

TRUSTEES ANNUAL REPORT

for the period
from 1st Sept 2023
to 31st August 2024

TRUSTEES SERVING DURING THE PERIOD: all committee members are trustees

Chair: Michael Head
Secretary: Angela Finn
Treasurer: Kathryn Wakeling
Other trustees:

Robin Spencer	Anne McQuade
Jennifer Bolt (to 12.10.23)	Yvonne Seetayah
Anne Thomas (from 12.10.23)	Janice Heaysman (from 12.10.23)
Rachel Clark (from 12.10.23)	

Structure, governance, and management:

The Phoenix Choir of Crawley (hereinafter referred to as the Society) is a registered charity (registration number 1169875), formed in 2016 by the merger of two existing choirs.

The Society is governed by its Constitution and Rules. The eighth annual general meeting was held 12th October 2023.

The trustees are appointed by the members in accordance with the Constitution and Rules of the Society. All committee members are also trustees. The business of the Society is managed by the committee, with committee meetings held at least six times each year. The committee is responsible for the overall financial running of the Society.

Objectives and activities:

The objects of the Society are to advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects by any means the trustees see fit, including through the presentation of public concerts and recitals.

Achievements:

We continue to perform a range of music, in an effort to appeal to as many people as we can.

Our third tour in November 2023 was another big success, performing Faure's Requiem in lovely churches in Warwick and Leamington Spa.

Christmas 2023 saw us able to increase our community carol singing, singing at two care homes, the new Hospice and the Mayor's carol service, as well as at St Mary's Southgate and County Mall. We again held a short free Thursday concert at St Andrew's, with the retiring collection and raffle raising a wonderful £555 for Moonstones.

In March 2024 we held an afternoon concert of "Family Favourites". This was a bit of an ambitious leap into the unknown for us, in terms of repertoire and how to appeal to all generations in a single concert. A number of the things we tried, notably the teddy bears and balloons along with the rainbow-sequenced choir seating, concert dress and afternoon start, were very well received, and it was great to see so many people coming to a Phoenix concert for the first time.

Our summer term featured another first for us, namely inviting a composer to host a workshop for us. Bob Chilcott led an excellent day for us, ably assisted by our accompanist, Gina, and built a real enthusiasm towards the concert featuring two of his pieces and a range of other music from composers of our time.

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Financial Review:

Phoenix Choir of Crawley started and ended the season in a strong financial position, with good reserves.


The attached accounts show an unrestricted surplus over the year of £11,418, with our unrestricted reserves increasing to £64,791 at 31 August 2024. The main item giving rise to the surplus was fundraising income of £14,125 received from the Crawley Community Shop, being our share of the shop surplus based on the many hours worked at the shop by our volunteers.

The trustees intend to keep our subscriptions and ticket prices affordable, and to continue to invest in high quality concerts, and other musical activities such as workshops and tours, for the benefit of our members and the public. We will continue to sustain the choir by seeking to attract new singers and audience, and by being active in the local community.

The trustees declare that they have approved the trustees report above. Signed on behalf of the charity's trustees:

Signature: 
Name: Michael Head, Chairman

Date: 24-10-24

Signature: 
Name: Angela Finn, Secretary

Date: 24-10-24



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

THE PHOENIX CHOIR OF CRAWLEY

On accounts for the year
ended

31 AUGUST 2024

Charity no
(if any)

1169875

Set out on pages

2 to 5

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 08 2024**.

Responsibilities and
basis of report

As the charity's trustees, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of (insert name of applicable listed body)]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that~~ disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

06/12/2024

Name:

