

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 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: <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.	

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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

	<u>PERIOD TO 31/08/23</u>	<u>PERIOD TO 31/08/22</u>	
RECEIPTS	£	£	
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 /		3,354.73	
120-day Charity Notice Account (4.55%)	10,025.74		
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	
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		
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)