



HERTFORDSHIRE CHORUS

Annual report and accounts

YEAR ENDED 31st AUGUST 2018

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TRUSTEES' REPORT FOR THE YEAR 1ST SEPTEMBER 2017 TO 31ST AUGUST 2018

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

Charity Name	Hertfordshire Chorus
Registered Charity Number	281627
Charity's Principal Address	16 Barncroft Way, St Albans, AL1 5QZ
Trustees of the Charity	Janet Cameron (Chairman) Paul Harden (Finance Director) Neil Brinkworth Louise Gordon Hulme Robin Seaman Carole Teacher Evelyn Poulton

The Trustees were in post for all 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, Finance Director, 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 Trustees 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.

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 Charity 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.

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

Hertfordshire Chorus has had a very successful year, with a varied musical programme and a number of exciting external engagements. The Chorus is committed to commissioning new music and over the years has commissioned ten new works. New works replenish the repertoire, enable the chorus to grow and encourage the next generation of singers. And of course the more often these new pieces are performed the better known they become. So we were pleased that three of our most recent commissions, James McCarthy *Codebreaker*, Will Todd *Ode to a Nightingale* and Roland Perrin *Rio Amazonas*, were performed in our concerts during the 2017-18 season.

The season started with a concert in October 2017 in St Albans Cathedral when the Chorus performed James McCarthy *Codebreaker* and Will Todd *Ode to a Nightingale* to mark the launch of our CD recording (in collaboration with Signum records) of these two pieces. Then in November, Hertfordshire Chorus was invited to take part in a joint concert with the London Jazz Festival, of a performance of Roland Perrin *Rio Amazonas* in the Barbican.

In December the Chorus was again in Haileybury Chapel for its Christmas concert where £1,305.26 for Keech Hospice Care was raised from a retiring collection

In February 2018 the Chorus returned to St Albans Cathedral to sing Beethoven *Mass in C* and Mendelssohn *Symphony No 2 Hymn of Praise* and in April in St John Smith's Square, London, we performed Michael Hurd *Music's Praise* and *The Phoenix and The Turtle* with Britten *Saint Nicolas* in a concert with Britten *Simple Symphony*. This concert coincided with the release of the CD of Michael Hurd's music recorded by the Chorus last year and sponsored by The British Music Society Charitable Trust for the Lyrita label. In July we returned to St John Smith's Square for an evening of French music: Fauré *Requiem*, Duruflé *Requiem*, Saint-Saëns *Three Songs*, and Debussy *Trois Chanson*.

External engagements are very important to the Chorus, both artistically and financially. As in previous years, the Chorus sang at the Willow Foundation Annual Christmas concert in St Albans Cathedral and also sang for the Christmas concert of the Hertfordshire and Essex Women's Institute in St Albans Arena.

The chorus were pleased to have been part of the new Chiltern Arts Festival and performed at one of their launch concerts in Berkhamstead in December. For several years the Chorus has performed at the Hatfield House Chamber Music Festival and this year they sang Haydn *The Creation* as the Festival's final night concert.

In May the Chorus was asked to provide the choir for a special version of *War Horse-A Story in Concert*. The concert also featured the BBC Concert Orchestra and the performance was recorded in Coventry Cathedral as part of the Coventry's Big Weekend Fringe Festival. The performance is due to be broadcast on Radio 2 on 2 November 2018. And lastly Hertfordshire Chorus returned to Rochester Castle for a Last Night of the Proms performance with the RPO in July.

As well as these engagements, members from the Chorus joined Crouch End Festival Chorus for a recording and for concerts in St David's Hall Cardiff and the Royal Festival Hall, singing Prokofiev with the Philharmonia Orchestra under Vladimir Ashkenazy.

The Chorus plans its musical programmes carefully with reference to costs, artistic standards and the challenges of the music. Income from members' subscriptions only pays the Chorus's general rehearsal costs and ticket sales seldom cover the costs of the concerts. So income is supplemented in a number of ways. Most importantly, we have been successful over the years in obtaining grants and this year we received a total of £2,500 from the Ralph Vaughan Williams Trust and the Williams Church Music Trust.

