

THE LIGHT MUSIC SOCIETY

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

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TRUSTEES:

Peter Moody (Chairman until 15th November 2020)  
Jan Mentha (Treasurer)  
Hilary Ashton (Secretary)  
Andrew Bate  
Alison Gibb (resigned 15th November 2020)  
Dan Adams  
Howard Rogerson  
Sarah Glossop  
Alex Webb  
David Greenhalgh  
Tracey Johnson (appointed 15th November 2020)

CHARITY OFFICES:

Magna House  
Main Street  
Long Preston  
North Yorkshire  
BD23 4ND

CHARITY REGISTRATION NUMBER: 1158472

INDEPENDENT EXAMINER:

Ian W Shipley FCCA  
For and on behalf of:  
Prentis & Co LLP  
Chartered Accountants & Independent Examiners  
115c Milton Road  
Cambridge  
CB4 1XE

BANKERS:

Co-Operative Bank Plc  
1 Balloon Street  
Manchester  
M60 4EP

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

## TRUSTEES REPORT

The Trustees present their annual report and financial statements of the charity for the year ended 31st December 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) second edition (effective 1st January 2019).

## STRUCTURE AND GOVERNANCE AND MANAGEMENT OF THE CHARITY

The charity is a Charitable Incorporated Organisation governed by its constitution.

Trustees are usually elected at the AGM although may be appointed at other times as required.

The Trustees manage the day to day responsibilities of the charity. Trustees also meet to make policy decisions and supervise the development of the charity.

The Trustees endeavour to maintain their knowledge of charity regulations by reading material as it becomes available. In the event of the appointment of new trustees, suitable steps are taken to ensure that they are aware of their obligations.

## OBJECTIVES AND ACTIVITIES

The charity was set up to promote, develop and maintain public education and appreciation of light music throughout the world, in particular but not exclusively by:

- Supporting the collection, maintenance and administration of the library of light-orchestral music.
- Publishing information pertaining to light music.
- Encouraging the broadcasting, composition and performance of light music.

The Trustees have referred to the guidance contained in the Charity Commission general guidance on public benefit and continue to do so when reviewing our future objectives.

## COVID-19

The emergence of the COVID-19 pandemic caused some alteration to the activities of the Society. A COVID policy was drafted and implemented, with steps taken to ensure that Magna House was as "COVID-secure" as possible. When government regulations and guidance permitted, the team were able to continue library activities at Magna House (see below).

Given the restrictions on physical meetings, the Society's AGM took place by Zoom on 15th November 2020.

Income from music administration was badly affected by the pandemic. Orchestras' ability to rehearse and perform was severely restricted during 2020, and therefore fewer orchestral sets were provided. Subscriptions remained reasonably steady during the year.

## ACHIEVEMENTS AND PERFORMANCE

During the financial period 1st January 2020 - 31st December 2020 the Society has:

1. Published and delivered to its members a newly designed and professionally printed quarterly magazine.
2. Commenced a monthly electronic Newsletter to members.
3. Made improvements to the Society's Website including the provision of a Donations facility.
4. Commenced management of the Library content including the creation of a Library Plan and a regular updated catalogue.

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

## TRUSTEES REPORT ...../CONTINUED

5. Established networking links and corporate membership established with Making Music and the International Association of Music Libraries and Documentation Centres (IAML UK).
6. Had an academic article written by Alex Webb included in the IAML BRIO magazine.
7. Issued examples of light music orchestral scores from the Society's Library to Daniels' Orchestral Music Online (on-line orchestral music reference guide) for inclusion in their next edition.
8. Welcomed five additional volunteers to the Society to accelerate the management of the Library. Their work includes:
  - a. Assessment of library stock that has yet to be catalogued
  - b. Cataloguing of new stock
  - c. Validating four collections, i.e. ensuring the contents of packets were accurately recorded and reflected in the catalogue
  - d. Rationalisation of 25 composers works, i.e. amalgamating duplicate sets and ensuring accurate records in the catalogue
9. Library statistics from 2020:
  - Electronic online catalogue expanded from approximately 2,500 titles to 35,000 titles
  - Over 10,000 new titles catalogued
  - Over 12,000 data quality checks carried out on the catalogue to improve the accuracy of information
10. Held its first 'virtual' concert on 30th August 2020 with guest artists from across the UK and beyond. This was presented by Alex Webb, one of our Trustees.
11. Created an educational link to the Royal Northern College of Music. Created and working towards a project to better understand women composers in the Light Music genre.
12. Prepared and implemented a building management plan for Magna House including a fire risk assessment.

## Forward planning by the Society:

1. Acknowledging the financial implications of remaining at Magna House, the Trustees engaged Heather Lane Associates (cultural heritage consultancy) who hosted a two-day strategy workshop in autumn 2020. This resulted in a Recommendations Report containing recommendations for the Society's future development. The Trustees are actively working to agree and implement (as appropriate) those recommendations.
2. The Society is planning further Zoom events, including afternoon performances, and hopes to launch a regular podcast during 2021.

