

DUXFORD SATURDAY WORKSHOP TRUST

England & Wales · Charity number 1157262

Details

Other names DUXFORD SATURDAY WORKSHOP TRUST1

Status Registered

Legal form CIO

Registered 2014-05-30

Register [View on the Charity Commission register](#)

Contact

Address 9 Greenacres
Duxford
Cambridge
CB22 4RB

Phone 07506552856

Email director@duxfordsaturdayworkshop.org.uk

Website www.duxfordsaturdayworkshop.org.uk/

Activities

Objects: THE OBJECTS OF THE CIO ARE TO ADVANCE THE EDUCATION OF CHILDREN AND ADULTS RESIDENT WITHIN THE VILLAGE OF DUXFORD AND SURROUNDING DISTRICTS IN THE SUBJECTS OF MUSIC, DRAMA, POETRY AND RELATED ARTS, BY MEANS OF RUNNING WORKSHOPS, THE PRESENTATION OF CONCERTS AND OTHER EVENTS, THE PROVISION OF MUSICAL INSTRUMENTS, TUITION AND ENSEMBLE MUSIC MAKING WHERE THE SCHOOL SYSTEM IS UNABLE TO MAKE SUCH PROVISION, AND TO COMPLEMENT SUCH PROVISION AS IS MADE.

Activities: To advance the education of children and adults resident within Duxford and surrounding districts in Music, Drama, Poetry and related Arts, by means of:- Running workshops- The presentation of concerts and other events- The provision of musical instruments, tuition and ensemble music making where the school system is unable to make such provision, and to complement such provision as is made.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Other Charitable Activities
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Children/young People, Other Defined Groups

Geography

- Cambridgeshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£37,150	£25,354	-	-
2024-08-31	£38,567	£35,608	-	-
2023-08-31	£25,131	£18,591	-	-
2022-08-31	£19,893	£17,178	-	-
2021-08-31	£7,271	£11,928	-	-

Trustees

Name	Role	Appointed
Professor Stephen Inglis	Chair	2019-02-02
Dominic Mahony		2021-03-26
Dr DANIEL RICHARD LEGGATE		2017-01-14
Gillian Haughan		2022-07-01
JANET LAURA MACLEOD		1995-09-01
MARGARET JOAN KERRY		2023-11-18

DUXFORD SATURDAY WORKSHOP TRUST

England & Wales - Charity number 1157262

Accounts

Duxford Saturday Workshop Trust CIO

Annual Report and Financial Statements

31st August 2025

Registered charity 1157262

Contents

Reference and Administrative Details	Page 3
Powers of the Charity	Page 4
Trustees' Report	Page 4
Statement of Trustees' Responsibilities	Page 5
Independent Examiner's Report	Page 6
Statement of Financial Activities	Page 7
Balance Sheet	Page 8
Notes to the Financial Statements	Page 9

Duxford Saturday Workshop Trust CIO

Reference and administrative information

Registered Charity number:	1157262
Address:	Duxford Community School St. John's Street Duxford Cambridge CB22 4RA
Charitable Incorporated Organisation's correspondent	Dr Daniel Leggate 9 Greenacres Duxford Cambridge CB22 4RB
Nature of governing document:	CIO Constitution dated 8 th February 2014
Names of Trustees:	Mrs Gill Haughan Prof Stephen Inglis (Chairman) Mrs Margaret Kerry (Treasurer) Mr Joel Kirk Dr Daniel Leggate (Secretary) Ms Janet Macleod Mr Dominic Mahony
Management Account Treasurer	Mr Chris Cooper
Director appointed by the Trustees:	Mrs Arwen Gilbert
Bankers:	Trust current account Managers current account CAF Bank Ltd Lloyds Bank 25 Kings Hill Avenue Market Street Kings Hill Wigan West Malling Kent ME19 4JQ
Independent Examiner:	Mr Tony Havil 5 Greenacres Duxford Cambridge CB22 4RB
Objects of the Charitable Incorporated Organisation:	To advance the education of children and adults resident within the village of Duxford and surrounding districts in the subjects of Music, Drama, Poetry and related Arts, by means of: - Running workshops - The presentation of concerts and other events - The provision of musical instruments, tuition and ensemble music making where the school system is unable to make such provision, and to complement such provision as is made.

Duxford Saturday Workshop Trust CIO

Powers of the Charity

The standard powers of a CIO (abbreviated here) to:

1. borrow money
2. buy and equip property
3. sell or lease property
4. employ and remunerate staff
5. deposit and invest funds,
and in addition to:
6. accept and receive gifts of property of any description (whether subject to any special trusts or not)
7. acquire musical instruments
8. loan musical instruments to Members who cannot afford to purchase instruments
9. make loans either interest free or at such a rate of interest as the Trustees shall decide from time to time to Members who are in necessitous circumstances in order to enable them to purchase musical instruments or other materials for their participation in Workshop activities. Loans may be made to parents or guardians of registered Child Members for the purchase of such instruments or materials.
10. arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures and classes

The Trust operates from Duxford Community School, and with the exception of a paid part-time Director, operates entirely on a voluntary basis. The principal regular activity is the holding of workshops on Saturday mornings during school terms (a total of 30 Saturdays each year), in which both tuition and an opportunity to play music together is provided.

Trustees' Annual Report

It has been another stellar year for workshop. By the end of the year, our membership numbers had grown to what we think is their highest ever, 320 (including about 25% children), and the range of activities we have been able to offer from our wonderful crew of more than 30 volunteer tutors has been quite astonishing. We have been particularly fortunate to benefit from a large number of highly talented young tutors who have made a great contribution, bringing freshness and infectious enthusiasm. This year hasn't been quite as 'eventful' as last year, our 50th anniversary year, but our regular calendar of hugely enjoyable Christmas carols, coffee concerts, member concert, picnic, and another tremendous Children's Music Theatre production, kept things ticking over nicely.

Behind the scenes our excellent team of managers have kept the wheels running smoothly – no easy task when over 200 members are turning up in a short space of time each Saturday – ably abetted by our dedicated coffee bar team, without whom Workshop would be a very different and much less social place.

From a Trustee perspective this was a year of significant change as Hazel Smith, Workshop's treasurer, amazingly, from its inception some 50 years ago, took an extremely well-earned rest. We were fortunate, however, to have a very experienced pair of hands, Margaret Kerry, waiting in the wings. The handover has gone well and I'd like to pay tribute to both Margaret and Hazel for their professionalism in effecting the transition so smoothly. I'm pleased to say that we start the new year in a strong financial position which has allowed us to reduce fees for children and families once again, while still leaving some headroom for the unexpected. The Trustees have also made good progress this year developing a range of new policies recently recommended by the Charity Commission and that work will continue in the coming year.

Finally I'd like to thank Arwen, our Director, for holding it all together so well while juggling multiple other commitments. She works very hard for us all, is very deeply committed to Workshop, and her passion for music as well as her engaging leadership style reflects and embodies the true spirit of Workshop.

Statement of Trustees' responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

In preparing these financial statements, the trustees are required to:

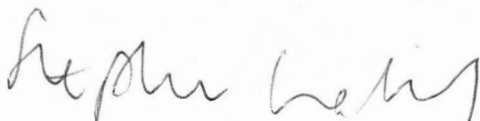
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution.

The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Approved by the Trustees of the charity on 15/11/25 and signed on its behalf by

Stephen Inglis



Chair of Trustees

Duxford Saturday Workshop Trust CIO

Independent Examiner's Report to the Trustees

I report on the Accounts of Duxford Saturday Workshop Trust for the year to 31st August 2025 which are attached.

Respective responsibilities of the Trustees and the Independent Examiner

As the charity's Trustees you are responsible for the preparation of the Accounts; you consider that the audit requirements of the Charities Act 1993 ("the Act") do not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under the Act, whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and includes 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 I do not express an audit opinion on the view given by the Accounts.

Independent Examiner's statement

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 keep accounting records in accordance with Section 41 of the Act, and to prepare Accounts which accord with the accounting requirements of the Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.



