



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	August	2023		31	July	2024

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	Wye Valley Music, c/o The Pantry, 1 East Street, St Briavels Gloucestershire Postcode GL15 6TG

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	Stood down at AGM, 20 October 2024	
2	Ian Lewis	Chair	Elected at AGM, 20 October 2024	
3	Alice Hogge	Secretary	Stood down at AGM, 20 October 2024	
4	Annette Hecht	Secretary	Elected at AGM, 20 October 2024	
5	David Rees	Treasurer		
6	Michael Haines	Programme Manager		
7	Martin Fenn-Smith			
8	Michael Bradley			
9	Andrew Baker		Elected at AGM, 20 October 2024	
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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
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#### 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)

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## 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.

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## 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

**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)**

<p>musicians, to perform in public;</p> <ul style="list-style-type: none"> <li>• To provide community engagement programmes bringing music to local schools, care homes and other groups that would benefit.</li> </ul>
<p>In the year under review, the Society presented ten concerts to the general public, brought professional musicians to six local 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).</p> <p>The Society's aim of providing opportunities for young musicians was fulfilled by:</p> <ul style="list-style-type: none"> <li>• including one concert performed by students from the Royal Welsh College of Music and Drama (RWCMD);</li> <li>• by pursuing its Young Musicians' Training Programme to help young musicians develop workshops for primary schoolchildren;</li> <li>• by employing young musicians to work with people living with dementia.</li> <li>• In addition, the Society has supported a teenaged Ukrainian pianist, providing her and her family with free tickets to its concerts.</li> </ul> <p>The Society has had regard to the guidance issued by the Charity Commission on public benefit:</p> <ul style="list-style-type: none"> <li>• All of its concerts are open to the general public;</li> <li>• The chamber music it presents is of a quality rarely otherwise heard in this area, featuring nationally and internationally recognised performers;</li> <li>• Its concerts are extensively promoted to the public via press, websites, social media, email contact lists, posters and flyers;</li> <li>• Students pay only nominal admission;</li> <li>• Local Ukrainian refugees are admitted free of charge.</li> </ul>

**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.

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).

## Section D

## Achievements and performance

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

The high 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 ticket sales decreased slightly from £15,855 in 2022/23 to £14,037, reflecting a parallel decrease in audience figures over the year (NB the Society's ticket prices remained unchanged).

Membership numbers stood at 145 (143 paying members plus 2 honorary members) at the time of the Society's AGM on 20 October 2024, bringing in an income of £4,080. This is an increase on last year's figures (there were 130 paying members and 2 honorary members at the time of the Society's previous AGM on 15 October 2023).

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

- "Wye Valley Music in Schools" organised two workshops for secondary school students, including a cello masterclass run in conjunction with Gloucestershire Music Hub;
- "Wye Valley Music in Mind" organised Basic Life Support and First Aid training sessions for its volunteers and the wider community.

## Section E

## Financial review

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

The charity has £5,196 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)	Ian Lewis	Annette Hecht
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	20 December 2024	20 December 2024

# Wye Valley Music

# Income and Expenditure 2023 - 2024

Income		2023-2024	2022-2023	2021-2022
<b>WVM</b>				
Membership Subscriptions		3349	2456	4567
Ticket Sales		14037	15855	12733
Donations		1394	1222	664
Programme cover advertising		0	200	0
Interest (Deposit Account)		206	70	8
Gift Aid recovered		0	0	0
<b>WVM Total Income</b>		<b>18986</b>	<b>19803</b>	<b>17963</b>
<b>WVM in Mind</b>				
Sponsorship		4500	6500	8750
Donations		2570	3272	215
Other		457		125
<b>WVM in Mind Total income</b>		<b>7527</b>	<b>9772</b>	<b>9090</b>
<b>WVM in Schools</b>				
Sponsorship (Lark Trust)		2500	3500	3543
Sponsorship (Other)		0	2000	230
Donations		277	280	295
<b>WVM in Schools Total Income</b>		<b>2777</b>	<b>5780</b>	<b>4067</b>
<b>TOTAL INCOME</b>		<b>29290</b>	<b>35355</b>	<b>31121</b>
<b>EXPENDITURE</b>				
<b>WVM</b>				
Musicians		12300	10710	9810
Venue hire		1304	1060	1029
Page turning		0	30	80
Piano tuning		1009	400	450
Programme design		1168	874	898
Making Music		392	200	140
Communications and website		436	420	586
Marketing and publicity		140	382	0
Concert related extras		293	20	35
Insurance		151	99	95
Administration		46	0	2
Graphic design		0	318	60
Equipment purchases		0	0	338
Advertising		0	279	0
Printing and stationary		360	264	50
Donations		0	0	0
PRS		44	197	0
<b>WVM Expenditure Total</b>		<b>17643</b>	<b>15253</b>	<b>13573</b>
<b>WVM Income - Expenditure</b>		<b>1343</b>	<b>4550</b>	<b>4390</b>
<b>WVM in Mind</b>				
Musicians		5831	5175	4105
Venue Hire		675	652	308
Administration		113	55	252
Other		0	41	69
<b>WVMiM Expenditure Total</b>		<b>6619</b>	<b>5923</b>	<b>4734</b>
<b>WVMiM Income - Expenditure</b>		<b>908</b>	<b>3849</b>	<b>4356</b>
<b>WVM in Schools</b>				
Musicians		4667	5120	3809
Other		1026	292	0

<b>WVMiS Expenditure Total</b>		<b>5693</b>	<b>5412</b>	<b>3809</b>
<b>WVMiS Income - Expenditure</b>		<b>-2916</b>	<b>368</b>	<b>258</b>
<b>TOTAL EXPENDITURE</b>		<b>29955</b>	<b>26588</b>	<b>22116</b>
<b>TOTAL INCOME - EXPENDITURE</b>		<b>-665</b>	<b>8767</b>	<b>9004</b>
<b>Cash held at 31st July 2022</b>				
<i>WVM</i>		<i>£11,733</i>		
<i>WVMiM</i>		<i>£10,758</i>		
<i>WVMiS</i>		<i>£4,381</i>		
Current account Total		£26,872	£29,941	£21,242
Deposit account		£5,196	£2,790	£2,720
<b>Total</b>		<b>£32,068</b>	<b>£32,731</b>	<b>£23,962</b>

#### **Physical Assets**

Piano (insured value £38000)	£14,500	£14,500
Piano stool	£545	£545
<b>Four lamps</b>	£260	£260
Lighting stands with lamps	£197	£197
Dehumidifier	£105	£105
Piano Cover	£288	£288
Piano wheels	£338	£338
Electronic piano	£200	£200
<b>Total</b>	<b>£16,433</b>	<b>£16,433</b>



## **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.