

# AMERSHAM A CAPPELLA

REGISTERED CHARITY 1152868

## ANNUAL REPORT & ACCOUNTS

FOR THE YEAR ENDED 30<sup>TH</sup> NOVEMBER 2021

The Trustees present their report and accounts for the year ended 30<sup>th</sup> November 2021

## Structure, Governance and Management

Amersham A Cappella ('the Charity') is a registered charity (no. 1152868) and is a member of the Ladies Association of British Barbershop Singers (registered charity no. 1151161)  
Amersham A Cappella is governed by its Rules and Constitution adopted on 22<sup>nd</sup> January 2013, revised on 5<sup>th</sup> February 2019 (AGM)

**Management of the charity** is the responsibility of the Management Committee which comprises the Trustees and the Musical Director (Helen Lappert) who is an ex-officio member.

The Management Committee meets every 4-6 weeks to oversee the day-to-day management of the charity and review and implement the strategic and charitable objectives.

Trustees are elected or re-elected from the membership annually at the AGM.

Present Trustees are:

Veronica (Ron) Fatemi	Chair (appointed 19 <sup>th</sup> January 2021)
Sharon Saywell	Vice Chair (appointed 19 <sup>th</sup> January 2021)
Sue Lewis	Treasurer (appointed 28 <sup>th</sup> January 2020)
Soozi Hyde	Secretary (appointed 28 <sup>th</sup> January 2020)
Hils Apicella	Public Relations Officer (appointed 19 <sup>th</sup> January 2021)
Hilary McCann	Bookings Secretary (appointed 28 <sup>th</sup> January 2020)
Jane Price	Membership Secretary (appointed 19 <sup>th</sup> January 2021)

Other Trustees serving during the year were:

Lesley Dell	Chair (resigned 19 <sup>th</sup> January 2021)
Amanda Dawson	PRO (resigned 19 <sup>th</sup> January 2021)
Bryony Skinner	Membership Secretary (resigned 19 <sup>th</sup> January 2021)

## Objectives and Activities

**The Objects of the Charity** are set out in its Constitution as follows:

'To advance, improve, develop, and maintain public education in, and the appreciation of, the art and science of singing Barbershop Harmony in both chorus and quartet forms by any means the Trustees see fit, including through the presentation of public concerts and recitals.

To further such charitable purpose or purposes as the Trustees in their absolute discretion shall think fit but in particular through the making of grants and donations.'

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

## Achievements and Performance

2021 has followed a similar pattern to 2020 due to the continuing coronavirus pandemic. All competitions were cancelled, and virtual events held in their place. In place of the annual competition in October, several "hubs" were set up around the country which people could attend if they felt safe to do so. Amersham were invited to the Portsmouth hub by Spinnaker chorus and about 30 members attended.

Once we were allowed to meet in groups larger than 6, we held open-air rehearsals during the summer in a barn owned by a chorus member's parents. This proved very successful and encouraged members to return to "live" singing albeit in much smaller numbers. Once we were allowed to sing indoors, we continued our search to find a new venue as the Epilepsy Centre was unable to let us return due to the condition of the building.

St Michael's Hall – which we have used for 40 years – was let to another group during our time away, so we have tried Amersham Free Church, the Amersham School, Audley Village Hall and Woodside Junior school. Rates on these vary, with most at nearly triple the price of St Michaels and offering little or no storage or breakout space. As St Michaels has now become free again, we have decided to return there for the time being, whilst numbers attending remain lower than normal.

We have both lost and recruited members throughout the year – numbers remain around the 65/70 level although we only have about 45 attending live rehearsals. However, we are able to live stream via our Facebook page to those who can't attend for whatever reason and this is proving popular.

## Financial Review

Receipts for the year totalled £27,292 (2020: £33,289) and payments totalled £15,523 (2020: £21,553) giving an excess of receipts over payments of £11,769 for the year (2020: £11,736).

Once again, the principal source of income this year has been membership subscriptions with any member struggling to keep up their payments because of the pandemic being able to apply for their subs to be funded by the Support Fund. Subscription income is shown gross of membership subscriptions paid to LABBS on behalf of individual members. Reclaiming Gift Aid on members' subscriptions continues to provide valuable income and the Chorus is grateful to all members who can do this.



Due to the lifting of restrictions, we did manage to hold our normal Retreat Day in September, and this was heavily subsidised from some of the excess gained last year. Coach hire to the "hub" in October was also subsidised.

Performance fees only amounted to £950 in this year – gained from performances in December 2020 and October 2021 at a wedding celebration.

We have also incurred just over half the amount of Venue Hire budgeted for this year as use of the barn in the summer was free and the start of the year was on Zoom. We have also widely underspent on other expenses – namely Costume, Coaching and Convention registration subsidies.

To assist with the outdoor singing - so that people didn't "over-sing" - we purchased 75 individual voice amplifiers directly from a supplier in China – saving ourselves nearly £1,500 in the process. These can also be used for any outdoor performances going forward to improve our amplification.

Deposits either paid in or paid out have been moved into a separate category so that the true cost of an event is shown in the month/year in which it happens.

