

OXFORD COFFEE CONCERTS

Coffee Concerts Trust

Registered Charity no.1095243
17 Whittall Street , Kings Sutton , Banbury , OX173RD
mobile 07711 606996
chris.windass@hotmail.co.uk

Annual Report 2020

The Past Year

The Coffee Concerts got off to a wonderful start in 2020 with a star-studded line up of concerts from January – March, including performances from the Heath String Quartet, Members of the Philharmonia Orchestra, Carducci String Quartet, Rachel Podger and Petr Limonov.

The concert series, like all others throughout the globe was abruptly halted in March with the arrival of the COVID 19 pandemic. There was subsequently a period of inactivity of three months, after which an appeal was launched to set up a series of recorded concerts to be filmed at the Holywell and released online every week at 11 15 on Sunday mornings.

This has been an enormous success and in the rest of the year over £20,000 was donated in 2020. The concert have been superb and very well received, with viewing figures for the concerts increasing through the months, far out growing 200 seater capacity of the room that limits the audience numbers in normal times.

The performances have, as always been of an exceptional standard and musicians have been grateful to take part and have been happy the have their concerts left up on the website. This has resulted in a wonderful archive of high-quality films acting as very good PR for the series and hopefully for the musicians. Musicians were paid £200 each for their performances.

Most of the filming was done by Patrick Allen from Opera Omnia who has proved to be the perfect man for the job and a valuable asset both for the project itself and possible for the future should we decide to go ahead with further filming.

Performers taking part in the online series included; Carducci String Quartet, Members of the Philharmonia Orchestra, Timothy Ridout, Maria Wloszczowska, Echea String Quartet, Carsaig String Quartet, Leonore Piano Trio, Lauren Zheng.

The concerts will continue to be online until restrictions are lifted providing donations cover costs.

When concerts are taking place, Andy Blakeman continues to lead a magnificent and dedicated team continues to be an invaluable asset, overseeing the front of house arrangements on Sunday mornings and managing telephone reservations and ticket sales (other than playhouse sales), looking after the mailing list and a raft of other jobs with which the concerts would not function if the efficient and smooth running people have come to expect.

Financially the series runs efficiently with administrative costs kept to a minimum. The box office together with Patrons donations and raised ticket prices cover the just costs. The major costs are for performers fees. Other significant expenses include Hall hire and advertising.

Parking

Parking is now even more difficult and expensive in Oxford since March 2019 and I appreciate all the extra effort that is made necessary by front of house staff (all unpaid volunteers) to maintain the smooth running of the concerts.

Next Year

It is hoped to get back to live concerts as soon as possible, that audiences will stay very strong and the patrons hopefully increase to continue to provide an invaluable source of income.

Summary

The future of the concerts looks good with the present format working well and a strong and loyal public following. Relations with Wadham College and the Faculty of Music are good and many extremely fine musician and ensembles continue to be very happy to take part in the series. Income was just over £40,000 per year. This is obviously well down on a normal year due to the extraordinary circumstances caused by the pandemic. I am enormously grateful to help from Lawrence Millier for once again preparing the accounts free of charge.

Chris Windass Administrator September 2021

COFFEE CONCERTS TRUST

Summary of Income and Expenditure

	<u>2019</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
<u>Opening balance</u>	8,690.02	7,019.24	23,843.35	7,588.31
<u>Income</u>				
Ticket Sales	18,767.44	75,934.52	79,382.11	82,132.82
Donations	21,978.00	2,865.00	3,536.00	4,325.00
Transfers				
Cd Sales	-	-		
Loan - C Windass				
Sponsorship				
Total	40,745.44	78,799.52	82,918.11	86,457.82
<u>Expenditure</u>				
Fees	15,170.00	41,357.32	48,205.60	38,882.00
Concert costs	8,742.56	24,227.52	31,132.46	16,878.29
C.D. prod.			-	28.00
Admin	696.46			
Bank Charges	267.40	357.06	382.60	431.39
Marketing	11,835.97	9,395.56	18,280.55	10,924.21
Phone	807.01	950.18	1,141.01	940.44
Insurance	512.87	841.10	600.00	325.05
Loan - C Windass				
Transfers			-	1,793.40
Total	38,032.27	77,128.74	99,742.22	70,202.78
Closing Balance	11,403.19	8,690.02	7,019.24	23,843.35
	2,713.17	1,670.78	(16,824.11)	18,048.44
As per statements	8,690.02	8,690.02	7,019.24	23,843.35
Amount due to AMT				
Amount due from ACT			3,686.00	3,686.00
			3,333.24	20,157.35
			1,929.00	135.60

