

Duxford Saturday Workshop Trust CIO

Annual Report and Financial Statements

31st August 2025

Registered charity 1157262

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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: <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.

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:

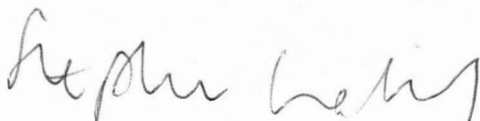
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed 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

	31/08/2025	31/08/2024
	£	£
Income		
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

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	
	<hr/>	<hr/>	
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	<u>4926.97</u>
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