MARK HAYWARD

Relevant professional
qualification(s) or body

GOVERNMENT BATS CERTIFIED

**The Phoenix Choir of Crawley:
Statement of Accounts: 31 August 2024**

1. Income					
General Fund	Tour Fund	Gifts, Donations and other voluntary receipts	General Fund	Tour Fund	Notes
2022-2023	2022-2023		2023-2024	2023-2024	
£7,000.00 -		1 Subscriptions	£7,230.00		
£80.00 -		2 Grants and Sponsorship	£575.00		1
£66.00 -		3 Donations	£145.50		
£210.00 -		4 Workshop Receipts	£1,180.01		
£7,356.00	£0.00	TOTAL: Gifts, Donations, other voluntary receipts	£9,130.51	£0.00	
Trading Activities					
£5,223.00 -		5 Box Office	£3,398.00		2
£986.00 -		6 Programme / Refreshment Sales	£136.20		
		Raffle and Charity Collection for December Concerts (2022 - Crawley Open House / December 2023			
£508.00 -		7 Moonstones)	£615.68		3
£1,144.00 -		8 Choir Music Hire & Purchase	£1,239.00		
£19,259.00		9 Fundraising - Crawley Community Shop	£14,124.75		4
£40.00 -		9 Fundraising - Rehearsal Raffles & Refreshments	£720.22		
£27,160.00	£0.00	TOTAL: Trading Activities	£20,233.85	£0.00	
Other Receipts					
- -		10 Gift Aid	£0.00		5
£422.00 -		11 Social Events	£1,190.00		6
- £8,480.00		12 Tour payments from participants		£2,631.80	
£422.00	£8,480.00	TOTAL: Other Receipts	£1,190.00	£2,631.80	
Receipts earned from assets					
£1,011.00 -		13 Interest earned (Santander)	£87.44		
		13 Interest earned (Nationwide)	£788.74		
		13 Interest earned (CCLA Investments)	£546.48		
£1,011.00	£0.00	TOTAL: Receipts earned from assets	£1,422.66	£0.00	
£16,690.00	£8,480.00	TOTAL RECEIPTS	£31,977.02	£2,631.80	
2022-23 TOTAL	£25,170.00	Combined total receipts	£34,608.82		

2. Payments

General Fund 2022-2023	Tour Fund 2022-2023	Payments directly for charitable purposes	General Fund 2023-2024	Tour Fund 2023-2024	Notes
Rehearsals					
£3,040.00 -		14 Rehearsals - Venue Hire	£2,880.00		
£3,470.00 -		15 Rehearsals - Conductor	£3,535.00		
£2,668.00 -		16 Rehearsal - Accompanist	£2,684.00		
£9,178.00	£0.00	TOTAL: Rehearsals	£9,099.00	£0.00	
Concerts					
£1,500.00 -		17 Concerts - Venue Hire	£340.00		
£1,535.00 -		18 Concerts - Conductor	£1,270.00		
		Concerts - Professional Musician Fees (including page			
£6,807.00 -		19 turner)	£2,267.13		
£268.00 -		20 Concerts - Instrumental Music Hire	£2.50		
£293.00 -		21 Concerts - Programme Printing	£0.00		
£148.00		22 Concerts - Admin and Expenses	£42.00		
£10,551.00	£0.00	TOTAL: Concerts	£3,921.63	£0.00	
Other Costs					
£970.00 -		23 Workshop	£1,782.14		
£297.00 -		24 Equipment	£259.98		
£1,262.00 -		25 Choir Music (Hire and Purchase)	£1,981.44		
£180.00 -		26 Community Events	£90.00		
£2,709.00	£0.00	TOTAL: Other Costs	£4,113.56	£0.00	
Publicity, fundraising, management and admin					
£2,329.00 -		27 Concert & other publicity	£1,515.07		
£153.00 -		28 Concert Audience refreshments	£102.84		
£808.00 -		30 Subscriptions, Insurance, PRS	£832.01		
£120.00 -		31 Committee Administration	£153.50		
£161.00 -		32 Card Machine fees	£113.95		7
£3,571.00	£0.00	TOTAL: publicity, fundraising, management, admin	£2,717.37	£0.00	
Other Payments					
		33 Tour Refunds	-	£190.00	
	£2,750.00	34 Tour Costs	-	£9,369.00	
£183.00		35 Social Events - Venue Hire	£255.15		
£122.00		36 Social Events - Catering	£329.23		
£273.00		37 Charitable Donations	£555.00		3
		(2022 - Crawley Open House / December 2023			
		Moonstones)			
£31.00		38 Gifts (including for professionals from concerts)	£72.88		
£15,400.00	£2,750.00	TOTAL: Other Payments	£1,212.26	£9,559.00	
	£18,150.00				
TOTAL PAYMENTS	£29,368	TOTAL PAYMENTS	£21,063.82	£9,559.00	
2022-23		Combined total payments: £30,622.82			

3. Statement of Assets and Liabilities

2022/23	Total receipts from 01/09/2023 to 31/08/2024	£34,608.82	
	Total payments from 01/09/2023 to 31/08/2024	£30,622.82	
	Gain / (loss) during period from activities	£3,986.00	GAIN
	Gain / (loss) during period on value of investment accounts	£1,702.09	GAIN
	Total gain / (loss) from 01/09/2023 to 31/08/2024	£5,688.09	GAIN

