

# IPSWICH GILBERT AND SULLIVAN SOCIETY

England & Wales · Charity number 1165408

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2016-02-03

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Paddock Hill  
Grundisburgh Road  
Great Bealings  
Woodbridge  
IP13 6PE

**Phone** 01473735223

**Website** <http://ipswichgands.org.uk/>

## Activities

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**Objects:** THE OBJECTS OF THE CIO ARE TO PROMOTE, IMPROVE, DEVELOP AND MAINTAIN PUBLIC EDUCATION IN THE APPRECIATION OF THE ART AND SCIENCE OF MUSICAL THEATRE, AND IN PARTICULAR THE MUSIC OF GILBERT AND SULLIVAN, AS WELL AS CHORAL MUSIC IN ALL ITS ASPECTS BY THE PRESENTATION OF PUBLIC CONCERTS AND BY SUCH OTHER WAYS AS THE MEMBERS, THROUGH THE TRUSTEES, SHALL DETERMINE FROM TIME TO TIME.

**Activities:** Ipswich Gilbert & Sullivan Society is a musical group which performs charity fund-raising concerts during the summer months across Suffolk, Norfolk and Essex, with a mixed repertoire ranging from classical music and excerpts from G&S operettas to folk, pop and songs from the musicals. In the autumn of each year the Society puts on a fully staged production of one of the G & S operettas.

## Classification

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- **How:** Provides Services
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

## Geography

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- Essex
- Norfolk
- Suffolk

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£36,225	£29,383	-	-
2024-03-31	£27,256	£26,646	-	-
2023-03-31	£24,400	£26,646	-	-
2022-03-31	£3,100	£3,759	-	-
2021-03-31	£2,150	£1,029	-	-

## Trustees

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Name	Role	Appointed
David Brunning		2026-02-23
Dr Peter Mills		2026-02-23
Karl Francis Hayward-Bradley		2026-02-23
MRS DEBBIE ROGERS		2018-06-18
Rebecca Kirby		2021-11-04
STEPHEN CROMMELIN PUGH		2026-02-23
Sharon Wiffin		2025-06-23

**IPSWICH GILBERT AND SULLIVAN SOCIETY**

England & Wales - Charity number 1165408

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# Accounts

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## **TRUSTEES REPORT – 10 June 2024 to 9th June 2025**

### **Introduction**

The Trustees present the Trustee's Report and Financial Statements. The accounts have been prepared in accordance with the accounting policies and comply with the charity's constitution and applicable law. (Financial year runs 1st April to 31st March)

### **Administration Details**

The principal address of the charity registered with the Charity Commission is Paddock Hill, Grundisburgh Road, Great Bealings, Woodbridge, IP13 6PE.

**The Trustees** – elected at 2024 AGM.

Kate Hayhow - Chairman

David Hayhow Vice Chairman & Secretary

Debbie Rogers Membership Secretary – Retiring as Membership Secretary

Gwen Haxell Treasurer

Sara Bucknell Committee member – Retiring from Committee

Becca Kirby Committee member

Peter Meredith Committee Member – Retiring from Committee

Claire Shadbolt Committee Member

Committee Roles are decided at the first committee meeting.

Sue Wightman, Musical Director, and James Hayward, Show Director, also participate in committee meetings for appropriate business.

### **Structure, Governance and Management**

Ipswich Gilbert & Sullivan Society was registered as a Charitable Incorporated Organisation (CIO) on 3rd January 2016 and is governed by a constitution adopted on 18th April 2016. Trustees are elected for a term of a maximum of two years; but half the trustees retire each year. Retiring trustees are eligible for re-election. Trustees may be co-opted between Annual General Meetings

### **Objectives**

The objectives of Ipswich Gilbert & Sullivan Society are to promote, improve, develop and maintain public education in the appreciation of the art and science of musical theatre, and in particular the music of Gilbert and Sullivan, as well as choral music in all its aspects by the presentation of public concerts and by such other ways as the members, through the trustees, shall determine from time to time.

## **Activities**

Ipswich Gilbert & Sullivan Society is a musical group which performs concerts during the spring months and close to Christmas, with a mixed repertoire ranging from classical music and excerpts from G&S operettas to folk, pop and songs from the musicals. In the autumn of each year the Society aims to stage a production of one of the Gilbert & Sullivan operettas.

There are informal auditions for new members. Rehearsals take place weekly on Monday evenings from 7.30 p.m. to 10.00 p.m. at Chantry Methodist Church, Ipswich. Rehearsals move to twice weekly in the run up to the annual stage production.

## **Achievements and Performances**

Concerts were held in early summer and close to Christmas. The society presented a short programme at Ipswich music Day.

In October 2024, a production of Iolanthe was staged at The Seckford Theatre, Woodbridge. The society plans to present Yeomen of the Guard in 2025.

We are seeking new members.

## **Public Benefit**

The Trustees have paid due regard to the Charity Commissions' guidance in deciding on the activities undertaken by the Society. In normal circumstances activities for public benefit are demonstrated by:

- Supporting local charities by performing at fund raising concerts
- Publicising charity concerts via the Society's website
- Discounted membership rates for members in full time education
- Lending of music scores to other musical groups
- Participating in Ipswich Music Day which is organised by Ipswich Arts Association
- Presenting a Gilbert and Sullivan Operetta

## **Financial review**

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Society. The Trustees are also responsible for managing the assets of the Society and for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Society finances itself by a number of methods:

- Through membership subscriptions agreed annually by the Trustees. Members are admitted for the current calendar year. The year's annual fee is £5. In addition, fees are charged for three seasonal activities: Spring Concerts, Show participation and a short Christmas season.
- From ticket sales from the annual stage production
- Through appearance fees paid by charities for performing a concert
- By putting on concerts specifically to raise funds for the Society
- Through sales of merchandise as well as photographs and DVDs of the annual stage production

Other sources of income come from:

- Gift aid from donations and from members' contributions
- Contributions from patrons
- Advertising revenue in the show programme
- Revenue from hiring our scores and other property to other organizations
- Donations

Income for the period from 1st April 2024 to 31st March 2025 totalled £36,225.72

Expenditure amounted to **£29,382.90**

Profit for the year £6,842.82

On 31st March 2025, the Society had a cash balance of **£38,819.39** held in the following account(s):

Co-op Business Current £38,819.39

Co-op Business Deposit £0

A summary of the accounts is provided in the Appendix.

### **Reserves policy**

Reserves fund the annual stage production and to acquire, maintain and replace assets.

### **Risk Management**

The Trustees have a responsibility to identify, assess and manage risks. They keep abreast of legislation which may affect charities through the Charity Commission website and through Ipswich Arts Association to which the Society is affiliated. They ensure that the Society complies with copyright and performing rights law. The Society's insurance is arranged by NODA.

i Financial risks

Trustees' responsibilities in relation to accounting are stated above. The Trustees ensure that any stage show which may make a loss can be financed through Society funds.

i Health & Safety and protection of Members

The Society complies with health & safety and local fire policies as laid down by the venues management team. .

For the annual stage production, the Society complies with the health & safety policy of the Seckford Theatre. In addition, the Society provides a stage manager who is responsible for health & safety of the cast and backstage crew and does visual checks each night for potential hazards. The Society provides front of house staff, one of whose duties is to be responsible for health & safety of the audience and to assist in evacuating the building in the event of a fire.