## FINANCIAL REVIEW

The results of the charity are shown on page 5 and the charity generated a surplus of £14,600 in 2020 (2019: deficit of £15,636).

## RESERVES

At 31st December the Society held the following reserves;

	£
Unrestricted free reserves	105,252
Designated funds:	
Development project fund	20,000
Property fund	180,000
Total unrestricted reserves	<u>305,252</u>

## FREE RESERVES

Free reserves are unrestricted reserves that are not designated for a specific purpose. The Trustees have set a policy of maintaining a minimum level of free reserves of £50,000. At 31st December 2020 the free reserves held were in excess of the minimum level set by the policy. The Trustees are satisfied that it is prudent to hold this level of reserves to support the Society through the uncertain financial climate both during and following the Coronavirus pandemic.

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

## TRUSTEES REPORT ...../CONTINUED

## DESIGNATED RESERVES

Designated reserves are unrestricted reserves that have been set aside for specific purposes, in line with the Trustees' strategic plan. The Trustees have agreed to designate the following funds:

- Project development fund - £20,000 to fund development projects or to provide match funding for funding for funding applications to third parties for project funding
- Property fund - £180,000 to fund potential costs associated with relocating premises, either via a property purchase or cheaper property rental, including legal, removal and fit-out costs.

## RISK ASSESSMENT

The Trustees have considered the major risks faced by the charity and review risks regularly, making sure systems are in place to mitigate these.

## KEY MANAGEMENT AND PERSONNEL REMUNERATION

The charity employs no staff and consider the Board of Trustees to be its key management.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

Law applicable to charities in England and Wales requires the Trustees to prepare the financial statements for each financial year which give a true and fair view of the incoming resources and applications of the resources of the Charity during the year and of its state of affairs at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and in preparing the financial statements the Trustees are required to:

- (i) Select suitable accounting policy and then apply them consistently.
- (ii) Observe the methods and principles of the Charities SORP.
- (iii) Make judgements and estimates that are reasonably prudent.
- (iv) State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements.
- (v) Prepare the financial statements on a going concern basis unless it is inappropriate to presume the charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of the constitution. They 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.

## APPROVAL

This report was approved by the Trustees on 23 June 2021 and signed on their behalf.

  
.....  
JAN MENTHA, TRUSTEE

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LIGHT MUSIC SOCIETY

I report on the financial statements of The Light Music Society for the year ended 31st December 2020 which are set out on pages 5 to 9.

## RESPONSIBILITIES AND BASIS OF REPORT

As Charity Trustees of the Society you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Society's accounts carried out under s.145 of the 2011 Act and in carrying out my examination I have followed all applicable directions given by the Charity Commission under s.145(5)(b) of the 2011 Act.

## INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Society as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



IAN W SHIPLEY FCCA  
FOR AND ON BEHALF OF:  
PRENTIS & CO LLP  
CHARTERED ACCOUNTANTS &  
INDEPENDENT EXAMINERS

115c Milton Road  
Cambridge  
CB4 1XE

25<sup>th</sup> June 2021

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

## STATEMENT OF FINANCIAL ACTIVITIES

	Note	Unrestricted for the year to 31st December 2020 £	Unrestricted for the 17 month period to 31st December 2019 £
<b>INCOME:</b>			
<b>Voluntary income</b>			
Subscriptions		6233	9381
Donations (including Gift Aid)		3624	2634
Legacies		-	12226
<b>Charitable activities</b>			
Sales and lending of music		2338	12338
AGM		124	11284
<b>Other income</b>			
Miscellaneous income		280	670
Investment income		874	1134
Grants received - COVID-19		27000	-
<b>TOTAL INCOME</b>		<u>40473</u>	<u>49667</u>
<b>EXPENDITURE:</b>			
Charitable activities	2	47664	72796
<b>TOTAL EXPENDITURE</b>		<u>47664</u>	<u>72796</u>
<b>NET EXPENDITURE BEFORE GAINS ON INVESTMENTS</b>		(7191)	(23129)
<b>NET GAINS ON INVESTMENTS</b>		<u>21791</u>	<u>7493</u>
<b>NET MOVEMENT IN FUNDS</b>		14600	(15636)
<b>RECONCILIATION OF FUNDS</b>			
Total funds at 31st December 2019		290652	306288
Total funds at 31st December 2020		<u>305252</u>	<u>290652</u>

The notes on pages 7 and 9 form part of these financial statements.

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

## BALANCE SHEET

	Notes	As at 31st December 2020		As at 31st December 2019	
		£	£	£	£
<b>FIXED ASSETS</b>					
Investments	4		252690		232514
<b>CURRENT ASSETS</b>					
Prepayments	5	-		1250	
Cash in bank and in hand		55715		59775	
<b>TOTAL CURRENT ASSETS</b>		<u>55715</u>		<u>61025</u>	
<b>LIABILITIES</b>					
Creditors: amounts falling due within one year	6	<u>3153</u>		<u>2887</u>	
Net Current Assets			52562		58138
<b>TOTAL NET ASSETS</b>			<u>305252</u>		<u>290652</u>
<b>THE FUNDS OF THE SOCIETY</b>					
Unrestricted income funds	7		<u>305252</u>		<u>290652</u>

The financial statements were approved by the Trustees on 23 June 2021 and signed on their behalf.