	General Fund	Tour Fund
Funds at start of year (31/08/2023)	£53,372.85	£5,730.00
Total gain / (loss) from 01/09/2023 to 31/08/2024	£12,615.29	-£6,927.20
Transfer between funds	-£1,197.20	£1,197.20
Funds at end of year (31/08/2024)	£64,790.94	£0.00

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<u>Funds held as at 31/08/2024</u>		
£22.65	Cash	£1,646.73
£15,909.58	Santander Current Account	£3,184.06
£1,960.61	Santander Savings Account	£17,048.05
£20,000.01	Nationwide Business 95 Day Saver Account	£20,000.01
	CCLA Investments Accounts:	
£12,650.00	COIF Charities Global Equity Income Fund (U)	£13,880.32
£8,560.00	COIF Charities Fixed Interest Fund (B)	£9,031.77
£59,102.85	TOTAL FUNDS HELD AS AT 31/08/2024	£64,790.94

Assets retained for charity's purposes and estimated current value, based on 10% depreciation per annum.

Purchase Date	Value in	Description	Depreciation	Value as at
(in 2013/14)	2022/2023		Amount	31/08/2024
(in 2016/17)	£41.00	Yamaha Digital Piano	10%	£36.90
(in 2017/18)	£17.00	Keyboard Carrying Bag	10%	£15.30
(in 2017/18)	£247.00	100 Black Music Folders	10%	£222.30
(in 2019/20)	£375.00	2 speakers, 2 stands, headset mic, mixer unit	10%	£337.50
(in 2017/18)	£45.00	Orchestra music stand lights	10%	£40.50
(in 2021/22)	£235.00	Sheet Music	10%	£211.50
(in 2022/23)	£24.00	2 Phoenix Roller Banners	10%	£21.60
(in 2022/23)	£267.00	Sheet Music	10%	£240.30
(in 2022/23)	£253.00	Sheet Music	10%	£227.70
(in 2022/23)	£250.00	Portable speaker	10%	£225.00
(in 2022/23)	£9.00	Protective cover for speaker	10%	£8.10
03/10/2023	£19.00	Speaker stand	10%	£17.10
31/10/2023	£16.00	Microphone stand	10%	£14.40
31/10/2023		10 x Carols for Choirs	0%	£155.00
21/11/2023		Sheet Music - Ubi Caritas	0%	£133.87
09/12/2023		25 x Black Music Folders	0%	£205.50
17/12/2023		Sheet Music - William Tell Overture	0%	£227.50
18/06/2024		Extension Lead	0%	£21.99
		Sheet Music - The Lion sleeps tonight	0%	£122.88
		Music - 50 x Songs my heart has taught me	0%	£293.00
2022/23				
£1,798.00		TOTAL OF ASSETS AS AT 31/08/2024		£2,777.94

The Phoenix Choir of Crawley: Notes on Statement of Accounts: 31/08/2024

1. Grants and Sponsorship: £500.00 grant was received in the year from Crawley Borough Council in relation to costs of a concert in the 2022/23 season.
2. Box Office Sales:

Post tour November concert: Ticket Price: £10.00	Ticket Sales: £780.00
Family Favourites concert:	Ticket Sales: £1593.00
Music Makers of our Time concert:	Ticket Sales: £1067.00
3. Our Charity Christmas concert was a great success, and enabled us to make a donation of £555.00 to Moonstones.
4. Monies received in the year from the Crawley Community Shop, in relation to work of our volunteers in the Shop increased significantly in the year to £14,124.75. The figure of £19,249 in the prior year related to 2 years of fundraising in the Shop.
5. Gift Aid is not yet being claimed, but the committee plans to do so when time and trustees' responsibilities allow. This can be claimed retrospectively up to 4 years after the payment was made.
6. Our Phoenix Social events all made a profit this year.
7. Our SUM up card machines continue to be very popular with 245 card payments being made of the course of the year by singers and audience members. A total of approx. £7000.00 was taken by card payments, with just £113.95 paid in fees. This is lower than last year, as four payments were taken using the machine in 2023.
8. Our November 2023 tour resulted in a deficit of £1,197.20, broadly in line with our budget for the event.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