In addition, the society has the following policies:

- Health and Safety
- Safeguarding
- Equality, Diversity and Inclusion
- Data Protection

**Approved by the Trustees**

**Financial Appendix IPSWICH G&S 2024/2025**

**Profit Loss**

**2024/2025**

**INCOME**

Spring Concert Subs 2024	£0.00
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Show Subs 2024	£1,940.00		
Christmas Concerts Subs 2024	£755.00	Concert income	£8,152.30
		£818.21 net	
Patrons	£249.02	Patrons	£249.02
Gift Aid	£1,375.69	Fund Raising	£0.00
Fund Raising	£0.00		
Concerts Income	£4,885.57		
Concert Teas	£135.73		
Other	£0.00		
Members donations	£36.00	Show income	£25,021.06
Show tickets	£17,260.00	£4,259.53 net	
Programmes	£678.00		
Show Raffle 2024	£861.00		
Costumes donations	£25.00		
Show Donations	£2,282.50		
Show Teas	£142.86		
Show Photo sales 2024	£760.50		
Show DVD Sales 2024	£620.00		
Sundry	£0.00		
Bank Interest	£0.00		
Yeomen Sing donations	£136.65	Other income	£1,713.34
T shirt Sales	£451.20		
Spring Concert Subs 2025	£1,901.00		
Show subs 2025	£490.00		
Christmas concerts 2025	£160.00		
	£0.00		
Pinafore dvd sales	£440.00	Pinafore Income	£440.00
Membership 2025	£165.00		
Buffet meal	£375.00		
Hall hire refund	£100.00	Next year subs	£650.00
included in concert hall hire costs			
Total Receipts		£36,225.72	£68,225.47
<i>(total receipts plus brought forward)</i>			
	<b>TOTAL INCOME</b>		<b>£36,225.72</b>

## EXPENDITURE

## Payments

Admin	£78.17	General costs	
Gifts/Donations	£20.00		£461.77
Music Director Concert	£2,475.00		
Rehearsal room concert	£930.00		
Pianist concert	£1,495.00		
Concert Hall hire	£892.00		
Concert expenses	£1,147.09		
Show Producer	£1,800.00		
Show MD	£1,800.00		
Show Rehearsal Pianist	£1,200.00	Concert Running Costs	
			£7,334.09
Show Halls/Theatre	£3,838.20		
Publicity	£903.21		
Music Hire	£193.69		
Show Orchestra	£3,795.00		
Set	£998.99		
Backstage costs	£266.96		
Lighting	£850.00		
Programmes	£325.65		
Show photos shoot	£260.00		
Gifts (Show)	£88.96		
Show Raffle 2024	£48.00		
Props	£99.96		
Costumes	£1,572.68	Total Show Costs	
Show dvd costs	£25.83		£20,761.53
Seckford & Wolsey Ticket Sales	£0.00		
Lottery Licence	£20.00	Lottery and Subscriptions	
NODA & IAA & Library subs	£317.50		£337.50
Insurance	£832.20		
Show filming	£725.00	Workshops (Yeomen and Vocal)	
Yeomen Sing Costs	£190.00		£425.10
Show photo sales	£787.50		
T-shirt sales	£307.83	Pinafore costs	
Pinafore show dvd	£34.66		£34.66
Owen Butcher workshop	£235.10		
Show Raffle 2023	£0.00		
Sundry Show printing	£41.87		
Website	£123.60		
Piano Tuning & Move	£260.00		
Buffet Meal in Sept	£375.00		
Bank & SumUp charges	£28.25	Bank and SumUp	
			£28.25
<b>Total Payments</b>			<b>£29,382.90</b>

**IPSWICH G&S 2024/2025**  
**Receipts and Payments Account**

**Balances at start of year (01 April 2024)**

Cash 0  
Current Cooperative bank ###

**Total** £31,999.75

**Receipts**

Spring Concert Subs 2024	£0.00		
Show Subs 2024	£1,940.00		
Christmas Concerts Subs 2024	£755.00	Concert income	£8,152.30
			<i>£818.21 net</i>
Patrons	£249.02	Patrons	£249.02
Gift Aid	£1,375.69	Fund Raising	£0.00
Fund Raising	£0.00		
Concerts Income	£4,885.57		
Concert Teas	£135.73		
Other	£0.00		
Members donations	£36.00	Show income	###
Show tickets	###		<i>£4,259.53 net</i>
Programmes	£678.00		
Show Raffle 2024	£861.00		
Costumes donations	£25.00		
Show Donations	£2,282.50		
Show Teas	£142.86		
Show Photo sales 2024	£760.50		
Show dvd Sales 2024	£620.00		
Sundry	£0.00		
Bank Interest	£0.00		
Yeomen Sing donations	£136.65	Other income	£1,713.34
T shirt Sales	£451.20		
Spring Concert Subs 2025	£1,901.00		
Show subs 2025	£490.00		
Christmas concerts 2025	£160.00		
	£0.00		
Pinafore dvd sales	£440.00	Pinafore Income	£440.00
Membership 2025	£165.00		

Buffet meal	£375.00		
Hall hire refund	£100.00	Next year subs	£650.00
included in concert hall hire costs			
Total Receipts		£36,225.72	###
<i>(total receipts plus brought forward)</i>	<b>TOTAL INCOME</b>		###

**Profit** £6,842.82

Final balance at end of year plus payments ###

Balanced

**Payments**

Admin	£78.17	General costs	
Gifts/Donations	£20.00		£461.77
Music Director Concert	£2,475.00		
Rehearsal room concert	£930.00		
Pianist concert	£1,495.00		
Concert Hall hire	£892.00		
Concert expenses	£1,147.09		
Show Producer	£1,800.00		
Show MD	£1,800.00		
Show Rehearsal Pianist	£1,200.00	Concert Running Costs	
			£7,334.09
Show Halls/Theatre	£3,838.20		
Publicity	£903.21		
Music Hire	£193.69		
Show Orchestra	£3,795.00		
Set	£998.99		
Backstage costs	£266.96		
Lighting	£850.00		
Programmes	£325.65		
Show photos shoot	£260.00		
Gifts (Show)	£88.96		
Show Raffle 2024	£48.00		
Props	£99.96		
Costumes	£1,572.68	Total Show Costs	
Show dvd costs	£25.83		###
Seckford & Wolsey Ticket Sales	£0.00		
Lottery Licence	£20.00	Lottery and Subscriptions	
NODA & IAA & Library subs	£317.50		£337.50
Insurance	£832.20		
Show filming	£725.00	Workshops (Yeomen and Owen Butcher)	
Yeomen Sing Costs	£190.00		£425.10
Show photo sales	£787.50		
T-shirt sales	£307.83	Pinafore costs	
Pinafore show dvd	£34.66		£34.66
Owen Butcher workshop	£235.10		
Show Raffle 2023	£0.00		
Sundry Show printing	£41.87		
Website	£123.60		
Piano Tuning & Move	£260.00		
Buffet Meal in Sept	£375.00		
Bank & SumUp charges	£28.25	Bank and SumUp	
			£28.25
<b>Total Payments</b>			<b>###</b>

**FINAL BALANCE AT END OF YEAR (March 2025)**

Cash	£23.18		
Current COOPERATIVE BANK	###	Curent balance less uncles	0
Deposit COOPERATIVE BANK	£0.00	Deposit balance less uncles	0

