



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	August	2022		31	July	2023

Section A Reference and administration details

Charity name St Briavels Music Society

Other names charity is known by Wye Valley Music

Registered charity number (if any) 1092645

Charity's principal address c/o Wye Valley Music
Oakwood House, The Common
St Briavels, Glos.
Postcode GL15 6SJ

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	Corinna Arnold	Chair		
2	Alice Hogge	Secretary		
3	David Rees	Treasurer		
4	Michael Haines	Programme Manager		
5	Martin Fenn-Smith			
6	Michael Bradley			
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	David Shoubridge	Yew Tree House, East St., St Briavels, Glos. GL15 6TQ

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)	Association
Trustee selection methods (eg. appointed by, elected by)	Committee members elected at the AGM serve as Trustees. Members may also be co-opted by the Committee.

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.

Section C Objectives and activities

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

- To promote and encourage interest in music for the enjoyment and education of the public;
- To arrange concerts and lectures on music, such events to be exclusively charitable;
- To provide opportunities for musicians, particularly young musicians, to perform in public;
- To provide community engagement programmes bringing music to local schools, care homes and other groups that would benefit.

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)

In the year under review, the Society presented ten concerts to the general public, brought professional musicians to ten local primary schools and provided two programmes every month to people living with dementia in the Lower Wye Valley (both at an open-access community venue and in a local care home).

The Society's aim of providing opportunities for young musicians was fulfilled by:

- including one concert performed by students from the Royal Welsh College of Music and Drama (RWCMD);
- by launching a Young Musicians' Training Programme to help young musicians develop workshops for primary schoolchildren;
- by employing (and providing technique-training for) young musicians to work with people living with dementia.
- In addition, the Society has supported a teenaged Ukrainian pianist, providing her and her family with free tickets to its concerts and linking her with the RWCMD, where she is now studying.

The Society has had regard to the guidance issued by the Charity Commission on public benefit:

- All of its concerts are open to the general public;
- The chamber music it presents is of a quality rarely otherwise heard in this area, featuring nationally and internationally recognised performers;
- Its concerts are extensively promoted to the public via press, websites, social media, email contact lists, posters and flyers;
- Students pay only nominal admission;
- Local Ukrainian refugees are admitted free of charge.

The level of attendance by the public has risen in recent years and the geographical area has also been extended, both the result of the expansion of the Society's activities from its initial base in St Briavels to the wider Wye Valley area (reflected by the Society's adoption of the name Wye Valley Music).

Additional details of objectives and activities (Optional information)

The Society does not make grants.

The operation of the society relies entirely on volunteers.

The Society continues actively to seek sponsorship in order to continue to invest in quality programming and maintaining its Community Engagement programmes (see Section E below).

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

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

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The exceptional quality of the Society's concerts was maintained, with established nationally- and internationally-recognised performers featured strongly in the programme, alongside newer emerging artists. Receipts from concerts increased from £12733 in 2021/22 to £15855, reflecting a parallel increase in audience figures over the year (NB the Society's ticket prices remained unchanged). This uptick in sales follows an appraisal of the Society's marketing strategy.

Membership numbers stood at 130 (plus 2 honorary members) at the time of the Society's AGM on 15 October 2023, bringing in an income of £3760.

Both the Society's Community Engagement programmes continued their outreach work in the local area with two particular highlights:

- "Wye Valley Music in Schools" launched its Young Musicians' Training Programme, specifically to assist new performers looking to develop a musical workshop to take into primary schools;
- "Wye Valley Music in Mind" contributed to the Three Choirs Festival's community arts project "What the Lark Saw".

Section E Financial review

Brief statement of the charity's policy on reserves

The charity has £2,790 on reserve in a deposit account held with COIF.

Details of any funds materially in deficit

There are no funds in deficit.

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.

The Society's principal sources of funding are membership subscriptions, concert ticket sales, donations and adverts in concert programmes.

