

ELGAR WORKS
Registered Charity No: 1156953
A Company Limited by Guarantee, Registration No: 6040208

TRUSTEES' ANNUAL REPORT 2020/21

I have pleasure in presenting the Trustees' Annual Report for Elgar Works for the reporting period 3 January 2020–2 January 2021.

A. REFERENCE AND ADMINISTRATION DETAILS

1. The charity's principal address is :

20 High Street,
Rickmansworth,
Herts WD3 1ER

2. The following have served as Trustees throughout the period:

Frank Beck
Steven Halls

Iain Farrington
John Norris

Ann Vernau

John Wilson joined the Board on 3 September 2020

3. As required by the company's Articles of Association, new Directors are invited to join the Board by the serving Directors to fill a recognised vacancy or meet newly identified needs. Following John Wilson's appointment, it is considered that the Board does not currently need further strengthening.

B. STRUCTURE, GOVERNANCE AND MANAGEMENT

4. The pandemic has disrupted efforts to restore the charity to an even keel following the deaths of two leading officers in the second half of 2019. While volunteers have been found to take on most of the day-to-day work previously undertaken by these officers, their deaths have left the charity short of middle management to direct the volunteers. Late in the day, we have discovered major shortcomings in the underlying data for our Collected Correspondence series and, while the remedial work does not require much more than a knack for interpreting often difficult handwriting, our progress is likely to be severely hampered if we cannot find a volunteer willing to oversee the project and manage the volunteer team.

C. OBJECTIVES AND ACTIVITIES

5. During the review period, Elgar Works' principal objectives remained:

- ▶ the editing, formatting and printing of forthcoming volumes of the Elgar Complete Edition;
- ▶ the publication of a comprehensive uniform edition of Elgar's correspondence and the family diaries (the Collected Correspondence);
- ▶ the marketing, sale and distribution of published volumes in both series;
- ▶ the provision of vocal scores and orchestral parts to choirs and orchestras;
- ▶ the raising of funds and sponsorship to cover a proportion of the costs of the company's publishing activities;

with the following secondary objectives:

- ▶ the need to bring back into print and publish new editions of those volumes previously published by Novello but no longer available;
- ▶ the need to develop an electronic edition of future volumes;
- ▶ the need to exploit the advantages offered by an electronic edition for including material in non-print formats (notably music samples); and the consequent potential for developing the Complete Edition as a multi-level educational tool;
- ▶ to develop collaborative relationships with other bodies to stimulate interest in Elgar's music among a world-wide audience.

D. ACHIEVEMENTS AND PERFORMANCE

6. Fortuitously the charity published new volumes in each major series in February 2020, enabling it to enter the pandemic on a positive footing. The first lockdown severely disrupted commercial activities, causing a significant number of academic institutions to suspend or cancel their standing orders for volumes in our two main series and the cancellation of public concerts reducing the demand for performing material to zero. As a consequence, the trustees agreed that publishing activities should be cut back until a greater stability returned to the market and any consequent spare capacity devoted to editorial work on future volumes.

7. While the focus on editorial aspects has worked well in progressing the preparation of new Complete Edition volumes, the Collective Correspondence series has struggled. A known problem with the structuring of the underlying data initially appeared little more than an inconvenience, but work on the first correspondence volume to be tackled during the pandemic revealed more significant problems both with the accuracy of the data and the database facilitating access to it, considerably exacerbating the structuring problem. It is questionable whether the effort required to rectify these problems is justified solely by the publication of further volumes in the Collected Correspondence series, but the remedial work will also help the British Library absorb the Birthplace letter collection. It now seems more logical to make support for the British Library the charity's primary objective, with the publication of further Collected Correspondence volumes becoming a lesser priority until improvements to the quality of the underlying data have been completed.

E. FINANCIAL REVIEW

8. Despite the lack of new volumes and almost complete lack of sales since March 2020, the charity's financial performance for the whole year is not markedly different from that in many previous years in which only a single new volume in each series has been published, a strong indication of the charity's finances being closely tied to the publication of new volumes. While the charity's financial position remains stable, much will depend on accurately assessing demand for future volumes and adjusting the print run accordingly.

9. It is felt that the pandemic has removed any likelihood of a collaborative partnership with a commercial publishing house.

