

AMERSHAM A CAPPELLA

REGISTERED CHARITY 1152868

ANNUAL REPORT & ACCOUNTS

FOR THE YEAR ENDED 30TH NOVEMBER 2023

The Trustees present their report and accounts for the year ended 30th November 2023

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:

Sharon Saywell	Chair (appointed 17 th January 2023)
Amanda Parker	Vice Chair (appointed 17 th January 2023)
Anne Jones	Treasurer (appointed 17 th January 2023)
Amy O'Reilly	Secretary (appointed 17 th January 2023)
Hils Apicella	Public Relations Officer (appointed 19 th January 2021)
Mary Hawkes	Bookings Secretary (appointed 17 th January 2023)
Jane Price	Membership Secretary (appointed 19 th January 2021)

Other Trustees serving during the year were:

Veronica (Ron) Fatemi	Chair (resigned 17 th January 2023)
Sue Lewis	Treasurer (resigned 17 th January 2023)
Soozi Hyde	Secretary (resigned 17 th January 2023)
Hilary McCann	Bookings Secretary (resigned 17 th January 2023)

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

We began the year by running a Learn to Harmonize Course. This ran for five weeks and was attended by 21 enthusiastic ladies.

In February we saw the introduction of a quartet speed dating event. Members turned up to take part in scratch quartets. It proved to be very successful and resulted in five quartets competing at IABS in October. The event was repeated in November.

During the year the chorus has performed at the Amersham Festival, Chipperfield Coronation Concert and the Knights of Harmony Show, as well as at several Sing Outs.

This year the chorus has received a wide variety of coaching from Scot Kitzmiller, David Wright, Kirsty Williams and Kerstin Greaves.

Our retreat this year was again held at Piper’s Corner School. It is a wonderful venue but members have requested a residential retreat going forward and with this in mind Bisham Abbey has been provisional booked for next year.

The Chorus made the decision to break with tradition this year and instead of competing in the LABBS competition entered IABS, the international competition in Ireland. 64 members travelled to Killarney. This was an open competition open to mixed and single voice choruses who came from Sweden, Netherlands and the UK. The competition was tough but we were delighted to win the gold medal and be named supreme champions.

Financial Review

Our principal source of income continues to come from 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 throughout the year generated £3,190.

Total receipts for the year were £33,022 and payments £31,022.

The committee agreed to pay for IABS registration for all members at a total cost of £5,651. In addition, chorus funds were used to hire rehearsal rooms in Killarney, subsidise members' Saturday evening meal and the unexpected but very pleasurable purchase of 64 gold medals!

A small amount of money was spent on restocking the pink sweatshirts and t-shirts. New costumes are planned for next year and this is reflected in the budget. Green t-shirts were provided to all members at a cost of £1071.

Several members of the chorus continue to pay in to the Support Fund each month. It currently has a balance of £3266. This is to help members who are finding it difficult to pay monthly subs or convention costs. Please apply for help with costs if you need it. It is available to all who have been members of the chorus for 12 months.

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 2023.

Funds are also retained in restricted reserves for the Support Fund. This fund is supported by the individual donations from members mentioned above, 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	2023	2022
	£	£
Balance as at 30 th November 2022	2,712	2,031
Donations from members & chorus	994	1,019
Grants made to members	(440)	(388)
Balance as at 30 th November 2023	3,266	2,712

Approved by the trustees and signed on their behalf:



Sharon Saywell (Chair)

9th January 2024

**RECEIPTS AND PAYMENTS
ACCOUNTS**

	Unrestricted	Restricted	2023 Total	2022 Total
	£	£	£	£
RECEIPTS				
Subscriptions	23,892		23,892	23,724
Performance fees	3,190		3,190	2,175
Gift Aid & charitable income	3,771		3,771	3,041
Fundraising	1,075		1,075	720
Costume deposits (movement)		320	320	120
Bank interest	380		380	18
S/F contributions		994	994	1,019
Receipts received in advance				600
Deposit Re-allocations	-600		-600	-250
TOTAL RECEIPTS	31,708	1,314	33,022	31,167
PAYMENTS				
Venue Hire	3,326		3,326	4,541
Costume	2,443		2,443	8,640
Coaching	1,226		1,226	1,459
MD Expenses	7,140		7,140	7,478
Music expenses	1,155		1,155	1,106
LABBS Subs	3,150		3,150	2,850
IABS 2023 / Sweden 2022	6,498		6,498	7,820
Convention	0		0	6,407
Support Fund payments		440	440	938
Website & Comms	149		149	177
Miscellaneous	2,312		2,312	5,436
Retreat	2,954		2,954	3,671
Deposits paid out	865		865	0
Deposit recovered	-636		-636	
Deposit Re-allocations	0		0	-3,009
TOTAL PAYMENTS	30,582	440	31,022	47,514
Excess of Payments over Receipts	1,126	874	2,000	-16,347
Balance brought forward	31,270	3,832	35,102	51,449
Balance carried forward	32,396	4,706	37,102	35,102
CASH FUNDS				
Bank Current Account			4,108	2,489
Bank Deposit Account			32,994	32,613
Petty Cash			0	0
Balance as at 30th November 2023			37,102	35,102

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	Amount	Future Event
12/01/2023 Wycombe Swan (Trafalgar Theatre)	360.00	Show 03/03/2024
12/04/2023 Broadway Baptist Church	370.00	Christmas Concert 09/12/2023
30/10/2023 Onward Club	75.00	Hire of Rehearsal Room for Show 04/02/2023
20/11/2023 Christmas Flyers	60.50	Promotion of Christmas Concert 09/12/2023
Creditors & Advance Payments received		
N/A		

Restricted Reserves Balance	
Support Fund	£3,266
Costume deposits	£1,440
Total Restricted Funds	£4,706

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

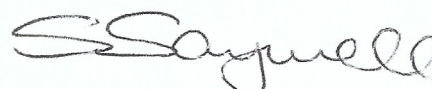
Stored by Presentation Team – Helen Watson

- 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:

Approved by the Management Committee on 9th January 2024
for adoption by members at the AGM on 16th January 2024

Anne Jones (Treasurer)



Sharon Saywell (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 2023 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

9th January 2024