	(0.00)
Analysis of Admin	(16,824.11)
	3,333.24

Accounting
CW Reimbursements
Sundries
Bookkeeping
Photocopies
Printing

Transfers in	Concerts
	Ensemble

Transfers out	Concerts
	Ensemble
	Chris

<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
3,925.81	2,754.26	(38.56)	753.11	3,324.04	194.78	1,101.36
78,985.42	78,936.17	79,033.92	74,272.99	70,616.91	71,870.54	64,764.67
8,437.13	7,807.84	7,455.00	4,775.00	3,550.00	6,506.00	4,550.00
			1,300.00	600.00	-	1,890.00
	-	-	1,643.80	-	440.00	170.00
		250.00		2,000.00		2,000.00
			395.27	-		
87,422.55	86,744.01	86,738.92	82,387.06	76,766.91 74,166.91	78,816.54	73,374.67
37,562.29	37,528.80	36,666.00	31,120.00	33,960.00	35,290.00	30,642.00
20,964.46	25,521.62	21,447.33	27,978.69	23,448.16	22,726.19	18,946.66
				-	254.40	1,241.25
324.00			-	516.00	-	593.38
456.36	489.87	531.34	555.38	508.22	530.45	738.06
22,360.02	21,152.78	24,506.50	21,601.23	18,303.99	14,935.60	18,115.49
786.13	508.39	423.93	552.43	1,030.47	778.14	1,036.91
1,306.79	371.00	371.00	371.00	371.00	122.50	367.50
				-		1,500.00
			1,000.00	1,200.00	1,050.00	1,100.00
83,760.05	85,572.46	83,946.10	83,178.73	79,337.84 77,621.84	75,687.28 74,637.28	74,281.25
7,588.31	3,925.81	2,754.26	(38.56)	753.11	3,324.04	194.78
(14,715.11)				(3,454.93)	4,179.26	
7,588.31	3925.81					194.78
3,662.50	1,171.55					-2,337.53
1,553.00						3,950.00
2,109.50						
87,423.00						

83,760.00				
3,663.00				
2,109.00				
82,194.00		516.00	-	481.75
			-	
			-	
			-	
			-	111.63
			-	
		516.00	0.00	593.38
	-	-	-	600
	-	-	-	1290
	-	-	-	200
	-	1,000.00	1,050.00	900
1,300.00				
		3000	1000	
		1929	2529	
		-	516	
		4929	4045	
		(721.00)	-4900	
	-	4,175.93	-	720.74
		(4,175.89)	(720.96)	