Total ### 45747

uncleared current account items in	£0.00
uncleared deposit account items in	£0.00

NB

Subs for 24 Spring Concert Season were included in 2023-24 financial Account

Most subs for 25 Spring Concert Season are included in 2024-25 financial Account

Some subs for Iolanthe show and Christmas concerts 2024 were paid and included in 2023-24 financial Account Rehearsal costs through January-February 2024 were shown in 2023-24 financial account

Some subs for Yeomen show and Christmas concerts 2025 have been paid and included in 2024-25 account

Rehearsal costs through January-March 2025 are shown in 2024-2025 concert costs

Iolanthe deposit paid in previous year

Mike Kwasiak donated his fee for photo shoot to funds

IPSWICH G&S 2024/2025  
Show profit and Loss

	Iolanthe 2024-2025		HMS Pinafore 2023-2024	
<b>Income</b>				
Ticket Sales	###		###	
Less Box Office E:	£0.00		£2,638.80	
		###		###
Programme Sales	£678.00		£858.00	
Less Programme Co:	£325.65		£444.00	
		£352.35		£414.00
Raffle	£861.00		£802.94	
Less Raffle costs	£48.00		£95.99	
		£813.00		£706.95
Photos sales	£760.50		£459.00	
Less Photos Costs	£787.50		£458.50	
		-£27.00 <i>member left</i>		£0.50
DVD sales	£620.00			
Less DVD Costs	£25.83			
		£594.17		
T-shirt Fund Rais:	£451.20		£445.00	
Less t-shirt cost:	£307.83		£189.82	
		£143.37		£255.18
Subscriptions & Donations				
Show subs & Teas	£2,082.86		£1,502.56	
Costumes sales	£25.00		£0.00	
Donations from C:	£0.00		£176.00	
Show Donation	£2,282.50		£27.00	
		<i>anonymous donation £2000</i>		
		£4,390.36		£1,705.56
<b>TOTAL INCOME</b>		###		###

IPSWICH G&S 2024/2025  
Show profit and loss

	Iolanthe 2024-2025		HMS Pinafore 2023-2024	
<b>Expenditure</b>				
Venues				
Seckford & Halls	£3,838.20	£3,838.20	£4,722.96	£4,722.96
Costumes				
Costumes	£1,572.68		£986.55	
Props	£99.96		£16.99	
		£1,672.64		£1,003.54
Set				

Set	£998.99		£2,622.00	
Backstage	£266.96			
Lighting	£850.00		£850.00	
		£2,115.95		£3,472.00
Publicity				
Publicity	£903.21		£825.51	
Programmes included in income			£0.00	
		£903.21		£825.51
Musicians				
Rehearsal Pianist:	£1,200.00		£920.00	
Orchestra	£3,795.00		£3,753.57	
Music Hire	£193.69		£150.00	
		£5,188.69		£4,823.57
Honoraria				
MD & Director	£3,600.00	£3,600.00	£3,600.00	£3,600.00
Sundries				
Insurance	£832.20		£937.54	
Photo shoot	£260.00		£260.00	
Gifts (Show)	£88.96		£243.11	
Show Raffle (included above)			£0.00	
Show filming	£725.00			
Sundry Show print:	£41.87		£0.00	
		£1,948.03		£1,440.65
Total Expenditure		###		###
SHOW GROSS PROFIT/LOSS		£4,259.53		£545.16
P/L from balance sheet		£4,259.53		£545.16

*Notes*

*Increased profits due (in part ) to*

*Anonymous donation*

*2000*

*Theatre deposit paid in prev year*

*989*

*Increased subs*

*reduced box office costs*

*Iolanthe deposit paid in 2023-24*

*Pinafore set more expensive than Iolanthe*  
*Various equipment needed in Iolanthe*

*Pinafore set needed higher value insurance*  
*Mike donated this back to society in 2024 as thankyou*

**Ipswich Gilbert and Sullivan Society 2024/2025**  
**Concert profit and Loss**

	2024-2025		2023-2024
<b>INCOME</b>		<b>INCOME</b>	
Spring Concert Subs 2024	£0.00 <i>collected after Mar 2024</i>	Concert Subs 2023	£200.00
Christmas Concert Subs 202	£755.00 <i>935 paid in jan-Mar 24</i>	Spring Concert Subs 2024	###
Spring Concert Subs 2025	### <i>collected Jan-Mar 2025</i>		
Concerts Income	### <i>in 2024</i>	Concerts	###
Concert Teas	£135.73	Teas	£155.75
Fund Raising	£0.00		
September Buffet Meal	£375.00		
<b>TOTAL</b>	<b>###</b>	<b>TOTAL</b>	<b>###</b>
 <b>EXPENDITURE</b>		 <b>EXPENDITURE</b>	
Music Director Concert	###	Music Director Concert	###
Rehearsal room concert	£930.00 <i>included March 2024 payments</i>	Rehearsal room concert	£660.00
Concert Hall hire	£792.00 <i>changed concert model</i>	Concert Hall hire	£90.00
Pianist concert	###	Pianist concert	###
Gifts/Donations	£20.00	Sum Up charges	£0.00
<i>(Flowers for Sue)</i>		<i>(included in concert income)</i>	
Concert expenses	###	Concert expenses	£603.79
<i>(music stands props, food, prizes etc Showcase concert)</i>			
Sept Buffet Meal	£375.00		
<b>TOTAL</b>	<b>###</b>	<b>TOTAL</b>	<b>###</b>
<b>CONCERT PROFIT</b>	<b>£818.21</b>	<b>CONCERT LOSS</b>	<b>-£262.03</b>
netfrombalance sheet	£818.21		

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*collected Jan -Mar 202*

**IPSWICH G&S 2024/2025**

**Profit Loss**

	2024/2025		2023-2024
<b>INCOME</b>		<b>INCOME</b>	
Concert Income	£8,052.30	Concert Income	£4,766.76
Patrons	£249.02	Patrons	£800.11
Gift Aid	£1,375.69	Gift Aid	£1,425.82
Fund Raising		Fund Raising	
Amazon Smile		Amazon Sr	£35.70
Donations		Donations	£0.00
Member Donations	£36.00	Member Dc	£0.00
<i>other donations included in show profit &amp; Loss</i>			
	£36.00		£35.70
Iolanthe show income	###	Pinafore Show	###
Sundry	£0.00	Sundry	£0.00
Bank Interest	£0.00	Bank Interest	£0.00
Membership 2025	£165.00	Other (Refund from incorrec	£323.65
		Raffle from Mikado	£69.30
		<i>includes £77 sales less £7.70 commission at 10% from Raffle taken at</i>	
DVD Sales from Pinafore	£440.00	DVD/Photo Sales from Mikado	£265.00
		NODA Award lunch tickets	£210.00
Next year (2025-2026) Subs	£650.00	Late 2022 Subs	£70.00
		Next year (2024-2025) subs	£630.00
Yeomen Sing Donations	£136.65		
<b>TOTAL</b>	<b>###</b>	<b>TOTAL</b>	<b>###</b>
 <b>EXPENDITURE</b>		 <b>EXPENDITURE</b>	
Concert	£7,234.09	Concert	£5,028.79
Iolanthe show	###	Pinafore Show	###
Insurance (included in show cost )		Insurance (included in show cos	
Lottery Licence	£20.00	Lottery Licence	£20.00
NODA & IAA & Library	£317.50	NODA & IAA	£414.00
Admin	£78.17	Admin	£234.27
Bank & Sum Up charges	£28.25	Bank charges	£0.32
Show Filming for Pinafore	£0.00	Show Filming for Mikado	£175.00
DVD Costs of sales for Pinafore	£34.66	DVD Costs of sales for Mikado	£122.00
Show Raffle Pinafore	£0.00	Piano Tuning	£60.00
Piano Tuning & Move	£260.00	Costs of Pinafore photo sa	£0.00
		<i>included in show p/1</i>	
Yeomen & Owen Butcher workshops	£425.10	Incorrect payments	£323.65
Website	£123.60	Deposit for Iolanthe 2024	£989.40
<b>TOTAL</b>	<b>###</b>	<b>TOTAL</b>	<b>###</b>
 <b>Year Profit</b>	 <b>£6,842.82</b>	 <b>Year Profit</b>	 <b>£1,774.07</b>
 <i>Check Profit/Loss from balance sheet</i>	 £6,842.82		