As well as grants, we are grateful to the members of the Patrons' and Friends' schemes for their continued support. We also raised money from wedding choirs, sponsorship, refreshment profit, providing guest singers for other choirs, the Chorus lottery, cake baking and other initiatives by Chorus members.

The Chorus has 121 singers and apart from welcoming talented new singers the chorus would especially like to recruit more men. This year we recruited (by audition) 8 women via Open Rehearsals, the University of Hertfordshire Freshers' Fair, the Chorus website and personal contacts; whilst 10 members left the Chorus.

I would like to thank Hertfordshire Chorus's Council for their hard work and commitment over the year and thanks also go to all the other Chorus members who helped in numerous ways to make Hertfordshire Chorus such a successful organisation

We are also very fortunate to have in David Temple a Musical Director who is artistically ambitious and committed to the Chorus's musical development. I would like to thank him and our talented accompanist, Charles Andrews for all their work with the Chorus.

We all look forward to another season of great music making.



.....
Janet Cameron,
Chair
Signed on behalf of the Trustees
30 October 2018

Financial Review

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

The Chorus meets its objectives as set out in its Constitution through the promotion of concerts throughout the year. To ensure that these concerts meet the highest possible artistic standards, the Chorus hires professional orchestras and soloists as required. However, the income arising from ticket sales etc. from such concerts is not sufficient to cover their costs. Accordingly, the Music Director plans the music programme for the season taking into account the financial costs of these orchestral concerts. The fund raising activities of the members of the Chorus, including obtaining grants and sponsorship, support the promotion of these concerts.

This year has seen significant reduced income arising from ticket sales. Whilst this reduction has been funded this year from additional external engagements and income from recordings, including a performance of *Warhorse – A Story in Concert* in Coventry Cathedral with the BBC Concert Orchestra, the pipeline for such future events is intermittent. Accordingly, the musical programme for the forthcoming season has been carefully arranged taking into account these potential financial restrictions.

In addition to the general fund raising activities, the Chorus has a Restricted Fund which, is used to commission and perform new music.

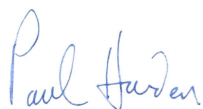
Following the incredible fund-raising efforts during the previous years to support the creation and performance of new commissions, £5,000 from the Restricted (Commissioning) Fund funded a concert in October in St Albans Cathedral of two of our most recent commissions, *Ode to a Nightingale* and *Codebreaker*. This concert supported the release of our critically acclaimed CD of these works. In the forthcoming year, the Hertfordshire Chorus will be performing the world premiere of a new work by James McCarthy, *One Giant Leap* commemorating the 50th anniversary of the first moon landing. This will be supported by the Restricted (Commissioning) Fund.

There has been a small increase, £3,675, in our General Fund reserves, so that it continues to meet the Reserves Policy. The Trustees review the level of subscriptions each year, with the aim of keeping pace with the underlying cost of regular rehearsals and fund concert promotions.

In addition, the continued support of our Patrons and Friends and the efforts of our members have resulted in steady levels of income across most of our fund-raising activities and the continued success of the Grants Team has supported the wide range of music that the choir performs.

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

In addition, my particular thanks go to Rhona Blyth who has passed on the challenge of the day to day accounting to Hilary Mackenzie who has prepared the accounts which make this report possible.



Paul Harden
Finance Director
30 October 2018

Hertfordshire Chorus
Statement of financial activities for the year ending 31 August 2018