Tony Havil
5 Greenacres, Duxford, Cambridge CB22 4RB

Statement of Financial Activities

Income	31/08/2025	31/08/2024
	£	£
Donations	2,477	2,019
Membership fees	18,878	19,066
Gift Aid claimed	4,634	3,350
Interest received	6,950	5,901
Instrument hire	1,180	1,295
Musical events	332	4,391
Sale of instruments (note 2)		494
Coffee Bar receipts	2,699	2,049
Total Income	37,150	38,565
Expenditure		
Director's professional fee	11,200	9,920
School/DCC premises rental (note 3)	10,033	10,505
Instrument purchase (note 2)		700
Instrument repair	1,105	725
Bank charges (note 5)	93	
Musical events	583	3,672
Coffee bar expenditure	1,318	922
Music purchases (note 2)		42
Depreciation music (note 4)	120	
Depreciation office equipment (note 4)	278	
Insurance (note 5)	326	
Administration	298	403
Total Expenditure	25,354	26,889
Surplus for the year (note 3)	11,796	11,676
Loss on revaluation	-12,947	
Deficit/Surplus for the year	-1,151	11,676

Balance Sheet

	31/08/2025		31/08/2024	
	£		£	
Fixed Assets (note 1)				
Musical instruments	45,749		58,387	
Office equipment	841		9	
Sheet music	1,089		1,074	
Current assets				
Lloyds Bank current a/c	4,203		4,877	
CAF current a/c	9,896		5,755	
United Trust Bank bond	78,648		74,922	
Redwood Bank bond	52,600		50,000	
Virgin Money 120 day	16,270		15,663	
Cash	20		50	
Fees owed	297			
Current liabilities				
Prepayments by members		4,466		4,354
Outstanding bill		0		84
Unrestricted funds				
Brought forward	206,298		194,622	
Surplus for the year (note 3)	11,796		11,676	
Loss on revaluation	-12,947			
Carried forward		205,147		206,298
	209,613	209,613	210,736	210,736

Notes to the financial statements

Note 1 Fixed assets	Musical instru- ments	Office equip- ment	Sheet music
	£	£	£
At 1 September 2024	58,387	9	1,074
Additions	659	1,110	135
Disposals	-350	0	0
Depreciation for the year	0	-278	-120
Loss on revaluation	-12,947		
At 31 August 2025	45,749	841	1,089

Note 2

Additions and Disposals are now shown on the balance sheet

Note 3

2024 Comparatives for school rental and surplus for the year have been adjusted

Note 4

Depreciation is now shown in the financial activities statements

Note 5

Items previously included in administration

Accounting policies:

Basis of accounting:

This year the accounts have been prepared on the accruals basis rather than the cash basis. This allows receipts and payments to be allocated in the time period to which they relate rather than when they were paid or received. The comparative figures for 2023-24 have been adjusted to reflect this in line with the Charities SORP which states that as far as possible comparative information must be restated on a like-for-like basis.

Depreciation Policy:

Office equipment is depreciated at 25% pa reducing balance

Music is depreciated at 10% pa reducing balance

No depreciation is provided on musical instruments on the grounds that instruments are kept in good repair and their value does not reduce over time

Valuation of instruments was last carried out in 2024-25. All instruments over the value of £200 are specifically insured and this is the valuation used for insurance purposes.

Reserves policy:

Reserves Policy designation for 2025/26 **£140,600**.

Comprising of two sorts of reserves:

Reserve 1. Short term stability reserve totalling £55,600 and covering

- **Income risk reserve:** Reduction in fees/subscriptions and associated gift aid of 20% continuing for one year: **£5,600**
- **Adversity reserve:** 6 months running costs: **£15,000**
- **Underwriting reserve :** To underwrite possible losses for large events: **£5,000**
- **Instruments replacement reserve:** To underwrite the cost of loss of instruments where these are not individually insured: **£20,000**
- **Cessation reserve:** Costs in the event of closure: **£10,000**.

Reserve 2 Long term stability reserve totalling £85,000

The original reserves policy was for the interest from reserves to cover the director's fee so that workshop was independent of subscription income. This is no longer realistic but reserves were used during the pandemic to maintain workshop as a going concern including paying the director's fee., when there were no subscriptions. This reserve is for use in longer term adverse situations than those covered by the short term reserves.

Duxford Saturday Workshop Trust Management Account
1st September 2024 to 31st August 2025

Expenditure	2024-25	2023-24	
	£	£	
Duxford Primary School hire, whole year 24-25	9983.75	10,135.60	
Duxford Primary School hire, late invoices Autumn 22, Spring/ Summer 2023.		9,120.25	
Duxford Community Centre room hire	48.00	0.00	
Transferred to Trustees account	10,500.00	11,000.00	
Expenses for concerts and events	551.92	3672.77	
Insurance (Instruments and Public Liability)	326.25	181.80	
Instrument purchases	119.49	700.00	
Repairs to Workshop instruments	1105.00	724.70	
Administrative: stationery, copying, postage, DBS checks	230.24	68.07	
Office equipment (capital exp.) copier, card reader, laminator	1293.96	0.00	
Banking transaction fees (SumUp)	33.49	59.92	
Music added to stock	135.14	42.50	
Coffee bar	1317.78	922.23	
Tutors lunch		0.00	
Total expenditure	25645.02	36,627.84	
Income			
Member Payments to Registration, Termly fees and Instrument Hire made in this financial year, net of refunds £237 & refunds converted to donations £357	19692.50	20,140.50	
Instrument hire, non-members	180.00	220.00	
Donations from members	716.97	1485.50	
Donations non-members inc. £810.46 Bobbie Cannon funeral	930.46	0.00	
Donations - giving schemes – Easy Fundraising/Amazon	40.62	73.11	
Coffee bar sales	2698.67	2,049.11	
Income from concerts and events (see below)	332.41	4,390.82	
Instrument sales	350.00	694.50	
Miscellaneous	0.00	12.42	
	—		
Total income	24941.63	29,065.96	
Bank balance 31st August 2025; cash inc. floats; total	4202.68	20.90	4223.58
Bank balance 1st September 2024; cash inc. floats; total	4876.55	50.42	4926.97
Difference			-703.39
Total expenditure over the year			25645.02
Total income over the year			24941.63

Notes:

String Orchestra Music Fund now incorporated in general music purchase budget.

Concerts & Events 2024-25

Event	Expenses £	Income £	Surplus £
7 Dec 24 Carol Concert	0.00	182.81	182.81
4 March 25 Tutors Lunch	74.73		-74.73
29 April 25 Tutors Benefit, Gamelan Orchestra session	213.60		-213.60
29 May 25 String Orchestra, concert rehearsal room hire	136.00		-136.00
17 June 25 Residual ticket sales from Alumnae event 2024		3.10	3.10
22 June 24 Children's Music Theatre Collection		146.50	
Music score	69.65		
General expenses	57.94		18.91
Total	551.92	332.41	-219.51

DUXFORD SATURDAY WORKSHOP TRUST

England & Wales - Charity number 1157262

Accounts

DUXFORD SATURDAY WORKSHOP TRUST

ANNUAL REPORT AND ACCOUNTS

FOR THE PERIOD ENDED 31ST AUGUST 2024

Registered charity 1157262

DUXFORD SATURDAY WORKSHOP TRUST
LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity number: 1157262

Address: Duxford Community School
St. John's Street
Duxford
Cambridge CB22 4RA

Charitable Incorporated Organisation's correspondent: Dr Daniel Leggate
9 Greenacres
Duxford
Cambridge CB22 4RB

Nature of governing document: CIO Constitution dated 8th February 2014

Names of Trustees: Mr Philip Curry until November 2023
Mrs Gill Haughan
Prof Stephen Inglis (Chairman)
Mrs Margaret Kerry from November 2023
Dr Daniel Leggate (Secretary)
Ms Janet Macleod
Mr Dominic Mahony
Mr Greg Smith
Mrs Hazel Smith (Treasurer)

Management Account Treasurer: Mr Chris Cooper

Director appointed by the Trustees: Mrs Arwen Gilbert

Bankers: Trust current account Managers current account
CAF Bank Ltd Lloyds Bank
25 Kings Hill Avenue Market Street
Kings Hill Wigan
West Malling
Kent ME19 4JQ

Independent Auditor: Mr Tony Havil
5 Greenacres
Duxford
Cambridge CB22 4RB

Objects of the Charitable Incorporated Organisation: To advance the education of children and adults resident within the village of Duxford and surrounding districts in the subjects of Music, Drama, Poetry and related Arts, by means of:

- Running workshops
- The presentation of concerts and other events
- The provision of musical instruments, tuition and ensemble music making where the school system is unable to make such provision, and to complement such provision as is made.

