



Trustees' Annual Report for the period 1 Sep 2023 to 31 Aug 2024

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, in Balliol and Keble college chapels, and at the University Church. Also a tour to Oslo in Norway where we performed with Oslo Chorale Selskap.
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	<p>Volunteers help the choir in the following capacity</p> <ul style="list-style-type: none"> • Committee members who contribute to the day to day running of the Choir • Choir members who help out on an ad-hoc basis, e.g. coordinating travel arrangement • Financial contributions e.g. purchasing a set of sheet music
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

	<p>subscriptions. We have a policy that no one should be prevented from becoming a member because they cannot afford the 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 2023-2024 the choir performed four concerts in Oxford:</p> <ul style="list-style-type: none"> • <i>Choral Chiaroscuro</i> (October 2023): A concert at Balliol College chapel • <i>Gifts for the Child of Winter</i> (December 2023): Christmas concert at St Mary's University Church, Oxford • <i>Flights of Angels</i> (March 2023): A concert at Keble College chapel in collaboration with Nick Roberts on cello, where we explored some unusual repertoire. • <i>Serenity of Soul</i> (July 2024): A concert of ambitious sacred music, also at Keble College chapel. <p>These concerts bring benefit to the choir and audience by allowing us to experience live music and be enriched by the beautiful repertoire. We also visited our Norwegian friends at Chorale Oslo Selskap and strengthened choral ties between the two groups.</p> <p>We usually reach around 80-120 audience members for each concert, and our Christmas concert sold over 200 tickets.</p> <p>Other events</p> <p>In December 2023 we sang Christmas carols at the switching on of the Christmas lights in Headington, in collaboration with Headington Action. This event raised £252 for the Oxfordshire Fund for Music and was an excellent start to the festive season</p>
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	featuring community singing and a visit from Father Christmas.
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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 2024 was £9,231. 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	£9,231
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	Ming Lee Alsop-Lim	Publicity officer	Appointed 25/06/2024	
4	Sarah Tanton	Secretary		
5	Andrea Thomas	-	Appointed 25/06/2024	

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: 5 May 2025

CITY OF OXFORD CHOIR: RECEIPTS AND PAYMENTS ACCOUNT

	Year to 31/8/24 £	Year to 31/8/23 £	Notes
REHEARSALS/CORE			
Income:			
Subscriptions	9,411	8,648	
Vocal coach lesson receipts	96	84	
Benefactors	300	120	
Gift Aid	2,154	2,225	[2]
Donations/Easy fundraising (incl £771 for music)	1,617	1,249	
Music rental receipts	284	389	
Advertising	65	115	
Bank Interest	283	102	
	14,210	12,932	
Expenditure:			
Bank charges	(60)	(60)	
Conductor	(8,622)	(7,980)	
Vocal Coach	(360)	(490)	
Rehearsal Venue	(1,744)	(2,331)	
Music Hire/purchase	(2,131)	(2,120)	
Website (3 years paid)	(643)	(120)	
Admin	(393)	(271)	
Prior Year Creditor	(440)	-	[3]
	(14,393)	(13,372)	
	(183)	(440)	
CONCERTS			
October: Balliol (2022 St Barnabas)			
Tickets and programmes	1,007	1,002	
Venue	0	0	
Publicity	(258)	(75)	
Programme printing	0	(99)	
Organist	(180)	(200)	
	569	628	
December: St Marys			
Tickets and programmes	2,232	2,260	
Venue	(1,050)	(875)	
Publicity	(86)	(141)	
Programme printing	(211)	(251)	
Organist	(220)	(180)	
	665	813	
March: Keble (2023 St Michael at the North Gate)			
Tickets and programmes	1,296	949	
Venue (2023 hire paid Dec 2023. *** above)	(640)	0	
Publicity	(149)	(224)	
Programme printing	(90)	(99)	
Musicians	(330)	(310)	
	86	316	
July: Keble (2023 Town Hall)			
Tickets, programmes and grants	1,005	3,239	
Venue	(450)	(255)	
Publicity	(126)	(812)	
Programme printing	0	(459)	
Musicians	(300)	(595)	
	129	1,118	
Oslo (2022/3 Leiden)			
Deposits (net of refunds and surpluses donated)	9,002	9,210	
Payments	(8,833)	(12,103)	
	169	(2,893)	[4]
NET SURPLUS/(SHORTFALL)	1,435	(457)	

CITY OF OXFORD CHOIR: STATEMENT OF ASSETS AND LIABILITIES AS AT 31 AUGUST 2024

	31/8/24	31/8/23	Notes
	£	£	
Bank current account	1,244	1,083	
Savings account	7,928	6,653	
Cash	60	60	
Total bank balances and cash	9,231	7,796	
Debtors:			
Gift Aid claim [Note 2]	2,322	2,154	
Website cost prepaid	429	-	
Creditors:			
Venue hire (Balliol Oct 23/ St Michael at Nth Gate Mar 23)	(300)	(440)	[3]
Balliol programme printing paid Oct 24	(87)		
Keble (July 24) recording cost	(200)	-	
Keble programme printing paid Oct 24	(92)	-	
Oslo expenses and refunds paid Sep/Oct 24	(112)		
Advance payments of 24/25 subs received in year	(125)	-	
Net Assets	11,066	9,510	



Treasurer
Richard Oxley

NOTES TO THE ACCOUNTS

1. The accounts have been prepared on a receipts and payments basis, so all income and expenditure is accounted for in the year in which it is received/paid.
2. The amount reclaimed from HMRC under the for Gift Aid scheme received in the year relates to subscription receipts the previous year. The Gift Aid receivable from this year's subscriptions is shown as a debtor in the Statement of Assets and Liabilities.
3. The payment for 'Prior Year Creditor' was for the venue hire of St Michael at the North Gate in March 2023, invoiced very late and paid December 2023.
4. For the Leiden visit in June 2023, deposits from the choir were received in 2021/22. A net £2,759 surplus was brought forward from 2022/3, so the net cash flow across both years was a £134 deficit (£2,759 B/F less £2,893 for 2022/23).

The City of Oxford Choir: Independent Examiner's report on the accounts 2023/24

I report to the committee of The City of Oxford Choir on my examination of the accounts for the year ended 31 August 2024. 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, and there is a clear payment authorisation process in place, and those who are spending appear to be doing so within agreed budget limits or seeking approval in advance.
2. I was unable to verify the cash in hand balance in person, however this is described as a cash float for concerts and remains unchanged.

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

Thomas James CPFA

18 October 2024