

KINGSTON CHORAL SOCIETY

TRUSTEES' ANNUAL REPORT

1 August 2022-31 July 2023

Annual Report and Financial Statements

30 September 2023

Charity Number 261522

CONTENTS

Reference and administrative information	3
Trustees' report	4
Charity Objectives	4
Fundraising	4
Activities during the year	4
Risk Management	6
Financial Controls	6
Statement of public benefit	7
Financial Review	7
Independent Examiner's report on the financial statements	8
Financial statements	
Statement of financial activities	9
Balance sheet	10
Principal accounting policy	11
Reserves Policy	11
Statement as to Disclosure of Information to the Independent Examiner	11
Future	11

Administrative Information

Trustees during the period

Kate Cockle
Anna Cronin
Jane Harnden
Debbie Lye OBE

Executive Officers

Debbie Lye OBE (Chair)
Kate Cockle (Deputy Chair)
Jane Harnden (Treasurer)
Jeanette Hull (Secretary)

Registered address

39 The Green
Morden
SM4 4HU

Charity registration number 261522

Independent Examiner	Claire Stephenson, 3 Popes Road, Abbots Langley, Hertfordshire WD5 0EY
Bankers	CAF Bank Ltd., 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

Kingston Choral Society is affiliated to Making Music and Arts Richmond

OBJECTIVES AND ACTIVITIES

Objectives of the Charity

Kingston Choral Society is a Registered Charity in England and Wales, charity number 261522. Its charitable object is "the study and practice of choral music in order to educate the public in its arts and sciences, by the presentation of concerts and other activities".

Objectives during the period were:

- To increase membership, which had fallen from over 130 to 95 over the period of the pandemic
- To generate sufficient income to enable us to continue to provide high quality choral music for audiences within the borough and beyond
- To carry out additional activities to fulfil the Society's public benefit responsibility.

Fundraising

As a voluntary organisation managed by its members, Kingston Choral Society's main source of income is member subscriptions. The Society claims Gift Aid relief on these where eligible. Further income is generated via grant applications, sundry activities, including the sale and hire of music and concert dress accessories, and fundraising activities, described below. During the period, membership numbers increased from 98 to 110. At the AGM on 12 October 2022 members voted to increase the annual membership subscription from £150 to £160 per annum, with effect from Autumn 2022, to reflect the increased costs of hiring rehearsal and performance venues and paying our two professional musicians, as well as reduced income due to a drop in membership numbers following the Covid pandemic.

Internally, the Society raises funds through activities including raffles, bring and buy and produce sales, ticketed Come & Sing events, quizzes and a Friends Scheme. During the period these activities raised £3,177. The Society also received donations worth £375. During the year ending 31 July 2023 these activities were supplemented by external funds generated by successful grant applications to the Humphrey Richardson Taylor Charitable Trust amounting to £2,575.

Activities during the year 1 August 2022 to 31 July 2023

The annual concert programme is proposed by Andrew Griffiths, the Musical Director, and agreed by Trustees in the early spring of each year. The Concert season runs from September to June. Members rehearsed and performed four concerts during the period. The November and March concerts in particular attracted larger than expected audiences and the Society was able to attract soloists and musicians of the highest calibre to perform for the local community:

19 November 2022

Venetian Vespers for the Ascension

Soprano : Helen Ashby, Kate Ashby
 Alto : Emma Ashby, Cara Curran
 Tenor : Jonathan Hanley, Benedict Hymas
 Bass : James Arthur, Jimmy Holliday

Conducted by Andrew Griffiths
 With the Monteverdi String Orchestra and English Cornet & Sackbut Ensemble
 Eligio Quinteiro, Lute
 Gavin Roberts, Organ

All Saints Kingston

17 December 2022

Make We Merry
 David Bednall: Make We Merry!

Conducted by Andrew Griffiths
 With Gavin Roberts, Organ

St Andrew's Church, Surbiton

25 March 2023

Haydn : Insanae et vanae curae
 Gatti (after Haydn) : Creation Mass
 Mozart : Mass in C Minor
 Soprano : Ffion Edwards
 Alto : Gillian Ramm
 Tenor : Phillip Costovski
 Bass : Jack Holton

Conducted by Andrew Griffiths
 With the Thames Sinfonia

All Saints Kingston

24 June 2023

This Shining Night

Samuel Barber : Sure on this Shining Night
 Morten Lauridsen : Sure on this Shining Night
 Bob Chilcott : Canticles of Light
 Schubert : Four Partsongs
 Schubert Piano pieces

Conducted by Andrew Griffiths
 With Gavin Roberts, Piano

St Andrew's Church, Surbiton

In addition to the scheduled concerts, the Kingston Choral Society outreach programme engaged audiences from the wider community in fulfilment of our Public Benefit responsibility. Activities included carol-singing to raise funds for charity at the Bentall Shopping Centre in December 2022, and afternoon concerts at care homes and day care settings in the borough.

Governance

The Trustees form the management team, and they advise the Committee of 13 (the Trustees plus 9 additional volunteer members), which is the governing body of the Society.