Reserves policy: The reserves are intended to yield a sufficient level of income so that the charity does not rely on additional donations to meet the cost of the Director's remuneration.

DUXFORD SATURDAY WORKSHOP TRUST

POWERS OF THE CHARITY

The standard powers of a CIO (abbreviated here) to:

1. borrow money
2. buy and equip property
3. sell or lease property
4. employ and remunerate staff
5. deposit and invest funds,
and in addition to:
6. accept and receive gifts of property of any description (whether subject to any special trusts or not)
7. acquire musical instruments
8. loan musical instruments to Members who cannot afford to purchase instruments
9. make loans either interest free or at such a rate of interest as the Trustees shall decide from time to time to Members who are in necessitous circumstances in order to enable them to purchase musical instruments or other materials for their participation in Workshop activities. Loans may be made to parents or guardians of registered Child Members for the purchase of such instruments or materials.
10. arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures and classes

The Trust operates from Duxford Community School, and with the exception of a paid part-time Director, operates entirely on a voluntary basis. The principal regular activity is the holding of workshops on Saturday mornings during school terms (a total of 30 Saturdays each year), in which both tuition and an opportunity to play music together is provided.

REVIEW OF OUR 50th YEAR

This has been a really tremendous year for Workshop, and a very fitting way to celebrate our 50th anniversary. The Christmas Carols provided an appropriate curtain raiser, arguably the best ever, in my time at least, with new kinds of musical offerings to complement the, as ever, loud and joyful singing. The new school facilities, and in particular the small hall/coffee room are a real bonus for running events like this, so there has been a clear silver lining to the considerable difficulties we faced after the fire.

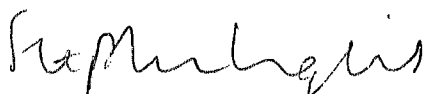
There have been so many highlights that it's hard to capture them all in a brief report but I think everyone would agree that the two special events organised to mark the anniversary really stand out. A huge amount of effort by the Director and many volunteers went into organising the Alumnus event in early March and in spite of the challenges of sifting through large numbers of defunct email addresses, it proved a great success. It was wonderful to see old and new Workshop members coming together to make music, enjoy each other's company during the evening, and reminisce about the past. The photo displays, and in particular the amazing booklet produced by Robyn Wilson-Owen and her team of writers and photo archivists, brought back happy memories for many. Their work has given us not only an important memento, but also a beacon for the future – the formula that has worked so well over the past 50 years is clearly as effective as ever.

The Anniversary Concert in April at the prestigious West Road concert hall was another triumph. Superb performances from the All Stars, String Orchestra, Choir and Jazz Band had the 300 strong audience roaring, and the first such event in Workshop's history seems unlikely to be the last.

On more usual Workshop territory, we offered members an amazing 38 different musical groups during the year, all dependent on the generosity and skill of our volunteer tutors. It's been particularly heart-warming to see a crop of very talented youngsters joining the ranks, a very good omen for the future. The Workshop annual picnic was well attended – moving it to coincide with the Members Concert proved a good decision, and the final event of the year, the Music Theatre group's performance of Matilda was a stunning success.

Our new year has also started very strongly. Well over 200 on-line pre-registration forms were submitted and a very healthy crop of new members has brought us to over 300 (75 children), 10% up on last year. With these numbers, and some extremely generous donations over the past year, our finances are in a healthy state, and the Trustees are now able to consider some modest investments to improve our resources for the future. All in all a very rosy and pleasing picture.

Stephen Inglis



Chair of Trustees

DUXFORD SATURDAY WORKSHOP TRUST
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the Accounts of Duxford Saturday Workshop Trust for the year to 31st August 2024 which are attached.

Respective responsibilities of the Trustees and the Independent Examiner

As the charity's Trustees you are responsible for the preparation of the Accounts; you consider that the audit requirements of the Charities Act 1993 ("the Act") do not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under the Act, whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and includes 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 I do not express an audit opinion on the view given by the Accounts.

Independent Examiner's statement

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 keep accounting records in accordance with Section 41 of the Act, and to prepare Accounts which accord with the accounting requirements of the Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.



Tony Havil
5 Greenacres, Duxford, Cambridge CB22 4RB

October 2024

DUXFORD SATURDAY WORKSHOP TRUST

RECEIPTS AND PAYMENTS ACCOUNT

RECEIPTS	<u>PERIOD TO 31/08/24</u>	<u>PERIOD TO 31/08/23</u>	
	£	£	
Donations	2,018.53	931.51	
Membership fees	19,065.50	17,341.50	
Gift Aid repayment (previous year)	3,350.11	1,206.00	1
Interest	5,900.63	2,454.33	
Charitable trading activities:			
Instrument hire	1,295.00	1,045.00	
Musical events	4,390.82	800.79	
Sale of surplus donated instruments	494.50		
Other trading activities:			
Coffee bar	2,049.11	1,351.50	
Instrument accessory sale	2.50		
TOTAL RECEIPTS	38,566.70	25,130.63	
PAYMENTS			
Director's contract for services	9,920.00	9,220.00	
Administration costs	19,625.64	7,900.48	2
Repair of instruments	724.70	396.00	
Charitable trading activities:			
Musical events	3,672.77	253.99	
Instrument purchase (cello)	700.00		
Other trading activities:			
Coffee bar	922.23	701.26	
Asset purchases:			
Music	42.50	119.70	
TOTAL PAYMENTS	35,607.84	18,591.43	
CASH SURPLUS FOR THE YEAR	2,958.86	6,539.20	3

NOTES

1. Claims are submitted in November.
2. Administration costs include the hire charges for the premises at which the Workshop meets at Duxford School and also Duxford Community Centre from 2020-2023, at £19,223.75. This includes £9,120.25 for school hire in 2022-23 and £10,103.50 for 2023-24.
3. Note there was a big outstanding invoice, £9,120.25 presented after the year end in 2023 for the previous year's use of Duxford Community School and paid in the year 2023-24.

DUXFORD SATURDAY WORKSHOP TRUST

STATEMENT OF ASSETS AND LIABILITIES

ASSETS	<u>AS AT 31/08/24</u>	<u>AS AT 31/08/23</u>	
	£	£	
Cash and investments			
Cash	50.42	74.41	
Bank balance, Lloyds Bank	4,876.55	12,414.44	
CAF Cash current account (0.15%)	5,754.96	3,391.78	
United Trust Bank at 1.6% and 4.8%	74,921.64	72,401.20	
Redwood Bank bond at 5.2%	50,000.00	50,000.00	
Virgin Money 120-day Account (4.25%)	15,662.86	10,025.74	
Musical instruments	58,387.00	66,072.00	4
Other fixed assets	8.54	12.96	5
Music	1,073.54	1,290.63	6
TOTAL ASSETS	210,735.51	215,683.16	
LIABILITIES			
2023			
Registration and term fees for current year paid before 1 September		2,592.00	
School Hire, year 2022-23		9,120.25	
2024			
Registration and term fees for current year paid before 1 September	4,354.00		
Photocopying	84.00		
TOTAL LIABILITIES	4,438.00	11,712.25	
TOTAL NET ASSETS	206,297.51	203,970.91	

NOTES

4. The valuation of *Musical instruments* is that used for insurance purposes.
5. *Other fixed assets* are being depreciated over five years.
6. *Music* is being depreciated over ten years.

