

# Trustees' Annual Report for the period

|                   |            |                 |            |
|-------------------|------------|-----------------|------------|
| Period start date |            | Period end date |            |
| From              | 01 08 2023 | To              | 31 07 2024 |

## Section A

## Reference and administration details

Charity name

The Chichester Singers

Other names charity is known by

Registered charity number (if any)

264683

3 The Square

Compton

West Sussex

Postcode

PO18 9HA

## 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  | Louise Bruce         | Chair           |                                   | NA  |
| 2  | David Swayne         | Treasurer       | Up to 15/11/23                    | NA  |
| 3  | Linde Morgan         | Treasurer       | From 15/11/23                     | NA  |
| 4  | Izabela Mayne        | Secretary       | Up to 15/11/23                    | NA  |
| 5  | Julia Mansergh       | Secretary       | From 15/11/23                     | NA  |
| 6  | Wendy Bray           |                 |                                   |   |
| 7  | Chrissy Harbroe-Bush |                 | From 15/11/24                     |   |
| 8  | Rob Spring           |                 |                                   |   |
| 9  | Colin Westwood       |                 |                                   |   |
| 10 | Kate Whitfield       |                 |                                   |   |
| 9  |                      |                 |                                   |   |
| 10 |                      |                 |                                   |   |
| 11 |                      |                 |                                   |   |
| 12 |                      |                 |                                   |   |
| 13 |                      |                 |                                   |   |
| 14 |                      |                 |                                   |   |
| 15 |                      |                 |                                   |   |
| 16 |                      |                 |                                   |   |
| 17 |                      |                 |                                   |   |
| 18 |                      |                 |                                   |   |
| 19 |                      |                 |                                   |   |
| 20 |                      |                 |                                   |   |

## Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |

|  |  |
|--|--|
|  |  |
|  |  |

### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|   |                     |
|---|---------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution        |
| How the charity is constituted<br>(eg. trust, association, company) | Trust               |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Election by members |

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Trustees are elected by the members and serve for three years. They are informed of the trustees' duties by the Chairman. This information is available on the website. The Chichester Singers (The Choir) is run by an elected committee, the trustees, with a Chair, Secretary and Treasurer who are officers of the organisation. The committee meets four times a year to plan policy, musical activity and strategy for development plus they oversee the financial activity and management. Occasionally, the Choir appoints soloists from charities such as the Josephine Baker Trust the Countess of Munster Musical Trust and performs regularly with Southern Pro Musica. The Chichester Singers has appropriate Public Liability insurance organised through Making Music. There are risk management procedures for concerts and rehearsals and the trustees ensure that there are sufficient financial reserves to cover financial risk from cancelled concerts.

The Trustees have reviewed their responsibilities, policies & procedures. As a result, the Trustee for safeguarding and ED&I, now also has responsibility for Bullying and Harassment. A Serious Events & Actions Analysis is reported to the committee twice a year. Tighter financial governance is ensured by an additional trustee having sight of all bank accounts and payments.

## Section C Objectives and activities



**Summary of the objects of the charity set out in its governing document**

The public benefit offered by The Chichester Singers is the high-quality performance of a range of major choral works to the general public at an affordable price. The costs of staging such concerts, in collaboration with professional orchestras, soloists and musical director, are met partly through ticket sales and partly by members' annual subscriptions and by donations from supporters. The concerts allow increased awareness of classical and choral music throughout the South East of England.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Trustees have had regard to the public benefit guidance issued by the Charity Commission. The main activities undertaken are weekly rehearsals for members under the instruction of the Musical Director. This leads to the performance of four concerts per year, usually in Chichester Cathedral, with a professional orchestra and soloists. Concerts are open to all members of the public upon purchase of a ticket. Ticket prices range from £5 to £30. Children under 12 have free tickets and there are concessions for students and those with a disability.

A bursary scheme has been welcomed by Chichester University Conservatoire to support 3 younger, aspiring singers to join our members. This will be paid for out of legacy funds and will begin in the coming season.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

In a sense all members of The Chichester Singers are volunteers. They pay an annual subscription, in 2023 – 2024 of £150, which pays for a professional musical director and accompanist as well as rehearsal costs such as the hire of a rehearsal hall. Members hire or purchase their own music scores. No members derive any financial benefit from the activity of The Choir. Subscription income, plus that of a few regular donors, also contributes to the cost of presenting concerts which is not wholly covered by ticket revenue. As a result of careful programming and sound financial management, in most years The Choir ‘makes ends meet’ and in recent years the successful year-end outcome has been aided by bequests and the occasional more substantial donation by a retiring member of the Choir.

