

West Norfolk Music Centre

Chair's Report for year ending August 31st 2021

Along with other similar charities and clubs, the period September 2020 to August 2021 has been dominated by the pandemic. West Norfolk Music Centre (MC) has worked hard to stay open when restrictions allowed, by using temporary premises. Although the number of members attending was well down on pre- pandemic levels, the club remained viable with a number of members enjoying music tuition on their chosen instruments as well as playing in bands and orchestras.

Although MC's operating costs far exceeded operating income as a result of falling attendance numbers caused by the pandemic, MC remained healthily viable from a financial standpoint as a result of having adequate cash reserves which could be drawn on as required.

MC remains grateful for the support it receives from The Norfolk Music Hub. Without this the operational costs would rise significantly.

A number of music exams were taken by members and overall the results were pleasingly positive given the pandemic affect.

Most music teachers and staff employed by MC have remained in place during the pandemic and no serious problems in covering MC's declared provision to the community were experienced.

The profile of membership has moved away from school age members to a more adult age group profile over the past 20 years or so and a priority for the year ending August 31st 2022 will be to take significant action to address this problem. MC remains proud of the fact that it has a membership profile covering all age groups but when that profile starts to become adult dominated, the long term future of The Centre is more likely to be threatened.

Nevertheless, a healthy and successful 2021/ 22 is anticipated in all respects.

D. E. Stringer
Chair of Trustees

June 10th 2022

Charity No - 291104

WEST NORFOLK MUSIC CENTRE
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

MAPUS-SMITH & LEMMON LLP
CHARTERED ACCOUNTANTS
KING'S LYNN

WEST NORFOLK MUSIC CENTRE

Charity No - 291104

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021**

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WEST NORFOLK MUSIC CENTRE

Charity No - 291104

LEGAL AND ADMINISTRATIVE INFORMATION

Registered Office of Charity	3 The Howards North Wootton Kings Lynn Norfolk PE30 3RS
Registered Charity Number	291104
Charity Principal Office	3 The Howards North Wootton Kings Lynn Norfolk PE30 3RS
Independent Examiner	Mapus-Smith & Lemmon LLP 48 King Street King's Lynn Norfolk PE30 1HE
Trustees	Mr Derek Stringer Mr Toby Winteringham Mrs Sarah-Jane Napper Mr Paul Dennis Mrs Beatrice Bray Mr Conrad Meehan Mrs Sarah-Jane Dix Ms Kim Keates Mr William Vyse

**WEST NORFOLK MUSIC CENTRE
TRUSTEES REPORT FOR THE YEAR TO 31 AUGUST 2021**

Charity No - 291104

The trustees present their report along with the financial statements of the charity for the year ended 31 August 2021.

Statement of trustee's responsibilities

Charity law requires the trustees to prepare accounts that give a true and fair view of the state of affairs of the charity and of its income and expenditure for the financial year. In doing so, 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 financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the accounts comply with the Charities Act 2011. 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.

Legal status & organisation

The charity was founded on 6th March 1985. The Governing instruments under which the charity operates is the deed dated 24th September 1980 as amended by supplemental deed 26th January 1985 and scheme dated 4th October 1988, as amended on 10th June 1997 as amended on 17th June 2019 and 31st July 2019. The organisation is a registered charity (Charity Number 291104).

Other administrative details are as shown on page 1.

Structure, governance and management

The trustees are responsible for the governance of the charity and ensure that it pursues the objects for which it was founded.

New trustees, being qualified by experience, are appointed by recommendation of the current trustees, or by proposal of a current trustee entitled to vote at a meeting of the charity.

Objectives and activities of the charity for the public benefit

The Trustees have had regard to the Charity Commission's guidance on public benefit and have sought to ensure that all activities undertaken have been in line with the charity's objectives.

The main objectives of the charity are:

To advance the education of the public in the arts and sciences and in particular the art and science of music by the provision of tuition.

Achievements and Performance


The charity has continued to implement its policy of continued tuition of music to all age groups.

Financial Review, Investment Policy and Reserves

The attached documents demonstrate in financial terms the activities of the charity for the past year.

As can be seen the charity has a deficit on un-restricted funds in the current year of £6,349 compared to £34,232 surplus in the prior year. Accumulated unrestricted funds carried forward are £426,453 (2020 - £432,802), this level of funds is seen as satisfactory in order for the charity to continue meeting its objectives.

On behalf of the Trustees

x 
Toby Winteringham

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WEST NORFOLK
MUSIC CENTRE**

I report on the accounts of the Trust for the period ended 31 August 2021, which are set out on pages 5 to 9.

Respective responsibilities of trustees and independent examiner

The 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(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the 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 the seeking of explanations from you as 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 examiners statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:
 - a) proper accounting records are kept (in accordance with section 130 of the 2011 Act); and
 - b) accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 2011 Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mapus-Smith. Lemmon

Date 13.16.2022

.....
Mapus-Smith & Lemmon LLP
Chartered Accountants
48 King Street
Kings Lynn
Norfolk
PE30 1HE

