



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 September 2018	To	31 August 2019

## Section A Reference and administration details

Charity name Buckingham Choral Society

Other names charity is known by n/a

Registered charity number (if any) 1033632

Charity's principal address 14 Cotton End

Lace Hill

Buckingham

Postcode

MK18 7RJ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Edward Dablin	Chair		
2	Helen Gemmell	Secretary		
3	Paul Billin	Treasurer		
4	Anne Wales	Membership Sec		
5	Chris James	Librarian		
6	Iris Millis	Publicity		
7	Tamara Kimpton	Trustee		

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
n/a	

### Names and addresses of advisers (Optional information)

Type of adviser Name Address

n/a

### Name of chief executive or names of senior staff members (Optional information)

n/a

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Trust

Trustee selection methods  
(eg. appointed by, elected by)

- (1) The Society in a general meeting shall elect the trustees and may elect the officers.
- (2) The trustees may appoint any person who is willing to act as a trustee. They may also appoint trustees to act as officers.
- (3) At each annual general meeting a third of committee members shall retire and be eligible for re-election up to a fixed number of three-year terms as set out in the Society's rules and regulations.
- (4) In case of a vacancy arising on the committee, the committee may co-opt a new trustee who shall then stand for election by members at the next annual general meeting.

## Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

n/a

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The objects of the Society shall be: to advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects by any means the trustees see fit, including through the presentation of public concerts and recitals.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Rehearsals take place at St. Bernardine's Catholic Church, Chandos Road, Buckingham, MK18 1AL each Tuesday during school term time. Over the years, the Society has always maintained an open membership policy as a community choir and currently has nearly 90 singing members of all musical abilities drawn from Buckingham and the surrounding area. Although there are no auditions, over the years we have built a strong reputation for high quality and well-attended concerts, as well as performing a diverse range of music. We are now considered to be one of the leading amateur choral groups in the North Bucks area, a reputation of which we are duly proud. Concerts are usually held 3 times a year at the end of each term. We perform a wide variety of choral music and engage professional musicians and soloists, when appropriate. This is a smaller group of members who, when needed, come together to sing at small events such as weddings, funerals, private houses and small public places. This is open to any member of the Choral Society if they are available on the date of the event. We like to hold Social events during the year to which all Society members, family and friends are welcome.



## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Concerts require a large amount of organisation and setting up by the committee, members of the choir and other volunteers.

## Section D

### Achievements and performance

**Summary of the main achievements of the charity during the year**

Three concerts:

3rd Dec 2018 – Dvorak Mass in D Minor and Faure Requiem  
Professionals: Soloists 4No; Organ soloist

6th April 2019 – Bach St Matthew Passion  
Professionals: Soloists 4No; Orchestra 28No

6th July 2019 – Gilbert & Sullivan; The Mikado  
Professionals: Soloists 6No; Orchestra 12 No  
BCS: Soloists 4No

Singing workshop, engaging Ben Goodson to lead the day

## Section E

### Financial review

**Brief statement of the charity's policy on reserves**

**Details of any funds materially in deficit**

n/a

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

n/a See annual accounts for details

**Section F****Other optional information**

n/a

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

EDWARD DABLIN

PAUL BILLIN

Position (eg  
Secretary, Chair, etc)

CHAIR

TREASURER

Date

7<sup>th</sup> October 2019



# EXAMINER'S UNQUALIFIED REPORT (FOR A NON-COMPANY CHARITY ALSO REGISTERED WITH OSCR PREPARING ACCRUED ACCOUNTS)

Independent examiner's report to the trustees of

**Buckingham Choral Society (Reg Charity No 1033632)**

I report on the accounts of the Trust for the year ended 31<sup>st</sup> 2017, which are set out on the page attached titled: **RECEIPTS AND PAYMENTS ACCOUNT for the year ended 31<sup>st</sup> August 2019, document reference BCS Accounts 2018-19 YEAR END ACCOUNT 13Oct19.xlsx**

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(2) of the Charities Act 2011 (the 2011 Act) or under Regulation 10(1)(a) to (c) of the Charities Accounts (Scotland) Regulations 2006 (the 2006 Regulations) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011 and under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act)
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- 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 and is in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 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 next statement:

## Independent examiner's statement

In connection with my examination, no matter has come to my attention 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 2011 Act and section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and section 44(1)(b) of the 2005 Act and Regulation 8 of the 2006 Accounts Regulations,

have not been met.

