

REGISTERED CIO NUMBER: CEO20891 (England and Wales)
REGISTERED CHARITY NUMBER: 1188221

TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE PERIOD 27 FEBRUARY 2020 TO 31 MARCH 2021
FOR
HITCHIN BAND

HITCHIN BAND

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FOR THE PERIOD 27 FEBRUARY 2020 TO 31 MARCH 2021

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HITCHIN BAND
TRUSTEES' REPORT
FOR THE PERIOD 27 FEBRUARY 2020 TO 31 MARCH 2021

The trustees present their report with the financial statements of the charity for the period ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

INCORPORATION

The CIO was incorporated on 27 February 2020.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The object of the CIO is the advancement of the art of music, in particular brass band music, in Hitchin and the surrounding area, for the public benefit by:

- (a) Offering training and coaching to musicians of all ages to enable them to play to a standard ready for public performance and to develop their musical abilities;
- (b) Performing public concerts of varied and informative programmes;
- (c) Collaborating with other groups and individuals to enhance the offering to audiences.

Significant activities

With the onset of Covid restrictions from 23 Mar 20, all planned activities had to be postponed. Rehearsals for all three bands were suspended and all planned concerts and contesting activities had to be cancelled.

Those who had bought advance tickets for concerts were offered refunds. At the end of this period, £481.50 of refunds had not been claimed but these have subsequently been refunded.

Focus switched to on-line activities. All members were invited to take part in weekly activities, including 32 quizzes and social events, and nine coaching sessions / discussion forums with top players, composers, and musical directors. To keep players and our supporters engaged, and to maintain the profile of the band, we created on-line performances. Players recorded their parts individually at home, and their performances were then mixed into a band performance. Three performances were entered into on-line international competitions with good results. Whilst all of the mixing was carried out by volunteers at no cost, we paid £420 with respect to video services undertaken by a member of the band who is a professional videographer. This amount was significantly below the true cost of work undertaken and was the minimum required to cover their costs.

The Youth band was kept engaged using on-line challenges and exercises.

During periods where reduced restrictions allowed, the contest band and community band were able to resume some rehearsals in smaller groups outside of using bigger indoor venues.

Public benefit

At all times, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

With the onset of Covid restrictions, members who pay monthly subscriptions were offered the option to suspend or reduce their subscriptions. No-one opted to suspend payment and most have continued at the full rate.

We agreed a retention rate of £50/month for our Musical Director and £50/month for our normal rehearsal and storage venue.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Despite the difficulties caused by Covid restrictions, we have been able to maintain the membership and cohesion of all three bands within the CIO.

Through on-line coaching seminars and participation in on-line recorded performances, we have been able to maintain interest in playing and improving individuals' musical abilities.

These performances have been seen by our supporters and, through participation in well-publicised contests, by a worldwide online audience.

We have set challenges to keep young players involved and maintaining their practising.

HITCHIN BAND

TRUSTEES' REPORT

FOR THE PERIOD 27 FEBRUARY 2020 TO 31 MARCH 2021

FINANCIAL REVIEW

Financial position

By maintaining income from subscriptions whilst reducing outgoings, we were able to achieve a modest surplus of £36. The Statement of Financial Activities includes the funds and instruments introduced on incorporation and depreciation on those instruments giving an overall surplus of £45,383. Taking into account debits and credits outstanding (principally refunds outstanding on tickets) this leaves an effective balance at end of year of £15,458.71. This is a comfortable position going forward but, since new instruments cost up to £10K each, not excessive.

Principal funding sources

Principle source of income in this FY has been member subscriptions. Income from concerts and events has been zero this year but would normally be expected to contribute approx. 75% of income.

Reserves policy

The CIO currently has no formal policy on holding minimum reserves, however, we would expect to maintain a working balance not less than £5,000. This ensures the ability of the CIO to pay running costs in the event that numbers of members paying subscriptions were to reduce or paid events need to be cancelled.

Balance over past five FYs has not been below £5,000. Current balance exceeds £15,000.

Going concern

There are no concerns about the future of Hitchin Band continuing as a going concern. Any continuing restrictions on live music events would have a significant effect on future income but this should not affect the viability of the organisation unless restrictions were to continue into late 2022.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a charitable incorporated organisation.

Charity constitution

This having been the inaugural year of the CIO, the members of the committee elected at the AGM on 9 May 19 became the trustees for the CIO. Their names were included in the draft CIO constitution which was formally proposed and unanimously accepted at that meeting.

