



# Trustee's Annual Report

## 2022 - 2023

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# Rode Hall Silver Band Trustees Annual Report

For the year 06.04.2022 to 05.04.2023

## Administration Details

Charity Name : **Rode Hall Silver Band**

Charity Registration Number: **1188216**

Charity Address: **Scholar Green Village Hall, Church Lane, Scholar Green, Cheshire, ST7 3QQ**

## Charity Trustees:

Trustee Name	Office
Victoria Sherwood	Chairperson
Cari Latham	Secretary
Michael Whitehurst	Treasurer
Steve Twemlow	Band Manager
Dave Gianassi	Vice Chairperson
Nicholas Wright	Trustee
Simon Greasby	Trustee
Anna Whitehurst	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 nonTrustee 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 Covid19 management

### Impact and Achievements of Rode Hall Silver Band

#### ***Rehearsals***

The band was able this year to deliver a full schedule of rehearsal, totalling 200 hours of musical development time available for each of the members.

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

The band was active during the period supporting a range of community events as follows.

Date	Event
7 <sup>th</sup> May 2022	Knutsford Royal May Day
21 <sup>st</sup> May 2022	Astbury May Day
19 <sup>th</sup> June 2022	Rode Hall Farmers Market
19 <sup>th</sup> June 2022	Congleton Civic Parade
25 <sup>th</sup> June 2022	Goostrey Rose Festival
9 <sup>th</sup> July 2022	Ironbridge Brass Band Festival

17 <sup>th</sup> July 2022	Friends of Congleton Park Band stand
10th September 2022	Congleton Heritage Festival
17th September 2022	Last Night of the Proms Rotary Charity Concert
18th November 2022	Middleport Pottery Christmas Lights Switch on
25 <sup>th</sup> November 2022	Congleton Christmas Lights Switch On
27th November 2022	Goostrey Scouts Christmas Lights Switch on
4 <sup>th</sup> December 2022	Scholar Green Community Carols
9 <sup>th</sup> December 2022	RHSB Christmas Concert, Knypersley First School
15 <sup>th</sup> December 2022	Congleton Town Carol Service
18 <sup>th</sup> December 2022	Cross Street Church Carol Service

### **Contests**

The band entered and competed in the following contests during the 2021-22 period:

Contest	Date	Piece	Place
Whit Friday Saddleworth	6 <sup>th</sup> June 2022	Mephistopheles	Various
Bolsover Festival of Brass	1st October 2022	Various	3
NW Area Regional Championships	26th February 2022	Chorale and Toccata	11

### Finance

#### Reserves Policy

The charity aims to keep sufficient funds in reserve to maintain operation for a minimum period of two years. The band currently holds funds exceeding the minimum reserve. As 2022-23 was the first representative full year following the pandemic, investments over and above the basic running costs of the band were accommodated within the in-year income. Opportunity to utilise excess funds in line with our charitable objectives will be explored by the trustees in the coming financial year.

#### Treasurer's Summary notes

Band activity in the financial year 2022-23 was much more representative of normal income and expenditure, after the Covid-19 pandemic restrictions which were still in force for some of the previous year.

Income and expenditure were well balanced over the year and the year ended with a modest surplus of £537.31.

#### **Comments on Income**

- Income from concert bookings increased versus the previous year which was somewhat affected from events restarting after the pandemic.
- Donation income increased compared with the previous year.

- Public collection income increased versus the previous year but was still low in comparison with the last five years. Fewer opportunities to collect cash were realised over the Christmas period which is typically where small cash donations are received.
- Subscriptions income increased with a full year of collections.
- The band benefited from contest prize money to the tune of £350.
- The band organised its own Christmas concert in the year which generated more income (£698) than a 3rd party concert booking would do.
- Income was sufficient to fund the running costs of the band.

#### ***Comments on expenditure***

- Expenses associated with contesting have increased, due to funding additional coaches, additional rehearsals, entry fees and player registrations.
- Acoustic screens were purchased to protect the hearing of players.
- Insurance costs increased; market comparisons will be made at the next renewal.
- Expenditure on new music increased again over previous years.
- Uniform costs were much lower than the previous year when significant investments were made. Costs were more reflective of ad-hoc additions.
- The band benefited from a modest refund on energy costs that ceased when the accounts were closed at the former band room.
- The band benefited from a lower annual fee negotiated with the Village Hall for rehearsal space. This fee is set to increase in the next financial year by 7%.