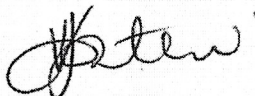
## Reserves Policy

Amersham A Cappella has a general reserves policy which ensures both the protection of its restricted funds and the provision of sufficient funding for its basic operating costs for a period of six months. The Trustees consider that such funds are available at 30<sup>th</sup> November 2021.

Funds are retained in restricted reserves for the purpose of making grants to members requesting financial support for attending and preparing for competitions and towards their subscriptions (Support Fund). This fund is supported by individual donations from members, and from Chorus funds where deemed necessary by the Trustees and when funds allow. In addition, costume deposits are also included in restricted funds.

Support Fund	2021	2020
	£	£
Balance as at 30 <sup>th</sup> November 2020	1,933	1,074
Donations from members	264	1,091
Grants made to members	(166)	(232)
Balance as at 30 <sup>th</sup> November 2021	2,031	1,933

Approved by the trustees and signed on their behalf:



Ron Fatemi (Chair)

12<sup>th</sup> January 2022

<b>RECEIPTS AND PAYMENTS ACCOUNTS</b>		<b>2021</b>	<b>2020</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>RECEIPTS</b>			
Subscriptions	22,837		22,837
Performance fees	950		950
Gift Aid & charitable income	3,568		3,568
Fundraising	0		0
Costume deposits (movement)	0	-80	-80
Support Fund contributions	0	264	264
LABBS grants	0		0
Bank interest	3		3
Receipts received in advance	250		250
Reallocations – see note	-500		-500
<b>TOTAL RECEIPTS</b>	<b>27,108</b>	<b>184</b>	<b>27,292</b>
<b>PAYMENTS</b>			
Venue Hire	1,611		1,611
Costume	33		33
Coaching	15		15
MD Expenses	6,788		6,788
Music expenses	793		793
LABBS Subs	2,622		2,622
Retreat 2021	1,677		1,677
Convention 2021	220		220
Support Fund	0	166	166
Website & Comms	1,082		1,082
Miscellaneous	2,820		2,820
Donations	0		0
Deposits paid for future events	0		0
Reallocations – see note	-2,304		-2,304
<b>TOTAL PAYMENTS</b>	<b>15,357</b>	<b>166</b>	<b>15,523</b>
Excess of Receipts over Payments	11,751	18	11,769
Balance brought forward	36,667	3,013	39,680
<b>Balance carried forward</b>	<b>48,418</b>	<b>3,031</b>	<b>51,449</b>
<b>CASH FUNDS</b>			
Bank Current Account			18,570
Bank Deposit Account			32,595
Petty Cash			284
<b>Balance as at 30th November 2021</b>			<b>51,449</b>
			<b>39,680</b>

Note: Deposits paid and receipts received in a previous year for an event that took place in this current year are shown as items reallocated to their appropriate classifications in this current year. The comparative figures have been adjusted accordingly.



<b>Debtors &amp; Prepayments</b>	
Convention 2022 hotel deposit (paid 2018)	£1,000
<b>Creditors &amp; Advance Payments received</b>	
Amersham Action Group (for Dec '21)	£250

<b>Restricted Reserves Balance</b>	
Support Fund	£2,031
Costume deposits	£1,000
<b>Total Restricted Funds</b>	£3,031

### Assets (Equipment)

Location – St. Michael's Church Hall, Amersham

- 10 Wenger Tourmaster 1.2m folding risers
- 10 Wenger Tourmaster 1.2m additional 4<sup>th</sup> step risers
- 10 Wenger Tourmaster 1.2m back rails
- 2 Wenger Tourmaster side rails
- 1 Wenger Classic 50 Music Stand

Stored by Musical Director – Helen Lappert

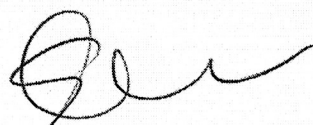
- 1 Olympus LS-11 Linear PCM Recorder + Digital Voice recorder  
+ Remote Control
- 1 Wenger Universal Tablet Stand
- 1 SHIDU Wireless Portable Voice Amplifier with microphone

Stored by Presentation Team – Helen Watson

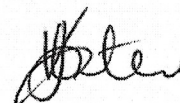
- 1 Panasonic HC-V110 camcorder
- 1 LED UC80 projector
- 1 Projector screen
- 1 mini HDMI extension cable
- 1 Toshiba portable hard drive

Accounts prepared by:

Approved by the Management Committee on 12<sup>th</sup> January 2022  
for adoption by members at the AGM on 18<sup>th</sup> January 2022



Sue Lewis (Treasurer)



Ron Fatemi (Chair)



## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF AMERSHAM A CAPPELLA**

I report on the accounts of the Charity for the year ended 30 November 2021 as set out on pages 5 & 6

### **Respective responsibilities of Trustees and examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011) (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under Section 145 of the Charities Act
- to follow the procedures laid down in the General Directions given by the Charities Commission (under Section 145(5)(b) of the Charities Act); and
- to state whether particular matters have come to my attention.

### **Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

### **Independent examiner's statement**

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.
  - i. to keep accounting records in accordance with Section 130 of the Charities Act; and
  - ii. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.



Michael R Hyde MVO  
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WD3 5HY

12<sup>th</sup> January 2022