<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>
6,000.06	2,744.86	2,553.51	4,719.50	3,359.35	7,428.20
61,067.06	58,736.17	57,525.25	53,321.62	52,178.04	51,321.90
995.00	2,099.00	2,254.00	2,780.00	3,345.00	465.00
1,555.00	2,700.00		900.00	4,350.00	1,573.00
460.00		180.00		0.00	760.00
500.00					
	500.00			0.00	0.00
64,577.06	64,035.17	59,959.25	57,001.62	59,873.04	54,119.90
25,995.00	27,900.00	28,729.75	25,775.00	27,280.00	21,141.60
15,072.17	11,036.00	11,543.90	10,679.70	11,600.10	9,434.28
1,334.00					6,826.16
448.50	834.25	860.00	689.50	1,430.74	6,922.90
853.52	692.60	580.47	780.96	801.79	1,142.43
20,621.92	16,829.77	15,547.26	17,052.22	13,932.76	10,220.41
965.68	764.85	941.52	1,064.75	617.50	850.97
127.50	122.50	125.00	125.48		
4,057.47	2,600.00	1,440.00	3,000.00	2,850.00	1,650.00
69,475.76	60,779.97	59,767.90	59,167.61	58,512.89	58,188.75
1,101.36	6,000.06	2,744.86	2,553.51	4,719.50	3,359.35
1,101.36	6,000.06	2,744.86	2,553.51	4,719.50	3,359.35
-1,947.53	-2,700.00 agreed				
4,350.00	2,600.00 agreed				

448.50	834.25		399.50	728.50	352.50
		800.00	290.00	610.00	670.00
		60.00		92.24	191.40
					200.00
					5,509.00

448.50	834.25	860.00	689.50	1,430.74	6,922.90
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1555	2700	
1750	2600	1000
2307.47		440

COFFEE CONCERTS TRUST

COFFEE CONCERTS TRUST

**17 Whittall Street
Kings Sutton
Northants OX17 3RD**

Registered Charity No: 1095243

FINANCIAL STATEMENTS FOR THE YEAR

ENDED 31 DECEMBER 2020

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COFFEE CONCERTS TRUST

ENDED 31 DECEMBER 2020

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COFFEE CONCERTS TRUST

ANNUAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2020

Legal and administrative information

Coffee Concerts Trust is constituted under a Deed of Trust dated 1st January 2002

Objects and progress

The object of Coffee Concerts Trust is to promote improve develop and maintain public education in and appreciation of the art and science of music in all its aspects by the presentation of public concerts and recitals in and around the city of Oxford or elsewhere and by such other ways as the Trustees shall from time to time determine.

The following individuals served as Trustees during the year:

I. D. Belton
A. Davis
S. L. Edwards
S. Banks
S. Cardus
V.C. Hope-Walker

None of the Trustees are remunerated for Trustee services.

The charity's banking facilities are provided by:

National Westminster Bank Plc, 17 Oxford Road, Kidlington, Oxon OX5 2BP

The charity's Independent Examiner is:

Mr Lawrence Millier CPA
The Old School House
High St, Adderbury, Oxfordshire, OX173LU

The majority of the charity's funds are provided from concert takings together with donations and grant received.

Reserves policy

The balance shown as unrestricted income funds amounted to £7,717 (2019 = £5,004). It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a minimal level, subject only to predicted imminent expenditure in the immediate future. This situation is constantly monitored by the Trustees.

COFFEE CONCERTS TRUST

Risk management

The Trustees have examined the major strategic, business and operational risks which the charity faces or may face, and confirm that systems are in place to enable regular reports to be produced, so that the necessary steps can be taken to lessen such risks.

ON BEHALF OF THE TRUSTEES

.....
Chairman

COFFEE CONCERTS TRUST

TRUSTEES' RESPONSIBILITIES FOR THE ACCOUNTS

The statement of recommended practice governing charity accounts requires the trustees to make available an Annual Report for each year, containing accounts.

In preparing the accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless there are indications that the trust will be discontinued.

The trustees have a duty to keep proper accounting records, to safeguard the assets of the trust and to take reasonable steps for the prevention and detection of fraud and other irregularities.

