

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR AGM 23 November 2023

The committee presents this report and the financial statements for the University of Essex Choir (Registered Charity No.285079) for the period **July 2022 to July 2023**

Objects

The object of the Society is to educate the public in the arts and sciences, and in particular the art and science of music, by the presentation of concerts and other such lawful activities as are necessary for the furtherance of the above objects.

Structure, Governance and Management

The society is governed by its constitution and is managed by the committee consisting of elected officers and other members. The officers are elected at the AGM. The committee meets regularly during the concert season. The conductor Ben Vonberg-Clark attends the committee on an ex-officio basis.

Chairman's Report

This has been another successful year for the choir. In the December 2022 concert, in the Ivor Crewe Lecture Hall at the university, we performed two of the *Motets pour le temps de Noel* by Francis Poulenc, *Make We Merry* by David Bednell and *Mass of the Children* by John Rutter. For this concert, the soloists were soprano Milly Forrest and baritone Felix Kemp. We were accompanied by Matthew Jorysz who impressively is the assistant organist at Westminster Abbey. We were also joined by the Wivenhoe Youth Choir which is also led by Ben Vonberg-Clark. The contribution by the children and the 6.15 choir, which was mainly students, gave the evening a broad range of music and was much enjoyed by the enthusiastic audience.

In April 2023 we performed Bach's *Mass in B Minor* at Snape Maltings This is a very challenging piece and we all worked hard to produce a very successful concert. The soloists were Hilary Cronin, Nancy Cole, David De Winter and Malachy Frame. We were accompanied by the Orchestra of the Age of Enlightenment. We were very excited to have such a prestigious orchestra for the concert. Despite the impressive reputation of the orchestra, they all seemed very happy to be with us and were very complimentary about our singing. This kindness with Ben's seemingly relaxed confidence made the performance so very enjoyable for the choir. We received many compliments from the audience.

The committee continues to work very hard for the choir with some people filling more than one post. This year Samantha Coburn-Kett and Tamasin Davis stood down from the committee. They both worked so hard for the choir; despite being

very busy people. Together they headed up the Marketing Committee. Julia Campbell, who has worked with the marketing group for a number of years, has thankfully stepped up to take on Communication and Marketing. Jill Holliday has left her post at the university and is now in London. She has been such a very good friend to the choir, in her capacity as choir/university liaison. Thankfully Anna Hughes has agreed to take on this essential role for us and we are very grateful. We did have a problem in that there was still nobody to take on Tamasin's splendid work in producing the programmes. Fortunately Angela Lait has stepped up and has produced the Christmas programme in record time. We do however have another empty space. We need somebody to take on fund-raising. If you think you can help please let us know. You don't have to be on the committee. Tim Parker quietly gets on liaising with the university to produce the website but prefers not to attend meetings. Other people who are essential for the running of the choir, but who quietly just get on with it are: Alex Bartholomew our librarian (where would we be without her?) Thalia Vog who produces our unique and very professional posters and Chris Holmes who runs the folders and much more; he has even been known to give up his seat on the coach to Snape, to help a student out.

An additional thank you must go to Clive Joyce who has audited our accounts for many years. He has given us some very sound advice and his wisdom and kindness has been much appreciated. Clive feels someone outside the choir should undertake this role in the future. Thank you so very much Clive.

A big thank you must go to Ben and Caroline. They make the rehearsals such fun; we are so very pleased to have them lightening up our Thursday evenings. This summer they extended their commitments to running the madrigal evenings which were also a great success. Andrew was particularly pleased with the extra revenue raised.

I am so very grateful to Andrew Dickerson, our treasurer, Sarah Greatorex, our Secretary and Pauline Skerritt, our Membership Secretary and Ticket Administrator for all their expertise, professionalism, hard work and kindness; between them they really keep the choir going!

Thank you everyone.

