

**Potters Bar Choral Society Trustees’
Annual Report
1st June 2023 to 30th June 2024**

Section A: Reference and Administration Details:

Charity Name: Potters Bar Choral Society
Other names: None
Registered Charity No. 1098892

Charity’s principal address: 11 Pinewood Drive, Potters Bar EN6 2BD

Charity trustees managing the charity:

| Trustee Name | Office (if any) | Dates acted if not full year |
|----------------|-----------------|------------------------------|
| Dave Miller | Chair | |
| Pat Smith | Secretary | |
| John Blight | Treasurer | |
| Brenda Hurford | | |
| Tony Hurford | | |
| Jane Brook | | |
| Philip Asker | | |
| Stella Asker | | |
| | | |

Section B: Structure, Governance and Management

Governing document: Constitution.
How we are constituted: Association
Trustee selection: Elected from membership

Section C: Objectives and Activities

Objects of the charity: To advance, improve, develop and maintain public education in and appreciation of the art and science of choral music in all its aspects by the presentation of public concerts in Hertfordshire and North London. To encourage active membership from the local population irrespective of ethnicity, religious background or financial means.

Public benefit: For almost 60 years, the Potters Bar Choral Society has been contributing to the cultural life of Potters Bar and the surrounding area. We are a group of about 40 people whose philosophy is to sing and have fun. We perform a wide range of musical styles from different backgrounds and cultural heritage. We support a busy calendar of concerts and events, including seasonal performances such as Christmas Carols for marginalized residents including older people accessing residential accommodation and adults identifying with dementia and neurodiversity. We regularly collaborate with other community arts’ organisations and showcase local talent to enrich our areas cultural offering.

Section D: Achievements and Performance

Main achievements: The choir performed three main concerts to a combined audience of over three hundred people and performed carols at local care homes. The choir also undertook non-musical fund-raising events such as a quiz supper and a plant sale/coffee morning.

Section E: Financial Review

General: Like many other charitable organisations, our finances were severely depleted during, and immediately after, the Covid pandemic when we were not able to perform concerts, our main source of revenue. In late 2023 we were fortunate to be awarded a substantial grant from the People's Postcode lottery which has meant that our finances are, once again, on a firm footing. We are confident that we will have sufficient funds to carry on our activities for the foreseeable future.

Reserves policy: We aim to maintain a minimum of three months running costs to mitigate unplanned expenditure and to ensure we are able to plan artistic and community activities in advance.

Investments: Our reserves are held in a National Westminster Business Reserve account. The treasurer keeps interest rates under review and the rates the charity's savings receive are competitive with most others in the market.

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

Signed on behalf of the Charity's trustees

Signature:

Full Name(s):

David Miller

Position: Chair

Date:

| Potters Bar Choral Society | | | | | | | |
|--|------------|------------|----------------------|------------|------------|------------------------------|------------|
| Statement of Income & Expenditure for 2023/24 season with Assets & Liabilities as at June 30, 2024 | | | | | | | |
| | | | | | | | |
| INCOME | 2023-24 | 2022-23 | EXPENDITURE | 2023-24 | 2022-23 | CONCERT ANALYSES | |
| Members subscriptions | £6,875.00 | £4,350.00 | Salaries | £6,755.00 | £6,564.00 | | |
| Concert Income | £5,491.65 | £4,444.04 | Rent | £978.00 | £680.00 | OCTOBER | |
| Charity plate collection | | | Concert expenses | £6,960.13 | £3,825.18 | Total income | £ - |
| Weekly Raffle receipts | £245.02 | £90.00 | Charity donation | | | Concert expenses | £ - |
| Plant sale | £624.40 | £468.00 | Making Music reg/ins | £359.96 | £239.00 | | £ - |
| Quiz night | £981.28 | £975.00 | Quiz expenses | £368.67 | £256.77 | CHRISTMAS | |
| Reserve account interest | £142.83 | £13.83 | Music hire/purchase | £880.27 | £274.28 | Total income | £1,551.00 |
| Gift Aid recovered | £1,552.83 | £1,250.00 | Printing costs | | £0.00 | Concert expenses | £1,145.75 |
| Donations | £81.15 | £1,350.00 | Sundry expenses | £450.00 | | | £405.25 |
| Grants | £12,010.00 | | | | | MARCH | |
| | | | | | | Total income | £2,161.75 |
| | | | | | | Concert expenses | £3,534.79 |
| | | | | | | | -£1,373.04 |
| | | | | | | MAY | |
| | | | | | | Total income | £1,778.90 |
| TOTALS | £28,004.16 | £12,940.87 | | £16,752.03 | £11,839.23 | Concert expenses | £2,279.59 |
| | | | | | | | -£500.69 |
| Assets & Liabilities statement as at June 30 | | 2024 | | 2023 | | | |
| | | | | | | | |
| Balance B/F | | £4,747.46 | | £3,645.82 | | Full year concert surplus | -£1,468.48 |
| Surplus for the period | | £11,252.13 | | £1,101.64 | | | |
| Balance carried forward | | £15,999.59 | | £4,747.46 | | Non-concert surplus | £12,720.61 |
| | | | | | | Less grants | £12,010.00 |
| Represented by | | | | | | Non-concert surplus net | £710.61 |
| Gift aid accrual | | £ - | | £1,250.00 | | | |
| | | | | | | overall loss exluding grants | -£757.87 |
| Balance at bank - current a/c | | £395.35 | | £1,040.92 | | | |
| Society reserve a/c | | £15,509.24 | | £2,366.41 | | | |
| Cash | | £95.00 | | £90.13 | | | |
| | | £15,999.59 | | £4,747.46 | | | |
| | | | | | | | |
| Signed: | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| John Blight | | | | | | | |
| Treasurer & Trustee | | | | | | | |
| Dated:24/7/24 | | | | | | | |

Independent examiner's report to the trustees of Potters Bar Choral Society Trust

I report to the trustees on my examination of the accounts of the Potters Bar Choral Society Trust (the Trust) for the year ended 30th June 2024.

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 all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

Signed:

Name:

Address:

Date: