



# Rode Hall Silver Band Trustees Annual Report

For the year 06.04.2020 to 05.04.2021

## Administration Details

Charity Name : **Rode Hall Silver Band**

Charity Registration Number: **1188216**

Charity Address: **The Band Room, Church Lane, Scholar Green, Cheshire, ST7 3QQ**

## Charity Trustees:

Trustee Name	Office
Victoria Sherwood	Chairperson
Anna Whitehurst	Secretary
Michael Whitehurst	Treasurer
Steve Twemlow	Band Manager
Dave Gianassi	Vice Chairperson
Nicholas Wright	Trustee
Simon Greasby	Trustee

## Structure, Governance & Management

Type of Governing Document: Constitution

Adopted: 9<sup>th</sup> January 2020

Amended: N/A

How the Charity is Constituted: Charitable Incorporated Organisation (Association Model)

The Band is managed by an executive committee of trustees appointed annually by the membership. The executive committee discharges some accountabilities to non-committee members in the following roles:

- Librarian
- Instruments and Equipment Manager
- Media and Promotions Manager
- Fundraising Manager
- Contest Secretary
- Bandroom Manager

## Objectives and Activities

### Summary of Objectives

The Band shall exist for the purpose of the promotion of, education in and appreciation of brass band music amongst persons of all ages. In furtherance of the primary charitable object, the Band shall exist to:

- Coordinate the skills and training of band members.
- Provide opportunities and facilities for the performance and appreciation of music.
- Promote musical direction.

## Achievements and Performance

### Achievements of the Management Team

The administration of the Charity is carried out by the Trustees and non-Trustee members with allocated management roles. Collectively the team manage:

- Band Financial Affairs
- HMRC GiftAid
- Concert Bookings
- Contest Bookings
- Travel
- Band Instruments and Uniform
- Fundraising
- Insurance
- Band Safe / BOPAs
- Player Registrations
- Memberships (BBE, Making Music, NWABBA)
- Health and Safety - including Covid-19 management

### Achievements of Rode Hall Silver Band

#### *Rehearsals*

Due to the impact of the Covid-19 pandemic and the resulting government restrictions on social contact, the band was limited to just 26 hours of rehearsal time. These rehearsals were restricted to small outdoor groups in compliance with the restrictions in place at the time. For comparison, during the 2019-20 year the band rehearsed twice weekly totalling 162 hours of full band musical development time.

#### *Online music making*

The trustees, with the support of the MD organised a number of 'stay at home' musical activities to enable members to participate in video performances of selected pieces of music. Players recorded videos of their own parts to a backing track, and the individual videos were edited together into a band performance. Most were produced to be shared on our own social media platforms, but we also entered the Foden's online Whit Friday Contest.

#### *Supporting other Charitable Organisations & Community Events*

Again, due to the pandemic, 15 planned events during year 2020-21 were unfortunately cancelled by the organisers. However, there were some limited opportunities to play outdoors in small groups for the community as detailed below. All performances were provided free of charge to the organisers to maximise our charitable impact in a challenging year.

Date	Event
5th December 2020	Carols at Rode Hall Farmers Market
13th December 2020 (afternoon)	Carols for Elderly residents of Biddulph housing association
13th December 2020 (evening)	Community Carol Service at Tesco car park
20th December 2020	Carols at Davlyn House, Knypersley

### Contests

Contest	Date	Piece	Place
Fodens Online Whit Friday	5th June 2020	The Cossack	70

### Finance

#### Reserves Policy

The charity aims to keep sufficient funds in reserve to maintain its assets for a minimum period of one year. Such costs cover insurance, utilities, rehearsal costs.

At present the band has exceeded the minimum reserve due to cessation of banding activity caused by the pandemic and therefore has incurred limited associated costs. In addition the band has benefitted from government assistance for business rate customers.

The retained reserves will be utilised going forwards to 'restart' band activity in a Covid safe environment and address the long term rehearsal accommodation and storage needs of the band.

#### Treasurer's Summary notes

Both income generated from band activity and operating costs were much reduced in Financial Year 2020-21 due to the Covid-19 pandemic and associated government restrictions.

With the benefit of Government support for business rate customers, the charity generated a surplus of £20,417.75.

#### Comments on Income

- No income was generated from bookings due to the pandemic.
- Donation income was in line with the preceding financial year.
- The band benefited significantly from Covid-19 support for business rate customers
- Income from online shopping fell to zero. **Band members are once again reminded that Easy Fundraising and Amazon Smile can generate income for the band at no cost to them, friends or family. Details can be found on the band website at: <http://www.rodehallband.org.uk/support-us/>**
- GiftAid and GASDS income was significantly lower than previous years due to very limited opportunities for cash collections.
- Subscriptions income was negative having refunded member contributions back to the cessation of rehearsals - before the start of this financial period.
- The band has not held any concerts of its own in the last financial year, consequently there has been no income from ticket sales.