Jan Cullum Nasta 23 November 2023

University of Essex Choir Charity Number 285079– Financial Report for Season 2022-23

This report covers the 22-23 season which included the two main concerts and the innovation from Ben, which was the summer singing, the latter being a new income stream for the choir as we look to make the choir financially stable in challenging times with audience numbers still recovering from the main impact of Covid 19.

As a committee we approved a budget at the start of the year which gave a predicted deficit of just over £3k allowing Ben to choose to perform the Bach B Minor at Snape in May along with a concert with an organ in Ivor Crewe in December. We took this decision knowing most of the choir had already rehearsed the Bach back in 2020 and were still eager to sing the work.

We were extremely fortunate to receive two legacies during the year from the estates of former choir members Judith Drew and Anne Graham totalling just over £6k, this meant that with good ticket sales, the surplus from the summer singing the choir made a surplus of £6.2k, this compared to a deficit of £7.6k in the previous year.

This means we enter 23-24 season with an opening balance of £33,631 in the bank.

Shown below is a table showing the sources of income and expenditure.

STATEMENT OF RECEIPTS AND PAYMENTS at 31st July 2022

Subscription	19,272.00	38%	Orchestra costs	14,503.61	33%
Ticket sales	14,233.86	28%	Professional fees	13,529.96	31%
Legacies	6,029.74	12%	Concert halls, lighting, staging	5,148.84	12%
Grants	3,500.00	7%	Soloists	3,621.44	8%
Tax Refund	3,206.79	6%	Other non orchestral, prof.costs	1,582.82	4%
Music sale	2,010.95	4%	Advertising (incl Web-site and Recruit	1,499.22	3%
Programme	696.61	1%	Music purchase (for sale)	1,289.45	3%
Transport	540.00	1%	Programme and ticket costs	1,080.20	2%
Advertising	398.50	1%	Transport costs (choir)	540.00	1%
Sponsorship	250.00	0%	Subscriptions and Fees	365.00	1%
Donations	213.00	0%	Misc	334.80	1%
Interest	109.91	0%	Insurance	269.00	1%
			Music hire	197.60	0%
			Rehearsal hall hire & Piano Tuning	120.00	0%
			Presentations	115.99	0%
	<u>50,461.36</u>			<u>44,197.93</u>	

Compared to the prior year, Receipts increased from £43k to £50k but this was due to the Legacies. Expenditure reduced from £51k to £44k, mainly due to reduced orchestral costs for the December Concert and Ben's negotiations with the OAE for the Bach concert.

Ticket sales for both concerts were higher than in 2021-22 with just over £4k of ticket sales in Ivor Crewe and £10k at Snape. Thanks goes to Pauline Skerrett for continuing to mastermind

this part of the choir's activities. The committee has tried to keep ticket prices at a sensible level, but it is something which we will look at going forward into the new season as costs for the venues are expected to increase this year. As the table above shows it is important, we aim to fill the concert halls.

Subscriptions were higher than expectations primarily because of the summer singing which brought in subscriptions of just under £3k and brought several new people to the choir. It is hoped that summer singing will become a regular activity.

Gift Aid was in line with expectations, and I will look to renew the Gift Aid register this year to make sure we are achieving the maximum we can from this.

We continue to be thankful that the University provide a grant to the choir in addition to the other support such as the rehearsal space.

Thanks to the Marketing Team for securing Programme Sponsorship and Adverts which help offset the cost of the programmes.

Alex Bartholomew, with help from Tim Parker and from Chris Holmes (Folders) have also helped generate a surplus on the sale & rental of music. This varies from year to year depending on whether Chris has had to purchase folders, otherwise we aim to cover the costs of the buying in or renting of the music.

Other income streams which aren't doing so well include: -

Our Patrons/Friends income stream had dried up, we no longer have any, in the past this has contributed at least £1k a year.

Sponsorship is an area which we have struggled with in recent years like many other organisations, despite the efforts of a few people, particularly Sarah Greateorex in the last year. If anyone know of any person or business who would like to sponsor us, please let us know

Turning to Expenses you can see that as usual the largest cost is for the orchestra, this year covered the cost of the OAE at Snape only as in December we had the wonderful organ hired in.

