

Registered Charity No. 529713

# **Trustees' Annual Report**

For the Year 01 September 2021 to 31 August 2022

# **TRUSTEES' ANNUAL REPORT**

FOR THE YEAR 1st SEPTEMBER 2021 to 31st AUGUST 2022

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# LEGAL AND ADMINISTRATIVE INFORMATION

#### **STATUS**

The York Philharmonic Male Voice Choir (The Fletcher Memorial Choir) is an association governed by a revised Constitution dated 15 July 2020.

The Choir was first registered with the Charity Commission as a charity in 1972, registration number 529713.

The Choir does not have a registered office. All official correspondence should be directed to the Choir Secretary (appointed February 2022) Mr JD Thomson by email at <a href="mailto:yorkphilchoir@gmail.com">yorkphilchoir@gmail.com</a> or by post at 42 Rowntree Wharf, Navigation Road, York, YO1 9XA.

This Trustee Annual Report covers the 12 months 1<sup>st</sup> September 2021 to 31<sup>st</sup> August 2022. As the turnover of the choir is less than £250k the annual accounts will be presented on a receipts and payments basis. As turnover for the year is over £25k a Trustees Annual Report (TAR) has been prepared and will be registered with the Charity Commission. In accordance with Charity Commission rules an electronic Annual Return will be made every year and reference can be made to the Financial Statement that is a separate document to this report.

#### **GOVERNING OFFICERS**

The Choir is governed by the five Trustees of the Choir who are elected annually by the membership at the Annual General Meeting (AGM) usually held in May. There can therefore be a change in Trustees during the year as was the case this year and as shown in the table below. Ex-officio officers are also appointed at the AGM.

	AGM Elected				
Role	24/05/21	23/05/22			
President	Vacant	Mrs J Waggot			
Chair	Mr M Wash	Mr M Wash			
Secretary #	Mr R Smith	Mr D Thomson			
Treasurer	Mr S Poole	Mr S Poole			
Membership Representative	Mr D Waring	Mr A Houghton			
Membership Representative	Mr M Parrott	Mr M Parrott			

<sup>#</sup> The change of Secretary occurred in January 2022 who was 'acting' until formal election as a Trustee at the AGM.

#### INDEPENDENT EXAMINER

Karen Wood ACMA, CGMA Outsource Accounting Services & Independent Examinations, Hiscox Building, Peasholme Green, York, YO1 7PR.

#### **LEGAL ADVISERS**

The Choir has not appointed a legal adviser.

#### **INSURANCE ADVISERS**

The Choir has not appointed an insurance adviser and is insured by a policy arranged through the National Association of Choirs (to which the YPMVC is affiliated) by Marsh Commercial, Partnership House, Layerthorpe Road, Priory Park East, Hull, HU4 7DY. The policy is underwritten by Ansvar Insurance.

#### PROPERTY AND CUSTODIAN TRUSTEES

The Choir owns no interests in land or property and holds no assets or funds as custodian trustees on behalf of others.

#### **BANKERS**

Unity Trust Bank plc, Nine Brindley Place, Birmingham B1 2HB (2 accounts; 1 working, 1 savings) National Savings and Investments, Glasgow G58 1SB (1 investment account)

# STRUCTURE, GOVERNANCE AND MANAGEMENT

#### **MEMBERSHIP**

Voting membership of the Choir is open to anyone over the age of 18 and at the 31<sup>st</sup> August 2022 there were 69 voting members. Of the year end membership 8 are life members, 57 performing members and 4 non-performing members. There are also 5 honorary life members who have no voting rights. At the end of the year, the average age of the Choir's performing members was 69.

There are regularly between 45 and 50 members at each rehearsal evening and there's never a shortage to assemble sufficient singers for our performances. Weekly sectional rehearsals are led by our AMD and around 15 or so regularly retire for a post rehearsal social drink and informal sing at The Snickleways pub.

Social activities this year included a summer walk around Brandsby, a golf day, 2 soirees, and the reintroduced Chair's Pre-Christmas 'bash' held this year at York Golf Club.

The Choir is also supported by The Phillies, an independent group that consists of member's wives and partners that as well as organising their own social events also arrange and serve refreshments at our own concerts, fund raising events, and soirees.

