

HERTFORDSHIRE CHORUS

STATEMENT OF ACCOUNTS

YEAR ENDED 31st AUGUST 2016

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TRUSTEES' REPORT FOR THE YEAR 1ST SEPTEMBER 2015 TO 31ST AUGUST 2016

Reference and Administrative Details of the Charity, its Trustees and Advisors

Charity Name	Hertfordshire Chorus
Registered Charity Number	281627
Charity's Principal Address	Apt.8,Robert Ellis Court,Knebworth SG3 6EL
Trustees of the Charity	Janet Cameron (Chair) Roger Weston (Finance Director) Neil Brinkworth Louise Gordon Hulme Robin Seaman Carole Teacher

The Trustees were in post for all or part of the financial year to which these accounts relate. All the individuals above were also Trustees at the date this report was approved.

Objectives and Activities

The objective of the Chorus is to promote, improve, develop and maintain public education in and appreciation of music in all its aspects by the presentation of public concerts and recitals to the highest possible standards.

Structure, Governance and Management

The governing document for the Chorus is the Constitution of Hertfordshire Chorus, the latest version of which was approved by an AGM of the members on 30th November 2011. The Chorus is run by a Council of elected members with annual elections at the time of the AGM. Council members are the Trustees of the Chorus. There is a Chairman and functional directors for each of the principal roles. Whilst the Trustees are elected, it is expected that they will only stand for posts for which they have the requisite knowledge and skills. No officer may serve continuously in the same post for more than six years. Under each of the Directors are other positions filled by volunteers. Approximately 50% of the Chorus Members are directly involved in helping in this way. The Musical Director attends Council meetings and the Council meets on a regular basis throughout the year.

Achievements and Performance: Chairman's Report on behalf of the Trustees

Hertfordshire Chorus has had another successful year. This season we sang in two venues new to the Chorus. Firstly, in October in St John's Smith Square, London, where we performed Pergolesi Magnificat, Bach Magnificat and Haydn Nelson Mass and then in May in Saffron Hall, Saffron Walden where we sang Hayden Te Deum and Berlioz Te Deum. Concerts at these venues were a success and we are returning to sing in both of them in 2017. In December we were in Haileybury College Chapel for our annual Christmas concert and, as always, there was a retiring collection for a local charity. This time £1312.40 was collected for the local charity, The Pepper Foundation, which funds 'hospice at home' palliative care nurses for children with life-threatening or life-limiting illness in the Chiltern area. In February we performed Tippett A Child of Our Time and Mozart Requiem in St Albans Cathedral. The chorus invited other singers from the community to join us to sing the Requiem and they rehearsed as the 'Sing Mozart!' choir.

Unlike previous years we did not have a summer concert in 2016. Instead we recorded with the BBC Concert Orchestra, two of our recent commissions, Will Todd Ode to a Nightingale and James McCarthy Codebreaker. This recording, over several days in late June at Watford Coliseum, was made in collaboration with Signum Records and the resulting CD will be released later in 2017. As well as our own promotions, we sang at the Willow Foundation annual Christmas concert in St Albans Cathedral.

We always plan the Chorus's musical programmes carefully within the budget without lowering the artistic standards or the challenges of the music. However, the income from members' subscriptions only pays for the Chorus's general rehearsal costs and apart from the Christmas concert, ticket sales do not cover the costs of concerts and we need to supplement our income in a number of ways.

The cost of recording Ode to a Nightingale and Codebreaker for the CD and its subsequent promotion was generated through special fundraising events (sponsored walk, Jazz Brunch and Auction of Promises) organised by two Chorus members and donations from members, patrons and supporters. The sum of £30,160 was raised for this project.

We also received a total of grants from the Williams Church Music Trust, The Simon Gibson Trust and from the Locality Budget Scheme of Hertfordshire County Council.

External engagements are a very valuable source of income and a good opportunity to promote the Chorus to new audiences. So this season we returned to sing at the Hatfield House event, Music for Christmas and also sang in July at an event sponsored by Chestertons Summer Reception at the Royal Academy of Arts, London. In addition, members from the Chorus, with other choirs, sang with Morricone at Blenheim Palace, with the Hans Zimmer and Noel Gallagher tours and Chorus members also contributed to various recordings.

As well as external engagements, we had a successful fundraising Ceilidh and also raised money from wedding choirs, grants, sponsorship, the Chorus Patrons and Friends scheme, refreshment profit, providing guest singers for other choirs, the Chorus lottery, cake baking and other initiatives by Chorus members.