On Venue Hire, costs at the Ivor Crewe went up primarily because of the hall set up cost which is now done outside normal hours for Estates. Louise from Event Essex did manage to get this cost down it is still a cheap venue compared to other which we have looked at. For this year Snape maintained their previous rates, we discovered after all the years of going to Snape that hiring the hall from 1pm onwards rather than all day saves money and had no impact on our rehearsal time.

Other expenses were in line with expectations, Ben negotiated some good rates with the orchestras and soloists. We had to pay PRS fees for the Winter concert and also retrospective PRS for Snape 2022 – they missed them from the original invoice but as we performed Bach this year there were no PRS fees for this year from Snape. We also spent more on local advertising for the Snape concert this year as publications offered some good deals on the price for adverts.

Clive Joyce has once again conducted the Independent Review and found no issues and I thank him for this. It is Clive's last year of doing the Independent Review so if any choir member knows of an accountant who may be willing to carry out the review on a pro bono basis or for a small fee in August 2024, please let me know. While we are a small enough charity not to require an audit the committee feels it is good practice to carry this on.

Turning to future seasons, we have agreed budget for 23-24 which will result in a deficit £6k. This allows the two performances planned in Ivor Crewe and Snape. While the committee feel it is appropriate for 23-24 season as it will still mean we enter 24-25 with £28k in the bank, it is not sustainable to lose money over the longer term as it makes planning the following season difficult and we cannot as a charity run out of money. The alternative is that the nature of our concert performances will have to change to fit within a smaller cash envelope.

Andrew Dickerson
Treasurer

Notes

The two attached documents are what we submit to the Charity Commissioners along with this report once they have been approved at the AGM.

The Income & Expenditure details where we have received and spent our money during the year. The Balance Sheet shows how much cash we have in the bank and any money owing to the choir (debtors) or money the choir owes to other people (creditors) – for the current year we have neither of these. They also show a comparison to the prior year. If anyone wishes to have copies, please let me know.

UNIVERSITY OF ESSEX CHOIR Registered Charity No. 285079

STATEMENT OF ASSETS AND LIABILITIES

As at 31/07/2023

<u>LIABILITIES</u>	31/07/2023	31/07/2022	<u>ASSETS</u>	31/07/2023	31/07/2022
	£	£		£	£
Accumulated fund			Bank & cash		
110 Balance brought forward	27,367.62	35,003.83	315 Bank accounts	33,613.56	27,363.18
120 Surplus/(deficit) for year	6,263.43	(7,636.21)	350 Petty cash	17.49	4.44
100 Total accumulated fund	<u>33,631.05</u>	<u>27,367.62</u>	310 Total Bank & Cash	<u>33,631.05</u>	<u>27,367.62</u>
Sundry creditors			Sundry debtors		
220 Accruals	0.00	0.00	367 Other monies receivable	0.00	0.00
250 Account adjustments	0.00	0.00	365 Income tax repayments due	0.00	0.00
257 Deposits for music	0.00	0.00	369 Prepayments	0.00	0.00
878 PRS from previous year	0.00	0.00			
210 Total Sundry Creditors	<u>0.00</u>	<u>0.00</u>	360 Total Sundry debtors	<u>0.00</u>	<u>0.00</u>
	<u>33,631.05</u>	<u>27,367.62</u>		<u>33,631.05</u>	<u>27,367.62</u>

INDEPENDENT REVIEW OF ACCOUNTS UNDERTAKEN

I am satisfied that this Statement represents a fair and accurate view of the Assets and Liabilities of Charity 285079 for the year ended 31 July 2023.