Trustee appointments are approved by members at the AGM. Trustees serve for up to five years with their appointments re-approved annually at each AGM during their term of service. A few months before a Trustee post falls vacant, the position is advertised in the Choir Newsletter. Potential applicants receive a job description, and a summary of Trustee roles and responsibilities based on Charity Commission Guidance. If there is more than one application for a role, an appointment panel composed of Trustees and other Committee members select the successful candidate. Appointments are endorsed by the AGM.

The Committee endorses and reviews all policies, manages risks, agrees the concert programme, signs off budgets and makes significant decisions, e.g. on subscription rates. The Committee meets three times a year, and additionally agrees specific decisions via email. A quorum for both meetings and written decisions is 8. Around a dozen other non-committee helpers contribute by taking on essential tasks, including social media, internal communication, music librarianship, liaison with Making Music, ticket sales, member support, drafting programme notes, assembling marketing materials, management of the Friends scheme and arranging outreach activities. All committee members and helpers carry out administrative roles with tasks and responsibilities set out in job descriptions.

Committee members serve for a renewable one-year term. At the AGM all members have the opportunity to approve both new appointments and re-appointments to the Committee.

Risk Management

Trustees maintain and invite the Committee to review a risk register and to be ready to respond to potential risks and issues as they arise. The register encompasses four risk areas: Governance, Finance, People and Reputation.

Financial Controls

Financial controls, which are reviewed regularly by the Trustees, include:

1. Preparation of budgets showing a two-year outlook, which are approved by the Trustees and Committee.
2. Reviews of performance against budget and other financial matters at each committee meeting.

3. Preparation of a forecast, generally at the half-year stage, for review by the Trustees and committee, and if necessary agreeing actions to address areas of concern.
4. All Trustees are advised of payments to be made from the Society's bank account, which also require authorisation by two trustees.
5. Expenses are only reimbursed where they have been incurred in the course of carrying out agreed choir activities.
6. Capital expenditure and other one-off types of expense must first be agreed by Trustees and committee.

Public Benefit

In planning activities, the trustees give careful consideration to the Charity Commission's general guidance on public benefit and confirm that they have complied with their duty in Section 17 of the Charities Act 2011.

Kingston Choral Society specialises in providing access to high quality choral music to the local community and audiences from further afield. The Society engages with the community in several ways, including through:

- Four annual concerts, usually at venues within the borough, which are preceded by free open rehearsals;
- Active publicity and marketing campaigns, both online and via leaflets and flyers, which encourage local people to join the choir and to attend our concerts;
- Outreach activities in shopping centres, care settings and other locations;

During the year the charity additionally benefited the public by generating charitable funds from a Christmas Carol public concert held in the Bentall Centre which raised over £300 for Shooting Star Children's Hospices.

Financial Review

The 2022-23 accounts were approved at the AGM in October 2023. The format was revised in June 2024 to record gross, rather than net, concert income under Income and concert costs separately under Expenses. This explains why our income appears to have increased significantly compared with previous years.

Subscription revenues were below budget because we started the year with fewer members than in July 2022. The lower subscription revenue was more than compensated for by excellent results from fund-raising and concerts.

Large concerts with orchestra and soloists are part of our charitable aim and expected to be loss-making, offset slightly by smaller events with only piano accompaniment. This year we managed to do better than budgeted overall. Strong publicity efforts helped to boost our audiences. Sales of drinks and programmes per head of audience are increasing, helped by the introduction of card readers that allow us to sell multiple items in one go. We also saw a big increase in advertising income.

The change in environment since the pandemic has prompted us to do more detailed analysis of our own finances as well as benchmarking against other choirs. This helped to inform our subscription fee increase, and a ticket-pricing review is underway. We have also focused on trimming costs, striving to get good value without affecting the quality of our activities.

Independent Examiner's Report to the Trustees of Kingston Choral Society

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2023.

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').

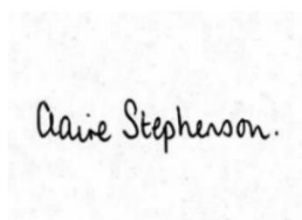
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the 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.