Note:

Increased profits due (in part ) to

    Anonymous donation

£2,000.00

    Theatre deposit paid in prev year

£989.00

    Increased show subs

    Reduction of box office costs

**Auditors Report – Ipswich Gilbert and Sullivan Society 2025 – CIO 1165408**

In accordance with the terms of my agreement with the trustees, I have examined the financial statement of Ipswich Gilbert and Sullivan Society as set out in the balance sheet, income and expenditure account and related notes together with records vouchers and other information.

The financial statements have been properly drawn up in accordance with the information and show a true and fair view of the society's income and expenditure for the year ending on 31 March 2025 and its state of affairs at that date.

I have no concerns and have come across no other 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.

Peter Wright

Peter Wright

26 June 2025

**IPSWICH GILBERT AND SULLIVAN SOCIETY**

England & Wales - Charity number 1165408

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# Accounts

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## **TRUSTEES REPORT – 21st JUNE 2023 to 10<sup>th</sup> June 2024**

### **Introduction**

The Trustees present the Trustee's Report and Financial Statements. The accounts have been prepared in accordance with the accounting policies and comply with the charity's constitution and applicable law. (Financial year runs 1<sup>st</sup> April to 31<sup>st</sup> March)

### **Administration Details**

The principal address of the charity registered with the Charity Commission is Paddock Hill, Grundisburgh Road, Great Bealings, Woodbridge, IP13 6PE.

**The Trustees** – elected at 2023 AGM.

Kate Hayhow - Chairman

David Hayhow Vice Chairman & Secretary

Debbie Rogers Membership Secretary

Gwen Haxell Treasurer

Sara Bucknell Committee member

Becca Kirby Committee member

Co-opted 2024

Peter Meredith Committee Member

Committee Roles are decided at the first committee meeting.

Sue Wightman, Musical Director, and James Hayward, Show Director, also participate in committee meetings for appropriate business.

### **Structure, Governance and Management**

Ipswich Gilbert & Sullivan Society was registered as a Charitable Incorporated Organisation (CIO) on 3<sup>rd</sup> January 2016 and is governed by a constitution adopted on 18<sup>th</sup> April 2016. Trustees are elected for a term of a maximum of two years; but half the trustees retire each year. Retiring trustees are eligible for re-election. Trustees may be co-opted between Annual General Meetings

### **Objectives**

The objectives of Ipswich Gilbert & Sullivan Society are to promote, improve, develop and maintain public education in the appreciation of the art and science of musical theatre, and in particular the music of Gilbert and Sullivan, as well as choral music in all its aspects by the presentation of public concerts and by such other ways as the members, through the trustees, shall determine from time to time.

### **Activities**

Ipswich Gilbert & Sullivan Society is a musical group which performs concerts during the spring and summer months, with a mixed repertoire ranging from classical music and excerpts from G&S operettas to folk, pop and songs from the musicals. In the autumn of each year the Society aims to stage a production of one of the Gilbert & Sullivan operettas.

There are informal auditions for new members. Rehearsals take place weekly on Monday evenings from 7.30 p.m. to 10.00 p.m. at Chantry Methodist Church, Ipswich. Rehearsals move to twice weekly in the run up to the annual stage production.

## Achievements and Performances

Concerts were held in early summer and close to Christmas. The society presented a short programme at Ipswich music Day.

In October 2023, a production of HMS Pinafore was staged at The Seckford Theatre, Woodbridge. The society plans to present Iolanthe in 2023.

We are seeking new members.

## Public Benefit

The Trustees have paid due regard to the Charity Commissions' guidance in deciding on the activities undertaken by the Society. In normal circumstances activities for public benefit are demonstrated by:

- Supporting local charities by performing at fund raising concerts
- Publicising charity concerts via the Society's website
- Discounted membership rates for members in full time education
- Lending of music scores to other musical groups
- Participating in Ipswich Music Day which is organised by Ipswich Arts Association
- Presenting a Gilbert and Sullivan Operetta

## Financial review

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Society. The Trustees are also responsible for managing the assets of the Society and for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Society finances itself by a number of methods:

1. Through membership subscriptions agreed annually by the Trustees. There are two fee paying categories of membership:
  - a. Concert only,
  - b. Show only, includes an audition fee.
2. From ticket sales from the annual stage production
3. Through appearance fees paid by the charities for performing a concert
4. By putting on concerts specifically to raise funds for the Society
5. Through sales of merchandise as well as photographs and DVDs of the annual stage production

Other sources of income come from:

- Gift aid from donations and from members' contributions
- Contributions from patrons
- Advertising revenue in the show programme
- Revenue from hiring our scores and other property to other organizations
- Donations

Income for the period from 1 <sup>st</sup> April 2023 to 31st March 2023 totalled	<b>£29,029.73</b>
Expenditure amounted to	<b>£27,255.66</b>
Profit for the year	£1,774.07

On 30<sup>th</sup> March 2024, the Society had a cash balance of **£31,999.75** held in the following account(s):

Co-op Business Current	£31,999.75
Co-op Business Deposit	£0

A summary of the accounts is provided in the Appendix.

## Reserves policy

Reserves fund the annual stage production and to acquire, maintain and replace assets.

## Risk Management

The Trustees have a responsibility to identify, assess and manage risks. They keep abreast of legislation which may affect charities through the Charity Commission website and through Ipswich Arts Association to which the Society is affiliated. They ensure that the Society complies with copyright and performing rights law. The Society's insurance is arranged by NODA.

(i) Financial risks

Trustees' responsibilities in relation to accounting are stated above. The Trustees ensure that any stage show which may make a loss can be financed through Society funds.

(ii) Health & Safety and protection of Members

The Society complies with health & safety and local fire policies as laid down by the venues management team. .

For the annual stage production, the Society complies with the health & safety policy of the Seckford Theatre. In addition, the Society provides a stage manager who is responsible for health & safety of the cast and backstage crew and does visual checks each night for potential hazards. The Society provides front of house staff, one of whose duties is to be responsible for health & safety of the audience and to assist in evacuating the building in the event of a fire.

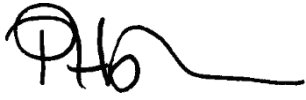
In addition, the society has the following policies:

- Health and Safety
- Safeguarding
- Equality, Diversity and Inclusion
- Data Protection

**Approved by the Trustees**



I confirm I have reviewed the accounts for Ipswich G&S for the period 2023-2024 and can confirm they are satisfactory.