Duxford Saturday Workshop Trust Management Account
1st September 2023 to 31st August 2024

Expenditure	2023-24	2022-23	
Duxford Primary School hire, whole year 23-24	10,135.60	5,696.25	
Duxford Primary School hire, late invoices Autumn 22, Spring/ Summer 2023.	9,120.25		
Duxford Community Centre, room hire	0.00	1,728.00	
Transferred to Trustees account	11,000.00	8,000.00	
Expenses for concerts and events	3,672.77	253.99	
Insurance (Instruments and Public Liability)	181.80	156.80	
Instrument purchases	700.00	0.00	
Repairs to Workshop instruments	724.70	396.00	
Administrative bank fees, stationery, postage, DBS checks	68.07	198.42	
Banking transaction fees (SumUp)	59.92	31.01	
Music added to stock	42.50	119.70	
Coffee bar	922.23	701.26	
Tutors lunch	0.00	30.00	
Total expenditure	<u>36,627.84</u>	<u>17,311.43</u>	
Income			
Member Payments to Registration, Termly fees and Instrument Hire made in this financial year, net of refunds £237 & refunds converted to donations £357	20,140.50	17,341.50	
Instrument hire, non-members or outside Member Payments inc. £30 payment towards repair cost (22-23 members hire charge not included in Member Payments)	220.00	1,045.00	
Member Payments credits treated as donations	357.00	441.00	
Other Donations from members	1,128.50		
Donations - retail giving schemes – Easy Fundraising/Amazon	73.11	56.24	
Coffee bar sales	2,049.11	1,351.50	
String Orchestra Music Fund (Balance at year end £78.14 unchanged from 22-23)	0.00	0.00	
Income from concerts and events (see below)	4,390.82	800.79	
Instrument sales	694.50		
Miscellaneous	12.42	184.27	
Total income	<u>29,065.96</u>	<u>21,220.30</u>	
Bank balance at 31st August 2024; cash inc. floats; total	4,876.55	50.42	4,926.97
Bank balance at 1st September 2023; cash inc. floats; total	12,414.44	74.41	<u>12,488.85</u>
Difference			-7,561.88
Total expenditure over the year			36,627.84
Total income over the year			29,065.96

Concerts & Events 2023-24

Event	Expenses	Income	Surplus
9 Dec 23 Carol Concert donations	0.00	105.90	105.90
9 March 24 50 th Anniversary Alumni Event			
Ticket sales		1,750.00	
Donations on the day		286.54	
Catering	1,200.00		
Bar	100.67	152.00	
Miscellaneous	34.91		
			852.96
28 April 24 50 th Anniversary Concert, West Road			
Ticket Sales Eventbrite		1,680.65	
Ticket Sales cash		150.00	
Hall hire	1,122.00		
Hire of timps	44.00		
			664.65
4 May 24 John Hegley Poetry Workshop fee	60.00		-60.00
22 June 24 Children's Music Theatre (Mätilda)			
Collection		265.73	
Licence and royalties	615.00		
Props	14.94		
			-364.21
General			
Anniversary Souvenir Booklet printing	382.00		
Rehearsal room hire	99.25		
			-481.25
Total	3,672.77	4,390.82	718.05

DUXFORD SATURDAY WORKSHOP TRUST

England & Wales - Charity number 1157262

Accounts

DUXFORD SATURDAY WORKSHOP TRUST

ANNUAL REPORT AND ACCOUNTS

FOR THE PERIOD ENDED 31ST AUGUST 2023

Registered charity 1157262

DUXFORD SATURDAY WORKSHOP TRUST
LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity number:	1157262	
Address:	Duxford Community School St. John's Street Duxford Cambridge CB22 4RA	Duxford Community Centre Hunts Road Duxford Cambridge CB22 4RE (until July 2023)
Charitable Incorporated Organisation's correspondent	Dr Daniel Leggate 9 Greenacres Duxford Cambridge CB22 4RB	
Nature of governing document:	Constitution dated 8 th February 2014	
Names of Trustees:	Mr Philip Curry Mrs Gill Haughan Prof Stephen Inglis (Chairman) Dr Daniel Leggate (Secretary) Ms Janet Macleod Mr Dominic Mahony Mr Greg Smith Mrs Hazel Smith (Treasurer)	
Management Account Treasurer	Mr Chris Cooper	
Director appointed by the Trustees:	Mrs Arwen Gilbert	
Bankers:	Trust current account CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	Managers current account Lloyds Bank Market Street Wigan
Independent Auditor:	Mr Tony Haval 5 Greenacres Duxford Cambridge CB22 4RB	
Objects of the Charitable Incorporated Organisation:	To advance the education of children and adults resident within the village of Duxford and surrounding districts in the subjects of Music, Drama, Poetry and related Arts, by means of: <ul style="list-style-type: none">- Running workshops- The presentation of concerts and other events- The provision of musical instruments, tuition and ensemble music making where the school system is unable to make such provision, and to complement such provision as is made.	
Reserves policy:	The reserves are intended to yield a sufficient level of income so that the charity does not rely on additional donations to meet the cost of the Director's remuneration.	

DUXFORD SATURDAY WORKSHOP TRUST

POWERS OF THE CHARITY

The standard powers of a CIO (abbreviated here) to:

1. borrow money
2. buy and equip property
3. sell or lease property
4. employ and remunerate staff
5. deposit and invest funds,
and in addition to:
6. accept and receive gifts of property of any description (whether subject to any special trusts or not)
7. acquire musical instruments
8. loan musical instruments to Members who cannot afford to purchase instruments
9. make loans either interest free or at such a rate of interest as the Trustees shall decide from time to time to Members who are in necessitous circumstances in order to enable them to purchase musical instruments or other materials for their participation in Workshop activities. Loans may be made to parents or guardians of registered Child Members for the purchase of such instruments or materials.
10. arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures and classes

The Trust normally operates from Duxford Community School, and with the exception of a paid part-time Director, operates entirely on a voluntary basis. The principal regular activity is the holding of workshops on Saturday mornings during school terms (a total of 30 Saturdays each year), in which both tuition and an opportunity to play music together is provided.

REVIEW OF PROGRESS AND ACHIEVEMENTS

Over the past year, with major school building works ongoing, we have relied heavily on the Duxford Community Centre (DCC) to help accommodate our activities. This inevitably required compromises, but I am delighted to say that our tutors and members, with great resilience, flexibility and a few umbrellas from time to time, kept workshop very much alive and kicking.

Our calendar of events was back to full strength. Christmas Carols, indoors for the first time since Covid, was, as always, a lovely occasion with particularly lusty performances, both vocal and instrumental, and a very welcome return of the much-loved mulled wine and mince pie finale. The May Members' Concert was also a great success, in spite of the considerable logistic challenges involved in shipping our huge timpani over to the DCC. That was followed by an extremely lively and swashbuckling Children's Music Theatre group performance at DCC, assisted by a very supportive group of parents and our excellent sound engineer and set-building team. Towards the end of the summer term we held our usual Taster morning, and finally, once again at DCC, our regular annual Workshop Picnic, with entertainment from our thriving jazz big band, rounded off the year in style.

We have been extremely grateful to the DCC team for supporting our musical activities for the last three years. It was a remarkable stroke of fortune that their splendid new facility was available to us at the crucial time. It is, however, wonderful to be able to report that we are now all back together again under the same roof. The new school facilities are excellent, and the staff have been very supportive in helping us resolve the few teething issues that we faced in the first week or two.

It is also heart-warming to note that our membership numbers are now well and truly back up to pre-Covid levels: 279 members (267 last year) including 74 children, and 68 new members (28 children). The increased buzz and excitement on Saturday mornings is palpable. From an administrative perspective workshop is running smoothly, assisted by our electronic membership database and accounting system, now settling into its third year and developing all the time.

As always, we must offer grateful thanks to the many individuals who make Workshop run as smoothly as it does – our fine body of 26 volunteer tutors (4 new this year) who give so generously of their time, enthusiasm and energy, the team of managers who assist with day-to-day practicalities, our amazing coffee bar staff, and of course our members without whom our very special ethos could not be sustained. As we look forward to celebrating our 50th birthday next year, Workshop can be truly proud of its remarkable history, and the joy that it has brought into so many people’s lives.

Stephen Inglis

Chair of Trustees

DUXFORD SATURDAY WORKSHOP TRUST **INDEPENDENT EXAMINER’S REPORT TO THE TRUSTEES**

I report on the Accounts of Duxford Saturday Workshop Trust for the year to 31st August 2023 which are attached.

Respective responsibilities of the Trustees and the Independent Examiner

As the charity’s Trustees you are responsible for the preparation of the Accounts; you consider that the audit requirements of the Charities Act 1993 (“the Act”) do not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under the Act, whether particular matters have come to my attention.