C R Joyce

CLIVE JOYCE (formerly ACMA & FMAAT, now retired)

5 September 2023

UNIVERSITY OF ESSEX CHOIR Registered Charity No. 285079

STATEMENT OF RECEIPTS AND PAYMENTS

For the twelve months to:

31-Jul-23

RECEIPTS

Voluntary sources

	31/07/2023 £	31/07/2022 £
410 Grants	3,500.00	7,000.00
420 Subscriptions	19,272.00	15,043.50
430 Sponsorship	250.00	250.00
440 Tax Refunds	3,206.79	4,075.89
451 Specific Donations - Winter	0.00	0.00
453 Specific Donations - Summer	13.00	0.00
455 Donations, Patrons	200.00	1,572.00
458 Legacies	6,029.74	0.00
460 Bursary Fund	0.00	0.00
470 Donations for non-concert Presentations	0.00	0.00
475 Other Donations	0.00	0.00
480 Income from Fund-raising events	0.00	0.00
490 From Contingency Fund	0.00	0.00
	<u>32,471.53</u>	<u>27,941.39</u>

Trading activities - concerts

520 Ticket sales net of Box Office fees	14,233.86	11,597.89
530 Programme sales	696.61	362.00
550 Advertising	398.50	358.50
560 Income Received from Co-performers	0.00	0.00
510 Music hire	0.00	0.00
540 Transport	540.00	465.00
	<u>15,868.97</u>	<u>12,783.39</u>

Trading activities - other

610 Music sale and rental	2,010.95	2,475.69
620 Refreshments	0.00	0.00
630 Raffle ticket sales	0.00	0.00
640 Misc	0.00	0.00
	<u>2,010.95</u>	<u>2,475.69</u>

Other income

710 Interest	109.91	6.85
369 Prepaid Rent		
	<u>109.91</u>	<u>6.85</u>

Total receipts

<u>50,461.36</u>	<u>43,207.32</u>
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PAYMENTS

Concert directly related

	31/07/2023 £	31/07/2022 £
810 Orchestra costs	14,503.61	22,750.00
820 Soloists	3,621.44	3,178.00
840 Concert halls, lighting, staging	5,148.84	5,106.28
830 Programme and ticket costs	1,080.20	835.06
850 Music hire	197.60	1,698.76
860 Transport costs (choir)	540.00	395.00
870 Other non orchestral, prof.costs	1,582.82	505.20
880 Advertising (incl Web-site and Recruitmer	1,499.22	740.28
890 Presentations	115.99	156.08
	<u>28,289.72</u>	<u>35,364.66</u>

Other Expenses

901 Money owed to Co-Performers	0.00	0.00
910 Music purchase (for sale)	1,289.45	1,680.21
920 Refreshments	0.00	0.00
930 Raffle costs	0.00	0.00
940 Bursaries & Singing lessons	0.00	0.00
950 Professional fees	13,529.96	12,069.96
960 Rehearsal hall hire & Piano Tuning	120.00	106.70
970 Subscriptions and Fees	365.00	365.00
975 Insurance	269.00	257.00
980 Misc	334.80	0.00
990 Non-concert presentations	0.00	1,000.00
1000 Fund-Raising Events	0.00	0.00
1020 Extra Concert Costs	0.00	0.00

Total expenses

<u>15,908.21</u>	<u>15,478.87</u>
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<u>44,197.93</u>	<u>50,843.53</u>
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Surplus/(deficit) for year

6,263.43	(7,636.21)
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0.00

<u>50,461.36</u>	<u>43,207.32</u>
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0.00

INDEPENDENT REVIEW OF ACCOUNTS UNDERTAKEN

I am satisfied that this Statement represents a fair and accurate view of the Income and Expenditure of Charity 285079 for the year ended 31 July 2023.

C R Joyce

CLIVE JOYCE (formerly ACMA & FMAAT, now retired)

5 September 2023



Independent Examiner's Report on the Accounts

Section A

Independent Examiner's Report

Report to the trustees/members of

Charity Name

University of Essex Choir

On accounts for the year ended

310723

Charity no (if any)

285079

Set out on pages

1 - 4.

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below*):

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

(2) to which, in my opinion, attention should be drawn 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

Clive Robert Joyce

Date

05/09/23

Name

CLIVE ROBERT JOYCE

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

Formerly ACMA & FMMT, now retired.