Name: **Mr M S Hedges**

Relevant professional qualification or body: **Chartered Accountant**

Address: **West View, Winslow Road, Nash, Milton Keynes, MK17 0EJ**

Date: **13<sup>th</sup> October 2019**

Signed:





# BUCKINGHAM CHORAL SOCIETY

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st August 2019

			12 months to 31/8/19		PREVIOUS YEAR 12 months to 31/08/18		Variance
			£	£	£	£	
1	RECEIPTS: GENERAL						
2	Subscriptions		8,553		9,427		-874
3	Gift Aid		1,596		1,485		111
4	SUBTOTAL		10,149		10,912		-763
5	Fund Raising:						
6	100 Club NET INCOME		661		668		-7
7	Coffee/Cake donations		430		481		-51
8	Raffle		695		715		-20
9	Outside Events/Workshop/Garden Party		1,169		920		249
10	Donations (incl Waitrose £260)		716		2,700		-1,984
11	SUBTOTAL		3,671		5,484		-1,813
12	Sale of Uniform		0		0		0
13	Other income (Clocks50, Pencils10)		60		100		-40
14	Social Events		0		0		0
15	Internet Shopping		357		192		165
16	AVDC Lottery		388		385		3
17	SUBTOTAL		805		677		128
18	RECEIPTS: CONCERT						
19	Concert Receipts Ticket sales		8,776		7,736		1,040
20	AVAC Grant		0		2,500		-2,500
21	Josephine Baker Trust Grant		600		900		-300
22	Sponsorship/Programme Advertising		1,660		1,530		130
23	Score sales		0		80		-80
24	Programme Sales		575		514		61
25	Drinks Sales		688		652		36
26	Costume sales		255		0		255
27	SUBTOTAL		12,554		13,912		-1,358
28	TOTAL RECEIPTS		27,179		30,793		-3,614
29	PAYMENTS: GENERAL						
30	Musical Director		4,739		4,694		45
31	Repetiteur (KV and Craig Green)		3,519		3,325		194
32	Making Music Subscription and Insurance		373		388		-15
33	Rehearsal Venue		600		600		0
34	Admin: Postage, Stationery, Misc		15		141		-126
35	Website fees		0		25		-25
36	Cost of coffee, biscuits, cups		58		158		-100
37	Cost of social events, weddings, workshop, quiz		990		835		155
38	Sundries		0		0		0
39	SUBTOTAL		10,294		10,246		128
40	PAYMENTS: CONCERT						
41	Orchestra & Hire of Instruments		4,840		11,147		-6,307
42	Soloists		4,414		3,631		783
43	Musical Director		1,080		1,080		0
44	Concert Piano Soloist Fee		876		676		200
45	Purchase of Concert Refreshments		339		490		-151
46	Costumes		618		0		618
47	Publicity, advertising, marketing		799		755		44
48	Programme & Ticket Printing		329		323		6
49	Hire of Scores		11		95		-84
50	Hire of Venue		1,490		935		555
51	PRS Fees, TEN and Licences		63		63		0
52	Public Liability Insurance & Insurance cover		150		120		30
53	Admin: Postage, Stationery, Misc		30		60		-30
54	SUBTOTAL		15,039		19,375		-4,336
55	TOTAL PAYMENTS		25,333		29,541		4,208
56	NET SURPLUS/(DEFICIT) FOR THE YEAR		1,846		1,253		593
57	Income held on a/c from duplicate payment by TIC		1,074				
58	Capital Balance b/f 01/09/18		16,053		14,790		
59	Capital Balance c/f 31/09/19		18,973		16,053		2,920
60	Represented by:						
61	1. National Westminster Bank; balance as at 31/08/19		9,340		5,484		
62	#1 Provision for repayment of duplicate credit from TIC		-1,074				
63	#2 Provision for uncleared cheques / credits		-404		169		
64	Subtotal		7,862				
65	NatWest 100 Club Account Balance as at 29/08/19		3,615		2,954		
66	SUBTOTAL		11,477		8,607		
67	2. Virgin Direct Charity Account; balance as at 30/08/19		7,496		7,445		
68	TOTAL CAPITAL BALANCE c/f 31/09/19		18,973		16,053		



