

TRUSTEES REPORT – 21st JUNE 2022 to 20th 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 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 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 3rd January 2016 and is governed by a constitution adopted on 18th 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 1st April 2022 to 31st March 2023 totalled £24,400.09

Expenditure amounted to £26,645.86

Deficit for the year -£2,245.77

On 30th 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 & 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**

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

FINAL BALANCE AT END OF YEAR (March 2023)			
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		
Total		£30,225.68	31/03/2023

Profit & Loss

IPSWICH G&S 2022/2023									
Profit Loss									
		2022/2023					2021/2022		
INCOME					INCOME				
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		
TOTAL		£24,400.09			TOTAL		£3,099.87		
EXPENDITURE					EXPENDITURE				
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		
TOTAL		£26,645.86			TOTAL		£3,759.28		
Year Profit/Loss		-£2,245.77			Year Profit/Loss		-£659.41		
Check	Profit/Loss from balance sheet	-£2,245.77							
Note: concert income includes subs from 2023-2024									
so actual loss this year should be £3655.77 if 2023/4 subs are excluded									