

## Trustees' Annual Report for the period 1 Sep 2022 to 31 Aug 2023

### The City of Oxford Choir

Charity registration number: 1121311

### Objectives and Activities

Summary of the purposes of the charity as set out in its governing document	The Choir is established to promote, develop and maintain public interest and education in, and appreciation of choral music in all its aspects by rehearsing and giving concerts in Oxford and elsewhere and for exchanges with other musical organisations. The choir also exists to or for such charitable purposes as the choir through its committee shall from time to time decide.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Performance of four concerts in Oxford, including a collaboration with a Norwegian choir, and a choral exchange between The Choir and the Leiden English Choir.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	The trustees of The City of Oxford Choir confirm that they have had due regard to the guidance issued by the Charity Commission on public benefit when exercising any powers or duties to which the guidance is relevant.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policy on grant making	N/A
Policy on social investment including program related investment	N/A
Contribution made by volunteers	Volunteers help the choir in the following capacity <ul style="list-style-type: none"> <li>• Committee members who contribute to the day to day running of the Choir</li> <li>• Choir members who help out on an ad-hoc basis, e.g. coordinating travel arrangement</li> <li>• Financial contributions e.g. purchasing a set of sheet music</li> </ul>
Other: Further details on Public Benefit	The Choir's main charitable purpose for public benefit is 'the advancement of the arts, culture, heritage or science'; specifically the advancement of high quality amateur choral singing in Oxford. The Choir is a membership organisation and charges annual subscriptions. We have a policy that no one should be prevented from becoming a member because they cannot afford the

	<p>subscription and we make financial provision for reduced or free subscriptions as required.</p> <p>The Choir sells tickets to its performances but we do not wish to exclude any audience members who cannot afford to pay, so we offer concessionary prices to children, students, UC claimants, OAPs and the disabled. A ticket for a companion to a disabled patron is free.</p> <p>Our charity therefore operates for the benefit of the general public with no unreasonable restrictions. Our aims and activities cause no public detriment or harm. Private benefits are provided only to those businesses from which we purchase goods or services (music hire, insurance etc.) and are incidental.</p>
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## Achievements and Performance

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>In the year 2022-2023 the choir performed four concerts in Oxford:</p> <ul style="list-style-type: none"> <li>• Songs of the North (29/10/2022): A concert at St Barnabas Church, Oxford in collaboration with Chorale Oslo Selskap from Norway</li> <li>• A Celebration of Carols (10/12/2022): Christmas concert at St Mary's University Church, Oxford</li> <li>• Days are Where We Live (18/3/2023): A concert on a musical journey from dawn to dusk at St Michael at the North Gate church, Oxford</li> <li>• To See A World: A choral exchange with Leiden English Choir to celebrate their 50th anniversary season, including performances in both cities (Leiden 10/6/2023; Oxford Town Hall 8/7/2023). For the Oxford concert we also invited TCC2, the Thame Children's choir to sing for part of the concert.</li> </ul> <p>These concerts bring benefit to the choir and audience by allowing us to experience live music and be enriched by the beautiful repertoire. The choral exchange brought the additional benefit of strengthening the twinning ties between both cities, making lasting friendships between the choirs from the Netherlands and the UK. For the Oxford Town Hall concert, the children from TCC2 were given an exciting opportunity to perform in a magnificent venue and a professional setting alongside the adult choirs.</p> <p>We usually reach around 80-120 audience members for each concert. For the Town Hall concert we put extra effort into our publicity as it was such a special event, and achieved an audience size of &gt;250.</p> <p><b>Other events</b></p> <p>On 17th December 2022 we sang Christmas carols on Broad Street in central Oxford for 2 hrs, and raised money for Dementia Oxfordshire (via their collection boxes).</p>
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## Financial Review

Review of the charity's financial position at the end of the period	The total balances of cash, bank and savings accounts as at 31 August 2023 was £7,796. All our funds are unrestricted. The Choir has no funds materially in deficit and no debts.
Statement explaining the policy for holding reserves stating why they are held	Sufficient reserves must be held to clear any outstanding commitments in the event of closure, including a reasonable notice period for our musical director.
Amount of reserves held	£7,796
Reasons for holding zero reserves	N/A
Details of fund materially in deficit	N/A
Explanation of any uncertainties about the charity continuing as a going concern	N/A

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Choir membership subscriptions, including gift aid, and concert ticket sales
Investment policy and objectives including any social investment policy adopted	N/A as we do not hold long term investments
A description of the principal risks facing the charity	
Other	

## Structure, Governance and Management

Description of charity's trusts:	
Type of governing document	Constitution
How is the charity constituted?	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	The charity trustees are members of the organising committee who are elected at the AGM. They are expected to stay in the role for 3 years (unless they leave the choir). All trustees give their time voluntarily and receive no remuneration or other benefits.