Claire Stephenson FCA

3 Popes Road
Abbots Langley
Hertfordshire
WD5 0EY

Date 21st September 2023

Statement of Financial Activities

Kingston Choral Society				
<u>Accounts for Choir Year 2022-23</u>				
* Revised Format 21/6/24				
			TOTAL	TOTAL
			2022-23	2021-22
<u>Income</u>				
Subscriptions			£16,700	£14,800
Gift Aid Income			£3,187	£2,958
Donations			£375	£991
Legacies			£0	£0
Grant - Humphrey Richardson Taylor Charitable Trust			£2,575	£1,300
Fundraising	Puddings & Christmas Cards		£264	£78
	Raffles & Sales		£1,310	£842
	Events (Quiz & Open Evening)		£1,268	£1,001
	Amazon / Easy Fundraising		£378	£236
	KCS 100 Club		£164	£143
	Friends		£171	£0
Teas / Coffees (net of costs)			£390	£183
Sale & Hire of music			£3,130	£2,784
Notebashers (net of costs)			£253	£145
Sale & Hire of folders			£52	£94
Sale of Ties & Roses			£62	£27
Bank Interest			£227	£14
Gross Concert Income				
	Autumn Concert		£4,721	£3,287
	Christmas Concert		£2,204	£0
	Spring Concert		£3,882	£3,649
	Summer Concert		£2,300	£2,147
Other Revenue			£0	-£49
Total Incoming Resources			£43,612	£34,629
<u>Cost of Sales / Expenses</u>				
General				
	Musicians fees		£11,990	£11,020
	Room Hire		£4,144	£3,966
	Purchase & Hire of Music		£2,749	£2,103
	General Printing / Publicity		£321	£258
	Postage, Printing & Stationery		£9	£11
	Bank Fees		£158	£153
	Gifts		£56	£128
	PRS ¹		£19	£0
	Insurance		£269	£257
	Honorarium		£110	£110
	Memberships		£320	£345
	Purchase of Ties & Roses		£0	£0
	Other		£0	£0
Concert Costs				
	Autumn Concert		£9,460	£7,535
	Christmas Concert		£1,465	£876
	Spring Concert		£9,728	£9,238
	Summer Concert		£1,653	£1,560
	Outreach events		£108	£0
Fundraising				
	Puddings & Christmas Cards		£128	£0
	Events (Quiz & Open Evening)		£386	£83
Total Resources Expended			£43,071	£37,643
General Surplus for the year			£541	-£3,014
Balance Brought forward at 1/8/22			£18,940	£21,954
			£19,481	£18,940

¹ PRS accruals are included in individual concert accounts.

* Revised to record gross, rather than net, concert income under 'income' and concert costs under expenses.

Balance Sheet

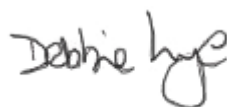
Kingston Choral Society				
As at 31.07.23				
Assets	as at 31.07.23	as at 31.07.22		
Bank				
Current Account	£700	£700		
Deposit Account	£20,120	£16,016		
KCS100 Club	£0	£0		
Total Bank	£20,820	£16,716		
Current Assets				
Accounts Receivable				
Accrued Income		£3,118		
100 Club Loan				
Petty Cash	£225	£237		
Debtors and prepayments	£995	£802		
Total Current Assets	£1,220	£4,157		
Fixed Assets				
Office Equipment	£347	£347		
Total Fixed Assets	£347	£347		
Total Assets	£22,387	£21,220		
Liabilities				
Current Liabilities				
Deferred Income	£2,568	£1,490		
Accruals	£338	£789		
Total Current Liabilities	£2,906	£2,279		
Total Liabilities	£2,906	£2,279		
Net Assets	£19,481	£18,940		
Equity				
Restricted Funds (HRTCT)	£1,200	£1,200		
Unrestricted Funds	£18,281	£17,740		
Total Equity	£19,481	£18,940		

Approved by the trustees of Kingston Choral Society

Signed:



Jane Harnden, Treasurer
24/6/24



Debbie Lye OBE, Chair
25/6/24

Principal Accounting Policy

The accounts are prepared on an accruals basis.

Reserves Policy

The trustees have established a policy whereby the unrestricted free reserves held by the Society should be sufficient to cover between 9 and 12 months of operating costs. This ensures that commitments made, for example, in the form of contractual commitments to venues and freelance musicians, can be met with confidence. At 31 July 2023, free reserves amounted to £18,281 (2022: £17,740). Restricted reserves consist of a grant from the Humphrey Richardson Taylor Charitable Trust to cover our concerts in the 2023 calendar year. The grant is therefore split between our 2022-23 and 2023-24 financial years.

Statement as to Disclosure of Information to the Independent Examiner

The trustees who were in office on the date of approval of the financial statements have confirmed, as far as they are aware, that there is no relevant information of which the Independent Examiner is unaware. Trustees have taken the steps that they ought to have taken as trustees in order to make themselves aware of any relevant information and to establish that it has been communicated to the Examiner.

This report and financial statements were approved by the committee at a meeting held on 24 August 2023 and was subsequently endorsed by all Kingston Choral Society Members at the AGM held on 12 October 2023.

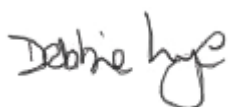
Future Plans

Kingston Choral Society has agreed an eclectic and varied programme for the 2023-24 season, including both works by living composers and well-loved familiar pieces. The programme is set out in a Concert Calendar leaflet.

Over the next period the Society aims are:

- To further build the membership, with an emphasis on the lower voice parts
- To review and enhance the functionality and appearance of the website: <http://www.kingstonchoralsociety.org.uk>
- To generate more income in response to continuing cost increases
- To supplement fundraising activity and subscriptions with grant income from the Sir George Dyson Trust and by applying to the Humphrey Richardson Taylor Charitable Trust
- To review Governance arrangements and ensure that they are fit for purpose

Signed on their behalf:



Debbie Lye OBE, Chair