

# **DUXFORD SATURDAY WORKSHOP TRUST**

## **ANNUAL REPORT AND ACCOUNTS**

**FOR THE PERIOD ENDED 31<sup>ST</sup> 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 8 <sup>th</sup> 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 31<sup>st</sup> 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.

Tony Havil  
5 Greenacres, Duxford, Cambridge CB22 4RB

November 2021

# **DUXFORD SATURDAY WORKSHOP TRUST**

## **RECEIPTS AND PAYMENTS ACCOUNT**

	<b><u>PERIOD TO 31/08/21</u></b>	<b><u>PERIOD TO 31/08/20</u></b>	
<b>RECEIPTS</b>	<b>£</b>	<b>£</b>	
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	
<b>TOTAL RECEIPTS</b>	<b>7,271.38</b>	<b>17,995.47</b>	
<b>PAYMENTS</b>			
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	
<b>TOTAL PAYMENTS</b>	<b>11,928.42</b>	<b>19,790.52</b>	
<b>LOSS FOR THE YEAR</b>	<b>4,657.04</b>	<b>1,795.05</b>	

---

### **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>	
<b>ASSETS</b>	<b>£</b>	<b>£</b>	
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
<b>TOTAL ASSETS</b>	<b>207,369.58</b>	<b>211,025.79</b>	
<b>LIABILITIES</b>			
Registration fees for current year paid before the summer	1,263.00		
Ed Boyd guitar workshop	320.00		
<b>TOTAL LIABILITIES</b>	<b>1,583.00</b>	<b>-</b>	
<b>TOTAL NET ASSETS</b>	<b>205,786.58</b>	<b>211,025.79</b>	

---

### **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

## 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021

<b>Expenditure</b>	<b>2020-21</b>	<b>2019-20</b>	
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	
<b>Total expenditure</b>	<b>2,224.42</b>	<b>17,130.52</b>	
<b>Income</b>			
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		
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	
<b>Total income</b>	<b>4,917.24</b>	<b>13,871.98</b>	
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			2,692.82
<b>Total income over the year</b>			<b>4,917.24</b>
<b>Total expenditure over the year</b>			<b>2,224.42</b>

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