### **ORGANISATION**

In addition to the five trustees, the Choir's Management Committee includes the Choir's Musical Director (MD), Berenice Lewis, *ex officio* who this year clocked up 21 years as MD, together with a representative from each of the four sections of the Choir elected at the AGM each year. For 2021/22 these representatives were Mr S Cox (1<sup>st</sup> tenor); Mr R Gott (2<sup>nd</sup> tenor); Mr P Newman (baritone) and Mr M Ellerker (bass). These committee members assist the Trustees in governing the Choir but in this capacity do not have voting rights at committee meetings. The Management Committee met on 7 occasions during the year.

Various activities are entrusted to working groups set up by the Trustees in April 2009 under the Choir's Rules. Currently there are four groups; Musical Development Group (MDG) (responsible for repertoire, rehearsals, music quality, and training of members); Concerts Group (responsible for all aspects of performances not requiring overnight accommodation); Tour Group (responsible for those events requiring overnight accommodation); and Media Group (aimed at promoting the Choir's activities and bringing them to the attention of a wider audience). New for 2021/22 is a Uniforms Group established to consider the purchase of a new uniform. These groups meet as and when required and also attend Management Committee meetings as and when required. The Trustees have an open invitation also to meetings of the MDG with the Chair being a regular attendee.

The Choir had been without a President since the death of Keith Wood in 2019 and at a General Meeting in October 2021 the members unanimously voted to elect Janet Waggot as our President. The Waggot family have long ties supporting and singing in the Choir and Jim, Janet's father also being a past Chair.

Also. during the year, we appointed a new Concert Manager (Terry Knowles); Friends Administrator (Terry Yates, followed by Jamie Butler, followed by Derek Thomson, followed by Mike McGrath from September 2022); Secretary (Derek Thomson); Uniform Officer (Michael Nokes); and Martin Parrot became vice-chair.

David Pike and Adrian Houghton achieved 25 years in the choir, with Steve Boothman, Terry Yates, and David Embleton each achieving 15 years.

#### **RELATED ORGANISATIONS**

The Choir is a member of the National Association of Choirs (NAC), a national body formed by choirs to give a collective voice, representation and to provide a wide support and advice function. The NAC is itself a charity, registration number 1014630.

#### INTERNAL CONTROLS AND RISK MANAGEMENT

The Trustees are responsible for the Choir's internal controls and for monitoring their effectiveness. No material weaknesses have been identified.

The Trustees regularly review the risks to the charity and have established systems and procedures to mitigate any risks identified and implemented procedures designed to minimise any potential impact on the charity should those risks materialise.

As the country slowly emerged from the grips of the global Coronavirus pandemic the greatest risk to the Choir during this reporting period remained the choir's financial and member's health.

From the commencement of the national lockdown in March 2020 the Choir was, until August 2021, not able to meet in person to rehearse or perform. Indeed, right through until January 2022 a variety of precautions were taken, often over and above Government guidelines, to keep our members safe and preserve our ability to have sufficient members available for booked performances. These included specially made black masks in which were worn at many rehearsals and some choosing to wear at a limited number of performances.

The Trustees have identified that financial sustainability remains a risk for the charity, especially in light of the need to replace performing uniforms and the additional expenditure likely to be expended as we celebrate our  $100^{th}$  anniversary in 2025. Consideration is being given to attracting Sponsorship not only for our Centenary year but also for day-to-day operations. Other key risks include damage to the Choir's reputation, not protecting the health and welfare of its members, and the failure to maintain a strong membership base. A key element in managing financial risk is to annually review the Choir's reserves. The Trustees conducted a review of their reserves policy in 2021 and agreed that the policy should remain un-changed and this has ensured that the Choir was in a strong position to absorb the consequences of Coronavirus.

The Health & Safety Policy was reviewed in July 2021 and November 2021 to incorporate revised H&S safety measures to keep members and their families safe as the country nervously emerged from the lock-down measures of the previous 18 months. Subsequently, the H&S Policy was updated to incorporate specific COVID related measures and was approved at a Management Committee Meeting on 23<sup>rd</sup> November 2021. The wearing of masks and wider spacing of seating at rehearsals was continued until around January 2022.

