

# Polymnia

CIO 1181422

Trustees' Report

1 February 2020 – 31 January 2021

## **Trustees' Report**

The Trustees present the Trustees' Report and Financial Statements for the period from 1 February 2020 to 31 January 2021. The accounts have been prepared in accordance with the accounting policies and comply with the charity's constitution and applicable law.

## **Administration details**

The principal address of the charity is currently 9 Ivy Lane, Newton Longville, Milton Keynes MK17 0DJ

## **The Trustees**

Paul North (Chair)

Gina Johnson

Brian Coulstock

Chris Crispus Jones

## **The management committee**

The Trustees together with Suzzie Vango (Musical Director), Kate Atalay and Louise Norwood

## **Accounts Examiner**

David Johnson

## **Structure, governance, and management**

Polymnia was registered as a Charitable Incorporated Organisation (CIO) on 4 January 2019 and is governed by a constitution adopted on 20 January 2019. Trustees are elected or re-elected at each Annual General Meeting and are eligible for re-election. At every annual general meeting of the members of the CIO, one-third of the charity trustees must retire from office.

## **Objectives**

The objectives of Polymnia 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.

## **Activities**

Polymnia is a mixed chamber choir, rehearsing and performing mostly in Milton Keynes and the surrounding area. The choir enjoys considerable critical acclaim and typically performs several concerts a year. The choir of about 21 singers performs a wide-ranging repertoire. The requirements for prospective new members are good sight-reading skills, sufficient confidence to hold a line with only a small number of singers and the opportunity to work on the music at home. There is an informal audition for all new members, and voice reviews may be conducted from time to time for the whole choir. Periodic rehearsals take place on

occasional Friday evenings and Sunday afternoons, usually at the premises of MKSNAP in Walnut Tree.

The success of Polymnia is underpinned by a committed membership with a range of musical expertise, a professional Musical Director and the support of family and friends. The choir is accordingly able to undertake exciting and ambitious choral programmes.

### **Membership**

At the beginning of the year the membership of the choir was 20 singers and at the end of the year it was 21 singers.

### **Musical Director**

Suzzie Vango was appointed as Musical Director in January 2020.

### **Achievements and Performances**

Suzzie's inaugural concert as the choir's MD was planned for April 2021 with the title of Sunset Departure Lounge. The choir rehearsed with Suzzie until the Covid-19 lockdown suspended all such activities and lead to the cancellation of the concert.

During the remainder of the year, Polymnia offered its members regular vocal coaching sessions with Suzzie, together with some social activities, all via the Zoom videoconferencing platform.

A few socially distanced rehearsals were possible during the autumn that allowed the choir to make some recordings for use in a virtual concert. Unfortunately, the change in regulations sadly brought these to a swift halt.

### **Public benefit**

The Trustees would normally have paid due regard to the Charity Commission's guidance in deciding on the activities the choir undertakes. Activities for the public benefit would usually be demonstrated by:

- the provision of detailed programme notes for each concert and / or an explanation of the works during the concert by the conductor
- discounted subscriptions and waiving of tour charges for students and those needing financial help
- tickets at reduced prices or free for children and students
- providing performance opportunities for young musicians
- providing a choir for weddings
- maintenance of a website

### **Financial review**

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the choir. Finances are discussed at all meetings. This enables the Trustees to ascertain the financial position of the choir and to ensure that the accounts comply with the Charities legislation. The Trustees are also

responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities. The choir finances itself by membership contributions, payable on an annual basis and agreed at an annual general meeting, and concert proceeds from sales of tickets and programmes. Other sources of income usually include:

- gift aid from donations and from members' contributions
- sales of online recordings
- revenue from weddings

The choir's direct income funds the full cost of running the choir and contributes towards covering the net cost of concerts in the event of a loss.

Income for the period from 1 February 2020 to 31 January 2021 totalled £2,735.74. Expenditure amounted to £4,810.36. Profit (loss) for the year was (£2074.62). On 31 January 2021, Polymnia had a cash balance of £3,999.02 held in the MetroBank Polymnia account and £93.50 in petty cash.

### **Reserves policy**

Reserves are held to help fund major concerts 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 Charities Commission website and through the 'Making Music' organisation to which the choir is affiliated. They ensure that the choir complies with copyright and performing rights law. The choir's insurance is arranged through 'Making Music'.

