

# **DUXFORD SATURDAY WORKSHOP TRUST**

## **ANNUAL REPORT AND ACCOUNTS**

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

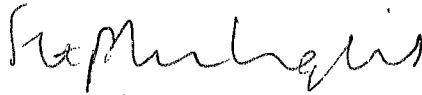
There have been so many highlights that it's hard to capture them all in a brief report but I think everyone would agree that the two special events organised to mark the anniversary really stand out. A huge amount of effort by the Director and many volunteers went into organising the Alumnus event in 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 31<sup>st</sup> 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**

<b>RECEIPTS</b>	<b><u>PERIOD TO 31/08/24</u></b> £	<b><u>PERIOD TO 31/08/23</u></b> £	
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		
<b>TOTAL RECEIPTS</b>	<b>38,566.70</b>	<b>25,130.63</b>	
<b>PAYMENTS</b>			
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	
<b>TOTAL PAYMENTS</b>	<b>35,607.84</b>	<b>18,591.43</b>	
<b>CASH SURPLUS FOR THE YEAR</b>	<b>2,958.86</b>	<b>6,539.20</b>	3

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### **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	AS AT 31/08/24 £	AS AT 31/08/23 £	
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
 <b>TOTAL ASSETS</b>	 <b>210,735.51</b>	 <b>215,683.16</b>	
 <b>LIABILITIES</b>			
<b>2023</b>			
Registration and term fees for current year paid before 1 September		2,592.00	
School Hire, year 2022-23		9,120.25	
<b>2024</b>			
Registration and term fees for current year paid before 1 September	4,354.00		
Photocopying	84.00		
 <b>TOTAL LIABILITIES</b>	 <b>4,438.00</b>	 <b>11,712.25</b>	
 <b>TOTAL NET ASSETS</b>	 <b>206,297.51</b>	 <b>203,970.91</b>	

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#### 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**  
**1<sup>st</sup> September 2023 to 31<sup>st</sup> August 2024**

<b>Expenditure</b>	<b>2023-24</b>	<b>2022-23</b>	
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	
<b>Total expenditure</b>	<b>36,627.84</b>	<b>17,311.43</b>	
<b>Income</b>			
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	
<b>Total income</b>	<b>29,065.96</b>	<b>21,220.30</b>	
Bank balance at 31st August 2024; cash inc. floats; total	4,876.55	50.42	<b>4,926.97</b>
Bank balance at 1st September 2023; cash inc. floats; total	12,414.44	74.41	<b>12,488.85</b>
Difference			<b>-7,561.88</b>
<b>Total expenditure over the year</b>			<b>36,627.84</b>
<b>Total income over the year</b>			<b>29,065.96</b>

## Concerts & Events 2023-24

Event	Expenses	Income	Surplus
9 Dec 23 Carol Concert donations	0.00	105.90	<b>105.90</b>
9 March 24 50 <sup>th</sup> 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		
			<b>852.96</b>
28 April 24 50 <sup>th</sup> 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		
			<b>664.65</b>
4 May 24 John Hegley Poetry Workshop fee	60.00		<b>-60.00</b>
22 June 24 Children's Music Theatre (Matilda)			
Collection		265.73	
Licence and royalties	615.00		
Props	14.94		
			<b>-364.21</b>
General			
Anniversary Souvenir Booklet printing	382.00		
Rehearsal room hire	99.25		
			<b>-481.25</b>
<b>Total</b>	<b>3,672.77</b>	<b>4,390.82</b>	<b>718.05</b>