

## Trustees' Annual Report for the period

From 01.07.2222

Period start date To 30.06.23

Period end date

**Charity name: Pakefield Singers**

**Charity registration number: 1141091**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance, improve, develop and maintain public education and appreciation of the art and science of choral music by introducing people of all ages to choral music.
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.	Para 1.17 and 1.19	Objectives fulfilled by performing in a wide range of venues appropriate to the great variety of music in the choir's repertoire and by organising occasional singing workshops open to choir members and others, to develop the musical skills of local singers and to promote high quality performances.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	The charity is helped from time to time by the voluntary assistance of a number of supporters in providing logistical support at concerts, fund-raising events and promotion of the choir's activities.

Other		

## Achievements and Performance

	SORP reference		
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.	Para 1.20	Four concerts presented in four different venues across the area, with a wide range of music performed to a high standard, and also a well-attended community singing day organised to encourage active participation in the arts. The mental health and wellbeing of choir members is being promoted by the experience of singing with others, and audiences have benefitted from having the opportunity to hear live performances.	

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	n/a
Performance of fundraising activities against objectives set	Para 1.41	n/a
Investment performance against objectives	Para 1.41	n/a
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is in a sound position financially at present.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A copy of the charity's Reserves Policy is sent separately
Amount of reserves held	Para 1.22	£15,857.11
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	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)	Para 1.47	Membership subscriptions and in house fund-raising efforts
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	n/a
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	Constitution drawn up in 2013 and amended 2011 and 2015
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	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	Para 1.25	Trustees are appointed or reappointed annually in accordance with the Constitution at the Annual General Meeting held in September.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Pakefield Singers
Other name the charity uses	
Registered charity number	1141091
Charity's principal address	c/o 16 Gorse Lane, Reydon, Southwold, Suffolk IP18 6NG until February 2023.

### 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	Christine Mason	Chair		
2	Shirley Smith	Treasurer	Until February 2023	
3	Megan Durrant	Membership Sec.		
4	Jono Rout	Concert Manager		
5	Alexandra Atherton	Secretary		
6	David Frost	Members' Rep.		
7	Pat Walmsley	Members' Rep.		
8	Sheila Webber			
9	Judith Stevens			
10	Julie Oxborough			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

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

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Anthony Walmsley

Anthony Walmsley	
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Position (eg Secretary,  
Chair, etc)

Interim Treasurer

Interim Treasurer	
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Date

September 2023

September 2023
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## **Pakefield Singers**

### **Committee Meeting 25<sup>th</sup> July 2023**

#### **Treasurer's Report**

##### **Outturn 2022/23 and Budget 2023/24**

The actual end-of-year figures are close to those we estimated for the June Committee meeting and as such there is nothing significant that warrants reconsidering the decisions taken then.

We hoped at the June meeting that it would be possible to negotiate a reduction of the Church's new Hall hire charge from £17 per hour to £15 and that has proved successful and is a saving of £282. There was also a small improvement on the receipts side of £335. Together these sums reduced the budgeted deficit for 2023/24 from the £1,003 we had at the last meeting to a projected deficit of £386. The budget allows for combined concert losses in the region of £2,300.

Membership subscriptions were short by £386. One member paid nothing despite being reminded twice in the last term and promising to pay by the end of June accounting for £132. Three other members attended a few rehearsals only and paid for only one term, accounting for £220. The remainder was made up of small amounts where 14 members did not increase their standing orders quickly enough to cover the subs increase that was announced at the AGM and did not top-up payments to cover the shortfall. This accounted for £34. These can be carried forward to the new year. Two members paying monthly did adjust for the subs increase and overpaid slightly and Two members paid too much in error, which will be carried forward to 2023/24. It is also suggested that individual arrears of subs be carried forward.

The trailer fund reached £7,875 and so far, £5,889 of that has been spent.

The Receipts and Payments and Movement of Funds Statement is attached with a detailed breakdown of the figures making up the Concerts and Music headings. Total Funds are £15,825 but that includes £1,986 which was raised for the trailer fund and has not been spent making the unrestricted cash balance £13,837. The Balance Sheet and draft budget are also attached.



