

## **Annual Report of the Trustees of Dorking Choral Society for the year ended 30 April 2022**

### **Charity reference details**

Name of charity:	Dorking Choral Society
Charity Registration No:	1038608
Principal Office:	Queens Court, Westcott Street, Westcott, Surrey RH4 3NX
Trustees:	Mrs Ann-Christine Harland (Chair) Ms Hilary Bennett (Secretary, appointed 16 <sup>th</sup> June 2021) Mrs Clare Larmont (Treasurer, resigned 16 <sup>th</sup> June 2021) Mr Nick Wright (Treasurer, appointed 16 <sup>th</sup> June 2021) Mr Ron Billard Mrs Emma Fuller Mrs Sarah Gregory (resigned 16 <sup>th</sup> June 2021) Ms Lyn Groves (appointed 16 <sup>th</sup> June 2021) Ms Sue Mahony (resigned 16 <sup>th</sup> June 2021) Ms Alison Reed (appointed by the Committee as Assistant Secretary 17 <sup>th</sup> June 2021)

The above constituted the Society's Trustees throughout the year to 30<sup>th</sup> April and to the date of signature of this report.

### **Structure, Governance and Management**

Dorking Choral Society is administered in accordance with its Constitution, the current version of which was approved and adopted by members at the Annual General Meeting of 01 July 2020. This Constitution was based on a model document supplied by Making Music.

The Constitution states that the management of the Society shall be in the hands of a Committee consisting of the following Officers: Chairman, Secretary and a Treasurer, and no fewer than two and no more than six other members: the Officers and the other Committee members shall be elected by and out of the Society's members at the Annual General Meeting; they shall hold office until the next Annual General Meeting and be eligible for re-election. Up to three ex-officio members can be appointed by the Committee to assist with specific tasks. The committee members are the charity trustees. The Chairman may hold office for up to three years and may not immediately be re-elected. At the end of his or her term of office, the retiring Chairman will be invited to attend Committee meetings for the ensuing twelve months but will not have voting rights.

At the 16 June 2021 Annual General Meeting, due to the unforeseen events of the COVID pandemic, which meant that the activities of the choir had been on hold for the previous 18

months, a vote of 2/3<sup>rd</sup> of the members attending the AGM was obtained to enable the following amendment to the Constitution to allow for the extension of the term of office for the Chair for a further 12 months to enable continuity of the Committee and ensure adequate supervision as activities return to 'normal'. The members voted in principle to amend constitution so that a 4<sup>th</sup> year is permissible in extraordinary circumstances. The Chair, Mrs Ann-Christine Harland agreed to an extension of 1 year only and will be stepping down at the 2022 Annual General Meeting.

### **Financial Review for the year ended 30<sup>th</sup> April 2022**

Dorking Choral Society prepares its accounts in the form of a Receipts and Payments Account with a Statement of Assets and Liabilities.

In respect of the year ended 30<sup>th</sup> April 2022, the Society had total receipts of £50,356 ('21 - £17,874) less total payments of £29,471 ('21 - £33,059). Included in these receipts was a legacy grant of £30,000 from the estate of the late Iris (Mary) Williams, who sang with the choir.

In addition:

- A grant from the HR Taylor Trust of £2,000 for the year was secured.
- Donations and other gifts from Friends of DCS totalling £1,371 were received.
- An HMRC Gift Aid refund of £1,062 was received; lower than previous years reflecting lower membership levels and reduced fees in '21 due to COVID.
- Fundraising activities (coffee morning, sales of refreshments) yielded a surplus of £444.
- Three concerts were held, a great achievement so soon after the easing of COVID restrictions, but with lower than usual ticket sales resulted in losses of: £715 for the May 2021 Song Surgery, £7,085 for the Autumn 2021 Concert and £745 for the Christmas Concert 2021 (without the last-minute participating school or support of parents).
- An orchestration of Ian Assersohn's 'A Drop of Nelson's Blood' was specially commissioned, as part of the themed Autumn 2021 Concert (Songs from the Sea) at a cost of £800.
- Weekly rehearsals restarted in June 2021, with 4 extended 'garden' rehearsals and then indoors from September, but with fewer subscriptions (from only 54 members up to 30<sup>th</sup> April and no increase in subscription level), this resulted in a further loss of £2,541.
- The Society participated in this year's Leith Hill Music Festival and though this would normally be a cost neutral exercise, because of the refund from the cancelled 2020 event (received in the previous year's accounts) which had been received in '21, it was agreed to reduce the 2022 participation fee, resulting in a one-off cost of £607.
- During the year the Society rebranded and commenced the design and build of a new website at a combined cost of £4,862 (£920 expensed in '22 and £3,942 due in '23).