# TRUSTEES' ANNUAL REPORT

The Trustees' Annual Report, together with the financial statements of the charity for the year ending 31<sup>st</sup> August 2022, have been prepared in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102. The financial statement has been subjected to an independent examination by Outsource Accounting Services.

#### **OBJECTIVES AND AIMS**

#### Our objectives

The charitable objectives of York Philharmonic Male Voice Choir are 'the study and practice of choral music to foster public knowledge and appreciation of such music by means of public performance'.

#### Our aims

The Choir seeks to achieve these objectives by giving public performances in a number of musical styles at a variety of venues (often in support of other charitable organisations) and by offering opportunities for male singers to develop and practise their skills in rehearsal and performance.

#### **ACTIVITIES AND ACHIEVEMENTS**

## How our activities deliver public benefit

The Choir rehearses weekly to enable the study of choral music and performs in public in different venues throughout the year in pursuance of our charitable aims. The Trustees consider that the Choir's activities, summarised below, provide public benefit both to those who join the Choir to sing and to the wider community who attend our performances.

### How we achieve our objectives

We normally achieve our objectives through encouraging prospective members to attend rehearsals and learn about and practice choral singing. Most prospective members become full members and are expected to improve their singing skills and, having reached an acceptable standard (assessed by means of a 'voice test'), perform in Choir concerts. We also achieve our objectives by giving public performances in a variety of venues throughout our local area and, on occasion, more widely nationally and internationally.

This year we were filmed preparing for and singing at York's Holy Trinity Church to be included a short film by Yorkshire Cancer Research about how people live with cancer. It was initiated by one of our members who find the choir and its community support and friendship so important in how he copes with cancer. The only downside was that one of the film crew brought Covid with him and we had to cancel a much anticipated first performance at York Railway Station.

Our cancelled 2020 Tour to our 'twinned' choirs in Münster, Germany and Lochem in the Netherlands finally took place in September 2022, but to Munster only. Whilst this event took place in the 2022/23 financial year, all planning for and payments collected and paid were largely transacted during the year 2021/22. Income and expenditure for the Tour is the principal reason for our turnover this year being over £25,000, the other one-off contributor being our fundraising for Ukraine. The tour planning and organisation was hampered not only by Covid issues, particularly in Germany, but industrial action on the ferries and the selected hotel not being able to cater for our

requirements. 48 members and partners, Friends, and the musical team travelled, and the Tour was a resounding success thanks in no small measure to the undeterred efforts of our Tour Manager, David Parkinson. All members of the choir who travelled were granted a £100 supplement as agreed by the Trustees. The MD and accompanist were also granted a supplement.

Roger Samwell stood down as our long-serving Concerts Manager and he and his wife Linda were presented with the Fletcher memorial Trophy in recognition of their outstanding 41 years singing and supporting the choir with Roger holding many official and unofficial roles in the choir steadfastly supported by Linda who remains the 'queen of raffles and St Crux jewellery sales'!

#### New members

Six prospective members (JP/JW/MN/CW/TH/MC) joined our weekly rehearsals, four of whom (MN/CW/TH/MC) went on to formally joined the Choir.

#### **Concerts**

Fortunately, we were able to resume performing live concerts albeit some venues, including our own at York City Church, could accommodate smaller audiences due to ongoing but reducing Coronavirus measures. Unfortunately, Betty's didn't resume their Carols by Candlelight in 2021 which had been a good source of Christmas income. Two December performances in York for the Lord Mayors Christmas Cheer event were also cancelled due to Covid.

During the year we performed at venues in York, Easingwold, Tadcaster, Wheldrake, and Escrick.

Once again we had a packed schedule of Christmas events which normally generates the majority of our annual concert income and these includes our 4 night run of Christmas Traditions, The Bar Convent, Holy Trinity Goodramgate, Morrisons (York) and York District Hospital.

Unbeknown to us at the start of the year, Ukraine and its citizens would be foremost in our minds from 24<sup>th</sup> February when Russia invaded Ukraine. Many organisations quickly set up aid programmes with the UK's Disasters Emergency Committee (DEC) launching a Ukraine Appeal. It was clear that the Choir wished to do something to help and through the hard work of our Chair we performed a special concert to a packed St Michael le Belfrey church in April. This was live streamed around the world, and we know was seen in Canada and Barbados. Through ticket sales, cash and JustGiving donations we sent over £5000 to the DEC Appeal. Additionally, we were invited by Derwent Lions and Minster Lyons to perform a joint concert with the Selby Brass Band in July in Escrick and this raised over £4,500 also for Ukraine.