Chairman

COFFEE CONCERTS TRUST

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF COFFEE CONCERTS TRUST

I report on the accounts of the Trust for the year ended 31st December 2020, which are set out on pages 5 to 8.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7) (b) of the Act, 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 Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's report

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 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

Mr Lawrence Millier CPA
The Old School House
High St
Adderbury
Oxfordshire
OX173LU

COFFEE CONCERTS TRUST

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

Income and Expenditure

		Unrestricted funds	
		Year ended 31 December	
	Note	2020	2019
Incoming Resources			
Incoming Resources from generated funds			
Grants and Sponsorship		-	-
Donations		21,978	2,865
Performance takings & CD Sales		18,767	75,935
Total Incoming Resources		40,745	78,800
Resources Expended			
Costs of activities in furtherance of the charity's objects	2	36,261	75,822
Governance costs	3	1,771	1,307
Total Resources Expended		38,032	77,129
Net incoming / (outgoing)resources for the year, being net movement in funds		5,004	3,333
Final balances brought forward at 1st January 2020		2,713	1,671
Fund balances carried forward at 31st December 2020		£7,717	£5,004

There were no recognised gains or losses for 2020 or 2019, other than those included in the Statement of Financial Activities.

COFFEE CONCERTS TRUST

BALANCE SHEET AS AT 31 DECEMBER 2020

	Note	As at 31 December	
		2020	2019
Current Assets			
Bank balances		11,403	8,690
Creditors - amounts falling due within 1 year	4	<u>(3,686)</u>	<u>(3,686)</u>
Total Assets less Current Liabilities, being net assets		<u>£7,717</u>	<u>£5,004</u>
Represented by:			
Unrestricted Income Funds	5	<u>£7,717</u>	<u>£5,004</u>

These Financial Statements were approved at a meeting of the Trustees

dated

Trustees

COFFEE CONCERTS TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2020

1. ACCOUNTING POLICIES

- 1.1. These Accounts are prepared under the historical cost convention, and include the results of the charity's activities as described in the Annual Report, all of which are continuing. The Accounts have been prepared in accordance with the Statement of Recommended Practice for Charity Accounts. (Issued October 2000)
- 1.2. The charity prepares its Accounts on an accruals basis, with adjustments being made for creditors and debtors, where the underlying expenditure or income properly relates to the Accounting period
- 1.3. Recurring grant income is accounted for on the accruals basis. i.e. recognised when the charity is entitled to receipt.
- 1.4. Expenditure is included on an accruals basis and has been classified under headings that aggregate all costs related to the category.
- 1.5. Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.
- 1.6. The charity has taken advantage of the exemption from preparing a cash flow statement contained in financial reporting standard No. 1 on the grounds that it is a small charity.
- 1.7. The charity has no permanent endowments. The general fund represents undistributed income available for future use as directed by the charity's constitution.

2. COSTS OF ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTS

	General Funds £	Total 2020 £	Total 2019 £
Performers fees	15,170	15,170	41,357
Hall & equipment hire and other direct costs	9,255	9,255	25,069
Marketing and publicity	11,836	11,836	9,396
Other costs incl. CD Production costs	0	0	0
	<u>£36,261</u>	<u>£36,261</u>	<u>£75,822</u>

The Trust does not directly employ any personnel, nor are any of the Trustees remunerated.

COFFEE CONCERTS TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2020

3. MANAGEMENT AND ADMINISTRATION OF THE CHARITY

	General Funds £	Total 2020 £	Total 2019 £
Bank Charges, Accounting & Printer Contract	964	964	357
Telephone	807	807	950
	£1,771	£1,771	£1,307

4. CREDITORS - amounts falling due within 1 year

	2020 £	2019 £
Loan – C Windass	3,550	3,550
Other creditors	136	136
Accruals	-	-
	£3,686	£3,686

5. UNRESTRICTED INCOME FUNDS

	2020 £	2019 £
At 1 January 2020	5,004	3,333
Movement Incoming/(Outgoing) resources for the year	2,713	1,671
At 31 December 2020	£7,717	£5,004

All net assets are represented by unrestricted income funds, and comprise those funds, which the Trustees are free to use in accordance with the objects of the charity.

6. CONTINGENT LIABILITIES AND COMMITMENTS

There were no commitments at 31st December 2020. In the opinion of the Trustees, there were no contingent liabilities at 31st December 2020.