Pakefield Singers Receipts & Payments 2022/2023				
	Current Year at 30/6/2023		Year Ended 30-Jun-22	
RECEIPTS			£	£
Subscriptions	8,844.05		8,008.75	
Concert Income	7,536.47		4,557.45	
Singing Days	1,325.05		28.00	
Hire of Uniforms	47.50		86.50	
Fundraising	714.97		246.54	
100 Club	420.00		380.00	
Gift Aid Tax Refund	1,057.51		1,237.72	
Grants	5,200.00		1,500.00	
Donations	540.67		5,142.02	
Paris tour	0.00		0.00	
Miscellaneous & Sales	1,050.42		837.40	
Interest	84.51		5.74	
	0.00			
		26,821.15		22,030.12
PAYMENTS				
Musical Director	5,168.81		6,049.90	
Accompanist	2,525.00		3,051.75	
Hire of Hall	1,430.00		1,620.00	
Music	826.06		1,104.94	
Concert Expenses	9,843.40		3,104.09	
Singing Days	632.90		76.00	
Miscellaneous	6,144.27		4,650.25	
Insurance & Making Music	614.60		310.27	
Music & Drama Subs	153.60		0.00	
100 Club prizes	195.00		100.00	
Administration	248.26		528.55	
		27,781.90		20,595.75
LESS PAYMENTS OVER RECEIPTS		-960.75		1,434.37
Opening Funds	16,817.86			15,383.49
Closing Funds	15,857.11	-960.75		16,817.86
				30-Jun-22
SUMMARY OF FUNDS				
Current Account	12,294.74			13,383.00
Unpresented Cheques	-147.50			-190.50
Step Saver Account	520.72			518.55
COIF Deposit Ac	3,181.23			3,098.89
Cash in Hand	7.92			7.92
Debtors	0.00			0.00
Total Funds	15,857.11			16,817.86
REDUCTION IN FUNDS				
SUMMARY OF STEP SAVER ACCOUNT.				
Balance @ 30th June 2021	518.55			518.48
Interest, Sept, Dec, Mar, Jun	0.45			0.07
Less transfers to COIF Deposit Ac				
Final balance	519.00			518.55
SUMMARY OF COIF CHARITIES DEPOSIT FND.				
Balance @ 30th June 2022	3181.23			3093.22
Interest, Sept, Dec, Mar, Jun	82.34			5.67
Plus transfers from Barclays				
Less transfers to Barclays				
Final balance	3263.57			3098.89
NOTES:				
Bills awaited total approx		0.00		
Estimated Total Funds		0.00		
Last Bank Reconciliation:		30/04/2023		

## Detailed Breakdown - 2022/23

Payments				Receipts	
<b>Music</b>	<b>559.39</b>				<b>107.70</b>
Choir Sets	392.95				
Folio Losses	28.51				
Hire Sets	112.00				
Photocopying	25.93				
For Sale to Members	266.67			Sale to Members	107.70
<b>Concerts</b>	<b>9,843.40</b>				<b>7,536.47</b>
Venue	1,469.00			Tickets	7,369.97
Musicians	4,453.70			Programmes	18.00
Soloists	1,059.40			Adverts	34.00
Music Director	1,572.72			Guest Singers	90.00
Extra Rehearsals	100.00			Drinks	24.50
Media & Programmes	949.77				
Drinks	238.81				
<b>PL2 Concerts</b>	<b>9,843.40</b>			<b>PL2 Concerts</b>	<b>7,536.47</b>