The Wheldrake concert in March was in aid of Shine21, a local charity specialising in providing support to families caring for children with Down's Syndrome which raised around £3,800.

The performance at the Joseph Rowntree Theatre in March was cancelled due to an outbreak of Covid in the choir, but our annual summer concert went ahead in July at our home, York City Church.

## Competitions and Festivals

Each year the Choir participates in at least one choral festival or competition. The Choir competed in the Eskdale Festival of the Arts in Whitby in April 2022, winning two out of the three classes entered and coming joint 1<sup>st</sup> in one class. Our smaller 'Sound Fellows' choir achieved second in their class.

### Community performances

It is clear to see from the Concerts section above that most of our performances are in the community and often for the community. As well as facilitating the enjoyment and appreciation of choral music the Choir helps raise funds for a wide variety of charities and community based organisations including churches where we sing by invitation. A number of these are free of fees or performed at reduced fees to enable the financial proceeds to benefit other organisations and charities. These community events also open the Choir to new audiences and occasionally will attract new members.

### **FINANCIAL REVIEW**

#### Reserves Policy

The Trustees have agreed that the Choir's free reserves (excluding designated or restricted funds), should be set at a level that would fund one year's normal operating costs excluding depreciation and any extra-ordinary items. At the end of August 2022 that policy would indicate a required cash level of reserves of around £14k.

### **Investment Policy**

The Trustees hold the Choir's reserves between National Savings and Unity Trust Bank which is a member of the Financial Services Compensation Scheme and at a level that is no greater than that guaranteed by the scheme. The Trustees aim to take little or no risk to loss of capital value and any investments will only be made where they can be readily redeemed in cash. The choir currently holds just over three years' worth of reserves.

#### Financial Performance 2020

The 2021/22 choir year is our second year using 'receipts and payments' accounts. As stated in the Financial Statement there were no funds materially in deficit at the 31st August 2022. The Choir had a small surplus of income over expenditure of £661. At 31 August 2022 total choir funds stand at £46,042 up from 45,381 at 31 August 2021.

## Economic challenges

The Choir has come out of the pandemic in a good financial position where the total financial assets at yearend have been stable for the last three years or so. We generally continue to raise sufficient income to fund our annual expenditure and must take care to ensure we recruit new members to sustain the Choir and perform sufficient income earning concerts.

There are two significant future initiatives that will have a major draw on our current reserves.

Our performance uniforms have come to the end of their useful life with many items becoming shabby and insufficient reserves of uniform items are in place for new members despite the best efforts in recycling used items. A Uniforms Group has been established to investigate the provision of new uniforms to be delivered as soon as possible and at the latest in time for our 2025 centenary. It is likely that these may cost around £20,000 to include surety of continuity of supply for around 10 years (50 uniforms) and will be initially funded out of the Choir's reserves.

In addition to Members, Friends, 200 Club (our licensed lottery), ad-hoc donations and concert fee income (including ticket sales, raffles and refreshments), the Choir held two fund raising events at York's St Crux on Pavement raising over £2.1k in total. Net profit from our summer concert was around £1.2k and 2021 Christmas Traditions around £2.2k.

#### PLANS FOR THE FUTURE

We have commenced planning for our centenary year that may involve special concerts, visits from our Choir friends from Munster and Lochem, and special activities to attract younger men and those facing mental health challenges to the choir including outreach events. These are all at a very early stage but will also require funds for which, in addition to using Choir reserves we anticipate seeking donations and sponsorship from external parties.

#### 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 are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles of the Charities' Statement of Recommended Practice (SORP).
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements.
- prepare the financial statements on a '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. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### TRUSTEES' APPROVAL OF THE TAR AND ACCOUNTS

The Trustees declare that they have approved the Trustees Annual Report and Accounts

Signature:

Name: Mike Wash (Chair)

Dated: 12/4/23

**Charity number 529713** 

Financial statements for the year ended

**31st August 2022** 



Charity accounts preparation & independent examination service

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# Independent examiner's report to the trustees

I report on the accounts of: York Philharmonic Male Voice Choir

for the year ended: 31st August 2022 which are set out on pages 2 to 4.