A handwritten signature in black ink, appearing to be 'PH' followed by a long horizontal flourish.

P Holmes, September 2024

**IPSWICH GILBERT AND SULLIVAN SOCIETY**

England & Wales - Charity number 1165408

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# Accounts

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**TRUSTEES REPORT – 21st JUNE 2022 to 20<sup>th</sup> June 2023**

**Introduction**

The Trustees present the Trustee's Report and Financial Statements. The accounts have been prepared in accordance with the accounting policies and comply with the charity's constitution and applicable law. (Financial year runs 1<sup>st</sup> April to 31<sup>st</sup> March)

**Administration Details**

The principal address of the charity registered with the Charity Commission is Paddock Hill, Grundisburgh Road, Great Bealings, Woodbridge, IP13 6PE.

**The Trustees** – elected at 2021 AGM.

David Hayhow Vice Chairman & Secretary

Debbie Rogers Membership Secretary

Gwen Haxell Treasurer

Sara Bucknell Committee member

Becca Kirby Committee member

**Co-opted Committee Member** Kate Hayhow – Acting Chairman

Committee Roles are decided at the first committee meeting.

Sue Wightman, Musical Director, and James Hayward, Show Director, also participates in committee meetings for appropriate business.

**Structure, Governance and Management**

Ipswich Gilbert & Sullivan Society was registered as a Charitable Incorporated Organisation (CIO) on 3<sup>rd</sup> January 2016 and is governed by a constitution adopted on 18<sup>th</sup> April 2016. Trustees are elected at each Annual General Meeting to serve until the close of the next Annual General Meeting and are eligible for re-election.

**Objectives**

The objectives of Ipswich Gilbert & Sullivan Society are to promote, improve, develop and maintain public education in the appreciation of the art and science of musical theatre, and in particular the music of Gilbert and Sullivan, as well as choral music in all its aspects by the presentation of public concerts and by such other ways as the members, through the trustees, shall determine from time to time.

**Activities**

Ipswich Gilbert & Sullivan Society is a musical group which performs charity fund-raising concerts during the summer months across Suffolk, Norfolk and Essex, with a mixed repertoire ranging from classical music and excerpts from G&S operettas to folk, pop and songs from the musicals. In the autumn of each year the Society puts on a fully staged production of one of the Gilbert & Sullivan operettas.

There are informal auditions for new members. Rehearsals take place weekly on Monday evenings from 7.30 p.m. to 10.00 p.m. at Chantry Methodist Church, Ipswich. Rehearsals move to twice weekly in the run up to the annual stage production.

**Achievements and Performances**

The society has largely recovered from the Covid pandemic but with a reduced membership.

Concerts for local charities have resumed with eight planned for the summer of 2023.

In October 2022, a production of The Mikado was staged at The Seckford Theatre, Woodbridge. The society plans to present HMS Pinafore in 2023.

**Public Benefit**

The Trustees have paid due regard to the Charity Commissions' guidance in deciding on the activities undertaken by the Society. In normal circumstances activities for the public benefit can be demonstrated by:

- Supporting local charities by performing at fund raising concerts
- Publicising charity concerts via the Society's website
- Discounted membership rates for members in full time education and reduced-price show tickets for children
- Lending of music scores to other musical groups
- Participating in Ipswich Music Day which is organised by Ipswich Arts Association
- Performing the work of contemporary composers and arrangers, most of whom are local people.

**Financial review**

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Society. The Trustees are also responsible for safeguarding the assets of the Society and for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Society finances itself by a number of methods:

1. Through membership subscriptions agreed annually by the Trustees. There are two fee paying categories of membership:
  - a. Concert only,
  - b. Show only, includes an audition fee.
2. From ticket sales from the annual stage production
3. Through appearance fees paid by the charities for performing a concert
4. By putting on concerts specifically to raise funds for the Society
5. Through sales of photographs and DVDs of the annual stage production

Other sources of income come from:

- Gift aid from donations and from members' contributions
- Contributions from patrons
- Advertising revenue in the show programme
- Revenue from hiring our scores and other property to other organizations
- Donations

Income for the period from 1<sup>st</sup> April 2022 to 31st March 2023 totalled £24,400.09

Expenditure amounted to £26,645.86  
Deficit for the year -£2,245.77

On 30<sup>th</sup> March 2023, the Society had a cash balance of £33,000.86 held in the following account(s):

Co-op Business Current	£30,225.68
Co-op Business Deposit	£0

A summary of the accounts is provided in the Appendix.

**Reserves policy**

Reserves fund the annual stage production and to acquire and maintain and replace assets.

**Risk Management**

The Trustees have a responsibility to identify, assess and manage risks. They keep abreast of legislation which may affect charities through the Charity Commission website and through Ipswich Arts Association to which the Society is affiliated. They ensure that the Society complies with copyright and performing rights law. The Society's insurance is arranged by NODA through Ageas Insurance Limited.

## (i) Financial risks

Trustees' responsibilities in relation to accounting are stated above. The Trustees ensure that any stage show which may make a loss can be financed through Society funds.

## (ii) Health &amp; Safety

For rehearsals, the Society complies with the health & safety policy and the policy in the event of a fire as laid down by the Church management team. .

For concerts, the Concert Secretary checks the venue in advance to assess risks. At the concert itself, an official from the charity hosting the concert makes an announcement at the beginning of the concert.

For the annual stage production, the Society complies with the health & safety policy of the Seckford Theatre. In addition, the Society provides a stage manager who is responsible for health & safety of the cast and backstage crew and does visual checks each night for potential hazards. The Society provides front of house staff, one of whose duties is to be responsible for health & safety of the audience and to assist in evacuating the building in the event of a fire.

**Approved by the Trustees****Accounts Appendix****Cash Balances**

<b>Balances at start of year (01 April 2022)</b>			
Cash		£0.00	
Current Cooperative bank		£25,511.22	
Current HSBC (closed)		£0.00	
Deposit (HSBC)		£6,960.23	
		Total	<b>£32,471.45</b>

<b>FINAL BALANCE AT END OF YEAR (March 2023)</b>			
Cash	£0.00		
Current COOPERATIVE	£30,225.68		<i>Curent balance less uncleared</i>
Deposit COOPERATIVE	£0.00		<i>Deposit balance less uncleared</i>
HSBC (Closed)	£0.00		
Uncleared from 2018-19	£0.00		
<b>Total</b>		<b>£30,225.68</b>	<b>31/03/2023</b>