## End of year Balance Sheet 5th April 2023

### ASSETS

#### Current Assets

Treasurers Account (1200)	£8,036.16	
Cash Band Manager (1210)	£100.00	
BB INST ONLINE (1220)	£15,435.43	
	<b>TOTAL ASSETS</b>	<b>£23,571.59</b>

### LIABILITIES

#### Current Liabilities

Trade Creditors (2100)	£15.00	
	<b>Total Current Liabilities</b>	<b>£15.00</b>

#### Future Liabilities

	<b>Total Future Liabilities</b>	<b>£0.00</b>
	<b>TOTAL LIABILITIES</b>	<b>£15.00</b>
	<b>TOTAL NET ASSETS</b>	<b>£23,556.59</b>

### EQUITY

Net Assets (current year)	£23,556.59	
Net Assets (prior year)	£23,048.13	
Net Profit / Loss (current year)	£537.31	
	<b>TOTAL EQUITY</b>	<b>£23,556.59</b>

## Receipts and Payments 6th April 2022 to 5th April 2023

Receipts	2021-2022	2022-2023
Concert Fees	£ 2,798.91	£ 3,180.00
Contest Prizes	£ -	£ 350.00
Donation	£ 125.50	£ 780.00
Online Shopping Income	£ -	£ 5.00
Other Income	£ 100.00	£ 25.00
Interest	£ 1.56	£ 29.24
Public Collections	£ 178.87	£ 209.97
Subscriptions	£ 2,098.00	£ 3,139.50
Supplementary Contributions (Coaches Fees etc)	£ -	£ 40.00
Concert Ticket Sales	£ -	£ 698.12
Income Totals	£ 5,302.84	£ 8,456.83

Payments	2021-2022	2022-2023
Awards and Gifts	£ 77.79	£ 31.99
Band Social Events	£ 75.00	£ 158.37
Coaches	£ 695.00	£ 1,310.00
Committee Meeting Expenses	£ 45.00	£ -
Concert Expenses	£ -	£ 68.90
Conductor Expenses	£ 1,185.00	£ 1,500.00
Contest Expenses	£ 270.00	£ 361.00
Cost of Sales	£ 100.00	£ -
Deps	£ 64.56	£ 15.00
Electricity	£ 96.00	£ (27.00)
Instrument & Band Equipment Purchase	£ 1,034.22	£ 1,094.88
Instrument Repair	£ 330.00	£ 25.00
Insurance	£ 629.00	£ 669.00

Music	£ 352.03	£ 424.34
Postage & Carriage	£ 39.88	£ 39.99
Registrations & Memberships	£ 256.35	£ 353.15
Uniform	£ 6,577.50	£ 453.20
Village Hall Hire	£ 2,090.00	£ 1,362.50
Water	£ 67.28	£ 19.35
Web Site	£ 43.06	£ 59.85
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Expenditure Totals	£ 14,027.67	£ 7,919.52
Surplus / Deficit	£(8,324.83)	£537.31



## Independent Examination

An independent examination of the accounts was carried out on 13th June 2023 by Caitlin Beardmore (FIAB), Caitlin Beardmore Ltd.

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

6/20/23, 5:06 PM

Gmail - Year End Audit



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

### Year End Audit

1 message

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

20 June 2023 at 09:41

Good Morning Michael

Thank you for inviting me to carry out your year end financial audit this year.

The information submitted both electronically and in paperwork format was clear and concise. All transactions were recorded clearly and consistently, the supporting paperwork was presented well documented and filed in an acceptable format.

As a suggestion, we spoke about entering all transactions with a consequential number on sage which would mirror the paper document filed.

My other suggestion would be to improve the hand written expense claims to include a name and address for the claimant and a signature along with supporting documentation for the monetary claim.

The records are well documented, neat and in a suitably acceptable format.

Regards

Caitlin Beardmore  
Financial Controller

## Declaration

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

Signed on behalf of the charity's trustees.

Signatures

Victoria Sherwood (Chairperson)

Cari Latham (Secretary)

Date: 29<sup>th</sup> June 2023