have been prepared under the historical cost convention, except for the valuation of investment assets which, if applicable, would be shown at market value.

#### Funds

General funds represent the funds that are not subject to any restriction regarding their use and are available to be used for ordinary choir purposes. Funds designated for a particular purpose by the trustees are also unrestricted but there are currently no designated funds.

Restricted funds can only be used for the purposes specified. In 2021-2022 there were no restricted funds. There are no endowment funds.

The accounts include transactions, assets and liabilities for which the choir is responsible in law.

#### Incoming resources

##### Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

##### Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA,

##### Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

##### Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

##### Contractual income and performance related grants

This is only included in the SoFA once the related goods or services have been delivered.

##### Gifts in kind

- Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.
- Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.
- Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.



## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

### **Donated services and facilities**

These are only included where the benefit to the charity is reasonably quantifiable, measurable and material.

### **Volunteer help**

The value of voluntary help received is not included in the accounts but the choir provides much voluntary help to Hampshire Constabulary in its many and varied activities, including attending events and performing on demand, displays and presentations at concerts. The Choir sends a return of "Volunteer Hours" each month to Hampshire Constabulary and in a normal year this amounts to about 7,000 hours. The independent examination of the accounts is carried out on a voluntary basis.

### **Investment income**

This is included in the accounts when receivable.

### **Investment gains and losses**

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

### **Expenditure and Liabilities**

#### **Liability recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

#### **Grants with performance conditions**

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

#### **Grants payable without performance conditions**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met by the charity.

#### **Support Costs**

There are no support costs allocated to headings.

#### **Value Added Tax**

Irrecoverable Value Added Tax is included in the cost of items reported in the statement of financial activities

### **Assets**

#### **Tangible fixed assets for use by charity**

These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or a reasonable value on receipt. All the assets purchased before 1 April 2012 have been written off to revenue and these include an upright piano (cost not known), PA system (cost approx £500), music stand and some other minor assets including music, sweatshirts and polo shirts.

#### **Investments**

Investments quoted on a recognised stock exchange would be valued at market value at the year end. Other investment assets would be included at trustees' best estimate of market value.



## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

**Stocks** There are no material stocks.

### Current Assets

Amounts owing at 31 March are shown as debtors less any necessary provision for amounts that may prove uncollectable.

Cash at the Bank and in hand of £28,649.32 at 31/3/2022 includes a Lloyds Bank current account (£10,406.32), a Shawbrook Bank Charities Aid Foundation 60 Day Notice Account (£18,208.00) and cash in hand (£35.00).

## 2. PAYMENTS TO TRUSTEES AND EMPLOYEES

**Payments to Trustees** A total of £33 was paid for expenses incurred by trustees. Trustee expenses paid relate to costs incurred relating to the work of the trustees e.g. stamps, printer ink and stationery. In addition trustees were reimbursed for proper choir expenses initially paid by trustees and then reimbursed.

**Employees emoluments** The Choir has no employees

## 3. DEBTORS

DEBTORS	2022	2021
Gift Aid on subscriptions	£1,060.15	£1,082.75
Prepayment & Accrued Interest	-	-
Other Debtors	-	£200.00
<b>TOTAL</b>	<b>£1,060.15</b>	<b>£1,282.75</b>

## 4 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

CREDITORS	2022	2021
Deferred Income	-	-
Accruals of Utility & Other Costs	-	-
Other Creditors	£240.50	-
<b>TOTAL</b>	<b>£240.50</b>	<b>-</b>



## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

### 5. YEAR END COMMITMENTS

There were no significant year end commitments not recorded in these accounts.

### 6. FUND DETAILS

The following funds are operated:-

<b>General Fund</b>	For all unrestricted funds
<b>Designated</b>	None
<b>Restricted</b>	Music Team Honoraria where money has been donated for that specific purpose

### 7. INCOME AND EXPENDITURE NOTES

The incoming other donations can be summarised as follows:-

<b>DONATIONS RECEIVED</b>	2022	2021
Concert Venues	£150	-
Personal donations	£1,000	-
Amazon Smile Donations	£18	£6
<b>TOTAL</b>	<b>£1,168</b>	<b>£6</b>

Donations paid of £1,450 include donations of £1,200 to Crimestoppers, the Choir charity, and £250 to Sarisbury Green Social Club.

Music Team expenditure relates to Honoraria and Travelling Expenses for the Musical Director and Assistant Musical Director. The basis of payment for honoraria is quarterly in advance,

### 8. RELATED PARTY TRANSACTIONS

There are no related party transactions.

### 9. EXCEPTIONAL ITEMS

Choir activity was partially limited during the year due to the Covid 19 Pandemic. The first concert was in October 2021.