## Profit &amp; Loss

IPSWICH G&S 2022/2023							
Profit Loss							
		2022/2023				2021/2022	
<b>INCOME</b>				<b>INCOME</b>			
Concert Income		£4,266.09		Concert Income		£825.00	
Patrons		£974.00		Patrons		£1,064.00	
Gift Aid		£0.00		Gift Aid		£631.44	
Fund Raising				Fund Raising			
	Amazon Smile	£40.94			Amazon Smile	£46.05	
	Donations	£0.00			Donations	£250.00	
	Member Donations	£30.00			Member Donations	£265.00	
		£70.94				£561.05	
Show		£19,004.94		Show		£0.00	
Sundry		£0.00		Sundry		£17.47	
Bank Interest		£0.12		Bank Interest		£0.91	
Other		£84.00		Other		£0.00	
<b>TOTAL</b>		<b>£24,400.09</b>		<b>TOTAL</b>		<b>£3,099.87</b>	
<b>EXPENDITURE</b>				<b>EXPENDITURE</b>			
Concert		£5,553.81		Concert		£2,948.99	
Show		£20,550.25		Show		£0.00	
Insurance (included in show cost in 22)				Insurance		£723.81	
Lottery Licence		£40.00		Lottery Licence		£0.00	
NODA & IAA		£391.00		NODA & IAA		£25.00	
Admin		£110.80		Admin		£46.48	
Bank charges		£0.00		Bank charges		£15.00	
<b>TOTAL</b>		<b>£26,645.86</b>		<b>TOTAL</b>		<b>£3,759.28</b>	
<b>Year Profit/Loss</b>		<b>-£2,245.77</b>		<b>Year Profit/Loss</b>		<b>-£659.41</b>	
Check	Profit/Loss from balance sheet	-£2,245.77					
<i>Note: concert income includes subs from 2023-2024</i>							
<i>so actual loss this year should be £3655.77 if 2023/4 subs are excluded</i>							

**IPSWICH GILBERT AND SULLIVAN SOCIETY**

England & Wales - Charity number 1165408

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# Accounts

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## **IPSWICH GILBERT & SULLIVAN SOCIETY**

TRUSTEES REPORT – 21st June 2021 to 20th June 2022

### **Trustees' Report**

The Trustees present the Trustees' Report and Financial Statements for the period from 21st June 2021 to 20th June 2022. The accounts have been prepared in accordance with the accounting policies and comply with the charity's constitution and applicable law. (financial year runs 1<sup>st</sup> April to 31<sup>st</sup> March)

### **Administration Details**

The principal address of the charity is currently Paddock Hill, Grundisburgh Road, Great Bealings, Woodbridge, IP13 6PE

**The Trustees** – elected at and after 2021 AGM

Angela Randall Chairman (October 2021)

David Hayhow General Secretary (November 2021)

Debbie Rogers Membership Secretary

Becca Kirby Concert Secretary & Social Media Officer

Gwen Haxell Treasurer

Sara Bucknall Fundraising Officer & Social Events Officer

Louise Cockerill Publicity Officer

Mareth Bassett Committee member

Paul Armstrong Committee member

Sylvia Towell (resigned during the year)

Sue Wightman, Musical Director also participates in trustee meetings for appropriate agenda items.

### **Structure, Governance and Management**

Ipswich Gilbert & Sullivan Society was registered as a Charitable Incorporated Organisation (CIO) on 3<sup>rd</sup> January 2016 and is governed by a constitution adopted on 18<sup>th</sup> April 2016. Trustees are elected at each Annual General Meeting to serve until the close of the next Annual General Meeting and are eligible for re-election.

### **Objectives**

The objectives of Ipswich Gilbert & Sullivan Society are to promote, improve, develop and maintain public education in the appreciation of the art and science of musical theatre, and in particular the music of Gilbert and Sullivan, as well as choral music in all its aspects by the presentation of public concerts and by such other ways as the members, through the trustees, shall determine from time to time.

## **Activities**

Ipswich Gilbert & Sullivan Society is a musical group which performs charity fund-raising concerts during the summer months across Suffolk, Norfolk and Essex, with a mixed repertoire ranging from classical music and excerpts from G&S operettas to folk, pop and songs from the musicals. In the autumn of each year the Society puts on a fully staged production of one of the Gilbert & Sullivan operettas.

There is an informal audition for all new members. Rehearsals take place weekly on Monday evenings from 7.30 p.m. to 10.00 p.m. at Chantry Methodist Church Hall, Pheasant road in Ipswich. Rehearsals move to twice weekly in the run up to the annual stage production.

## **Achievements and Performance**

During the period covered by this report, the Society was obliged to cancel the planned concerts for the year as well as the annual stage production, due to the restrictions imposed due to the Covid-19 pandemic.

Rehearsals at the hall had also been cancelled due to the pandemic, but some members continued to rehearse on line over Zoom. Eventually live rehearsals were able to restart in September 2021, but social distancing was maintained, and initially mask wearing was encouraged. As the situation improved, gradually the precautions were dropped. Unfortunately there was a slow return to rehearsals and several members have not yet returned, some because of worries about the pandemic.

At the end of November our Musical Director, Andrew Burke resigned, sadly to the regret of all the Society's members. He is greatly missed. However, in March, the society was fortunate to secure a new Musical Director, Sue Wightman, and she is very welcome indeed. During the interim period Rob Rogers kindly stepped in to take rehearsals for which the Society was very grateful.

In the meantime, the Trustees have continued to meet virtually via Zoom to monitor the situation and plan for the future.

## **Public Benefit**

The Trustees have paid due regard to the Charity Commissions' guidance in deciding on the activities undertaken by the Society. In normal circumstances (outside the pandemic situation), activities for the public benefit can be demonstrated by:

- Supporting local charities by performing at fundraising concerts
- Publicising the charity concerts via the Society's recently revamped website and social media
- Discounted membership rates for members in full time education and reduced price show tickets for children
- Lending of music scores to other musical groups
- Participating in Ipswich Music Day which is organised by Ipswich Arts Association
- Performing the work of contemporary composers and arrangers, most of whom are local people.

## **Financial review**

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Society. The Trustees are also responsible for

safeguarding the assets of the Society and for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Society finances itself by a number of methods:

1. Through membership subscriptions agreed annually. There are two categories of fees:
  - a. Concert fees
  - b. Show fees
2. From ticket sales from the annual stage production
3. Through appearance fees paid by the charities for performing a concert
4. By putting on a concert specifically to raise funds for the Society
5. Through sales of photographs and DVDs of the annual stage production

Other sources of income come from:

- Gift aid from donations and from members' contributions
- Contributions from patrons
- Advertising revenue in the show programme
- Revenue from hiring our scores to other choirs / societies

The Society's direct income funds the full cost of running the Society and makes a contribution towards covering the net cost of the stage production in the event of a loss.

**NB:** given the cancellation of most of the Society's activities due to the pandemic, the Trustees took the decision to cancel the requirement for members to pay subscriptions for this year. Members were invited instead to make voluntary donations to the Society, Gift Aided where applicable.

Income for the period from 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 totalled £3099.87

Expenditure amounted to £3759.28

Loss for the year was £659.41

On 31<sup>st</sup> March 2022, the Society had a cash balance of £32,471.45 held in the following account(s):

Cash in Hand £0

Current Accounts £25,511.22

Deposit Accounts £6,960.23

A summary of the accounts is provided at Appendix 1.

### **Reserves policy**

Reserves are built up to fund the annual stage production and to acquire and maintain assets.

### **Risk Management**

The Trustees have a responsibility to identify, assess and manage risks. They keep abreast of legislation which may affect charities through the Charity Commission website and through Ipswich Arts Association to which the Society is affiliated. They ensure that the Society complies with copyright and performing rights law. The Society's insurance is arranged through Ageas Insurance Limited.

- (i) Financial risks

Trustees' responsibilities in relation to accounting are stated above. The Trustees ensure that any stage show which may make a loss can be financed through Society funds.

(ii) Health & Safety

For rehearsals at Chantry Methodist Church Hall, the Society complies with the health & safety policy and the policy in the event of a fire as laid down by the Chantry Church Hall Committee.