F. DECLARATION

10. The Trustees declare that they have read and approved this report.

Signed on behalf of the charity's Trustees:

A handwritten signature in black ink, appearing to read "Ann Vernau". The signature is fluid and cursive, with the first name "Ann" and last name "Vernau" clearly distinguishable.

Ann Elizabeth Vernau - Company Secretary

Date: 13 September 2021

ELGAR WORKS LIMITED

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 2 JANUARY 2021

REGISTERED NUMBER 06040208

COMPANY INFORMATION

COMPANY LIMITED BY GUARANTEE

DIRECTORS AND TRUSTEES	FRANK BECK IAIN FARRINGTON STEVEN HALLS JOHN NORRIS ANN VERNAU JOHN WILSON
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COMPANY SECRETARY	ANN VERNAU
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REGISTERED OFFICE:	20 HIGH STREET RICKMANSWORTH HERTS WD3 1ER
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BANKERS	LLOYDS RICKMANSWORTH BRANCH 82 HIGH STREET RICKMANSWORTH WD3 1AG
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INDEPENDENT EXAMINER	BRIAN WARMINGTON, BSc (Econ.), FCA 33 SHERFIELD AVENUE RICKMANSWORTH HERTS WD3 1NN
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DIRECTORS REPORT FOR THE YEAR ENDED 2 JANUARY 2021

The Directors present their Report and Financial Statements for the year ended 2 January 2021.

DIRECTORS

The following served as Directors throughout the current reporting period:

FRANK BECK	(US citizen)	IAIN FARRINGTON	(British)
STEVEN HALLS	(British)	JOHN NORRIS	(British)
ANN VERNAU	(British)		

JOHN WILSON (British) joined the Board on 3 September 2020.

PRINCIPAL ACTIVITIES

The principal activities of the Company in the period under review were:

- the publication of further volumes in the Elgar Complete Edition;
- the production of printed musical scores and parts for sale and hire;
- the provision of sponsorship and of scores free of charge for performances of Elgar's music;
- the publication of a comprehensive uniform edition of Elgar's correspondence and the family diaries.

The company is a non-profit-distributing organisation.

REVIEW OF ACTIVITIES

The summary of the results for the period is shown in the profit and loss account on page 4.

ACCOUNTS

The Directors have taken advantage, in the preparation of their report, of the special exemptions applicable to small companies.

Approved by the board out of committee between 8 and 14 September 2021 and signed on its behalf by:



Ann Vernau
Company Secretary

Date: 13 September 2021

INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS

I report on the accounts for Elgar Works Limited for the year ended 2 January 2021, which are set out on pages 4 to 7.

As the Company's Directors you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under sections 476 and 477 of the Companies Act 2006 (the Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under company law and is eligible for independent examination, it is my responsibility to examine the accounts and to state whether particular matters have come to my attention.

My examination includes a review of the accounting records kept by the company 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 directors 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 statement below.

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to prepare accounts which accord with the accounting records and to keep accounting records in accordance with section 386 of the Companies Act 2006 have not been met. It has been explained to me that a final decision on certain long-term debts noted in my report last year has yet to be reached because of the exceptional circumstances faced by the company over the past 12 months. There is nothing else to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Brian Warmington
Independent Examiner

31 August 2021

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 2 JANUARY 2021

	Note	2021	2020
TURNOVER			
Sales		21,924.69	40,852.28
less Cost of Sales		<u>12,155.14</u>	<u>22,197.29</u>
Profit on sales		9,769.55	18,654.99
Donations received		13,060.09	20,578.00
Gift Aid		<u>3,395.22</u>	<u>5,125.00</u>
GROSS PROFIT		26,224.86	44,357.99
Sponsorship	2a	5,700.00	1,053.80
Business support activities		8,628.00	12,068.46
Administrative Expenses		<u>3,979.05</u>	<u>2,871.61</u>
OPERATING PROFIT (LOSS)		7,917.81	28,364.12
Interest Receivable & Similar Income		<u>196.28</u>	<u>213.24</u>
NET PROFIT (LOSS)		8,114.09	28,577.36
Accumulated profit brought forward		<u>244,868.23</u>	<u>216,290.87</u>
ACCUMULATED PROFIT CARRIED FORWARD		<u>252,982.32</u>	<u>244,868.23</u>

Fuller details of all the above are given at note 2 on page 6.