## Section D

## Achievements and performance



**Summary of the main achievements of the charity during the year**

We welcomed 16 new members across all voice parts.

Significant work continues to improve further the governance agenda, particularly in the areas of ED&I and safeguarding. In this way, we can attract and welcome a greater diversity to our membership. Additional digitisation of our systems continues to maximise efficiency and data protection.

Throughout the Season, we performed 4 extremely successful concerts, as below:-

**Saturday 11 November 2023** in Chichester Cathedral  
JS Bach                      Mass in B Minor

**Saturday 14 December 2023** in St Paul's Church Chichester  
Quartel                      A Winter Day  
Vaughan Williams      Fantasia on Christmas Carols

**Saturday 24 March 2024** in Chichester Cathedral  
Bernstein                   Chichester Psalms  
Haydn                      Te Deum  
Willcocks                  A Great and Glorious Victory

**Saturday 15 June 2024** in Chichester Cathedral  
Ramirez                    Misa Criolla  
Shearing                   Songs and Sonnets  
Rutter                      Birthday Madrigals

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The choir's reserves policy is that reserves should be no less than one season's concert costs. In 2023/24 our total concert costs were £43,200. Our current reserves are £78,000

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Chichester Singers' principal sources of funds are members' subscriptions and small donations from friends, sponsors and patrons. The financial activity is managed by the treasurer and overseen by the committee. Virtually all expenditure supports the rehearsal of major choral works and their performance in Chichester Cathedral with professional orchestra and soloists. This includes rehearsal venue costs, concert venue costs, modest publicity for concerts and the printing of high-quality programmes (the production of the programme is executed by a member at no cost to The Choir). The sale of programmes and a small amount of local business advertising in the programme, covers the printing costs. The Chichester Singers hold a CAF bank current account and a CAF Gold account which pays minimal interest. There are no investments.

The Charity is expecting around £4,000 in Gift Aid receipts for the year, which will be claimed within the next few months.

## Section F

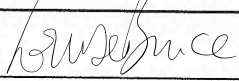
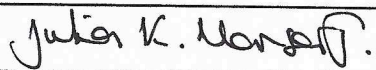
## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

|                                     |   |   |
|-------------------------------------|---|---|
| Signature(s)                        |  |  |
| Full name(s)                        | Louise Bruce  | Julia Mansergh  |
| Position (eg Secretary, Chair, etc) | Chair   | Hon Secretary   |
| Date                                | 18th October 2024   |   |



**THE CHICHESTER SINGERS**      **Registered Charity no. 264683**  
**INCOME AND EXPENDITURE ACCOUNT**  
**for the year ended 31st. July 2024**

| <b>INCOME</b>                          | <b>2024</b>   | <b>2023</b>    |
|--|---------------|----------------|
| Ticket sales for concerts (Net)        | 27,599        | 29,224         |
| Concert programmes                     | 1,743         | 1,834          |
| Programme advertising                  | 540           | 615            |
| Members' subscriptions                 | 20,214        | 19,091         |
| Patrons' subscriptions                 | 2,840         | 3,080          |
| Music sales and hire                   | 3,722         | 3,922          |
| Gift Aid recovery                      | 0             | 3,684          |
| Bank interest                          | 1,979         | 665            |
| Sale of folders and scarves            | 110           | 60             |
| Sale of pencils/old scores             | 133           | 225            |
| Social Income (70th. Party)            | 2,844         | 5,152          |
| Sundries                               | 11            | 0              |
| Donations / grants (incl. JBT)         | 1,738         | 14,442         |
| <b>Total Income</b>                    | <b>63,474</b> | <b>81,995</b>  |
| <b>EXPENSES</b>                        |               |                |
| Hire of concert venues                 | 10,519        | 13,020         |
| Hire of rehearsal hall                 | 1,860         | 2,040          |
| Orchestra fees                         | 14,261        | 21,256         |
| Soloists' fees                         | 5,746         | 5,511          |
| Conductor's fees                       | 9,680         | 8,800          |
| Accompanist's fees                     | 4,070         | 3,648          |
| Voice Coaching                         | 0             | 250            |
| Concert publicity                      | 669           | 799            |
| Concert programmes                     | 879           | 1,706          |
| St John Ambulance                      | 391           | 484            |
| Miscellaneous concert costs            | 836           | 309            |
| Performing Rights fees                 | 1,116         | 682            |
| Subscriptions and insurance            | 259           | 523            |
| Music purchase and hire                | 3,582         | 3,661          |
| Folders and Scarves purchased          | 528           | 374            |
| Administration expenses                | 312           | 341            |
| Social expenses (Xmas and 70th. Party) | 2,173         | 4,803          |
| Website and IT                         | 0             | 240            |
| Tour expenses                          | 0             | 0              |
| Depreciation of soloists' platforms    | 106           | 106            |
| Bank Charges                           | 60            | 60             |
| <b>Total expenses</b>                  | <b>57,046</b> | <b>68,612</b>  |
| <b>SURPLUS/(DEFICIT)</b>               | <b>£6,428</b> | <b>£13,383</b> |

**THE CHICHESTER SINGERS**  
Registered Charity no. 264683

**STATEMENT OF ASSETS AND LIABILITIES**  
**31st. July 2024**

|                            |                            | 2024                  | 2023                  |
|----------------------------|----------------------------|-----------------------|-----------------------|
| <b>FIXED ASSETS</b>        | Platforms (purchased 2020) | <u>533</u>            | <u>639</u>            |
| <b>CURRENT ASSETS</b>      |                            |                       |                       |
| Balances at CAF Bank       |                            |                       |                       |
|                            | CAF Cash A/c.              | 1,319                 | 476                   |
|                            | CAF Gold A/c.              | <u>76,335</u>         | <u>70,643</u>         |
|                            |                            | 77,654                | 71,120                |
| <b>TOTAL NET ASSETS</b>    |                            | <u><u>£78,187</u></u> | <u><u>£71,759</u></u> |
| <b>RESERVES</b>            | b/fwd.                     | 71,759                | 58,376                |
| Surplus/(Deficit) for year |                            | <u>6,428</u>          | <u>13,383</u>         |
| <b>RESERVE FUND</b>        | c/fwd.                     | <u><u>£78,187</u></u> | <u><u>£71,759</u></u> |

**NOTES TO THE ACCOUNTS 31 JULY 2024**

- 1 The Accounts are prepared on a Receipts and Payments basis.
- 2 The choir places no asset value on Music, Folders, Scarves, CDs and Pens.
- 3 Fixed Assets are depreciated over 10 years.
- 5 Reserves Policy: the choir's policy is that Reserves should be no lower than one season's concert costs. In 2024 our total concert costs were £ 43,200.00
- 6 There were no restricted nor endowment funds.
- 7 Gift Aid claim for this year is expected to raise c£4,000

APPROVED by the Committee on 18th October 2024

Chairman

Hon. Treasurer

Hon. Secretary

*L. May*

*L. May*

*Julian K. Hargrave*





Section A

Independent Examiner's Report

Report to the trustees

THE CHICHESTER SINGERS

On accounts for the year  
ended

31<sup>ST</sup> JULY 2024

Charity no  
(if any)

264683

Set out on pages

1 & 2

(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 year ended DD / MM / YYYY.

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

19th Oct 2024

Name:

JOHN JAMES MARTYN FCA

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

INSTITUTE OF CHARTERED ACCOUNTANT IN IRELAND



|          |                   |
|----------|-------------------|
| Address: | 60 BOWES HILL     |
|          | ROWLANDS CASTLE   |
|          | HAMPSHIRE PO9 6BS |

|           |            |
|-----------|------------|
| Section B | Disclosure |
|-----------|------------|

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.

|      |
|------|
| NONE |
|------|



**THE CHICHESTER SINGERS**      **Registered Charity no. 264683**  
**INCOME AND EXPENDITURE ACCOUNT**  
**for the year ended 31st. July 2024**

| <b>INCOME</b>                          | <b>2024</b>   | <b>2023</b>    |
|--|---------------|----------------|
| Ticket sales for concerts (Net)        | 27,599        | 29,224         |
| Concert programmes                     | 1,743         | 1,834          |
| Programme advertising                  | 540           | 615            |
| Members' subscriptions                 | 20,214        | 19,091         |
| Patrons' subscriptions                 | 2,840         | 3,080          |
| Music sales and hire                   | 3,722         | 3,922          |
| Gift Aid recovery                      | 0             | 3,684          |
| Bank interest                          | 1,979         | 665            |
| Sale of folders and scarves            | 110           | 60             |
| Sale of pencils/old scores             | 133           | 225            |
| Social Income (70th. Party)            | 2,844         | 5,152          |
| Sundries                               | 11            | 0              |
| Donations / grants (incl. JBT)         | 1,738         | 14,442         |
| <b>Total Income</b>                    | <b>63,474</b> | <b>81,995</b>  |
| <b>EXPENSES</b>                        |               |                |
| Hire of concert venues                 | 10,519        | 13,020         |
| Hire of rehearsal hall                 | 1,860         | 2,040          |
| Orchestra fees                         | 14,261        | 21,256         |
| Soloists' fees                         | 5,746         | 5,511          |
| Conductor's fees                       | 9,680         | 8,800          |
| Accompanist's fees                     | 4,070         | 3,648          |
| Voice Coaching                         | 0             | 250            |
| Concert publicity                      | 669           | 799            |
| Concert programmes                     | 879           | 1,706          |
| St John Ambulance                      | 391           | 484            |
| Miscellaneous concert costs            | 836           | 309            |
| Performing Rights fees                 | 1,116         | 682            |
| Subscriptions and insurance            | 259           | 523            |
| Music purchase and hire                | 3,582         | 3,661          |
| Folders and Scarves purchased          | 528           | 374            |
| Administration expenses                | 312           | 341            |
| Social expenses (Xmas and 70th. Party) | 2,173         | 4,803          |
| Website and IT                         | 0             | 240            |
| Tour expenses                          | 0             | 0              |
| Depreciation of soloists' platforms    | 106           | 106            |
| Bank Charges                           | 60            | 60             |
| <b>Total expenses</b>                  | <b>57,046</b> | <b>68,612</b>  |
| <b>SURPLUS/(DEFICIT)</b>               | <b>£6,428</b> | <b>£13,383</b> |



THE CHICHESTER SINGERS  
Registered Charity no. 264683

STATEMENT OF ASSETS AND LIABILITIES  
31st. July 2024

|                            |                            | 2024                  | 2023                  |
|----------------------------|----------------------------|-----------------------|-----------------------|
| <b>FIXED ASSETS</b>        | Platforms (purchased 2020) | <u>533</u>            | <u>639</u>            |
| <b>CURRENT ASSETS</b>      |                            |                       |                       |
| Balances at CAF Bank       |                            |                       |                       |
|                            | CAF Cash A/c.              | 1,319                 | 476                   |
|                            | CAF Gold A/c.              | <u>76,335</u>         | <u>70,643</u>         |
|                            |                            | 77,654                | 71,120                |
| <b>TOTAL NET ASSETS</b>    |                            | <u><u>£78,187</u></u> | <u><u>£71,759</u></u> |
| <b>RESERVES</b>            | b/fwd.                     | 71,759                | 58,376                |
| Surplus/(Deficit) for year |                            | <u>6,428</u>          | <u>13,383</u>         |
| <b>RESERVE FUND</b>        | c/fwd.                     | <u><u>£78,187</u></u> | <u><u>£71,759</u></u> |

NOTES TO THE ACCOUNTS 31 JULY 2024

- 1 The Accounts are prepared on a Receipts and Payments basis.
- 2 The choir places no asset value on Music, Folders, Scarves, CDs and Pens.
- 3 Fixed Assets are depreciated over 10 years.
- 5 Reserves Policy: the choir's policy is that Reserves should be no lower than one season's concert costs. In 2024 our total concert costs were £ 43,200.00
- 6 There were no restricted nor endowment funds.
- 7 Gift Aid claim for this year is expected to raise c£4,000

APPROVED by the Committee on 18th October 2024

Chairman

*Louise Bruce*

Hon. Treasurer

*L. Morgan*

Hon. Secretary

*Julian K. Harcourt*