

AMERSHAM A CAPPELLA

REGISTERED CHARITY 1152868

ANNUAL REPORT & ACCOUNTS

FOR THE YEAR ENDED 30TH NOVEMBER 2022

The Trustees present their report and accounts for the year ended 30th November 2022

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 22nd January 2013, revised on 5th 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 th January 2021)
Sharon Saywell	Vice Chair (appointed 19 th January 2021)
Sue Lewis	Treasurer (appointed 28 th January 2020)
Soozi Hyde	Secretary (appointed 28 th January 2020)
Hils Apicella	Public Relations Officer (appointed 19 th January 2021)
Hilary McCann	Bookings Secretary (appointed 28 th January 2020)
Jane Price	Membership Secretary (appointed 19 th January 2021)

There were no other Trustees serving during the year.

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

2022 has been a chance to get back to normal activities with most of our rehearsals, meetings, competitions and events all being held in person!

The European competition in Helsingborg in Sweden allowed 48 of us to flex our competitive muscles once again and trial a new ballad for the audience there. Whilst we didn't do as well as we had hoped, it showed us where our focus should be for the LABBS competition and a great time was had by all.

We celebrated our 40th anniversary year in September with a party at the new Jubilee Hall in Amersham, quickly followed by a fantastic Retreat weekend with David & Sandi Wright at the new theatre at Piper's Corner School. Although non-residential this year we did provide a delicious Saturday night dinner to thank everyone for their hard work.

Then on to Bournemouth and our fabulous score of 82.4% winning both the Performance and Music categories – just that Singing one to aim for now!

As with most choirs, our numbers have dwindled slightly over the year so there will be a recruitment drive in the New Year with our Love to Harmonise course – actively targeting people who can already sing and would like the challenge of singing a cappella.

Financial Review

The Budget for this year was set to spend some of the money accumulated during the pandemic and to celebrate our 40th year, so events were heavily subsidised to ensure everyone would benefit. Unfortunately, this is unsustainable going forward, so fund raising will become more of a priority in future years.

Receipts for the year totalled £31,167 (2021: £27,292) and Payments totalled £47,514 (2021: £15,523) giving an excess of payments over receipts of £16,347 for the year (2021: +£11,769).

Once again, our principal source of income has been membership subscriptions and reclaiming Gift Aid on members' subscriptions – as this generates over £3000 worth of income per year, please make sure you are signed up if you are a UK taxpayer. Performance fees also generated £2175 – the majority of these being from the Christmas events in December 2021, plus the show in Windsor in October.

So – how did we spend? Registrations and rehearsal room hire for Sweden cost us £5795; the 40th anniversary party cost £2640; Retreat cost us £5708 and finally paying the full LABBS registrations for everyone cost a further £6043.

We also spent a considerable amount on costume having decided that the blue sequin dress wasn't appropriate for our new up-tempo number. Our colourful shirts fitted so well into the LABBS Colours of You theme, and many other choruses were very jealous of our flat sparkly trainers!

After winning GOLD in 2019 LABBS gave us a grant of £3000 to go towards our travel expenses. As BING was cancelled in 2020 money was returned directly to members who had paid out costs of travel. This has had to be accounted for in this year and shows as a cost for Sweden (foreign travel) although netted off under "Re-allocations".

Due to the current cost of living crisis and our preliminary plans for next year's events the committee have also chosen to add £600 to the Support Fund from Chorus reserves. Hopefully this will allow everyone to participate in our travels next year and we would encourage those in need to apply.

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 30th November 2022.

Funds are also 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 as costume remains the property of chorus and should be returned when a member leaves.

Support Fund	2022	2021
	£	£
Balance as at 30 th November 2021	2,031	1,933
Donations from members & chorus	1,019	264
Grants made to members	(338)	(166)
Balance as at 30 th November 2022	2,712	2,031

Approved by the trustees and signed on their behalf:



Ron Fatemi (Chair)

11th January 2023

**RECEIPTS AND PAYMENTS
ACCOUNTS**

	Unrestricted	Restricted	2022 Total	2021 Total
	£	£	£	£
RECEIPTS				
Subscriptions	23,724		23,724	22,837
Performance fees	2,175		2,175	950
	0		0	
Gift Aid & charitable income	3,041		3,041	3,568
Fundraising	720		720	0
Costume deposits (movement)		120	120	-80
Bank interest	18		18	3
S/F contributions		1,019	1,019	264
Receipts received in advance	600		600	250
Re-allocations – see note	-250		-250	-500
TOTAL RECEIPTS	30,028	1,139	31,167	27,292
PAYMENTS				
Venue Hire	4,541		4,541	1,611
Costume	8,640		8,640	33
Coaching	1,459		1,459	15
MD Expenses	7,478		7,478	6,788
Music expenses	1,106		1,106	793
LABBS Subs	2,850		2,850	2,622
Sweden 2022	7,820		7,820	0
Convention2022	6,407		6,407	220
Support Fund payments	600	338	938	166
Website & Comms	177		177	1,082
Miscellaneous	5,436		5,436	2,820
Retreat	3,671		3,671	1,677
Deposits paid out	0		0	0
Re-allocations – see note	-3,009		-3,009	-2,304
TOTAL PAYMENTS	47,176	338	47,514	15,523
Excess of Payments over Receipts	-17,148	801	-16,347	11,769
Balance brought forward	48,418	3,031	51,449	39,680
Balance carried forward	31,270	3,832	35,102	51,449
CASH FUNDS				
Bank Current Account			2,489	18,570
Bank Deposit Account			32,613	32,595
Petty Cash			0	284
Balance as at 30th November 2022			35,102	51,449

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.

Debtors & Prepayments	
Trouville Hotel (paid 2018)	£636
Creditors & Advance Payments received	
Amersham Action Group (3/12/22)	£300
Keller Group (15/12/22)	£300

Restricted Reserves Balance	
Support Fund	£2712
Costume deposits	£1,120
Total Restricted Funds	£3,832

Assets (Equipment)

Location – St. Michael's Church Hall, Amersham

- 10 Wenger Tourmaster 1.2m folding risers
- 10 Wenger Tourmaster 1.2m additional 4th 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:



Sue Lewis (Treasurer)

Approved by the Management Committee on 11th January 2023
for adoption by members at the AGM on 17th January 2023



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 2022 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
Fellow of the Institute of Chartered Accountants in England and Wales
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Hertfordshire
WD3 5HY

12th January 2023