As at 30<sup>th</sup> April 2022 total bank balances and cash amounted to £44,386 ('21 - £23,475).

Other Monetary Assets were £585 ('21 - £195) consisting of Music Folders (£180), a prepayment for publicity of the Summer 2022 Concert (£55) and the deposit for the forthcoming 2022 Centenary Dinner (£350).

The Society operates a policy of ensuring that cash reserves are maintained at a minimum of £6,000, being the average cost of a large concert, should, for any reason, a concert have to be cancelled at short notice. As can be seen from the above figures, the Society was compliant with this reserves policy at both the beginning and the end of the financial year and was also compliant throughout the year.

### **The Impact of COVID 19**

Following Government Guidelines, the Trustees cancelled all face-to-face rehearsals from March 2020 to 16<sup>th</sup> June 2021, however weekly singing rehearsals on-line with the Society's Conductor continued throughout the period. Face-to-face singing commenced outdoors from 23<sup>rd</sup> June 2021 and indoors from September 2021. The financial affairs and numbers of singers and audience has however seen a significant reduction in ticket sales, due to COVID, however singer numbers appear to have increased from summer term 2022. The Trustees are satisfied that there are sufficient financial reserves to enable rehearsals and concerts to continue, which has been greatly assisted by Mary William's bequest, for which the Society is grateful.

### **Public benefit statement**

The trustees are of the opinion that they have complied with their duty to have due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

### **Objects and activities**

The objects of the society are 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.

Membership of the society shall be open to any person interested in furthering the objects of the society, and who has paid the subscription in the relevant singing year at the appropriate rate or rates applying.

15 June 2022

**DORKING CHORAL SOCIETY**  
**ACCOUNTS FOR THE YEAR ENDED 30 APRIL 2022**  
**RECEIPTS AND PAYMENTS ACCOUNT**

	2022	2022	2021	2021
<b><u>RECEIPTS</u></b>				
<b><u>Grants and Donations</u></b>				
Sundry Donations	50.00		100.00	
Friends Donations	1,321.00		255.00	
Iris Mary Williams Legacy	30,000.00		0.00	
H.R. Taylor Trust Grant	2,000.00		0.00	
		33,371.00		355.00
<b><u>Investment Income</u></b>				
Bank Interest Received		3.05		13.78
<b><u>Subscription Income</u></b>				
Membership Subscriptions	8,924.00		5,500.00	
Gift Aid Receipts from Donations	1,061.80		2,668.18	
		9,985.80		8,168.18
<b><u>Income from Fundraising</u></b>				
Weekly Refreshments/coffee morning	375.00		0.00	
Autumn Supper	745.55			
Zimbe workshop/Come & Sing	83.32		120.82	
Bibi Heal Song Surgery	870.00		1,400.50	
		2,073.87		1,521.32
<b><u>Income from Concerts</u></b>				
Summer 2021/2020	0.00		0.00	
November 2018	0.00		0.00	
November 2021/2020	2,111.76		0.00	
Christmas 2021/2020	383.77		0.00	
		2,495.53		0.00
<b><u>Other Income</u></b>				
Receipts for music	1,362.50		296.95	
LHMF singing fees (refund in 2020)	1,046.80		489.50	
Sale of Folders	16.00			
Miscellaneous (cash)	1.00			
Receipts for cancelled Romania tour	0.00		7,029.53	
		2,426.30		7,815.98
<b>TOTAL RECEIPTS</b>		<b>50,355.55</b>		<b>17,874.26</b>