All activities of this period are in respect of continuing operations.

The Company made no recognised gains or losses other than those reported above.

The notes on page 6 form part of these financial statements.

BALANCE SHEET AS AT 2 JANUARY 2021

	Note	2021	2020
CURRENT ASSETS			
Stock of Finished Goods		201,848.03	191,793.51
Debtors	3	3,678.95	17,799.73
Cash at Banks		57,777.89	50,911.10
		<u>263,304.87</u>	<u>260,504.34</u>
WORK IN PROGRESS			
Prepayment of editors, etc		29,964.52	23,534.34
		<u>293,269.39</u>	<u>284,038.68</u>
CURRENT LIABILITIES			
Creditors: Amounts Due Within One Year	4	40,287.07	39,170.45
NET ASSETS		<u>252,982.32</u>	<u>244,868.23</u>
FUNDS			
Restricted funds		24,261.21	36,261.21
Unrestricted funds		228,721.11	208,607.02
TOTAL FUNDS CARRIED FORWARD		<u>252,982.32</u>	<u>244,868.23</u>

The notes on pages 6-7 form part of these accounts.

The Directors confirm that, for the year ended 2 January 2021 :

- (a) the Company was entitled to exemption from audit under section 477 of the Companies Act 2006; and
- (b) the members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Directors acknowledge their responsibility under the Companies Act 2006 for:

- (a) ensuring that the Company keeps accounting records which comply with section 386 of the Act; and
- (b) preparing accounts which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 of the Act, so far as is applicable to the Company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime. The accounts were approved by the Board out of Committee between 8 and 14 September 2021 and signed on its behalf.



Steven Halls, Director
13 September 2021

NOTES TO THE FINANCIAL STATEMENTS**1. ACCOUNTING POLICIES**

- (a) The accounts have been prepared under the historical cost convention.
- (b) Stock is stated at the lower of cost and net realisable value.
- (c) All of the activities undertaken by the Company were continuing activities, and the reported profit was computed under the historical cost convention.
- (d) The company's policy is to minimise the amount it charges its customers, seeking to recover only ongoing production costs and in certain cases to supply other charitable organisations at no charge whatsoever. The company seeks to cover development costs, including items of equipment and the origination costs of new scores, from donations to the company. Costs which are not intended to be recovered through sales income appear in the accounts as administrative expenses and are written off immediately rather than being depreciated over several years or appearing as stock on the balance sheet.
- (e) Turnover represents a combination of income from sales and donations towards the company's working capital. All turnover is generated in the UK. The profit is wholly attributable to donations to the company's capital for work in progress. These include the waiving of claimable expenses incurred on behalf of the company's activities.

2. DETAILED PROFIT AND LOSS ACCOUNT	2021	2020
a. Sponsorship		
Provision of scores, brochures and proofs	0.00	178.80
Concerts and CD recordings	5,700.00	875.00
Other	0.00	0.00
	<u>5,700.00</u>	<u>1,053.80</u>
b. Business Support		
Honoraria	7,800.00	8,800.00
Unrecovered origination	828.00	2,556.00
Parts production	0.00	712.46
	<u>8,628.00</u>	<u>12,068.46</u>
c. Administrative Expenses		
Unrecovered printing and postage	510.10	219.17
Equipment, software and consumables	568.25	889.09
Storage rental	2,000.00	1,500.00
Stock & debts written off	686.95	0.00
Miscellaneous	213.75	263.35
	<u>3,979.05</u>	<u>2,871.61</u>
3. DEBTORS		
HMRC : Gift Aid	0.00	12,907.29
Trade Debtors	3,678.95	4,892.44
	<u>3,678.95</u>	<u>17,799.73</u>
4. CREDITORS		
Unrestricted Loans*	16,403.17	16,403.17
Advance monthly subscription payments	21,143.89	19,900.02
Trade creditors	2,740.01	2,867.26
	<u>40,287.07</u>	<u>39,170.45</u>

*These are a number of interest-free loans from the directors of the company.

5. TAXATION

The Company is not liable for UK Corporation Tax on its normal activities. It is liable for tax at the applicable rate on any investment income and capital gains. No provision for deferred tax is necessary in the current circumstances of the Company.

6. DIRECTORS' INTERESTS

None of the Directors had any interest in any contract to which the Company was a party during the period.