Basis of Independent Examiner’s report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and includes 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 I do not express an audit opinion on the view given by the Accounts.

Independent Examiner’s statement

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 keep accounting records in accordance with Section 41 of the Act, and to prepare Accounts which accord with the accounting requirements of the Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

Tony Havil
5 Greenacres, Duxford, Cambridge CB22 4RB

October 2023

DUXFORD SATURDAY WORKSHOP TRUST

RECEIPTS AND PAYMENTS ACCOUNT

RECEIPTS	<u>PERIOD TO 31/08/23</u>	<u>PERIOD TO 31/08/22</u>	
	£	£	
Donations	931.51	959.37	1
Membership fees	17,341.50	14,373.00	
Income Tax repayment (previous year)	1,206.00	408.00	2
Interest	2,454.33	721.10	
Charitable trading activities:			
Instrument hire	1,045.00	800.00	
Musical events	800.79	1,224.98	
Other trading activities:			
Coffee bar	1,351.50	1,406.20	
TOTAL RECEIPTS	25,130.63	19,892.65	
PAYMENTS			
Director's contract for services	9,220.00	8,860.00	
Administration costs	7,900.48	6,018.22	3
Repair of instruments	396.00	230.00	
Charitable trading activities:			
Musical events	253.99	1,195.04	
Other trading activities:			
Coffee bar	701.26	715.04	
Asset purchases			
Music	119.70	138.34	
Equipment		21.59	
TOTAL PAYMENTS	18,591.43	17,178.23	
CASH SURPLUS FOR THE YEAR	6,539.20	2,714.42	4

NOTES

1. Includes a charitable transfer of £217.79 on their winding up, from Cambridge Symphonic Winds in July 2022.
2. Claims are submitted in November.
3. *Administration costs* include the hire charges for the premises at which the Workshop meets at Duxford School and Duxford Community Centre.
4. Note there is a big outstanding invoice, just over £9,000 not yet received from Duxford Community School.
A truer figure for profitability over the year 2021-22 was a loss of about £3,000.
In 2022-23 there was a gain of about £3,000.

DUXFORD SATURDAY WORKSHOP TRUST

STATEMENT OF ASSETS AND LIABILITIES

	<u>AS AT 31/08/23</u>	<u>AS AT 31/08/22</u>	
	£	£	
ASSETS			
Cash and investments			
Cash	74.41	204.31	
Bank balance, Lloyds Bank	12,414.44	8,375.67	
CAF Cash current account (0.1%)	3,391.78	8,828.67	
United Trust Bank at 1.6% and 4.8%	72,401.20	71,004.99	
Redwood Bank bond at 4.8%	50,000.00	50,000.00	
Virgin Money deposit / 120-day Charity Notice Account (4.55%)	10,025.74	3,354.73	
Musical instruments	66,072.00	64,308.00	1
Other fixed assets	12.96	185.48	2
Music	1,290.63	1,466.95	3
TOTAL ASSETS	215,683.16	207,728.80	
LIABILITIES			
2022			
Registration and term fees for current year paid before 1 September		1,847.00	
Donation to DCC to be paid re picnic July 2022		200.00	
School Hire, SpringTerm 2022 (estimate)		3,040.00	
School Hire, Summer Term 2022 (estimate)		3,200.00	
2023			
Registration and term fees for current year paid before 1 September	2,592.00		
School Hire, year 2022-23	9,120.25		
TOTAL LIABILITIES	11,712.25	8,287.00	
TOTAL NET ASSETS	203,970.91	199,441.80	

NOTES

1. The valuation of *Musical instruments* is that used for insurance purposes.
2. *Other fixed assets* are being depreciated over five years.
3. *Music* is being depreciated over ten years.

Duxford Saturday Workshop Trust Management Account
1st September 2022 to 31st August 2023

Expenditure	2022-23	2021-22	
Duxford Primary School hire Spring/ Summer 2022 terms, late invoices. Whole year 22-23 £9120.25 late invoice paid yr. 23-24	5,696.25	3,094.50	
Duxford Community Centre room hire	1,728.00	2,276.00	
Transferred to Trustees account	8,000.00	5,000.00	
Expenses for concerts and events (inc. donation £200 to Duxford Community Centre from July Picnic)	253.99	1,195.04	
Insurance (Instruments and Public Liability)	156.80	189.80	
Instrument purchases	0.00	0.00	
Repairs to Workshop instruments	396.00	230.00	
Administrative bank fees, stationery, postage, DBS checks	198.42	205.57	
Banking transaction fees (SumUp)	31.01		
Zoom Account (now closed)	0.00	115.12	
SumUp Card reader		21.59	
Music added to stock	119.70	144.04	
Coffee bar	701.26	715.04	
Tutors lunch	30.00	38.53	
	<hr/>	<hr/>	
Total expenditure	17,311.43	13,225.23	
Income			
Members' Payments to Registration and Termly fees in this financial year (details analysed separately).	17,341.50		
All Registration fees pertaining to 2021-22 @ £20 and late registrations @ £25		5,863.00	
Less Pre-registrations received in preceding year		(1,263.00)	
*Pre-registrations received for following year (inc. door fees)		1,847.00	
Door fees		7,926.00	
Instrument hire	1,045.00	800.00	
Member payments treated as donations	441.00	156.00	
Other Donations from members		33.00	
Donations - retail giving schemes – Easy Fundraising/Amazon	56.24	142.58	
Donation, instrument loan to theatre group		100.00	
Coffee bar sales	1,351.50	1,406.20	
String Orchestra Music Fund (Balance at year end £154.64 – £76.50 = £78.14)	0.00	60.00	
Income from concerts and events (see below)	800.79	1,224.98	
Miscellaneous	184.27		
	<hr/>	<hr/>	
Total income	21,220.30	18,295.76	
Bank balance at 31st August 2023; cash inc. floats; total	12,414.44	74.41	12,488.85
Bank balance at 1st September 2022; cash inc. floats; total	8,375.67	204.31	<u>8,579.98</u>
Difference			3,908.87
Total expenditure over the year			<u>17,311.43</u>
Total income over the year			21,220.30

Concerts & Events 2022-23

Event	Expenses	Income	Surplus
10 Dec 22 Carol Concert	7.99	117.84	109.85
4 March 23 Jazz and Improvisation Workshop externally funded Travel expenses to Vijay Prakash	10.00		-10.00
6 May 23 Concert, Great Chesterford Church, share of collection		205.05	205.05
8 July 23 Workshop Picnic in aid of DCC funds.	200.00 donation to DCC	200.00	0.00
25 June 22 Children's Music Theatre	79.20	177.90	98.70
6 Aug 23 Jazz Band performance Wandlebury	0.00 (60.75 paid in 2023-24)	100.00	100.00 (39.25 after late expenses)
Total	297.19	800.79	503.60 (442.85 after late exp)

DUXFORD SATURDAY WORKSHOP TRUST

England & Wales - Charity number 1157262

Accounts

DUXFORD SATURDAY WORKSHOP TRUST

ANNUAL REPORT AND ACCOUNTS

FOR THE PERIOD ENDED 31ST AUGUST 2022

Registered charity 1157262

DUXFORD SATURDAY WORKSHOP TRUST
LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity number: 1157262

Address: Duxford Community School Duxford Community Centre
St. John's Street Hunts Road
Duxford Duxford
Cambridge CB22 4RA Cambridge CB22 4RE

Charitable Incorporated Organisation's correspondent Dr Daniel Leggate
9 Greenacres
Duxford
Cambridge CB22 4RB

Nature of governing document: Constitution dated 8th February 2014

Names of Trustees: Mr Philip Curry
Mrs Gill Haughan (co-opted June 2022)
Prof Stephen Inglis (Chairman)
Dr Daniel Leggate (Secretary)
Ms Janet Macleod
Mr Dominic Mahony
Mr Greg Smith
Mrs Hazel Smith (Treasurer)

Management Account Treasurer Mr Chris Cooper

Director appointed by the Trustees: Mrs Arwen Gilbert

Bankers: Trust current account Managers current account
CAF Bank Ltd Lloyds Bank
25 Kings Hill Avenue Market Street
Kings Hill Wigan
West Malling
Kent ME19 4JQ

Independent Auditor: Mr Tony Havil
5 Greenacres
Duxford
Cambridge CB22 4RB

Objects of the Charitable Incorporated Organisation: To advance the education of children and adults resident within the village of Duxford and surrounding districts in the subjects of Music, Drama, Poetry and related Arts, by means of:

- Running workshops
- The presentation of concerts and other events
- The provision of musical instruments, tuition and ensemble music making where the school system is unable to make such provision, and to complement such provision as is made.