For concerts, the Concert Secretary checks the venue in advance to assess risks. At the concert itself, an official from the charity hosting the concert makes an announcement at the beginning of the concert.

For the annual stage production, the Society complies with the health & safety policy of the Seckford Theatre. In addition, the Society provides a stage manager who is responsible for health & safety of the cast and backstage crew and does visual checks each night for potential hazards. The Society provides front of house staff, one of whose duties is to be responsible for the health & safety of the audience and to assist in evacuating the building in the event of a fire.

Once the decision was taken to resume live rehearsals, the Trustees undertook a full risk assessment to ensure the risks to members and others due to transmission of the covid virus is minimised as far as possible.

**Future Plans**

The Society's plans for concerts and the annual stage production for 2021 were put on hold in mid-March 2020, with the onset of the Coronavirus pandemic. No in-person rehearsals were held from March 24<sup>th</sup> 2020 until they were resumed in September 2021.

The first concert this year was held at Felixstowe on May 28<sup>th</sup> 2022 in aid of the Worldwide Polio Eradication Programme as supported by Felixstowe Rotary Club and the concert raised £2724 for their charity cause. In October 2022 the Society will stage the Mikado at the Seckford Theatre in Woodbridge.

Now that we have a musical director in place and have begun performing regularly, the strategy for our future revolves around recruitment to build our core numbers via strong marketing and PR efforts.

Key decisions taken during this time:

1. The Trustees decided to engage a new Music Director, Sue Wightman, following the resignation of Andrew Burke.
2. Live rehearsals were reinstated in September 2021.
3. The Trustees decided to move to a new permanent rehearsal venue Chantry Methodist Church Hall.
4. The Trustees decided to change from HSBC to Cooperative Bank due to banking costs, and to implement dual authorisation for all financial transactions, particularly those carried out online.

**Approved by the Trustees**

**IPSWICH G&S 2021/2022****Profit Loss**

	2021/22		2020/21
<b>INCOME</b>		<b>INCOME</b>	
Concert Income	£825.00	Concert Income	£1,190.00
Patrons	£1,064.00	Patrons	£419.00
Gift Aid	£631.44	Gift Aid	£246.02
Fund Raising		Fund Raising	
Amazon Sr	£46.05	Amazon Sr	£41.98
Donations	£250.00	Donations	£250.00
Member D	£265.00		
	£561.05		£291.98
Show	£0.00	Show	£0.00
Sundry	£17.47	Sundry	£0.00
Bank Interest	£0.91	Bank Interest	£2.89
Other	£0.00	Other	£0.00
<b>TOTAL</b>	<b>£3,099.87</b>	<b>TOTAL</b>	<b>£2,149.89</b>
<b>EXPENDITURE</b>		<b>EXPENDITURE</b>	
Concert	£2,948.99	Concert	£207.98
Show	£0.00	Show	£0.00
Insurance	£723.81	Insurance	£723.81
Lottery Licence	£0.00	Lottery Licence	£0.00
NODA & IAA	£25.00	NODA & IAA	£97.00
Admin	£46.48		
Bank charges	£15.00		
<b>TOTAL</b>	<b>£3,759.28</b>	<b>TOTAL</b>	<b>£1,028.79</b>
Year Profit/Loss	-£659.41	Year Profit/Loss	£1,121.10

**IPSWICH GILBERT AND SULLIVAN SOCIETY**

England & Wales - Charity number 1165408

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# Accounts

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## **IPSWICH GILBERT & SULLIVAN SOCIETY**

TRUSTEES REPORT – 21st JUNE 2020 TO 20<sup>th</sup> June 2021

### **Trustees' Report**

The Trustees present the Trustee's Report and Financial Statements for the period from 21st June 2020 to 20<sup>th</sup> June 2021. The accounts have been prepared in accordance with the accounting policies and comply with the charity's constitution and applicable law. (financial year runs 1<sup>st</sup> April to 31<sup>st</sup> March)

### **Administration Details**

The principal address of the charity is currently Paddock Hill, Grundisburgh Road, Great Bealings, Woodbridge, IP13 6PE

### **The Trustees** – elected at 2020 AGM

Lucy Pakes Chairman

David Hayhow Vice Chairman

Fred James General Secretary

Debbie Rogers Membership Secretary

Treasurer Gwen Haxell (Replaced Sylvia Towell at 2019 AGM as Sylvia wished to retire)

Sara Bucknell Committee member

Louise Cockerill Committee member

Mareth Bassett Committee member

Sylvia Towell Committee member

Andrew Burke, Musical Director also participates in trustee meetings for appropriate agenda items.

### **Structure, Governance and Management**

Ipswich Gilbert & Sullivan Society was registered as a Charitable Incorporated Organisation (CIO) on 3<sup>rd</sup> January 2016 and is governed by a constitution adopted on 18<sup>th</sup> April 2016. Trustees are elected at each Annual General Meeting to serve until the close of the next Annual General Meeting and are eligible for re-election.

### **Objectives**

The objectives of Ipswich Gilbert & Sullivan Society are to promote, improve, develop and maintain public education in the appreciation of the art and science of musical theatre, and in particular the music of Gilbert and Sullivan, as well as choral music in all its aspects by the presentation of public concerts and by such other ways as the members, through the trustees, shall determine from time to time.

### **Activities**

Ipswich Gilbert & Sullivan Society is a musical group which performs charity fund-raising concerts during the summer months across Suffolk, Norfolk and Essex, with a mixed repertoire ranging from classical music and excerpts from G&S operettas to folk, pop and songs from the musicals. In the autumn of each year the Society puts on a fully staged production of one of the Gilbert & Sullivan operettas.

There is an informal audition for all new members. Rehearsals take place weekly on Monday evenings from 7.30 p.m. to 10.00 p.m. at Belstead Village Hall\* on the outskirts of Ipswich. Rehearsals move to twice weekly in the run up to the annual stage production.

\*This venue will change to the Methodist Church Hall, Pheasant Road in Ipswich once live rehearsals can recommence.

### **Achievements and Performance**

During the period covered by this report, the Society was obliged to cancel the planned concerts for the year as well as the annual stage production, due to the restrictions imposed due to the Covid-19 pandemic.

In the meantime, the Trustees have continued to meet virtually via Zoom to monitor the situation and plan for such time as we can start to rehearse once more. In addition, virtual rehearsals via Zoom began in February 2021.

During the summer months of 2020, a number of informal 'rule of 6' social events were arranged by and for members, including socially distanced walks and gatherings in members' gardens.

A virtual quiz was held for members and online apps to enable group singing were also explored.

### **Public Benefit**

The Trustees have paid due regard to the Charity Commissions' guidance in deciding on the activities undertaken by the Society. In normal circumstances (outside the pandemic situation), activities for the public benefit can be demonstrated by:

- Supporting local charities by performing at fund raising concerts
- Publicising the charity concerts via the Society's recently revamped website
- Discounted membership rates for members in full time education and reduced price show tickets for children
- Lending of music scores to other musical groups
- Participating in Ipswich Music Day which is organised by Ipswich Arts Association
- Performing the work of contemporary composers and arrangers, most of whom are local people.

### **Financial review**

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Society. The Trustees are also responsible for safeguarding the assets of the

Society and for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Society finances itself by a number of methods:

1. Through membership subscriptions agreed annually at the AGM. There are three categories of fees:
  - a. Concert only fee
  - b. Show only fee plus an audition fee
  - c. Combined concert and show fee

Discounts are available for paying the relevant subscription by a specific deadline each year.