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Charity Name

THE PHOENIX CHOIR OF CRAWLEY

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examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of (insert name of applicable listed body)]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that~~ disclosed below *) which gives me cause to believe that in, any material respect:

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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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

06/12/2024

Name:

MARK HAYWARD

Relevant professional
qualification(s) or body

GOVERNMENT BATS CERTIFIED

**The Phoenix Choir of Crawley:
Statement of Accounts: 31 August 2024**

1. Income				
General Fund	Tour Fund	Gifts, Donations and other voluntary receipts	General Fund	Tour Fund Notes
2022-2023	2022-2023		2023-2024	2023-2024
£7,000.00 -		1 Subscriptions	£7,230.00	
£80.00 -		2 Grants and Sponsorship	£575.00	1
£66.00 -		3 Donations	£145.50	
£210.00 -		4 Workshop Receipts	£1,180.01	
£7,356.00	£0.00	TOTAL: Gifts, Donations, other voluntary receipts	£9,130.51	£0.00
		Trading Activities		
£5,223.00 -		5 Box Office	£3,398.00	2
£986.00 -		6 Programme / Refreshment Sales	£136.20	
		Raffle and Charity Collection for December Concerts (2022 - Crawley Open House / December 2023		
£508.00 -		7 Moonstones)	£615.68	3
£1,144.00 -		8 Choir Music Hire & Purchase	£1,239.00	
£19,259.00		9 Fundraising - Crawley Community Shop	£14,124.75	4
£40.00 -		9 Fundraising - Rehearsal Raffles & Refreshments	£720.22	
£27,160.00	£0.00	TOTAL: Trading Activities	£20,233.85	£0.00
		Other Receipts		
- -		10 Gift Aid	£0.00	5
£422.00 -		11 Social Events	£1,190.00	6
- £8,480.00		12 Tour payments from participants		£2,631.80
£422.00	£8,480.00	TOTAL: Other Receipts	£1,190.00	£2,631.80
		Receipts earned from assets		
£1,011.00 -		13 Interest earned (Santander)	£87.44	
		13 Interest earned (Nationwide)	£788.74	
		13 Interest earned (CCLA Investments)	£546.48	
£1,011.00	£0.00	TOTAL: Receipts earned from assets	£1,422.66	£0.00
£16,690.00	£8,480.00	TOTAL RECEIPTS	£31,977.02	£2,631.80
2022-23 TOTAL	£25,170.00	Combined total receipts	£34,608.82	

2. Payments

General Fund 2022-2023	Tour Fund 2022-2023	Payments directly for charitable purposes	General Fund 2023-2024	Tour Fund 2023-2024	Notes
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£3,040.00 -		14 Rehearsals - Venue Hire	£2,880.00		
£3,470.00 -		15 Rehearsals - Conductor	£3,535.00		
£2,668.00 -		16 Rehearsal - Accompanist	£2,684.00		
£9,178.00	£0.00	TOTAL: Rehearsals	£9,099.00	£0.00	
Concerts					
£1,500.00 -		17 Concerts - Venue Hire	£340.00		
£1,535.00 -		18 Concerts - Conductor	£1,270.00		
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	£2,750.00	34 Tour Costs	-	£9,369.00	
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£31.00		38 Gifts (including for professionals from concerts)	£72.88		
£15,400.00	£2,750.00	TOTAL: Other Payments	£1,212.26	£9,559.00	
	£18,150.00				
TOTAL PAYMENTS	£29,368	TOTAL PAYMENTS	£21,063.82	£9,559.00	
2022-23		Combined total payments: £30,622.82			

3. Statement of Assets and Liabilities

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Assets retained for charity's purposes and estimated current value, based on 10% depreciation per annum.

Purchase Date	Value in	Description	Depreciation	Value as at
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£1,798.00		TOTAL OF ASSETS AS AT 31/08/2024		£2,777.94

The Phoenix Choir of Crawley: Notes on Statement of Accounts: 31/08/2024

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6. Our Phoenix Social events all made a profit this year.
7. Our SUM up card machines continue to be very popular with 245 card payments being made of the course of the year by singers and audience members. A total of approx. £7000.00 was taken by card payments, with just £113.95 paid in fees. This is lower than last year, as four payments were taken using the machine in 2023.
8. Our November 2023 tour resulted in a deficit of £1,197.20, broadly in line with our budget for the event.