Reserves policy: The reserves are intended to yield a sufficient level of income so that the charity does not rely on additional donations to meet the cost of the Director's remuneration.

DUXFORD SATURDAY WORKSHOP TRUST

POWERS OF THE CHARITY

The standard powers of a CIO (abbreviated here) to:

1. borrow money
2. buy and equip property
3. sell or lease property
4. employ and remunerate staff
5. deposit and invest funds,
and in addition to:
6. accept and receive gifts of property of any description (whether subject to any special trusts or not)
7. acquire musical instruments
8. loan musical instruments to Members who cannot afford to purchase instruments
9. make loans either interest free or at such a rate of interest as the Trustees shall decide from time to time to Members who are in necessitous circumstances in order to enable them to purchase musical instruments or other materials for their participation in Workshop activities. Loans may be made to parents or guardians of registered Child Members for the purchase of such instruments or materials.
10. arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures and classes

The Trust normally operates from Duxford Community School, and with the exception of a paid part-time Director, operates entirely on a voluntary basis. The principal regular activity is the holding of workshops on Saturday mornings during school terms (a total of 30 Saturdays each year), in which both tuition and an opportunity to play music together is provided.

REVIEW OF PROGRESS AND ACHIEVEMENTS

Last year was our first 'normal' year since the arrival of Covid, and I am delighted to report on a full year of face-to-face sessions – something I know our members were anticipating keenly. The Trustees made the decision to continue our use of the Duxford Community Centre (DCC), partly as a contingency measure, and partly so that some of our larger ensembles could enjoy their music making with a larger rehearsal space. This has undoubtedly made a difference to those groups, but as this is a significant extra cost for Workshop, we are looking forward to the increased space that will be available at Duxford Primary School when their ongoing building works are completed. We continue to be grateful to the DCC organising team for their support of our activities, and their flexibility throughout the uncertainties of the last two years.

We were delighted to reinstate key events in the Workshop calendar over the year. Carols took place on the school field on a morning much like the previous year – bright and sunny, with lusty singing from members accompanied by a select brass band who did an excellent job. We held our first members' concert since 2019, and it was very special to see the various groups proudly offering the pieces they'd been working on to a live audience once again. The annual picnic in July was also great fun, with excellent performances from the jazz band, both playing and hanging on to their music in the strong wind. Finally the Children's Music Theatre group performed 'The Keymaster' in June. This was a real highlight of the year. The hall was packed, the lighting and sound worked perfectly, the costumes were excellent, and the performers sang and acted superbly, especially given the age of many of the group and the fact that they had not worked together properly since March 2020. The applause was loud and long - our Director and her team of volunteers deserve huge congratulations on putting such a memorable show.

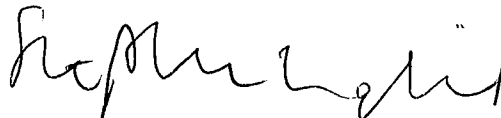
Looking ahead, we have made a good start to the 2022-23 school year. Membership stands currently at 262, of which 62 are children and 61 are new members. This already compares favourably with last year's final membership tally (254, 62 children, 56 new members), and in line with previous experience, we expect this to rise as the year goes on. We have continued to refine our new online registration system, and this is now very widely used, reducing greatly our workload at the beginning, and also improving the accuracy of our member information.

Our first full year of normal operation, but using the extra premises at DCC, has left us with a

deficit once the expected bills for 2 terms school rental are accounted for. Instead of charging £3 per week entry for adults we have introduced a termly fee of £25, to be paid regardless of how many attendances are actually logged. We hope this will encourage members to attend more regularly. If numbers continue to increase a little we hope to come closer to breaking even this year.

As always, we must offer grateful thanks to the many individuals who make Workshop run as smoothly as it does – our fine body of 25 volunteer tutors who give so generously of their time, enthusiasm and energy, the team of managers who assist with the day to day practicalities of running Workshop, our amazing coffee bar staff, our director, and of course our members who make Workshop the joyous and unique organisation that it is.

Stephen Inglis



Chair of Trustees

DUXFORD SATURDAY WORKSHOP TRUST
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the Accounts of Duxford Saturday Workshop Trust for the year to 31st August 2022 which are attached.

Respective responsibilities of the Trustees and the Independent Examiner

As the charity's Trustees you are responsible for the preparation of the Accounts; you consider that the audit requirements of the Charities Act 1993 ("the Act") do not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under the Act, whether particular matters have come to my attention.

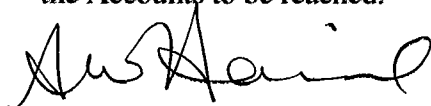
Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and includes 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 I do not express an audit opinion on the view given by the Accounts.

Independent Examiner's statement

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 keep accounting records in accordance with Section 41 of the Act, and to prepare Accounts which accord with the accounting requirements of the Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.



Tony Havil
5 Greenacres, Duxford, Cambridge CB22 4RB

October 2022

DUXFORD SATURDAY WORKSHOP TRUST

RECEIPTS AND PAYMENTS ACCOUNT

RECEIPTS	<u>PERIOD TO 31/08/22</u> £	<u>PERIOD TO 31/08/21</u> £	
Donations	959.37	520.96	1
Membership fees	14,373.00	2,885.00	2
Income Tax repayment (previous year)	408.00	855.50	3
Interest	721.10	1,248.64	
Charitable trading activities:			
Instrument hire	800.00	860.00	
Musical events	1,224.98	871.28	
Other trading activities:			
Coffee bar	1,406.20	30.00	
TOTAL RECEIPTS	19,892.65	7,271.38	
 PAYMENTS			
Director's contract for services	8,860.00	8,620.00	
Administration costs	6,018.22	2,231.72	4
Repair of instruments	230.00	751.70	
Charitable trading activities:			
Musical events	1,195.04	325.00	
Other trading activities:			
Coffee bar	715.04	-	
Asset purchases			
Music	138.34	-	
Equipment	21.59	-	
TOTAL PAYMENTS	17,178.23	11,928.42	
CASH SURPLUS FOR THE YEAR	2,714.42	-4,657.04	5

NOTES

1. Includes a charitable transfer of £217.79 on their winding up, from Cambridge Symphonic Winds.
2. No annual registration fees were charged in September 2020.
3. Claims are submitted in November.
4. *Administration costs* include the hire charges for the premises at which the Workshop meets at Duxford School and Duxford Community Centre.
5. Note there is a big outstanding invoice not yet received from Duxford Community School. A truer figure for profitability over the year is a loss of about £4,000.

DUXFORD SATURDAY WORKSHOP TRUST

STATEMENT OF ASSETS AND LIABILITIES

	<u>AS AT 31/08/22</u>	<u>AS AT 31/08/21</u>	
	£	£	
ASSETS			
Cash and investments			
Cash	204.31	50.53	
Bank balance, Lloyds Bank	8,375.67	3,458.92	
CAF Cash current account	8,828.67	20,964.64	
United Trust Bank at 1.6% and 2.11%	71,004.99	50,525.00	
Redwood Bank bond at 2%	50,000.00	50,700.13	
Virgin Money Charity Deposit account	3,354.73	13,354.73	
Musical instruments	64,308.00	66,333.00	1
Other fixed assets	185.48	336.40	2
Music	1,466.95	1,646.23	3
TOTAL ASSETS	207,728.80	207,369.58	
LIABILITIES			
Registration and term fees for current year paid before 1 September	1,847.00	1,263.00	
Ed Boyd guitar workshop		320.00	
Donation to DCC to be paid re picnic July 2022	200.00		
School Hire, Spring Term 2022 (estimate)	3,040.00		
School Hire, Summer Term 2022 (estimate)	3,200.00		
TOTAL LIABILITIES	8,287.00	1,583.00	
TOTAL NET ASSETS	199,441.80	205,786.58	

NOTES

1. The valuation of *Musical instruments* is that used for insurance purposes.
2. *Other fixed assets* are being depreciated over five years.
3. *Music* is being depreciated over ten years.