### Responsibilities and basis of report

As the charity trustees of the Trust 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 Charity'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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2 the accounts do not accord with those records

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.

16/04/2023

Date:

### **Karen Wood ACMA**

Outsource independent examination service The Hiscox Building Peaseholme Green York YO1 7PR

# York Philharmonic Male Voice Choir Charity number 529713

Receipts & Payments Accounts for t	31st August 2022			
			2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
Receipts	£	£	£	£
Merchandise sales	389	-	389	560
Members subscriptions	6,463	-	6,463	4,147
Friends subscriptions	945	-	945	636
200 club subscriptions	1,355	-	1,355	1,436
Tour income	22,989	-	22,989	-
Other performances	4,457	-	4,457	-
Concert income	8,721	-	8,721	520
Fundraising & donations	4,269	-	4,269	-
Gift aid reclaimed	2,735	-	2,735	-
Bank interest	33	<u> </u>	33	119
Total receipts	<u>52,356</u>	<u> </u>	<u>52,356</u>	7,418
Payments				
Tour costs	24,778	-	24,778	-
Music Scores	1,216	-	1,216	497
Marketing , advertising & website	805	-	805	2,671
Musical direction & expenses	6,046	-	6,046	3,809
Hire of hall for rehearsals & storage	4,725	-	4,725	763
Accompanist	1,105	-	1,105	1,494
200 club prizes	667	-	667	740
Accountancy fees	140	-	140	-
Friends prizes/gifts/soiree	669	-	669	270
Bank charges	150	-	150	107
Office, postage & stationery	288	-	288	253
Insurance	227	-	227	-
Fundraising costs	804	-	804	-
Donations to other organisations	4,395	-	4,395	-
Concert & uniform expenses	5,552	-	5,552	-
Other sundry costs	128	-	128	614
Total payments	51,695	-	51,695	11,218
Net of receipts/(payments)	661	-	661	(3,800)
Transfers between funds	-	-	-	-
Balance brought forward	45,145	236	45,381	49,181
Balance carried forward	45,806	236	46,042	45,381

Charity number 529713

Statement of Assets and Liabiliti	31st August 2022			
Assets	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
Cash at bank and in hand Current bank account Savings bank account	7,691 21,332	236	7,927 21,332	7,414 21,300
Investment savings account Cash in hand for floats	16,669 114 <b>45,806</b>		16,669 114 46,042	16,667 - 45,381
Other assets Unclaimed gift aid	Unrestricted funds £ - -	Restricted funds £ - -	2022 Total funds £ -	2021 Total funds £ 650 650
<b>Liabilities</b> Independent review fee	Unrestricted funds £	Restricted funds £	2022 Total funds £ 300	2021 Total funds £ 60
	300		300	60

Charity number 529713

Notes to the accounts for the year ended	No	otes	to	the	accounts	for the	e year	ended
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31st August 2022

# 1. Basis of Accounts

The trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

# 2. Restricted income funds

Fund name	Purpose				
Young/impecunious members assistance	To support yo	ung /impecun	ious membe	rs to join a choi	ir tour
	Balance b/fwd £	Incoming resources £	Resources expended £	Trf between funds	Balance c/fwd £
Young/impecunious					
members assistance	236	-		-	236
	236				236

Approva	of	accounts	for t	:he	year	ended:
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**31st August 2022** 

The report and accounts were approved at a meeting of the

trustees held on:

Date

Signed for and on behalf of the trustees:

Signature

Name

**Signature** 

Name

**Charity number 529713** 

Financial statements for the year ended

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Charity accounts preparation & independent examination service

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Charity number 529713

Notes to the accounts for the year ended	No	otes	to	the	accounts	for the	e year	ended
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	236				236			

Approva	of	accounts	for t	:he	year	ended:
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**31st August 2022** 

The report and accounts were approved at a meeting of the

trustees held on:

Date

Signed for and on behalf of the trustees:

Signature

Name

**Signature** 

Name