	2022	2022	2021	2021
<b><u>PAYMENTS</u></b>				
<b><u>Financial Costs</u></b>				
Bank Charges		40.29		0.00
<b><u>Expenses for Fund Raising</u></b>				
Weekly Refreshments/coffee morning	15.00		0.00	
Autumn Supper	745.10			
Zimbe workshop/Come & Sing	0.00		60.00	
Bibi Heal Song Surgery	1,585.00		1,500.00	
		2,345.10		1,560.00
<b><u>Concert Costs</u></b>				
Summer 2021/2020	0.00		0.00	
November 2021/2020	9,196.88		0.00	
Christmas 2021/2020	1128.78		0.00	
Summer 2022	55.00		0.00	
		10,380.66		0.00
<b><u>Other Expenses</u></b>				

Conductor's Remuneration	6,074.50	5,038.75
Accompanist's Remuneration	3,384.45	0.00
Hire of Rehearsal Hall	1,680.00	0.00
Payments for Music Sale/Hire	1,477.15	1,219.13
Making Music (NFMS) Membership	295.01	407.00
Royalty payment	30.53	89.86
Misc. Expenses	5.85	0.00
LHMF singing fees and promotion	1,654.00	66.00
License fee for The Stag Film	0.00	150.00
Logo and rebrand costs	199.00	480.00
Website Redevelopment	630.97	0.00
Website Hosting	90.00	90.00
Kate Marlar flowers	0.00	50.00
Retirement leaving gifts	33.86	0.00
David Young leaving gift	0.00	0.00
Purchase of music folders	0.00	0.00
Refunds paid for cancelled Romania tour	0.00	23,408.43
(2) Music Commissions	800.00	500.00
Centenary Dinner Booking Fee	350.00	0.00
	<u>16,705.32</u>	<u>31,499.17</u>
<b>TOTAL PAYMENTS</b>	<b><u>29,471.37</u></b>	<b><u>33,059.17</u></b>
Net Receipts for the year	<b>20,884.18</b>	<b>-15,184.91</b>
Cash and Bank balances as at 30 April 2021	<u>23,474.76</u>	<u>38,659.67</u>
Cash and Bank balances as at 30 April 2022	<b><u>44,358.94</u></b>	<b><u>23,474.76</u></b>

#### STATEMENT OF ASSETS AND LIABILITIES AT 30 APRIL 2022

	<b>2022</b>	<b>2021</b>
<b><u>MONETARY ASSETS</u></b>		
<b><u>Bank Balances and Cash</u></b>		
Bank Current Account	3,929.95	404.44
Bank Deposit Account	40,419.99	22,894.86
Bank Deposit Account No.2	0.00	175.46
Cash at hand	<u>9.00</u>	
<b>TOTAL</b>	<b><u>44,358.94</u></b>	<b><u>23,474.76</u></b>
<b><u>Other Assets</u></b>		
(3) Stock of Music Folders (At Cost)	180.00	194.80
Summer Concert music prepayment	55.00	0.00
Centenary Dinner prepayment	<u>350.00</u>	<u>0.00</u>
	<b><u>585.00</u></b>	<b><u>194.80</u></b>
<b><u>LIABILITIES</u></b>		
<b><u>Current Liabilities</u></b>		
Summer concert music sales	0.00	0.00
Refunds for cancelled Romania tour	0.00	0.00
LHMF singing refunds still to be paid out	0.00	-423.50
Final balance - Web Design, Build and one year's Hosting	<u>-3942.00</u>	<u>-423.50</u>
	<b><u>-3,942.00</u></b>	<b><u>-847.00</u></b>

#### **NOTES TO THE ACCOUNTS**

- (1) These Accounts have been prepared on the receipts and payments basis and, as such, comply with section 133 of the Charities Act 2011.
- (2) Music Commission this year - Ian Assersohn Sea Shanties (£600 + £200 orchestration) (2021 - £500 Steph Wright)
- (3) Two folders sold this year

Ann-Christine Harland, Chair  
15 June 2022  
For and on behalf of the Committee



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
DORKING CHORAL SOCIETY

**On accounts for the year  
ended**

30 APRIL 2022

**Charity no  
(if any)** 1038608

**Set out on pages**

1-3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/04/2022

**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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (~~other than that disclosed below~~ \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

**Signed:** B. Selcon

**Date:** 5<sup>th</sup> June 2022

**Name:** B SELCON

**Relevant professional  
qualification(s) or body  
(if any):**

**Address:** 7 FAIRFIELD DRIVE

DORKING

SURREY