Address

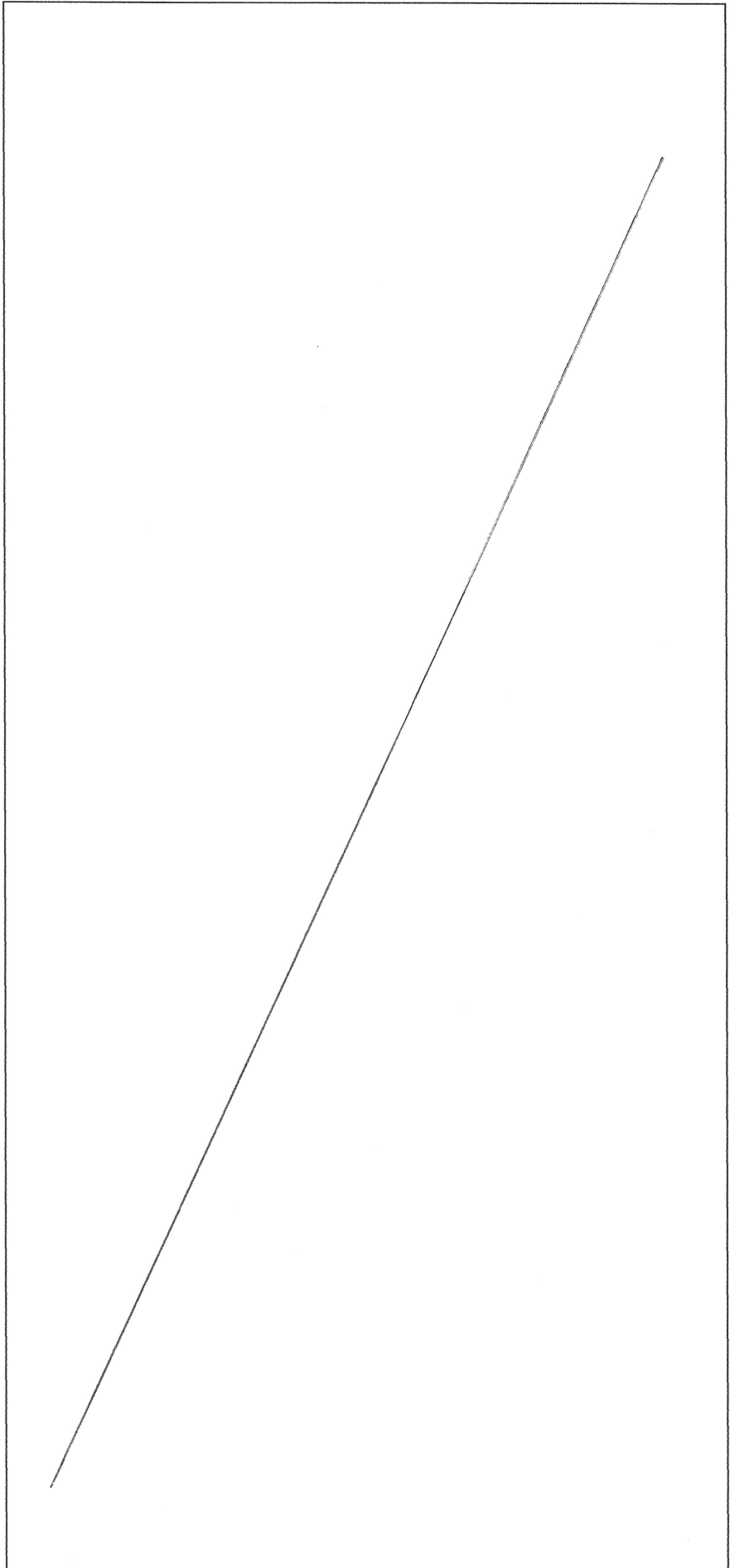
9 Blackwater Avenue

Colchester

CO4 3UY

Only complete if the examiner needs to highlight material problems

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



CRIB
5 September 2023