



Trustees' Annual Report for the period

From 9 February 2021 **To** 31 December 2021

Charity name: The Institute of British Organ Building

Charity registration number: 1193458

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance education in the practice of British pipe organ building by such means as education, exchange of information and publications for the general benefit of the public and by providing opportunities for members of the public and young people to further their understanding capabilities, competences and skills in matters related to the craft; To promote the preservation of craftsmanship and traditional techniques used within British pipe organ building to the highest standard, recognised and awarded by the CIO in order to be the central organisation and association within the United Kingdom for continuance of the heritage and progressive craft of British pipe organ building in places of worship, private residencies, schools and public buildings;
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Publication of a journal available to purchase through our website, summarising the past year's activity and trends in British organ building, alongside articles on a wide variety of organ building projects undertaken and other technical studies. Public exhibition at the Three Choir Festival in Worcester, 24/7-1/8. This included some stand-alone organs for members of the public to play, a cutaway working model of the actions of an organ, display boards highlighting members' work, visits and tours of a nearby organ building workshop and two live presentations.

		A Technical Advisory Service was set up providing expert advice to members of Parochial Church Councils when instances of insurance quotes are required following damage. Involvement in our meeting in York in October was extended to members of the public where possible. A joint Zoom webinar with an organisation 'Bats in Churches' took place in July focussing on the damage caused by bats. This was attended by members of the public who serve on PCCs. An Electrical training course was held in the autumn for members to receive training on the application of electronics within pipe organ and compliance with the relevant legislation. An online training webinar was held to improve standards of members' report and tender writing skills when producing estimates for potential clients. A Meeting was held at Waltham Abbey in the Spring of 2022. The Abbey was open to members of the public during the course of the meeting. An on-line joint Conference was held with members of the Royal college of Organists in February 2022 where presentations were given on the work and role of the IBO and its member firms. Throughout the year work was ongoing on the establishment of a national apprenticeship in organ building; news that this had been successful was received during March so the work going into the next year will involve setting this up with a start date of September 2022. We continued with a service which we have managed for a number of years related to the rehousing of pipe organs when their use in their current location has become redundant. This allows churches, which otherwise might not be able to afford a pipe organ, to have access to the market in second hand organs.
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Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have paid due regard to guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The establishment of a revised organisational structure reflecting the Institute's new status as a CIO. Related to this an overhaul of our accreditation process also took place. Following Covid, we held our first in-person weekend residency Meeting in York in the autumn which involved church members at the various locations we visited. For the first time, part of the meeting was live-streamed to allow a wider audience to participate. A good number of copies of the annual journal were sold internationally. By listing the details and putting members of the public in touch with each other, we helped to rehome fourteen redundant pipe

		organs to new locations so other churches can benefit from their continued use. We established good relationships with related organisations which helped raise the IBO's profile, such as: Bats in Churches (made up of representatives from Churches Conservation Trust, Natural England, Bat Conservation Trust), Three Choirs Festival, Institute of Apprenticeships, Building Crafts College, London. With colleagues at the Institute of Apprenticeships we successfully reviewed the Apprentice Standard (originally established in 2017 but due for review) and the End Point Assessment in order to further the ambition since the IBO's inception 25 years ago, of the establishment of a national apprenticeship programme which ensures all those wishing to train to become an organ builder receive high quality training.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity ended the year with a surplus of £54,686.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity does not currently have a reserves policy. The charity ensures it keeps a sufficient level of funds to operate.
Amount of reserves held	Para 1.22	The charity's total funds as of 31 December 2021 were £54,686.
Reasons for holding zero reserves	Para 1.22	The charity does not hold zero reserves as at 31 December 2021.
Details of fund materially in deficit	Para 1.24	No funds are in deficit as of 31 December 2021.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution 9 February 2021
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected from membership

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	The Institute of British Organ Building
Other name the charity uses	The IBO
Registered charity number	1193458
Charity's principal address	13 Ryefields, Thurston, Bury St Edmunds, Suffolk, IP31 3TD

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Andrew Scott	Chair		
2	Dominic Gwynn			
3	Eric Shepherd			
4	Michael Farley			
5	Stephen Bayley		22.5.2021 – 31.12.2021	
6	Andrew Caskie		22.5.2021 – 31.12.2021	
7	Joost De Boer		07.10.2021 – 31.12.2021	
8	Simon Brown			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Andrew Nevison Scott	
Position (eg Secretary, Chair, etc)	Chair	
Date	20 June 2022	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
The Institute of British Organ Building

On accounts for the
period ended

31 December 2021

Charity no
(if any)

1193458

Set out on pages

12 and 13 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended 31 December 2021.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

Signed:

Date:

20/06/2022

Name:

Julian Pocock FCA CTA

Relevant professional
qualification(s) or body
(if any):

Institute of Chartered Accountants (England and Wales)

Address:

17 The Market Place

Devizes, Wiltshire,

SN10 1HT

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
The Institute of British Organ Building

No (if any)
1193458

Receipts and payments accounts

CC16a

For the period
from

Period start date
09/02/2021

To

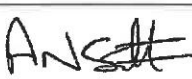
Period end date
31/12/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Membership	48,694	-	-	48,694	-
Donations	20,513	-	-	20,513	-
Meetings	11,212	-	-	11,212	-
Accreditation Fees	3,175	-	-	3,175	-
Journal & Newsletter	2,329	-	-	2,329	-
Gift Aid	1,292	-	-	1,292	-
Miscellaneous	1,727	-	-	1,727	-
	-	-	-	-	-
Sub total (Gross income for AR)	88,942	-	-	88,942	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	88,942	-	-	88,942	-
A3 Payments					
Administration	17,672	-	-	17,672	-
Meetings	9,666	-	-	9,666	-
Journal & Newsletter	2,364	-	-	2,364	-
Accreditations	666	-	-	666	-
Training	446	-	-	446	-
Postage, stationery & telephone	1,776	-	-	1,776	-
Insurance	849	-	-	849	-
Other	817	-	-	817	-
	-	-	-	-	-
Sub total	34,256	-	-	34,256	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	34,256	-	-	34,256	-
Net of receipts/(payments)	54,686	-	-	54,686	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	54,686	-	-	54,686	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank	54,686	-	-
		-	-	-
		-	-	-
	Total cash funds	54,686	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Newsletter and Journal costs		16,715	
	Editorial costs		1,665	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Andrew Nevison Scott	20-Jun-22