2. From ticket sales from the annual stage production
3. Through appearance fees paid by the charities for performing a concert
4. By putting on a concert specifically to raise funds for the Society
5. Through sales of photographs and DVDs of the annual stage production

Other sources of income come from:

- Gift aid from donations and from members' contributions
- Contributions from patrons
- Advertising revenue in the show programme
- Revenue from hiring our scores to other choirs / societies

The Society's direct income funds the full cost of running the Society and makes a contribution towards covering the net cost of the stage production in the event of a loss.

**NB:** given the cancellation of most of the Society's activities due to the pandemic, the Trustees took the decision to cancel the requirement for members to pay subscriptions for this year. Members were invited instead to make voluntary donations to the Society, Gift Aided where applicable.

Income for the period from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 totalled £2149.89

Expenditure amounted to £1028.79

Surplus for the year was £1121.10

On 30<sup>th</sup> March 2021, the Society had a cash balance of £33,000.86 held in the following account(s):

Prepayments - £130

Cash in Hand £0

Current Accounts £26,189.01

Deposit Accounts £6,941.85

A summary of the accounts is provided at Appendix 1.

### **Reserves policy**

Reserves are built up to fund the annual stage production and to acquire and maintain assets.

### **Risk Management**

The Trustees have a responsibility to identify, assess and manage risks. They keep abreast of legislation which may affect charities through the Charity Commission website and through Ipswich Arts Association to which the Society is affiliated. They ensure that the Society complies with copyright and performing rights law. The Society's insurance is arranged through Ageas Insurance Limited.

(i) Financial risks

Trustees' responsibilities in relation to accounting are stated above. The Trustees ensure that any stage show which may make a loss can be financed through Society funds.

(ii) Health & Safety

For rehearsals at Belstead Village Hall, the Society complies with the health & safety policy and the policy in the event of a fire as laid down by the Village Hall Committee.

For concerts, the Concert Secretary checks the venue in advance to assess risks. At the concert itself, an official from the charity hosting the concert makes an announcement at the beginning of the concert.

For the annual stage production, the Society complies with the health & safety policy of the Seckford Theatre. In addition, the Society provides a stage manager who is responsible for health & safety of the cast and backstage crew and does visual checks each night for potential hazards. The Society provides front of house staff, one of whose duties is to be responsible for health & safety of the audience and to assist in evacuating the building in the event of a fire.

Once the decision is taken to resume live rehearsals, the Trustees will undertake a full risk assessment to ensure the risks to members and others due to transmission of the covid virus is minimised as far as possible.

### **Future Plans**

The Society's plans for concerts and the annual stage production for 2020 were put on hold in mid-March 2020, with the onset of the Coronavirus pandemic. No rehearsals have been held since March 24<sup>th</sup> 2020. At time of writing, (June 2021), it is hoped that the Government's roadmap for easing the lockdown restrictions will lead to a total easing of restrictions within the next few weeks. However, until such relaxation of restrictions is confirmed by the government, it still remains unclear how soon any amateur choirs and stage companies will be permitted by the government to begin rehearsals or undertake live concerts or theatre productions.

Key decisions taken during this time:

1. The Trustees decided to cancel the 2021 stage production, due to take place in October 2021. The decision was based on:
  - a. continuing uncertainty about ongoing covid restrictions
  - b. uncertainty about whether the roll out of the government's vaccination programme would have reached enough members before the time when rehearsals would need to start

- c. uncertainty about the number of seats that the theatre would be allowed to sell, based on any continuing covid restrictions in October
  - d. the willingness (or otherwise) of our audience to return to theatres after the pandemic restrictions ease
- 2. The Trustees decided to move to a new permanent rehearsal venue once live rehearsals can start again. The reason for this was the proposal by the previous venue to almost double the rental fee. In addition, significant building work at the previous venue had resulted in a serious deterioration of the acoustic, making rehearsing more difficult.

**Approved by the Trustees**

## IPSWICH G&S 2020/2021

### Receipts and Payments Account

#### Balances at start of year (01 April 2020)

Cash	£0.00	
Current	£25,070.80	
Less £130 uncleared cheque	-£130.00	
Deposit	£6,938.96	
<b>Total</b>	<b>£31,879.76</b>	

#### Receipts

Members Concert Subs	£385.00	
Patrons	£419.00	
Gift Aid	£246.02	<b>Concert income £1,190.00</b>
Concerts	£0.00	
Fund Raising, donations and raffles	£250.00	<b>Fund Raising £957.00</b>
Teas	£0.00	
Amazon Smile	£41.98	
(FR08)	£0.00	<u>£0.00</u>
Subs donations	£805.00	
Donations from Cast	£0.00	<b>Show income</b>
Tickets	£0.00	<u>£0.00</u>
Show Subs	£0.00	
Programmes	£0.00	
Show Raffle	£0.00	
Costumes sales	£0.00	
Show donations	£0.00	
Photos/DVD	£0.00	
(FR18)	£0.00	
(FR19)	£0.00	
(FR20)	£0.00	
Sundry	£0.00	<b>Other income £2.89</b>
Bank Interest	£2.89	

Other Income	£0.00	
<b>Total Receipts</b>	<b>£2,149.89</b>	

(Total receipts plus brought forward) TOTAL £24,730.87

*Profit*

£1,121.10

**Balanced**

#### Payments

Admin (GRC)	£0.00	
Gifts/Donations (GRC)	£25.98	<b>General costs £0.00</b>
Music Director (CRC)	£0.00	
Rehearsal room (CRC)	£182.00	
Pianist (CRC)	£0.00	
Concert Refund	£0.00	
Concert Subs Refund	£0.00	
Show Producer (SRC)	£0.00	
Show Director (SRC)	£0.00	
Rehearsal Pianist (SRC)	£0.00	<b>Concert Running Costs</b>
Halls/Theatre (SRC)	£0.00	<u>£207.98</u>
Publicity (SRC)	£0.00	
Music Hire (SRC)	£0.00	
Orchestra (SRC)	£0.00	
Set (SRC)	£0.00	
Lighting (SRC)	£0.00	
Programmes (SRC)	£0.00	
Photos/DVD (SRC)	£0.00	
Gifts (SRC)	£0.00	
Show Raffle (SRC)	£0.00	
Props (SRC)	£0.00	
Costumes (SRC)	£0.00	<b>Total Show Costs</b>
Show Subs Refund	£0.00	<u>£0.00</u>
Wolsey Ticket Sales	£0.00	
		<b>Insurance and Subscriptions</b>
Lottery Licence	£0.00	<u>£820.81</u>
NODA & IAA	£97.00	
Insurance (SRC)	£723.81	

<b>Total Payments</b>	<b>£1,028.79</b>	
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#### FINAL BALANCE AT END OF YEAR (March 2021)

Cash	£0.00	
Current HSBC	£26,189.01	Bank balance less uncleared £0.00
Deposit HSBC	£6,941.85	
NAT WEST Accs Closed	0.00	
Uncleared from 2018-19	-£130.00	<i>(Consider writing this off?)</i>
NAT WEST Accs Closed	£0.00	
<b>Total</b>	<b>£33,000.86</b>	<b>31-Mar-21</b>