### **Policies**

The choir has policies regarding Safeguarding and Data Protection. Policies are reviewed annually and current policies may be viewed on the choir's website [www.polymnia.org.uk](http://www.polymnia.org.uk).

### **Future Plans**

At the time of writing, the situation with the Covid 19 epidemic means that our future rehearsal and performance plans are very much 'on hold'.

We will continue to offer fortnightly vocal coaching sessions via Zoom with Suzzie or a suitable alternative if needed.

We have a concert already rehearsed called 'Sunset Departure Lounge' and plans for a singing workshop to which we will invite local singers. We hope to be able to schedule these as soon as it is safe to do so and allowed by current Government Guidance.

**Approved by the Trustees on 8 March 2021**

# Polymnia

## Balance Sheet at 31 January 2021

	<u>£</u>	<u>£</u>
<b>Current Assets</b>		
Cash at the bank	3,999	
Cash in hand	94	
Debtors	110	
		4,203
<b>Current Liabilities</b>		
Creditors	<u>40</u>	
		<u>40</u>
<b>Net Assets</b>		<u>4,163</u>

Represented by:

**Unrestricted funds**  
General Fund

4,163

The notes on the attached pages form part of these accounts



**Paul North ~ Chair**

Date: 22 March 2021



**Perry Williams ~ Acting Treasurer**

Date: 22 March 2021

For and on behalf of the Board

# Polymnia

## Statement of Financial Activities for the Year Ended 31 January 2021

	<u>Notes</u>	<u>£</u>	
<b>Income</b>			
Donations and legacies	<b>2</b>	2,340	
Charitable activities	<b>3</b>	169	
Other trading activities	<b>4</b>	26	
Other receipts	<b>5</b>	205	
<b>Total receipts</b>			2,740
<b>Opening debtors</b>	<b>6</b>	114	
<b>Closing debtors</b>	<b>7</b>	110	
<b>Total income</b>			2,736
<b>Payments</b>			
Raising funds	<b>8</b>	105	
Charitable activities	<b>9</b>	5,131	
Other	<b>10</b>	333	
<b>Total payments</b>			5,568
<b>Opening creditors</b>	<b>11</b>	798	
<b>Closing creditors</b>	<b>12</b>	40	
<b>Total expenditure</b>			4,810
General Fund balance brought forward			6,237
Plus total income			
Less total expenditure			
General Fund balance carried forward			4,163

The notes on the attached pages form part of these accounts



**Notes to the Accounts  
for the Year Ended 31 January 2021**

**1 Accounting Policy**

These accounts have been prepared in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities (FRS 102, second edition)

**2 Income from donations and legacies**

	£	£
Member subscriptions	2,340	
Other member payments		
Other donations and legacies		
Grants		
		2,340

**3 Income from charitable activities**

Ticket sales	169	
Programme sales		
Sale of services		
		169

**4 Income from other trading activities**

Royalties	26	
Other trading income		
		26

**5 Other receipts**

Member purchases	205	
Other receipts		
		205

<b>TOTAL RECEIPTS</b>	<b>2,740</b>
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**6 Opening debtors**

Music purchase unpaid	114	
		114

**7 Closing debtors**

Subscription unpaid	108	
Music purchase unpaid	2	
		110

<b>TOTAL INCOME</b>	<b>2,736</b>
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# Polymnia

## 8 Expenditure on raising funds

Publicity	105	105
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## 9 Expenditure on charitable activities

Rehearsal and concert expenses		
Fees	2,326	
Venue hire	1,150	
Programmes	73	
Other		
Vocal training expenses		
Fees	1,155	
Venue hire		
Other		
Administration costs		
Corporate subscriptions	294	
Other	133	
		5,131

## 10 Other payments

Purchases on behalf of members	124	
Refunds	209	
Other payments		
		333

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<b>TOTAL PAYMENTS</b>	<b>5,568</b>
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## 11 Opening creditors

Publicity	105	
Venue hire	620	
Programmes	73	
		798

## 12 Closing creditors

Member deposits for event	40	
		40

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<b>TOTAL EXPENDITURE</b>	<b>4,810</b>
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