

**DUXFORD SATURDAY WORKSHOP TRUST**

**ANNUAL REPORT AND ACCOUNTS**

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

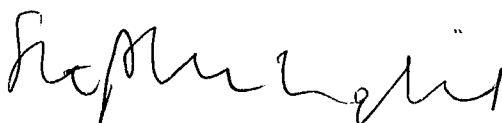
Looking ahead, we have made a good start to the 2022-23 school year. Membership stands currently at 262, of which 62 are children and 61 are new members. This already compares favourably with last year's final membership tally (254, 62 children, 56 new members), and in line with previous experience, 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

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**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 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.

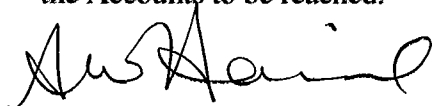
**Basis of Independent Examiner's report**

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**

<b>RECEIPTS</b>	<b><u>PERIOD TO 31/08/22</u></b>	<b><u>PERIOD TO 31/08/21</u></b>	
	<b>£</b>	<b>£</b>	
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	
<b>TOTAL RECEIPTS</b>	<b>19,892.65</b>	<b>7,271.38</b>	
<b>PAYMENTS</b>			
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	-	
<b>TOTAL PAYMENTS</b>	<b>17,178.23</b>	<b>11,928.42</b>	
<b>CASH SURPLUS FOR THE YEAR</b>	<b>2,714.42</b>	<b>-4,657.04</b>	5

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#### **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**

<b>ASSETS</b>	<b><u>AS AT 31/08/22</u></b>	<b><u>AS AT 31/08/21</u></b>	
	<b>£</b>	<b>£</b>	
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
<b>TOTAL ASSETS</b>	<b>207,728.80</b>	<b>207,369.58</b>	
<b>LIABILITIES</b>			
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		
<b>TOTAL LIABILITIES</b>	<b>8,287.00</b>	<b>1,583.00</b>	
<b>TOTAL NET ASSETS</b>	<b>199,441.80</b>	<b>205,786.58</b>	

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#### **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**  
**1<sup>st</sup> September 2021 to 31<sup>st</sup> August 2022**

<b>Expenditure</b>	<b>2021-22</b>	<b>2020-21</b>	
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	
<b>Total expenditure</b>	<b>13,225.23</b>	<b>2,224.42</b>	
<b>Income</b>			
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	
<b>Total income</b>	<b>18,295.76</b>	<b>4,917.24</b>	
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			<u>5,070.53</u>
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
<b>Total</b>	<b>1,195.04</b>	<b>1,224.98</b>	<b>29.94</b>

## 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 <sup>st</sup> 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
<b>Total Member Payments Income 21-22 (from Management Accounts)</b>	<b>15,329.00</b>