In order to perform the full choral repertoire, the Chorus ideally needs to increase its reserve and recruit more men. These are continual challenges. However, this year we have increased both our General and our Restricted Reserve funds as well as recruiting (by audition) two more men (and five women) via Open Rehearsals, the University of Hertfordshire Freshers' Fair and personal contacts.

Hertfordshire Chorus believes it should contribute to the repertoire and support young composers and to that end we regularly commission new works, financed from the Restricted Reserve fund. So this year we have commissioned a piece from Roland Perrin, which we will perform twice next season.

Hertfordshire Chorus is an artistically ambitious choir and we want to develop further and be recognised for excellent singing not just locally but nationally and by an audience wider than family and friends. In other words, we want to become better known. We believe further recognition would lead to larger audiences, further paid engagements, increased income and the opportunity to be more adventurous with our programming. It would also extend our ability to attract soloists and orchestras of a high standard. As a start we decided to change our brand identity and image and to create a new website. These activities are now either finished or, in the case of the website, will be finished by the end of 2016. We now aim to look for further funding opportunities.

Hertfordshire Chorus has a dedicated and effective Council and I would like to thank the team, and all the Chorus members who help, for their hard work and commitment over the year. We are also very fortunate to have an artistically ambitious Musical Director, David Temple, and a talented accompanist, Charles Andrews. We all look forward to another great season of music making

Public Benefit Statement

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties.

Related Parties

There are no contractual transactions with Trustees or related parties to the knowledge of the Trustees.

Risk Management

The Trustees have identified the major risks affecting the business of the charity and have established systems to mitigate those risks. In particular, when setting the budget for each year the Trustees consider any factors that could have an adverse impact on the achievement of the budget and make appropriate plans to deal with any such occurrence.



.....
Janet Cameron,
Chair
Signed on behalf of the Trustees
4th November 2016

Financial Review

It has been an extremely successful year both musically and financially.

The decision to substitute a major recording project for one of our concerts this season brought about some incredible fund-raising efforts which not only funded the venture but contributed in keeping our operating costs down. The outcome has been an overall rise in Reserves so that our General Fund now meets the Reserves Policy, for the first time in several years, and our Restricted (Commissioning) Fund is at a level that will help with the promotion of this new recording and a further new commission to be premiered in 2017.

In addition, the continued support of our Patrons and Friends and the efforts of a whole host of members has resulted in steady levels of income across most of our fund-raising activities and the continued success of the Grants Team has enabled us to fund a new website and pay for professional advice with our marketing effort.

My thanks go to all the people who help financially by giving generous amounts of their time with no other reward than in enhancing their own singing experience and in seeing the Chorus progress.

As always, my particular thanks go to Rhona Blyth who does daily battle with the accounting system and produces all the numbers which make this report possible.

Roger Weston
Finance Director
4th November 2016

FINANCIAL POLICY STATEMENTS

ACCOUNTING BASIS

The accounts are presented on a fully accrued basis so that the true values of both income and expenditure are shown in the period that they relate to rather than the date that payments may have been received or made.

SUBSCRIPTIONS

Council policy is to review and, if necessary, increase subscriptions each year to keep pace with the underlying cost of regular rehearsals.

ADEQUACY OF RESOURCES: Reserves Policy

Reserves are held to assist the Chorus to operate effectively. The Council has set the required level of unrestricted reserves, or resources, for the organisation at the sum of (a) the total costs of the most expensive concert in the forthcoming budget and (b) the year's predicted shortfall if any.

RESERVES	ACTUAL	REQUIRED	FREE
Aug' 2012	£ 15,894	£ 18,680	£ (2,785)
Aug' 2013	£ 22,179	£ 24,419	£ (2,240)
Aug' 2014	£ 10,852	£ 20,655	£ (9,803)
Aug' 2015	£ 15,772	£ 19,285	£ (3,410)
Aug' 2016	£ 19,791	£ 19,183	£ 608