Duxford Saturday Workshop Trust Management Account
1st September 2021 to 31st August 2022

Expenditure	2021-22	2020-21	
Duxford Primary School hire to Dec. Invoices, two terms to year end not presented, estimated £6240	3,094.50	0.00	
Duxford Community Centre room hire	2,276.00	1,482.00	
Transferred from/to Trustees account	5,000.00	-1,000.00	
Expenses for concerts and events inc. (Donation £200 to Duxford Community Centre from July Picnic to be paid)	1,195.04	325.00	
Insurance (Instruments and Public Liability)	189.80	198.32	
Instrument purchases	0.00	0.00	
Repairs to Workshop instruments	230.00	751.70	
Administrative bank fees, stationery, postage, DBS checks	205.57	293.43	
Zoom Account to April (now closed)	115.12		
SumUp Card reader (2022), Smart phone (2021)	21.59	173.97	
Music added to stock	144.04	0.00	
Coffee bar	715.04	0.00	
Tutors lunch	38.53	0.00	
	<hr/>	<hr/>	
Total expenditure	13,225.23	2,224.42	
Income			
All Registration fees pertaining to 2021-22 @ £20 and late registrations @ £25	5,863.00	0.00	
Less Pre-registrations received in preceding year	-1,263.00	0.00	
*Pre-registrations received for following year (inc. door fees)	1,847.00	1,263.00	
Door fees	7,926.00	1,622.00	
Instrument hire @ £25/yr	800.00	860.00	
Member payments treated as donations	156.00		
Other Donations from members	33.00	92.03	
Donations - retail giving schemes – Easy Fundraising/Amazon	142.58		
Donation, instrument loan to theatre group.	100.00		
Coffee bar sales	1,406.20	30.00	
String Orchestra Music Fund (Balance at year end £154.64)	60.00	178.93	
Income from concerts and events (see below)	1,224.98	871.28	
	<hr/>	<hr/>	
Total income	18,295.76	4,917.24	
Bank balance at 31st August 2022; cash inc. floats; total	8,375.67	204.31	8,579.98
Bank balance at 1st September 2021; cash inc. floats; total	3,458.92	50.53	3,509.45
Difference			<hr/> 5,070.53
Total expenditure over the year			13,225.23
Total income over the year			<u>18,295.76</u>

Concerts & Events 2021-22

Event	Expenses	Income	Surplus
3 July 21 Ed Boyd Guitar Workshop. Funded by bequest (outside Management Accounts) in memory of William Higgs.	320.00 (+£20 charged in 21-22)	0.00	-320
13 Nov 21 Benedetti Foundation Activity morning for children (financed by grant from Sawston Fun Run)	750.00	750.00	0.00
11 Dec 21 Carol Concert	81.84	117.67	35.83
11 June 22 Workshop Picnic in aid of DCC funds.	(200.00 donation not yet paid)	214.40	214.40 in year; 14.40 after payment
25 June 22 Childrens' Music Theatre	43.20	142.91	99.71
Total	1,195.04	1,224.98	29.94

Analysis of Income from Member Accounts in 21-22

	Total income 21-22
Advanced registration received 20-21 (from 20-21 Management Accounts)	1,263.00
Value of registrations made in 21-22 @ £20 and late registrations @ £25	4,600.00
Total Registrations for 2021-22	5,863.00
Instrument hire @ £25/yr	800.00
Door fees incurred from login data	7,926.00
Member payments treated as donations (Trustees, Managers etc.)	156.00
*Advanced payments for 22-23 including Registrations and some 1 st term door fees estimated as balance to reconcile with Management Account, Total Member Payments below.	1,847.00
Less Advanced registration received 20-21	-1,263.00
Total Member Payments Income 21-22 (from Management Accounts)	15,329.00

DUXFORD SATURDAY WORKSHOP TRUST

England & Wales - Charity number 1157262

Accounts

DUXFORD SATURDAY WORKSHOP TRUST

ANNUAL REPORT AND ACCOUNTS

FOR THE PERIOD ENDED 31ST AUGUST 2021

Registered charity 1157262

DUXFORD SATURDAY WORKSHOP TRUST
LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity number: 1157262

Address: Duxford Community School Duxford Community Centre
St. John's Street Hunts Road
Duxford Duxford
Cambridge CB22 4RA Cambridge CB22 4RE

Charitable Incorporated Organisation's correspondent Dr Daniel Leggate
9 Greenacres
Duxford
Cambridge CB22 4RB

Nature of governing document: Constitution dated 8th February 2014

Names of Trustees: Mr Philip Curry
Mr Neil Dunlop (resigned September 2021)
Prof Stephen Inglis (Chairman)
Dr Daniel Leggate (Secretary)
Ms Janet Macleod
Mr Dominic Mahony (co-opted March 2021)
Mrs Hazel Smith (Treasurer)
Mr Greg Smith

Director appointed by the Trustees: Mrs Arwen Gilbert

Bankers: CAF Bank Ltd Lloyds Bank
25 Kings Hill Avenue Market Street
Kings Hill Wigan
West Malling
Kent ME19 4JQ

Independent Auditor: Mr Tony Havil
5 Greenacres
Duxford
Cambridge CB22 4RB

Objects of the Charitable Incorporated Organisation: To advance the education of children and adults resident within the village of Duxford and surrounding districts in the subjects of Music, Drama, Poetry and related Arts, by means of:

- Running workshops
- The presentation of concerts and other events
- The provision of musical instruments, tuition and ensemble music making where the school system is unable to make such provision, and to complement such provision as is made.

Reserves policy: The reserves are intended to yield a sufficient level of income so that the charity does not rely on additional donations to meet the cost of the Director's salary.

DUXFORD SATURDAY WORKSHOP TRUST

POWERS OF THE CHARITY

The standard powers of a CIO (abbreviated here) to:

1. borrow money
2. buy and equip property
3. sell or lease property
4. employ and remunerate staff
5. deposit and invest funds, and in addition to:
6. accept and receive gifts of property of any description (whether subject to any special trusts or not)
7. acquire musical instruments
8. loan musical instruments to Members who cannot afford to purchase instruments
9. make loans either interest free or at such a rate of interest as the Trustees shall decide from time to time to Members who are in necessitous circumstances in order to enable them to purchase musical instruments or other materials for their participation in Workshop activities. Loans may be made to parents or guardians of registered Child Members for the purchase of such instruments or materials.
10. arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures and classes

The Trust normally operates from Duxford Community School, and with the exception of a paid part-time Director, operates entirely on a voluntary basis. The principal regular activity is the holding of workshops on Saturday mornings during school terms (a total of 30 Saturdays each year), in which both tuition and an opportunity to play music together is provided.

REVIEW OF PROGRESS AND ACHIEVEMENTS

After an exceptional year with challenges like no other, it is wonderful to hear live music once again emanating from all the corners of Duxford Primary School. We were extremely fortunate to secure use of the Duxford Community Centre while the school was closed, and are grateful for the support of their management team. This meant we were able to offer a programme of live ensemble music making, albeit reduced, through the Autumn term, culminating in a very special outdoor Christmas Carol sing, accompanied superbly by Workshop's own brass players.

Further lockdown curtailed face to face activities during the Spring term, but online music activities quickly resumed, with several groups meeting regularly, a variety of different online classes on offer, and many members contributing to virtual ensembles. The regular online Coffee Concerts were an excellent addition to the programme, attracting on average about 50 people each week and allowing a wide variety of people to offer short informal performances for the enjoyment of all. Our grateful thanks must go to those tutors who offered sessions during this time, and the members who enabled the online ensembles to be the success they were. It is testament to the determination of many people that 8 different classes ran online almost weekly for most of the spring term. Our live programme restarted during the summer term, with all ensembles offered at least two sessions in the DCC. It felt very good to be making music face to face once again, but it is clear that the regularity of playing and socialising each week was sorely missed.