## Reference and Administrative details

Charity name	The City of Oxford Choir
Other name the charity uses	N/A
Registered charity number	1121311
Charity's principal address	17 Ramsay Road, Oxford, OX3 8AX

### 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	Carla Cohen	Chair		
2	Richard Oxley	Treasurer		
3	Charlie Alexander	Concert manager		
4	Sarah Tanton	Secretary		

### Names and addresses of advisers (Optional information)

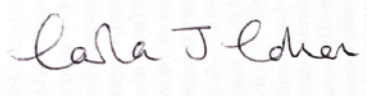
Type of adviser	Name	Address
Financial advisor	Tom James	2 Mallard Drive, Didcot, OX11 6EH

## Declarations

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

Signed on behalf of the charity's trustees

Signature



Full name: Carla Cohen

Position: Chair

Date: 23 June 2024

**CITY OF OXFORD CHOIR: RECEIPTS AND PAYMENTS ACCOUNT**  
**31 August 2023**

	Actual 12 mths £	Budget 12 mths £	2021/22 12 mths £
<b>Opening balances 1 Sep 22</b>			
Bank current account	5,061	5,061	2,313
Savings account	3,028	3,028	3,003
Cash	164	164	60
	<b>8,253</b>	<b>8,253</b>	<b>5,377</b>

**REHEARSALS/CORE**

**Receipts:**

Subscriptions	8,648	9,000	8,467
Vocal coach lesson receipts	84		
Benefactors	120	400	390
Gift Aid	2,225	2,200	0
Donations/Easy fundraising/Smile	1,249	450	638
Music rental receipts	389	350	275
Advertising	115	0	40
Bank Interest	102	0	2
	<b>12,932</b>	<b>12,400</b>	<b>9,812</b>

Incl £914 from Tony and Moray donations for music

**Payments:**

Bank charges	(60)	(60)	(93)
Conductor	(7,980)	(7,980)	(7,796)
Vocal Coach	(490)	(500)	(65)
Rehearsal Venue	(2,331)	(1,760)	(1,625)
Music Hire/purchase	(2,120)	(1,900)	(1,444)
Publicity and programmes	(2,280)	(350)	(328)
Admin	(271)	(550)	(380)
	<b>(15,532)</b>	<b>(13,100)</b>	<b>(11,731)</b>
	<b>(2,600)</b>	<b>(700)</b>	<b>(1,919)</b>

**CONCERTS**

**October: St Barnabas**

Tickets and programmes	1,002	500	488
Venue	0	(400)	0
Organist	(200)	(275)	(250)
	<b>802</b>	<b>(175)</b>	<b>238</b>

**December: St Marys**

Tickets and programmes	2,260	2,300	2,301
Venue	(875)	(695)	(730)
Organist	(180)	(275)	(169)
	<b>1,205</b>	<b>1,330</b>	<b>1,402</b>

**March: St Michael at the North Gate**

Tickets and programmes	949	1,000	924
Venue	0	(463)	(350)
Pianist	(310)	(275)	(200)
	<b>639</b>	<b>262</b>	<b>374</b>

**July: Town Hall**

Tickets and programmes	2,254	800	842
Oxford International Links grant	585	585	
Oxford City Council Community Impact Fund Round 2Small/Medium Grant 2023/24	400		
Venue: Piano hire and PRS fee	(255)	(768)	(540)
Musicians (Organist, Annelies, Thame Childrens choir)	(595)	(275)	(280)
	<b>2,390</b>	<b>342</b>	<b>22</b>

**Net Cash Surplus/(Shortfall) excl Leiden**

	<b>2,436</b>	<b>1,059</b>	<b>117</b>
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**LEIDEN**

Leiden deposits and lunch/punting receipts	9,210	9,210	3,255
Payments	(12,103)	(11,969)	(496)
Net Leiden expenses 2021/22 to 22/23	(134)	<b>(2,893)</b>	<b>(2,759)</b>

i.e budget assumes net nil B/F + this year

**Closing balances 31 August 2023**

Bank current account	1,084		5,061
Savings account	6,653		3,028
Cash	60		164
<b>Total bank balances and cash</b>	<b>7,796</b>	<b>6,553</b>	<b>8,253</b>

## **The City of Oxford Choir: Independent Examiner's report on the accounts 2022/23**

I report to the committee of The City of Oxford Choir on my examination of the accounts for the year ended 31 August 2023. I have completed my examination, using a 10% sampling methodology, checking large transactions, and looking for anything unusual. As a result I may not have identified all possible issues, but this method will identify any consistent issues.

Below are the issues/recommendations identified as part of this process.

1. There is no document which details the financial powers of committee members beyond signing off payments, or how cash should be handled or counted. For example approval limits on making decisions to commit financial resources are not documented, and there is no policy on how cash should be counted or stored. Although this may not be necessary it would represent best practice.

2. I was unable to verify the cash in hand balance in person.

In summary, I am satisfied that the accounts represent a materially correct record of the financial position for the period reported.

Thomas James CPFA

27 September 2023