JAN MENTHA  
TRUSTEE

The notes on pages 7 and 9 form part of these financial statements.

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

## NOTES TO THE FINANCIAL STATEMENTS

## 1. ACCOUNTING POLICIES

## (a) BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) second edition (effective 1st January 2019) - (Charities SORP (FRS 102)) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity has also taken advantage of exemptions available for smaller entities under section 1A of FRS 102 and the Charities SORP (FRS 102) updated Bulletin 1 2nd February 2016. In particular have taken advantage of the exemption to prepare a Statement of Cash Flows.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these financial statements.

The charity's financial statements are prepared under the going concern basis. This is appropriate and the trustees are of the view that there are no factors that affect going concern in the following 12 months.

## (b) FUND ACCOUNTING

The charity maintains a general unrestricted fund which is expendable at the discretion of the Trustees in furtherance of the objects of the charity.

## (c) INCOME

All income is recognised in the Statement of Financial Activities when the conditions for receipt have been met and there is reasonable assurance of receipt. Where a claim for repayment of income tax has or will be made such income is grossed up for the tax recoverable. The following policies are applied to income.

## - INVESTMENT INCOME

Investment income is accounted for when receivable. The tax recoverable relating to investment income is accounted for in the same period as the related income.

## - DONATIONS

Income is accounted for when receivable. Any tax recoverable relating to the donations is accounted for when received.

## - MEMBERSHIP INCOME

Membership income is accounted for and covers the period of membership commencing therefrom.

## (d) CHARITABLE EXPENDITURE

Direct charitable expenditure includes all expenditure directly related to the objects of the charity and is accounted for when the Trustees have accepted a legal or moral obligation to meet the expenditure. Support and governance costs are included within charitable expenditure.

## (e) INVESTMENTS

Fixed asset investments are included in the accounts at market value. Realised and unrealised gains and losses on those investments are disclosed separately in the Statement of Financial Activities.



## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

## NOTES TO THE FINANCIAL STATEMENTS

## 2. CHARITABLE ACTIVITIES

	Year to 31st December 2020	17 month period to 31st December 2019
	£	£
DIRECT COSTS		
Library costs	10467	19839
Rent	15000	11250
Other premises costs	6500	4714
AGM	57	12346
Magazine	7017	8393
Printing	1659	2776
Postage	2110	2215
	<u>42810</u>	<u>61533</u>
SUPPORT COSTS		
Computer	518	714
Stationery	458	1641
Relocation costs	80	7912
Miscellaneous	650	246
Gifts	28	150
Investment management fees	2465	-
	<u>4199</u>	<u>10663</u>
GOVERNANCE COSTS		
Independent Examiners Fee	655	600
TOTAL CHARITABLE COSTS	<u>47664</u>	<u>72796</u>

## 3. TRUSTEE TRANSACTIONS

The following payments were made to the trustees for services provided to the charity and not relating to the office or work done in the role of trustee.

	2020	2019
S Glossop	£7,410	£1,254 - secretarial work, office administration and facilities management
H Ashton	£2,013	£15,193 - secretarial work, office administration and facilities management
D Adams	£5,440	£8,393 - magazine and website
A Webb	-	£200 - services as musical director

Any services the trustees and related parties receive from the charity are on the same basis as other members of the charity and members of the public.

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

## NOTES TO THE FINANCIAL STATEMENTS

4.	INVESTMENTS	Year to 31st December 2020 £	17 month period to 31st December 2019 £
	Market value at 1st January 2020	227958	-
	Additions	177158	274444
	Disposals	(179152)	(54919)
	Realised Gains	2999	977
	Unrealised Gains	18792	7456
	Market value at 31st December 2020	<u>247755</u>	<u>227958</u>
	Capital Account	4935	4556
	TOTAL INVESTMENTS AT 31ST DECEMBER 2020	<u>252690</u>	<u>232514</u>
	Historical cost at 31st December 2020	<u>222573</u>	<u>225021</u>
5.	DEBTORS - DUE WITHIN ONE YEAR	As at 31st December 2020 £	As At 31st December 2019 £
	Prepayments	-	<u>1250</u>
6.	CREDITORS - DUE WITHIN ONE YEAR	As at 31st December 2020 £	As at 31st December 2019 £
	Accruals and deferred income	<u>3153</u>	<u>2887</u>
7.	STATEMENT OF FUNDS		
		b/fwd 1st January 2020 £	c/fwd 31st December 2020 £
	UNRESTRICTED INCOME FUNDS:		
	General unrestricted	590652	105252
	Designated - Project fund	-	20000
	- Property fund	-	180000
	Total funds	<u>590652</u>	<u>305252</u>

- Project development fund - £20,000 to fund development projects or to provide match funding for funding for funding applications to third parties for project funding
- Property fund - £180,000 to fund potential costs associated with relocating premises, either via a property purchase or cheaper property rental, including legal, removal and fit-out costs.