In addition, the Society has two Community Engagement programmes that are financially self-sufficient and not reliant on any funding from the Society:

- "Wye Valley Music in Schools", which brings live music in local primary schools;
- "Wye Valley Music in Mind", which brings music to people living with dementia and their carers.

Funding for both programmes is donation- and grant-based, the latter coming via applications to small grant-making charities.


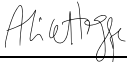
Section F Other optional information

Further information about the charity can be obtained from the charity's website:
<https://www.wyevalleymusic.org.uk>.

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)	Corinna Arnold	Alice Hogge
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	30 November 2023	

Wye Valley Music

Income and Expenditure 2022 - 2023

		2022-2023	2021-2022	2020-2021
Income				
WVM				
Membership Subscriptions		2456	4567	2429
Ticket Sales		15855	12733	2261
Donations		1222	664	400
Programme cover advertising		200	0	0
Interest (Deposit Account)		70	8	0
Gift Aid recovered		0	0	0
WVM Total Income		19803	17963	5090
WVM in Mind				
Sponsorship		6500	8750	0
Donations		3272	215	813
Other			125	0
WVM in Mind Total income		9772	9090	813
WVM in Schools				
Sponsorship (Lark Trust)		3500	3543	3500
Sponsorship (Other)		2000	230	500
Donations		280	295	129
WVM in Schools Total Income		5780	4067	4129
TOTAL INCOME		35355	31121	10032
EXPENDITURE				
WVM				
Musicians		10710	9810	2196
Venue hire		1060	1029	200
Page turning		30	80	50
Piano tuning		400	450	75
Programme design		874	898	60
Making Music		200	140	200
Communications and website		420	586	207
Marketing and publicity		382	0	0
Concert related extras		20	35	0
Insurance		99	95	91
Administration		0	2	250
Graphic design		318	60	59
Equipment purchases		0	338	0
Advertising		279	0	0
Printing and stationary		264	50	0
Donations		0	0	9
PRS		197	0	0
WVM Expenditure Total		15253	13573	3397
WVM Income - Expenditure		4550	4390	1693
WVM in Mind				
Musicians		5175	4105	0
Venue Hire		652	308	
Administration		55	252	104
Other		41	69	
WVMiM Expenditure Total		5923	4734	104
WVMiM Income - Expenditure		3849	4356	709
WVM in Schools				

Musicians		5120	3809	1200
Other		292	0	399
WVMiS Expenditure Total		5412	3809	1599
WVMiS Income - Expenditure		368	258	2530
TOTAL EXPENDITURE		26588	22116	5100
TOTAL INCOME - EXPENDITURE		8767	9004	4932
Cash held at 31st July 2022				
Current account		£29,941	£21,242	£12,238
Deposit account		£2,790	£2,720	£2,712
Total		£32,731	£23,962	£14,950

Physical Assets

Piano (insured value £41000)	£14,500	£14,500	£14,500
Piano stool	£545	£545	£545
Four lamps	£260	£260	£260
Lighting stands with lamps	£197	£197	£197
Dehumidifier	£105	£105	£105
Piano Cover	£288	£288	£288
Piano wheels	£338	£338	n/a
Electronic piano	£200	£200	n/a
Total	£16,433	£16,433	£15,895

Wye Valley Music - Charity Number 1092645 - Review of Accounts - 2022/2023

Summary

Overall, the Accounts are an accurate statement of the finances of the Wye Valley Music Society. All checks were ok, and the Accounts were consistent with the documentation supplied.

Details of all the checks are given below, together with a few notes and observations.

Information supplied:

- Bank paying-in book
- Membership details
- Ticket and Donation details
- Copies of invoices
- Bank statements for Lloyds and CCLA accounts
- System prints of all Income and Expenses transactions.
- Account Summary
- Asset list

Checks: Accounts vs bank statements

- The accounts were recorded on the Moneydance system, which is closely integrated to the Lloyds bank account. Two sample months of bank transactions were checked against the Moneydance prints. All checked out ok. Subsequent checks were done against Moneydance reports.