A new online sign-up form enabled 200 people to pre-register for this academic year, greatly easing pressure on registration day. 54 subsequent registrations have almost brought us back to pre-Covid membership levels. The new check-in system is also proving helpful, bringing the administration side of Workshop into the electronic age. Amongst this year's members, we have 21 returning after an absence, 56 new members and 62 children, 7 of whom are from Duxford School. As ever, Workshop is lucky to have a team of extremely committed and generous Tutors – 28 in total with 11 completely new to the role this year, and 13 classes gaining a new tutor this September. Without them Workshop simply would not be the unique place that it is.

As you will see elsewhere in this report, the Trust's finances have come through the pandemic

relatively well. The Trustees decided not to charge a registration fee for 2020-2021, which reduced also our claim for Gift Aid, and our income was significantly reduced. We increased the door fees to £3 per morning for adults (£1 for children), and these more than covered our hire charges for DCC. Whilst we were unable to use the school at all during last year, there was no commitment to pay hire charges for those premises, and we hired DCC for the whole morning when it was possible. We are currently running at a small loss, due to our now using both premises so that we have plenty of space for all large ensembles. Our endowment fund allows us to take the long view, and for this we are grateful for Jill Steinberg's work in the early years, building up this balance.

Finally, the Trustees would like to thank the Managers for helping the Director to run the regular Saturday morning sessions at Workshop so smoothly, and to pay tribute to the dedication of all the voluntary Tutors. I would also like personally to thank Arwen Gilbert our Director, and my fellow Trustees for their hard work and unstinting support over the year. There have been some difficult issues to confront and their wisdom and commitment has been gratifying and immensely helpful.

Stephen Inglis
Chair of Trustees

DUXFORD SATURDAY WORKSHOP TRUST **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report on the Accounts of Duxford Saturday Workshop Trust for the year to 31st August 2021 which are attached.

Respective responsibilities of the Trustees and the Independent Examiner

As the charity's Trustees you are responsible for the preparation of the Accounts; you consider that the audit requirements of the Charities Act 1993 ("the Act") do not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under the Act, whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and includes 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 I do not express an audit opinion on the view given by the Accounts.

Independent Examiner's statement

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 keep accounting records in accordance with Section 41 of the Act, and to prepare Accounts which accord with the accounting requirements of the Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

DUXFORD SATURDAY WORKSHOP TRUST

RECEIPTS AND PAYMENTS ACCOUNT

	<u>PERIOD TO 31/08/21</u>	<u>PERIOD TO 31/08/20</u>	
	£	£	
RECEIPTS			
Donations	520.96	1,032.06	
Membership fees	2,885.00	8,313.88	
Income Tax repayment	855.50	1,580.25	1
Interest	1,248.64	2,293.24	
Charitable trading activities:			
Music and accessories	-	2.00	
Instrument hire	860.00	1,485.10	
Musical events	871.28	1,686.10	
Other trading activities:			
Coffee bar	30.00	1,602.84	
TOTAL RECEIPTS	7,271.38	17,995.47	
PAYMENTS			
Salaries	8,620.00	8,400.00	
Administration costs	2,231.72	7,676.73	2
Repair of instruments	751.70	535.79	
Charitable trading activities:			
Musical events	325.00	1,752.23	
Other trading activities:			
Coffee bar	-	874.44	
Asset purchases:			
Music	-	551.33	
TOTAL PAYMENTS	11,928.42	19,790.52	
LOSS FOR THE YEAR	4,657.04	1,795.05	

NOTES

1. Claims are submitted in November.
2. *Administration costs* include the hire charges for the premises at which the Workshop meets.

DUXFORD SATURDAY WORKSHOP TRUST

STATEMENT OF ASSETS AND LIABILITIES

	<u>AS AT 31/08/21</u>	<u>AS AT 31/08/20</u>	
	£	£	
ASSETS			
Cash and investments			
Cash	50.53	58.30	
Bank balance, Lloyds Bank	3,458.92	758.33	
CAF Cash current account	20,964.64	29,537.62	
United Trust Bank at 0.95%	50,525.00	50,000.00	
Shawbrook Bank (CAF bond) at 0.7%	50,700.13	50,002.01	
Virgin Money Charity Deposit account	13,354.73	13,354.73	
Musical instruments	66,333.00	64,820.00	1
Other fixed assets	336.40	504.60	2
Music	1,646.23	1,990.20	3
TOTAL ASSETS	207,369.58	211,025.79	
LIABILITIES			
Registration fees for current year paid before the summer	1,263.00		
Ed Boyd guitar workshop	320.00		
TOTAL LIABILITIES	1,583.00	-	
TOTAL NET ASSETS	205,786.58	211,025.79	

NOTES

1. The valuation of *Musical instruments* is that used for insurance purposes.
2. There were no additions to *Other fixed assets* this year, being fully depreciated over five years.
3. There were no additions to *Music*, being depreciated over ten years.

Duxford Saturday Workshop Trust Management Account
1st September 2020 to 31st August 2021

Expenditure	2020-21	2019-20	
Duxford Community Primary School rental	0.00	7,266.00	
Duxford Community Centre room hire	1,482.00		
Transferred from/to Trustees account	-1,000.00	5,800.00	
Expenses for concerts and events inc. donation £170 to Duxford Community Centre (from July Picnic)	325.00	1,752.23	
Insurance (Instruments and Public Liability)	198.32	201.46	
Instrument purchases	0.00	56.49	
Repairs to Workshop instruments	751.70	479.30	
Administrative expenses; stationery, postage, DBS checks etc	293.43	69.50	
Smartphone for recording attendance	173.97	0.00	
Music added to stock	0.00	551.33	
Gifts to auditor/helpers/sundry	0.00	22.00	
Coffee bar	0.00	874.44	
Tutors lunch	0.00	57.77	
	<hr/>	<hr/>	
Total expenditure	2,224.42	17,130.52	
Income			
Fee for extra rehearsals – Jazz Band	72.00		
Fee for extra rehearsals – Folk Guitar	30.00		
Donations to Online Choir	555.00		
Donation to Online Jazz (2019-20)	30.00		
July Picnic for DCC funds	184.28		
	<hr/>		
Income from concerts and events	871.28	1,686.10	
All Registration fees pertaining to 2020-21 @ £20 and late registrations @ £25 (waived in 2020-21)	0.00	5,545.50	
Less Pre-registrations received in preceding year	0.00	-2,394.00	
Pre-registrations received for following year	1,263.00	0.00	
Door fees	1,622.00	5,162.38	
Instrument loans @ £25/yr	860.00	1,485.10	
Stock sales (music/accessories shop)	0.00	2.00	
General donations inc. £533.00 from Zoom events in 2019-20	92.03	584.40	
Coffee bar sales	30.00	1,602.84	
String Orchestra Music Fund (Balance at year end £178.93)	178.93	25.00	
Choir Music Fund (Balance at year end £53.56)	0.00	172.66	
	<hr/>	<hr/>	
Total income	4,917.24	13,871.98	
Bank balance at 31st August 2021; cash inc. floats; total	3,458.92	50.53	3,509.45
Bank balance at 1st September 2020; cash inc. floats; total	758.33	58.30	816.63
Difference			<hr/> <hr/> 2,692.82
Total income over the year			<hr/> <hr/> 4,917.24
Total expenditure over the year			<hr/> <hr/> 2,224.42

Notes: Extra Rehearsal events organised by groups pre-date introduction of present door fee system.

Concerts & Events 20-21

Event	Expenses	Income	Surplus
17 Oct 20 Extra Jazz Band rehearsals booked by group and to 12 Dec 20 subscribed to by members.	72.00	72.00	0.00
11 Oct 20 Extra Folk Guitar rehearsals booked by group and subscribed to by members. (Folk Guitar group £12 in credit due to Covid cancellation).	18.00	30.00	12.00
29 Sep 20 Online Jazz group, voluntary contribution	0.00	30.00	30.00
30 Nov 20 Online Choir voluntary donations by members. onwards		555.00	555.00
19 June 21 John Hegley Poetry Workshop fee Hall hire	30.00 15.00	0.00	-45.00
3 July 21 Ed Boyd Guitar Workshop hall hire (£320 fee charged in 2021-22)	20.00	0.00	-20.00
10 July 21 Workshop Picnic in aid of DCC funds.	170.00 (donated)	184.28	14.28
Total	325.00	871.28	546.28