**Concerts Losses 2,306.93**

**PAKEFIELD SINGERS  
BALANCE SHEET 2022/23**

As at 30th June 2023

<b>FIXED ASSETS</b>		£	£
Trailer		21.46	
	Less Depreciation @ 25%	5.37	<b>16.09</b>
Agroco Trailer (new 2023)		5,802.00	
	Less Depreciation @		<b>5,802.00</b>
Revostage (new 2018)plus additions (2022)		6,108.94	
	Less Depreciation @ 18%	1,099.61	<b>5009.33</b>
Lighting Kit (2014) supplemented 2022		543.34	
	Less Depreciation @ 10%	54.33	<b>489.01</b>
Keyboard, stand and 2 pedals (2020)		313.03	
	Less Depreciation @ 25%	78.26	<b>234.77</b>
Keyboard, stool, case & stand (2022)		509.25	
	Less Depreciation @ 25%	127.31	<b>381.94</b>
Printer		285.00	
	Less Depreciation @ 25%	95.00	<b>190.00</b>
Keyboard Bags ( New 2014)		78.69	
	Less Depreciation @ 10%	7.87	<b>70.82</b>
Keyboard Trolley New 2014)		16.78	
	Less Depreciation @ 10%	1.68	<b>15.10</b>
Portable voice amplifier		24.01	
	Less Depreciation @ 25%	6.00	<b>18.01</b>
Percussion Set		35.65	
	Less Depreciation @ 20%	7.13	<b>28.52</b>
Uniforms		125.42	
	Less Depreciation @ 33%	41.39	<b>84.03</b>
Revostage (new 2018)		437.13	
	Less Depreciation @ 18%	78.68	<b>358.45</b>
Cables		27.80	
	Less depreciation @ 25%	2.00	<b>25.80</b>
Stool		52.11	
	Less depreciation @ 25%	17.37	<b>34.74</b>
Storage bags		33.64	
	Less depreciation @ 25%	11.21	<b>22.43</b>
<b>Total</b>			<b>12,781.04</b>
<b>CURRENT ASSETS</b>			
<b>Bank</b>	Current Account	12,294.74	
	Step Saver Account	520.72	
<b>COIF Deposit Account</b>		3,181.23	
<b>Cash</b>		7.92	
		<b>16,004.61</b>	
<b>CURRENT LIABILITIES</b>			
<b>Creditors - unpresented cheques</b>		-147.50	
<b>Bills Awaited</b>		0.00	<b>15,857.11</b>
<b>Balance at 30 June 2023</b>			<b>15,857.11</b>
<b>Total Assets</b>			<b>28,638.15</b>
<b>ACCUMULATED FUND</b>			
Balance at 30th June 2022		16,817.86	
Less payments over receipts		-960.75	
Add receipts over payments		0.00	
<b>Balance at 30 June 2023</b>		<b>15,857.11</b>	

**PAKEFIELD SINGERS DRAFT BUDGET 2023/24**

<b>RECEIPTS</b>	<b>Estimated 22/23</b>	<b>Actual 22/23</b>	<b>Budget 23/24</b>	<b>Comments</b>
	<b>£</b>		<b>£</b>	
Subscriptions	8,525	8,844	10,050	67 members @£150
Concert Income	7,865	7,536	7,865	As estimated 22/23
Singing Days	1,325	1,325	1,300	Assume will repeat
Hire of Uniforms	22	48	22	
Fundraising	571	715	715	
100 Club	420	420	420	
Gift Aid Tax Refund	1,058	1,058	1,152	
Grants	5,200	5,200	0	Trailer Purchase complete
Donations	531	541	530	
Miscellaneous & Sales	934	1,050	1,100	
Interest	11	85	12	
<b>Totals</b>	<b>26,461</b>	<b>26,821</b>	<b>23,166</b>	
<b>After allowing for trailer grants</b>	<b>21,261</b>	<b>21,621</b>		
<b>PAYMENTS</b>				
	<b>£</b>		<b>£</b>	
Musical Director	5,825	5,169	6,099	@ 4.7% increase
Accompanist	2,592	2,525	2,714	@ 4.7% increase
Hire of Hall	1,180	1,430	2,115	@ £15 p.h for 3 hrs negotiated down from £17
Music	612	826	500	Some hire & printing
Concert Expenses	10,080	9,843	10,200	repeat 22/23 inc 4.7 % on prof fees
Singing Days	633	633	663	assuming repeat of 22/23 + 4.7%
Miscellaneous	5,999	6,144	110	Trailer Purchase £5,889
Insurance & Making Music	615	615	620	
Music & Drama Subs		154	161	£2.40 per member (For Music Hire)
100 Club prizes	150	195	150	£45 late payment for 21/22
Administration	210	248	220	
<b>Totals</b>	<b>27,896</b>	<b>27,782</b>	<b>23,552</b>	
<b>After allowing for trailer purchase</b>	<b>22,007</b>	<b>21,893</b>		
<b>RECEIPTS OVER PAYMENTS</b>	<b>-746</b>	<b>-272</b>	<b>-386</b>	

**Not shown above:**

A combination of grants received and PS fundraising events has raised sufficient funds to purchase a replacement trailer to house and transport the concert staging  
The money has been held in reserves and £1,986:46 remains to be spent

## **Independent Examiner's report to the trustees of The Pakefield Singers (C.No.1141091)**

I report to the trustees on my examination of the accounts of the Society for the year ended 30 June 2023.

### **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').

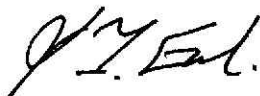
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **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.
3. the accounts do not comply with the applicable requirements concerning the form and content of 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.



J.T.Eade M.A.,C.P.F.A.

Rowan Bank  
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NR34 7DE  
25<sup>th</sup> August 2023