#### Comments on expenditure

- No contests were entered resulting in any associated expenditure.
- The band has benefited this year from the change of our insurance provider in the previous financial year.
- No instruments were purchased
- No repairs were necessary to instruments
- Member registration costs were limited to revalidation costs
- Band room utilities costs were limited to standing charges



## End of year position

On the 5th April 2020, the band retained cash assets of **£31,374.02** comprised of the following:

Cash Band Manager £100.00  
Cheshire Building Society £1.06  
Accounts Receivable £0.00  
Instant Access Savings £15,404.63  
Lloyds Current Account £15,868.33

See Summary of Accounts on next page.

## Independent Examination

An independent examination of the accounts was carried out on the 20th July 2021 by Caitlin Beardmore (FIAB), Caitlin Beardmore Ltd.

[caitlin@caitlinbeardmore.co.uk](mailto:caitlin@caitlinbeardmore.co.uk)

12/08/2021

Gmail - Thanks



Michael Whitehurst <michael.76whitehurst@gmail.com>

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### Thanks

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**Caitlin Beardmore** <caitlinbeardmore@gmail.com>  
To: Michael Whitehurst <treasurer@rodehallband.org.uk>

11 August 2021 at 21:20

Hello Michael

It was good to meet up again and examine your records albeit the recent circumstances had reduced the level of transactions.

That being said, I was impressed with the procedure implemented for claiming expenses which is more in line with HMRC legislation and contained all relevant detail.

I can also confirm that the further implementation of receipt/invoices which displayed full details of the claimant (name, address & contact details) is definitely a positive process under the same legislation.

I found the records to be carried out in a manner which would be in accordance with required processes and contained detail to a high standard of accounting and reporting

Regards

Caitlin Beardmore

## Summary of Accounts

### Receipts and Payments Summary For the Period of 06 April 2020 - 05 April 2021

Receipts	2019-2020	2020-2021
Coach Collections/Whit Friday	£ 525.00	£ -
Concert Fees	£ 3,905.00	£ -
Contest Prizes	£ 630.00	£ -
Donation	£ 807.05	£ 768.35
Online Shopping Income	£ 65.69	£ -
Grants	£ 2,950.00	£ 21,370.43
HMRC Gift Aid	£ 271.69	£ 12.50
Interest	£ 3.05	£ 2.77
Public Collections	£ 536.75	£ -
Raffles, Tombolas, Quizzes	£ 265.60	£ -
Subscriptions	£ 2,171.00	£ (189.20)
	£ 12,130.83	£ 21,964.85

Payments	2019-2020	2020-2021
Awards and Gifts	£ 152.27	£ 25.00
Band Room Upkeep	£ 195.20	£ 54.00
Band Social Events	£ 80.00	£ -
Beartown Conductor Expenses	£ 35.00	£ -
Coaches	£ 1,615.00	£ -
Committee Meeting Expenses	£ 21.00	£ -
Concert Expenses	£ 30.00	£ -
Conductor Expenses	£ 1,490.00	£ 210.00
Contest Expenses	£ 3,015.92	£ -
Covid-19 Management	-	£ 137.48
Deps	£ 72.60	£ -
Donations	£ 50.00	£ 50.00
Electricity	£ 215.00	£ 228.00
Fundraising Expenses	£ 40.00	£ -
Instrument & Band Equipment Purchase	£ 1,743.34	£ -
Instrument Repair	£ 140.00	£ -
Insurance	£ 930.00	£ 620.00
Music	£ 219.14	£ -
Registrations & Memberships	£ 550.54	£ 97.50
Stationary	£ 277.02	£ 3.10
Uniform	£ 589.94	£ -
Water	£ 60.36	£ 62.17
Web Site	£ 43.06	£ 59.85
	£ 11,565.39	£ 1,547.10

	2019-2020	2020-2021
Opening Balance	£ 10,390.83	£ 10,956.27
Income	£ 12,130.83	£ 21,964.85
Expenditure	£ (11,565.39)	£ (1,547.10)
Closing Balance	£ 10,956.27	£ 31,374.02

#### Shown by:

Lloyds Current Account	£5,453.35	£ 15,868.33
Lloyds Instant Access Savings Account	£5,401.86	£ 15,404.63
Cash Account (Band Manager)	£100.00	£ 100.00
Cheshire Building Society	£1.06	£ 1.06

Total	£10,956.27	£ 31,374.02
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## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees.

Signatures

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Victoria Sherwood (Chairperson)

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Anna Whitehurst (Secretary)

Date: