

**GUILDFORD CHORAL SOCIETY**

Registered Charity No. 280533

**ACCOUNTS**

**FOR THE 15 MONTHS ENDED**

**31 JULY 2021**

## **GUILDFORD CHORAL SOCIETY**

### **LEGAL AND ADMINISTRATIVE INFORMATION - 15 MONTHS ENDED 31 JULY 2021**

#### **Trustees**

Derek Lake  
Katherine Thompson  
Sarah Winterbotham  
Geoffrey Barham  
Elizabeth Heanley  
Robin Pass  
Lesley Pratt  
Natalie Thurley  
Keith Torbet  
Marissa Truglio  
Philip Tudor  
Isobel Venner  
Marilyn Vincent  
Catherine Wands

Chairman  
Secretary  
Treasurer  
Concert Venue Manager  
Social Secretary  
Box Office Manager  
Rehearsal Secretary  
IT Manager  
Concert Manager  
Publicity Manager  
Librarian  
Programme Editor  
Patrons Secretary  
Membership Secretary

#### **Principal Office**

c/o K Thompson  
14 Orchard Road  
Guildford  
Surrey  
GU2 7QY

#### **Bankers**

Barclays Bank plc  
Leicester  
LE87 2BB

#### **Website**

[www.guildfordchoral.org](http://www.guildfordchoral.org)

#### **Independent Examiner**

Nigel Scott MBA PgDip  
mastering charity management  
55 Manygate Lane  
Shepperton  
TW17 9EJ

## **GUILDFORD CHORAL SOCIETY**

### **TRUSTEES' REPORT**

#### **15 MONTHS ENDED 31 JULY 2021**

The trustees present the annual report and the accounts of Guildford Choral Society for the 15 months ended 31 July 2021. The accounts have been prepared in accordance with the accounting policies set out on page 8 and comply with the charity's constitution, the Charities Act 2011 and 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 published on 16 July 2014.

#### **Constitution and objects**

Guildford Choral Society ("the Society") was founded in 1839 and is constituted under its Constitution and Rules (as amended from time to time) and is a registered charity no. 280533. The Constitution can be amended by a Special General Meeting of the members of the Society.

The objects of the Society have continued to be to promote the advancement and improvement of general education in relation to all aspects of the art of choral music and the development of the public appreciation of such art, principally by the participation of its members in the performance of choral concerts.

The trustees confirm that they have had regard to the guidance issued by the Charity Commission on public benefit.

#### **Organisation**

The trustees who have served during the period and since the period end are set out on page 1. Trustees are elected for the following year at each Annual General Meeting of members of the Society. All trustees are committee members, and the committee meets at least twice a year. The income and expenditure relating to the promotion of concerts and to other activities is set out on page 6.

During the year the Society changed its year end to 31 July to align the financial year with the singing season.

#### **Financial and operating review**

Due to the ongoing Covid-19 restrictions in the UK, no concerts took place during the period. Concert-related income totalled £3,482 and comprised grant and other income relating to the planned Elgar "The Apostles" concert, which was originally scheduled for March 2020, rescheduled for October 2020 and finally cancelled. Concert-related expenses were £2,448 and related to unavoidable costs of the Elgar concert and the other concerts originally planned for June and October 2020.

Other income including member subscriptions totalled £26,434 and other costs including rehearsal costs totalled £17,177, resulting in a profit for the period of £10,291. Of this, £2,050 represents restricted funds and is discussed further below.

No rehearsals took place in the summer term 2020 due to lockdown restrictions. However the choir undertook two video projects: Mendelssohn's "O for the wings of a dove" and the traditional song "Danny Boy". Members recorded their vocals and videos individually and these were combined with instrumental tracks provided by members of Southern Pro Musica and Mike Waldron to give a balanced performance. For the Mendelssohn the choir was joined, virtually, by soprano soloist Emily Forrest.

## **GUILDFORD CHORAL SOCIETY**

### **TRUSTEES' REPORT (continued)**

#### **15 MONTHS ENDED 31 JULY 2021**

The Society began rehearsals again in September 2020. These were mainly held by videoconferencing due to Covid-19 restrictions, but we were able to hold a number of Covid-secure rehearsals in person during autumn 2020 culminating in an informal live-streamed performance of Christmas carols in December. The last two rehearsals of the summer term 2021 were also held in person, as preparation for our next concert which is planned for November 2021. Members were charged a reduced subscription for the season, to reflect the lack of in-person rehearsals and concerts.

We continued to receive valued financial support from our patrons, and in addition many members of the Society made one-off donations. Fundraising activities were necessarily curtailed during the period, but several videoconferenced events were held to support member engagement with the Society.

The Society continues to enjoy support from a separate charity, The Friends of Guildford Choral Society. During the period, the Friends confirmed that the grant of £5,000 agreed in the previous year for the Elgar concert could be retained. £2,950 has been allocated against the unavoidable costs of that concert, and the remaining £2,050 is to be used for a future programme of vocal coaching for members.

#### **Future plans**

Due to the planned easing of Covid-19 restrictions the Society has provisionally planned a full programme of rehearsals and concerts for the 2021/22 season, with the first concert being a performance of Brahms Requiem with the Guildford Symphony Orchestra in November 2021. However, these events will depend on the Government guidance at the time, which cannot yet be known with certainty.

#### **Reserves policy**

It is the policy of the Society to maintain unrestricted funds, which are free reserves of the charity (excluding listed investments), at a level which equates with approximately 12 months' net expenditure. In this context, net expenditure means budgeted annual rehearsal costs and administrative expenses, together with anticipated finance required for the concerts to which the Society is committed for the coming year. This provides sufficient funds to cover management and administration and support costs and to be able to commit to the planned programme of concerts for the next 2 - 3 years.

Unrestricted reserves at 31 July 2021 totalled £113,288. The trustees consider that reserves of £35,574 are required for the coming year.

#### **Risk management**

The trustees have examined the major strategic, business and operational risks which the Society faces and are satisfied that systems have been established to address the identified risks.

#### **Public Benefit**

The trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding what activities the charity should undertake. As confirmed by the information contained in this report, the maintenance of a comprehensive website and in other ways, the trustees actively seek to demonstrate, on a continuing basis, that the aims of the charity are carried out for the public benefit.



**GUILDFORD CHORAL SOCIETY**

**TRUSTEES' REPORT (continued)**

**15 MONTHS ENDED 31 JULY 2021**

**Trustees' responsibilities in relation to the accounts**

Law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial period, which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Society will continue in business.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Society, which enable the trustees to ascertain the financial position of the Society and to ensure that the accounts comply with the charities legislation. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Signed on behalf of the charity's trustees

*Derek Lake*

.....  
Derek Lake

Chairman

Date: *28 October 2021*  
.....

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF GUILDFORD CHORAL SOCIETY**

I report to the trustees on my examination of the accounts of the Guildford Choral Society (the Society) for the 15 months ended 31 July 2021.

### **Responsibilities and basis of report**

As the charity trustees of the Society 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 Society'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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Society 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.

### **Nigel Scott MBA PgDip**

mastering charity management  
55 Manygate Lane  
Shepperton  
Middlesex  
TW17 9EJ

5 October 2021

**GUILDFORD CHORAL SOCIETY****STATEMENT OF FINANCIAL ACTIVITIES for the 15 months ended 31 July 2021**

	Concerts	Restricted funds	Other Activities	Total 15 months ended 31 July 2021	Total year ended 30 April 2020
	£	£	£	£	£
<b>Incoming resources</b>					
Concert tickets	-	-	-	-	23,863
Programme sales and advertising	-	-	-	-	1,988
Sponsors and grants	2,950	2,050	-	5,000	15,600
Patrons and other donations	350	-	7,690	8,040	9,440
Fundraising	-	-	72	72	4,378
Investment income	-	-	193	193	239
Members' subscriptions	-	-	11,780	11,780	26,170
Tax recoverable under gift aid	-	-	3,745	3,745	6,787
Other income	182	-	904	1,086	3,428
	<b>3,482</b>	<b>2,050</b>	<b>24,384</b>	<b>29,916</b>	<b>91,893</b>
<b>Resources expended</b>					
Charitable Expenditure:					
Orchestras	2,407	-	-	2,407	11,174
Soloists and conductors	-	-	-	-	6,185
Concert halls	-	-	-	-	6,225
Publicity	20	-	37	57	2,963
Programme printing	-	-	-	-	1,339
Other concert costs	21	-	-	21	6,053
Rehearsals	-	-	13,828	13,828	16,488
Lockdown projects	-	-	1,900	1,900	-
	<b>2,448</b>	<b>-</b>	<b>15,765</b>	<b>18,213</b>	<b>50,427</b>
Management and administration	-	-	1,412	1,412	1,830
	<b>2,448</b>	<b>-</b>	<b>17,177</b>	<b>19,625</b>	<b>52,257</b>
<b>Net incoming expenditure before investment losses</b>	<b>1,034</b>	<b>2,050</b>	<b>7,207</b>	<b>10,291</b>	<b>39,636</b>
Net losses on investments				-	-
<b>NET MOVEMENT IN FUNDS</b>				<b>10,291</b>	<b>39,636</b>
<b>Total funds brought forward</b>				<b>105,047</b>	<b>65,411</b>
<b>Total funds carried forward</b>				<b>115,338</b>	<b>105,047</b>

All the Society's resources and activities are considered to be associated with unrestricted funds, with the exception of (i) a grant of £2,950 (2020: £15,600) received for a specific concert and allocated to the costs of that concert; (ii) a grant of £2,050 (2020: £nil) received for vocal coaching which is expected to be spent in the next financial year.

Restricted funds at the period end totalled £2,050 (2020: £nil).

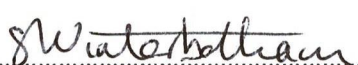
**GUILDFORD CHORAL SOCIETY**  
**BALANCE SHEET as at 31 July 2021**

		Restricted funds	Un- restricted funds	Total	Restricted funds	Un- restricted funds	Total
	Notes	31 July 2021			30 April 2020		
		£	£	£	£	£	£
<b>Current Assets</b>							
Cash at bank		2,050	113,705	115,755	5,000	100,390	105,390
Debtors, prepayments and accrued income	5	-	947	947	-	6,165	6,165
<b>Total current assets</b>		2,050	114,652	116,702	5,000	106,555	111,555
<b>Creditors - amounts falling due within one year</b>							
Creditors and deferred income	6	-	(1,364)	(1,364)	(5,000)	(1,508)	(6,508)
<b>Total assets less current liabilities</b>		2,050	113,288	115,338	-	105,047	105,047
<b>Funds</b>							
Balance brought forward		-	105,047	105,047	-	65,411	65,411
Net movement in resources in the period		2,050	8,241	10,291	-	39,636	39,636
<b>Balance carried forward</b>		2,050	113,288	115,338	-	105,047	105,047

**Basis of preparation**

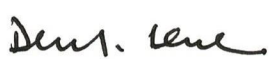
These accounts have been prepared under the historic cost convention on an accruals basis and are based on the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 insofar as it applies to the accounts of unincorporated charities with up to £250,000 annual income, and the Charities Act 2011.

Signed on behalf of the trustees



Sarah Winterbotham  
Treasurer

Date: 28/10/21



Derek Lake  
Chairman

Date: 28/10/2021



## **GUILDFORD CHORAL SOCIETY**

### **NOTES TO THE ACCOUNTS for the 15 months ended 31 July 2021**

#### **1. Basis of preparation**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011.

##### **Going concern**

The trustees have no reason to consider that the Society is not a going concern.

#### **2. Accounting policies**

##### **Income**

Income is included in the Statement of Financial Activities (SoFA) when:

- we become entitled to the resources;
- it is more likely than not that we will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources are accounted for on an accruals basis and consist of the total income receivable during the period. This comprises concert income, sponsorship and grants, fundraising, member subscriptions, donations received from patrons and others, and investment income receivable, together with gift aid tax recoveries.

##### **Expenditure & liabilities**

Expenditure is included on an accruals basis.

#### **3. Net movement in funds**

Unrestricted funds are those accumulated surpluses and deficits which are available for use at the discretion of the trustees in furtherance of the Society's general charitable objectives (and may include designated funds).

Restricted funds are those subject to specific trusts, to be directed to a specified purpose, in some cases with a requirement for the assets to be invested and retained for actual use (an endowment fund) without being expended.

**GUILDFORD CHORAL SOCIETY****NOTES TO THE ACCOUNTS for the 15 months ended 31 July 2021****4. Related party transactions****Remuneration and benefits**

None of the trustees of the Society was paid any remuneration or received any other benefits during the period.

No remuneration has been paid to the independent examiner.

**Trustee expenses**

Trustees are reimbursed for out-of-pocket expenses where the trustee acts as an agent for the Society. One trustee has claimed £8 (2020: £nil) for travel costs incurred in carrying out their duties. No trustee has claimed for subsistence or similar costs.

**Related parties**

The Society purchases flower bouquets from Outside In, a floral decorating business based in Milford, Surrey which is owned by one of the trustees. Purchases during the year totalled £nil (2020: £278) and related to flowers presented to concert soloists and conductors, and a retirement gift for another trustee. In addition, Outside In paid £nil (2020: £120) to the Society for advertisements in concert programmes.

During the year ended 30 April 2020, the Society purchased branded clothing for sale to members from GTV Sports, a business owned by a member of a trustee's family. Purchases totalled £296. No purchases were made in the current year.

**5. Debtors, prepayments and accrued income**

	15 months ended 31 July 2021	Year ended 30 April 2020
	£	£
<b>Debtors</b>		
Library monies held by trustee	-	142
<b>Prepayments</b>		
Hall hire charges for future concerts	599	5,259
Music hire charges for future concert	-	373
Performing Arts Library credits	348	-
Other	-	391
	<hr/> 947	<hr/> 6,165

**GUILDFORD CHORAL SOCIETY****NOTES TO THE ACCOUNTS for the 15 months ended 31 July 2021****6. Accruals and deferred income**

	<b>15 months ended 31 July 2021</b>	<b>Year ended 30 April 2020</b>
	<b>£</b>	<b>£</b>
<b>Accruals</b>		
Library expenses due to trustee	611	-
Music staff	240	-
Rehearsal venue	126	75
Other accruals	21	43
<b>Deferred income</b>		
Library receipts for future concerts	320	1,390
Grant for future concert (restricted funds)	-	5,000
Other	46	-
	<b>1,364</b>	<b>6,508</b>

**GUILDFORD CHORAL SOCIETY**  
**SUPPLEMENTARY INFORMATION**

**relating to the accounts for the 15 months ended 31 July 2021**

<b>A CONCERT RESULTS</b>	<b>Cancelled Elgar £</b>	<b>Cancelled Other £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Tickets including booking fees	-	-	-	23,863
Programme sales and advertising	-	-	-	1,988
Sponsors and contributors	2,950	-	2,950	15,600
Donations	350	-	350	-
Other concert income	182	-	182	923
Orchestra	(2,407)	-	(2,407)	(11,174)
Soloists and conductor	-	-	-	(6,185)
Hall hire	-	-	-	(6,225)
Publicity	-	(20)	(20)	(2,885)
Programmes	-	-	-	(1,339)
Other concert costs	-	(21)	(21)	(6,053)
Net profit/(loss)	1,075	(41)	1,034	8,513

The Elgar concert was originally planned to take place in March 2020, but was cancelled due to the Covid-19 pandemic. The concert was rescheduled for October 2020, but this also had to be cancelled due to ongoing restrictions. A loss of £1,074 was recognised in the previous year for non-recoverable costs of this concert, resulting in an overall profit of £1.

The costs of other concerts relate to non-recoverable costs for the original planned concerts in June and October 2020.



**GUILDFORD CHORAL SOCIETY**  
**SUPPLEMENTARY INFORMATION**

**relating to the accounts for the 15 months ended 31 July 2021**

**B SPONSORS AND GRANTS**

The Friends of Guildford Choral Society  
 Josephine Baker Trust

Related to specific concerts (see note A)  
 Restricted funds for a programme of vocal coaching

15 months ended 31 July 2021	Year ended 30 April 2020
£	£
5,000	15,000
-	600
5,000	15,600
(2,950)	(15,600)
2,050	-

**C DAY TO DAY RUNNING**

Members' subscriptions  
 Tax recoverable under gift aid  
 Rehearsal costs  
 Administration  
 General publicity

15 months ended 31 July 2021	Year ended 30 April 2020
£	£
11,780	26,170
3,745	6,787
(13,828)	(16,488)
(1,412)	(1,830)
(37)	(78)
248	14,561

**D FUNDRAISING**

Events:  
     Singing Day  
     Desert Island Discs  
 Refreshments  
 Sale / hire of music  
 Other

15 months ended 31 July 2021	Year ended 30 April 2020
£	£
-	1,937
-	1,193
-	480
30	430
42	338
72	4,378