BUCKINGHAM CHORAL SOCIETY Accounts Year 2018-2019		1st Dec 2018 <i>Dvorak, Faure</i>		6th April 2019 <i>St Matthew Passion</i>		6th July 2019 <i>G &amp; S Mikado</i>		All Three Concerts		2017-18		Variance	
INCOME AND EXPENDITURE ACCOUNT		£ Exp	£ Inc	£ Exp	£ Inc	£ Exp	£ Inc	£ Exp	£ Inc				
1	Ticket sales		2,567		2,271		3,938		8,776		7,736	1,040	
2	Programme sales		218		182		175		575		514	61	
3	Sale of refreshments		200		175		313		688		652	36	
4	Score Sales & Hiring fees		0		0		0		0		80	-80	
5	Josephine Baker Trust Grant (Soloists)		600		0		0		600		900	-300	
6	Sponsorship (Geoffrey Leaver)		500		500		660		1,660		1,530	130	
7	Costume Sales		0		0		255		255		0	255	
8	<b>Total income</b>		<b>4,085</b>		<b>3,128</b>		<b>5,341</b>		<b>12,554</b>		<b>11,412</b>	<b>1,142</b>	
9	<b>EXPENDITURE</b>												
10	Orchestra & Hire of Instruments	0		3,405		1,435		4,840			11,147	-6,307	
11	Vocal Soloists - fee & expenses	1,406		1,666		1,342		4,414			3,631	783	
12	Musical Director Concert Fee	360		360		360		1,080			1,080	0	
13	Concert Piano/Organ Soloist	338		200		338		876			676	200	
14	Hire of venue	490		490		510		1,490			935	555	
15	Refreshment costs	130		98		111		339			490	-151	
16	Publicity, advertising, marketing	269		247		263		799			755	44	
17	Ticket & Programme Printing	133		114		82		329			323	6	
18	Hire of scores	0		0		11		11			95	-84	
19	Post and phone	10		10		10		30			60	-30	
20	Licences (TEN)	21		21		21		63			63	0	
21	Public Liability Insurance	50		50		50		150			120	30	
22	Costume hire	230		0		388		618			0	618	
	<b>Total expenditure</b>		<b>3,437</b>		<b>6,661</b>		<b>4,941</b>		<b>15,039</b>		<b>19,375</b>		
23	Profit /(loss)		648		-3,533		400		-2,485		-7,963	<b>5,478</b>	
24	AVAC Guarantee		0		0		0		0		2,500		
25	<b>Net Profit/Loss</b>		<b>648</b>		<b>-3,533</b>		<b>400</b>		<b>-2,485</b>		<b>-5,463</b>	<b>2,978</b>	

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# BUCKINGHAM CHORAL SOCIETY

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4	Score Sales & Hiring fees		0		0		0		0		80	-80	
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6	Sponsorship (Geoffrey Leaver)		500		500		660		1,660		1,530	130	
7	Costume Sales		0		0		255		255		0	255	
8	<b>Total income</b>		<b>4,085</b>		<b>3,128</b>		<b>5,341</b>		<b>12,554</b>		<b>11,412</b>	<b>1,142</b>	
<b>EXPENDITURE</b>													
9	Orchestra & Hire of Instruments	0		3,405				4,840			11,147	-6,307	
10	Vocal Soloists - fee & expenses	1,406		1,666		1,435		4,414			3,631	783	
11	Musical Director Concert Fee	360		360		360		1,080			1,080	0	
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19	Licences (TEN)	21		21		21		63			63	0	
20	Public Liability Insurance	50		50		50		150			120	30	
21	Costume hire	230		0		388		618			0	618	
22	<b>Total expenditure</b>		<b>3,437</b>		<b>6,661</b>		<b>4,941</b>		<b>15,039</b>		<b>19,375</b>		
23	Profit /(loss)		648		-3,533		400		-2,485		-7,963	<b>5,478</b>	
24	AVAC Guarantee		0		0		0		0		2,500		
25	<b>Net Profit/Loss</b>		<b>648</b>		<b>-3,533</b>		<b>400</b>		<b>-2,485</b>		<b>-5,463</b>	<b>2,978</b>	