Induction and training of new trustees

(1) Elected charity trustees:

(a) At every annual general meeting of the members of the CIO, one-third of the elected charity trustees shall retire from office. If the number of elected charity trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one charity trustee, he or she shall retire; (b) The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot;

(c) The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in sub-clause (d) of this clause;

(d) The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been, or as an additional charity trustee, provided that the limit specified in clause [12(3)] on the number of charity trustees would not as a result be exceeded;

(e) A person so appointed by the members of the CIO shall retire in accordance with the provisions of sub-clauses (a) and (b) of this clause. A person so appointed by the charity trustees shall retire at the conclusion of the annual general meeting next following the date of his appointment, and shall not be counted for the purpose of determining which of the charity trustees is to retire by rotation at that meeting.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered CIO number

CEO20891 (England and Wales)

Registered Charity number

1188221

HITCHIN BAND

TRUSTEES' REPORT

FOR THE PERIOD 27 FEBRUARY 2020 TO 31 MARCH 2021

Registered office

33 Crowland Road
Luton
Beds
LU2 8EH

Trustees

K A Birch Trustee Treasurer (appointed 27.2.20)
A P Hooker Chair (appointed 27.2.20)

Independent Examiner

Bradshaw Johnson
Chartered Accountants
Croft Chambers
11 Bancroft
Hitchin
Hertfordshire
SG5 1JQ

Approved by order of the board of trustees on 1st September 2021 and signed on its behalf by:

A P Hooker - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HITCHIN BAND**

Independent examiner's report to the trustees of Hitchin Band

I report to the charity trustees on my examination of the accounts of Hitchin Band for the period 27 February 2020 to 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the CIO 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 Trustee'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 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the CIO as required by section 130 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Neil Harding FCA
Bradshaw Johnson
Chartered Accountants
Croft Chambers
11 Bancroft
Hitchin
Hertfordshire
SG5 1JQ

Date: 27th September 2021

HITCHIN BAND

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD 27 FEBRUARY 2020 TO 31 MARCH 2021

	Notes	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and legacies		6,059	-	6,059
Other trading activities	2	38	-	38
Other income		<u>53,107</u>	<u>-</u>	<u>53,107</u>
Total		59,204	-	59,204
 EXPENDITURE ON				
Raising funds		50	-	50
Charitable activities				
Charity activities		13,771	-	13,771
		<u> </u>	<u> </u>	<u> </u>
Total		13,821	-	13,821
		<u> </u>	<u> </u>	<u> </u>
NET INCOME		45,383	-	45,383
		<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS CARRIED FORWARD		<u><u>45,383</u></u>	<u><u>-</u></u>	<u><u>45,383</u></u>

The notes form part of these financial statements

HITCHIN BAND

STATEMENT OF FINANCIAL POSITION
31 MARCH 2021

	Notes	Unrestricted fund £	Restricted fund £	Total funds £
FIXED ASSETS				
Tangible assets	5	31,040	-	31,040
CURRENT ASSETS				
Debtors	6	200	-	200
Cash at bank		<u>15,465</u>	<u>-</u>	<u>15,465</u>
		15,665	-	15,665
CREDITORS				
Amounts falling due within one year	7	(1,322)	-	(1,322)
		<u>-</u>	<u>-</u>	<u>-</u>
NET CURRENT ASSETS		<u>14,343</u>	<u>-</u>	<u>14,343</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		45,383	-	45,383
		<u>-</u>	<u>-</u>	<u>-</u>
NET ASSETS		<u>45,383</u>	<u>-</u>	<u>45,383</u>
FUNDS	8			
Unrestricted funds				<u>45,383</u>
TOTAL FUNDS				<u>45,383</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 1st September 2021 and were signed on its behalf by:

A P Hooker - Trustee

The notes form part of these financial statements

HITCHIN BAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 27 FEBRUARY 2020 TO 31 MARCH 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements for the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Instruments - 20% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. OTHER TRADING ACTIVITIES

Concert income	£
	<u>38</u>

HITCHIN BAND

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE PERIOD 27 FEBRUARY 2020 TO 31 MARCH 2021

3. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	£
Depreciation - owned assets	<u>7,760</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the period ended 31 March 2021.

5. TANGIBLE FIXED ASSETS

	Plant and machinery £
COST	
Additions	<u>38,800</u>
DEPRECIATION	
Charge for year	<u>7,760</u>
NET BOOK VALUE	
At 31 March 2021	<u>31,040</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Other debtors	<u>200</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Other creditors	482
Accrued expenses	<u>840</u>
	<u>1,322</u>

8. MOVEMENT IN FUNDS

	Net movement in funds £	At 31.3.21 £
Unrestricted funds		
General fund	45,383	45,383
	<u> </u>	<u> </u>
TOTAL FUNDS	<u>45,383</u>	<u>45,383</u>

HITCHIN BAND

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE PERIOD 27 FEBRUARY 2020 TO 31 MARCH 2021

8. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	59,204	(13,821)	45,383
TOTAL FUNDS	<u>59,204</u>	<u>(13,821)</u>	<u>45,383</u>

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the period ended 31 March 2021.

HITCHIN BAND

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD 27 FEBRUARY 2020 TO 31 MARCH 2021

£

INCOME AND ENDOWMENTS

Donations and legacies

Donations	185
Subscriptions	<u>5,874</u>

6,059

Other trading activities

Concert income	38
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Other income

Fixed assets introduced	38,800
Funds introduced	<u>14,307</u>

53,107

Total incoming resources

59,204

EXPENDITURE

Other trading activities

Refunds	50
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Support costs

Other

Insurance	841
Postage and stationery	8
Sundries	513
Music Director fees and Deputies expenses	1,400
Accommodation costs	1,378
Music costs	65
Subscription - Zoom	43
Missionary and other gifts	58
Skype session	180
Website hosting costs	85
Event costs	600
Independent examiners fees	840
Plant and machinery	<u>7,760</u>

13,771

Total resources expended

13,821

Net income

45,383