Checks: Receipts

- All ticket payments and most donations were input via the TicketSource system. All TicketSource transactions cross-checked ok to the accounts.
- Almost all membership payments are made direct through the bank.
- It was not possible to check that every cash or cheque donation and membership payment had been paid in, or that they had been entered correctly.
- All income transactions were correctly allocated to the appropriate account.

Checks: Payments

- All payments were checked against invoices.
- There was supporting documentation for almost every payment.
- All payments were correctly allocated to the appropriate account.

Checks: Account Summary

- The Account Summary was checked against the totals on the detail lists of receipts and payments – all checked out ok.
- Subtotals and Overall totals all checked out ok.

Checks: Cash Held

- The opening and closing bank balances for the current and deposit accounts were checked against the Bank statements – all checked out ok.

- The Lloyds opening bank balance plus Receipts less Payments reconciled with the closing bank balance.

Checks: Physical Assets

- No checks were done on the existence or value of the Physical Assets.

Notes and Observations

Paying-in book

- There was very little information on what the money being paid in was for, so it was not possible to check that it was recorded under the right category.
- Not all cash transactions were recorded in the Paying-in book.

Payments

- Filing the invoices on a shared database was extremely useful. However, as with last year, several invoices were missing. Virtually all were subsequently found, but it was time-consuming to identify and locate the missing items. It is important that all invoices are filed at the time they are paid.
- Invoices for Performers and Musicians improved dramatically from previous years, with almost every item covered.

Membership

- Conversion of the membership data to a spreadsheet had only partially worked. Several rows had to be re-aligned so the columns could be totalled.
- It would be helpful if the membership file included all member subscriptions. Around 15% of subscriptions were not included in the membership file.

TicketSource

- It was extremely difficult to reconcile the TicketSource reports with ticket sales and donations totals in the accounts. Some reports quoted the wrong concert, some concerts were missing, some reports were just a summary, some just donations, and some included both tickets and donations but with no separate totals.

Moneydance transactions report with category

- This report was supplied as text. To sort, select, and total the details it had to be converted into a spreadsheet, which was a very messy task.
- Some of the dates converted to US date format (mm/dd/yy), which was confusing.
- The paying in slip number was missing on some transactions.
- When payments are split into several transactions the split off transactions have no date, and no link to the original transaction.
- The transactions are the same as in the bank statement, but not always in the same order, so the running balance often disagrees.

Gift Aid

- Like last year and the year before, no Gift Aid was reclaimed. Gift Aid can be reclaimed up to 4 years after the end of the financial year, so can still be reclaimed, but would have been better included in this year's accounts.

Cash Held

- The yield on the CCLA COIF investment account now 5.16% and £2,200 has recently been transferred to this account. During the year the Lloyds bank balance never fell below £21k and was just under £30k at the end of the year – there is an opportunity to

transfer further funds, say £15k, which would yield almost £800 for the coming year.

Physical Assets

- Assets been valued at their cost. While this is normal with cash accounting, the current value may be substantially different. This is particularly important with the piano, and insurance cover should be kept in line with the replacement cost.

Charity

- The name on the Charity Register is still St. Briavels Music Society. This should be changed to reflect the current name.
- The Accounts on the Charity Register are up-to-date.

Next Year

Several things could be done to make the audit quicker and easier next year:

- Allow more time for the audit.
- Provide a list of concerts with the number, date, and performer(s).
- Ensure that every transaction, Income and Expenses, has accompanying documentation before handing over for audit.
- Include all cash payments in the Paying-in book with the category shown for each payment.
- Provide a spreadsheet of Moneydance transactions, with the date in a single format, and money stored as digits, i.e 25.66 (not '£ 25.66' as on the current report).
- Provide a Ticketsource report for each concert with tickets and donations details and a separate total for each.
- Provide a Membership Subs file that covers all members.