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDED 31st AUGUST 2016**

	Note	2016	2016	2015	2015
	1	£	£	£	£
GENERAL FUND					
<u>CONCERT PROMOTIONS</u>					
INCOME					
Ticket Sales		25,020		37,660	
Other Concert Income		2,492		84	
Programme Sales		1,624		2,185	
Concert Grants & Sponsorship	5	4,520		0	
			33,656		39,929
EXPENDITURE					
Concert Fees		32,805		32,306	
Concert Hall Hire & Staging		11,230		18,122	
Printing, Publicity & Marketing		4,827		3,975	
Other Concert Expenses		2,154		3,743	
			51,017		58,146
SURPLUS / (SHORTFALL) ON CONCERTS			(17,361)		(18,218)
<u>OTHER INCOME</u>					
Subscriptions		24,581		23,130	
External Engagements		4,671		9,480	
Gift Aid Recovered from HMRC		5,001		4,848	
Music Library		2,938		2,874	
Patrons		2,590		3,120	
General Recordings		1,373		1,040	
Weddings Fund Raising		2,935		1,845	
Members Lottery		2,901		2,646	
General Grants/Sponsorship	5	7,000		2,000	
Refreshments		2,074		1,305	
Other Income		3,161		3,621	
Donations		268		1,463	
Bank Interest		15		6	
		59,508		57,377	
<u>OTHER EXPENDITURE</u>					
Rehearsal Fees		14,615		15,762	
Rent of Rehearsal Halls		4,605		5,923	
External Engagements		1,573		4,039	
General Recordings		2,392		862	
Music Library		2,842		3,160	
Members Lottery Prizes		1,395		1,470	
Other Fund Raising Costs		1,471		378	
Weddings Fund Raising		148		38	
Refreshments		304		226	
General Marketing		5,864		151	
Administration Costs		785		916	
Financial Costs		222		110	
Membership Fees Paid (NFMS)		450		450	
Independent Examiner's Fees		300		275	
Other Miscellaneous Expenses		1,162		482	
		38,127		34,240	
NET OTHER INCOME			21,381		23,137
SURPLUS/(DEFICIT) TO GENERAL FUND			4,019		4,919
RESTRICTED FUND	3				
Income					
General Donations		3,122		5,050	
Codebreaker Fund Raising		30,159		0	
		33,281		5,050	
Expenses					
General Expenses		0		528	
Codebreaker Expenses		24,016		0	
		24,016		528	
SURPLUS/(DEFICIT) TO RESTRICTED FUND			9,265		4,522
ALL FUNDS					
TOTAL INCOME (Turnover)		126,445		102,357	
TOTAL EXPENDITURE		113,161		92,916	
TOTAL SURPLUS/(DEFICIT) TO RESERVES			13,284		9,441

**BALANCE SHEET
FOR THE PERIOD ENDED 31st AUGUST 2016**

	Note 1	2016 £	2016 £	2015 £	2015 £
<u>CURRENT ASSETS</u>					
Debtors/Prepayments		11,101		2,005	
Cash at Bank	4	43,526		22,711	
			54,627		24,716
<u>CURRENT LIABILITIES</u>					
Creditors/Payments in Advance			(17,950)		(1,324)
<u>NET ASSETS</u>			36,677		23,392
<u>RESERVES</u>					
General Fund at 1st September		15,772		10,852	
Surplus/(Deficit) for the Year		4,019		4,919	
General Fund at 31st August			19,791		15,771
Restricted Fund at 1st September	3	7,621		3,099	
Surplus/(Deficit) for the Year		9,265		4,522	
Restricted Fund at 31st August			16,886		7,621
<u>TOTAL RESERVES</u>			36,677		23,392

NOTES TO THE ACCOUNTS

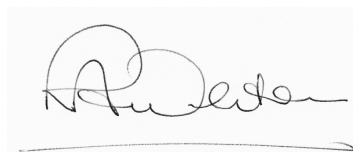
- All the figures in this report are rounded to clarify presentation.
- Stock and equipment are not capitalised but at the year-end the principal assets were the Music Library, a stock of CD's and display equipment.
- The Restricted Fund is to be used for the commissioning and promotion of new choral works and is funded by grants and donations for this purpose.
- Comprises accounts at the following Banks:

HSBC	£ 41,677
Natwest	£ 876
Barclays	£ 612
Lloyds TSB	£ 361
	<u>£ 43,526</u>

- The Chorus receives grants from public and private sources. The income is divided between concert specific grants and general funding requirements. Grants have been received during this season from the Williams Church Music Trust [£2,000], from the Simon Gibson Foundation [£5,000] and from the Locality Budget Scheme of Hertfordshire County Council [£4,520].



Signed
Janet Cameron - Chairman
Signed on behalf of the Trustees
4th November 2016



Signed
Roger Weston – Finance Director & Secretary
Signed on behalf of the Trustees
4th November 2016

INDEPENDENT EXAMINER'S REPORT YEAR ENDED 31ST AUGUST 2016

I report on the accounts of the charity for the year ended 31st August 2016 which are set out on pages 4 to 6.

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 Report

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:

- 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.



Colin Hall M.A.A.T.
35 Shackleton Spring
Stevenage
Herts
SG2 9DF
9th November 2016