	Note	Unrestricted Fund	Restricted Fund	Total Funds 2018	Total Funds 2017
		£	£	£	£
Income					
<i>Donations and legacies:</i>					
Membership subscriptions		27,522		27,522	27,698
Gift aid		5,512		5,512	5,245
Other donations, grants and sponsorship		5,069	262	5,331	9,366
<i>Charitable activities:</i>					
Concerts		33,095		33,095	33,035
<i>Trading activities:</i>					
External engagements and recordings		20,095		20,095	28,483
Other fund raising activities		13,053		13,053	8,888
Total Income		104,346	262	104,608	112,715
(Expenditure)					
<i>Raising funds:</i>					
External engagements and recordings		(8,563)		(8,563)	(19,831)
Other fund raising activities		(6,980)		(6,980)	(10,089)
<i>Charitable activities:</i>					
Artistic costs		(43,027)		(43,027)	(41,156)
Non-artistic costs		(23,842)	(118)	(23,960)	(22,271)
<i>Other:</i>					
Rehearsal costs		(21,364)		(21,364)	(21,299)
Other general costs		(1,892)		(1,892)	(5,224)
Total Expenses		(105,668)	(118)	(105,786)	(119,870)
Net income / (expenditure)		(1,322)	144	(1,178)	(7,155)
Transfer between Funds		5,000	(5,000)	-	-
Net movement in Funds		3,678	(4,856)	(1,178)	(7,155)
Reconciliation between Funds					
Total funds brought forward		21,409	8,113	29,522	36,677
Total funds carried forward		25,087	3,257	28,344	29,522

Hertfordshire Chorus
Balance Sheet as at 31 August 2018

	Note	Total funds £	Prior year funds £
Current Assets			
Stock	2	0	0
Debtors		846	7,597
Cash at bank	3	28,253	26,761
Total Current Assets		29,099	34,358
Liabilities			
Creditors falling due within one year		(755)	(4,836)
Net current assets less current liabilities		28,344	29,522
The funds of the charity			
Unrestricted income funds	4	25,087	21,409
Restricted income funds		3,257	8,113
Total charity funds		28,344	29,522

Notes on the accounts

1) Accounting Policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The Hertfordshire Chorus meets the definition of a public benefit entity under FRS 102.

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. All assets and liabilities are initially recognised at historical cost or transaction value.

b) Layout of the accounts

The layout of the income statement follows the disclosure requirements of Charities SORP (FRS102). Comparatives for 2017 have been disclosed.

c) Preparation of the accounts on a going concern basis

The accounts are prepared on the basis that the Chorus is a going concern. The uncertain economic outlook and willingness of the public to purchase tickets for our concerts is a significant area of financial uncertainty which the Trustees have mitigated by planning a balanced concert programme for the season and a continued emphasis on other fund raising activities.

d) Income

Income is recognised when the Chorus has entitlement to the funds, any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. Income from government and other grants is recognised when the Chorus has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Donations and grants specific to particular concerts have been recorded as income from charitable activities related to those concerts.

e) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the Hertfordshire Chorus. Designated funds are unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose. 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.

f) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the costs of fundraising and undertaking external engagements
- Expenditure on charitable activities includes the costs of performances and other activities undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents costs of rehearsals together with those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

g) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

h) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

i) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

j) Financial instruments

The Chorus only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2) Stock

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.

3) Cash at bank

Comprises accounts at the following Banks and electronic cash providers:

HSBC	£ 19,180
Natwest	£ 6,483
Lloyds TSB	£ 569
PayPal	£ 2,021
	<hr/>
	£ 28,253

The Chorus previously had bank accounts with Barclays. As these accounts had not been used for a significant period of time, Barclays had closed the accounts. During the year, the Chorus has recovered the outstanding balance on these accounts from Barclays.

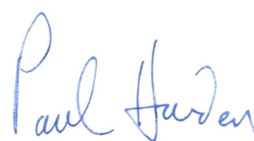
4) Reserves Policy

Reserves are maintained 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 next year's predicted shortfall if any.

Budget presented to Council 4 September 2018	
Most expensive concert 2018/19	£22,840
Shortfall 2018/19	£ 448
Required reserves	£23,288
Unrestricted reserves as at 31 August 2018	£25,088



Signed
Janet Cameron - Chairman
Signed on behalf of the Trustees
30 October 2018



Signed
Paul Harden – Finance Director
Signed on behalf of the Trustees
30 October 2018

INDEPENDENT EXAMINER'S REPORT YEAR ENDED 31ST AUGUST 2018

I report on the accounts of the charity for the year ended 31st August 2018 which are set out on pages 6 to 9.

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.
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Stevenage
Herts
SG2 0NN
30 October 2018