WEST NORFOLK MUSIC CENTRE

Charity No - 291104

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 AUGUST 2021

	Un- Notes Restricted Funds	2021 Total	2020 Total
	£	£	£
INCOMING RESOURCES			
Fees from students	8,615	8,615	29,371
Surplus from open evenings	-	-	387
Surplus from refreshment sales	-	-	1,098
Donations	618	618	78
Hire of instruments	-	-	290
(Deficit)/Surplus on sales of reeds	-	-	(101)
Surplus from student's exams	-	-	217
Michael Janson Legacy	-	-	39,154
Other income	18,585	18,585	326
Total incoming resources	27,819	27,819	70,818
 Sundry income	 468	 468	 58
Interest received	23	23	-
	28,309	28,309	70,875
 Expenses			
Adjustment to stock	(113)	(113)	-
Tutorial and staff payments	17,475	17,475	30,906
Rent	1,960	1,960	2,070
Insurance	217	217	132
Repairs and renewals	48	48	4
Postage, telephone and stationery	41	41	110
Accountancy	210	210	156
Sundry expenses	4,415	4,415	3,223
	24,253	24,253	36,601
 Other Costs			
Depreciation	31	31	42
	31	31	42
 Total resources expended	 24,285	 24,285	 36,643
 Net (deficit)/surplus for the year	 2 4,025	 4,025	 34,232


WEST NORFOLK MUSIC CENTRE

Charity No - 303959

BALANCE SHEET AS AT 31 AUGUST 2021

	Notes	2021 £	£	2020 £	£
Fixed Assets	3		94		125
Current Assets					
Stocks		826		713	
Debtors		-		-	
Bank current accounts		24,798		71,437	
Investments		445,704		361,134	
Holding Account		10,371		-	
Cash in hand		30		30	
		<u>481,730</u>		<u>433,314</u>	
Current Liabilities					
Sundry creditors and accruals	4	<u>426</u>		<u>636</u>	
Net Current Assets			481,303		432,677
Total Assets less Current Liabilities			<u>481,397</u>		<u>432,802</u>
FUNDS					
Accumulation of unrestricted funds	5		436,827		432,802
Revaluation Reserve	6		44,570		-
Total Charity Funds			<u>481,397</u>		<u>432,802</u>

The accounts were approved by the trustees on.....13/6/2022..... and are signed on their behalf by:



 (CHAIRMAN)
 D.E. STRINGER.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 AUGUST 2021

1. Accounting policies

The significant accounting policies used in the preparation of these financial statements are:-

1.1 Basis of accounting

The financial statements are prepared in accordance with applicable accounting standards and on the basis that the charity can continue to operate as a going concern. The trustees believe this basis to be appropriate as the music centre has sufficient funds available to finance its operations for the foreseeable future.

The music centre has prepared its financial statements in accordance with the requirements of the Charities Act 2011 and the statement of recommended practice Accounting and Reporting by Charities (SORP 2005) and applicable UK Accounting Standard.

1.2 Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Incoming Resources comprises principally of tuition income and event income.

Donations and grants

Income from donations and grants are included in incoming resources when these are receivable.

Interest receivable

Interest is included when receivable by the charity.

1.3 Resources expended

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods or services are supplied. Other grant payments are recognised when a constructive obligation arises that results in the payment being unavoidable.

- Costs of generating funds are those costs incurred in trading activities that raise funds.
- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with the constitutional and statutory requirements.

1.4 Funds Structure

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are against the specific fund. The aim and use of each restricted fund is set out in the notes of the financial statements.

WEST NORFOLK MUSIC CENTRE

Charity No - 291104

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 AUGUST 2021

2. Net Expenditure for the year

This is stated after charging:

	2021 £	2020 £
Accountancy and bookkeeping	210	156

3. Fixed Assets

	Plant and machinery £	Total £
Cost		
At 1 September 2020	12,573	12,573
Additions in the year	-	-
At 31 August 2021	12,573	12,573
Depreciation		
At 1 September 2020	12,448	12,406
Charge for the year	31	42
At 31 August 2021	12,479	12,448
Net Book Value		
At 31 August 2021	94	125
At 1 September 2020	125	167

4. Creditors

	2021 £	2020 £
Trade creditors	276	480
Accruals	150	150
	426	630

5. Movement in funds

	At 1 September 2020 £	Incoming Resources (inc. gains) £	Outgoing Resources £	Transfers £	At 31 August 2021 £
Restricted funds:					
Total restricted funds	-	-	-	-	-
Unrestricted funds:					
General funds	432,802	28,309	(24,285)	-	436,827
Total funds	432,802	28,309	(24,285)	-	436,827

Restricted Funds

There were no restricted funds to account for in the current or preceeding period.

WEST NORFOLK MUSIC CENTRE

Charity No - 291104

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 AUGUST 2021

6. Revaluation Reserve

	2021 £
Balance brought forward	-
Increase in investment assets	44,570
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Balance carried forward	44,570
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Charity No - 291104

WEST NORFOLK MUSIC CENTRE
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

MAPUS-SMITH & LEMMON LLP
CHARTERED ACCOUNTANTS
KING'S LYNN

WEST NORFOLK MUSIC CENTRE

Charity No - 291104

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**WEST NORFOLK MUSIC CENTRE
TRUSTEES REPORT FOR THE YEAR TO 31 AUGUST 2021**

Charity No - 291104

The trustees present their report along with the financial statements of the charity for the year ended 31 August 2021.

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Charity law requires the trustees to prepare accounts that give a true and fair view of the state of affairs of the charity and of its income and expenditure for the financial year. In doing so, the trustees are required to:

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Mapus-Smith. Lemmon

Date 13.16.2022

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Mapus-Smith & Lemmon LLP
Chartered Accountants
48 King Street
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Norfolk
PE30 1HE

WEST NORFOLK MUSIC CENTRE

Charity No - 291104

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 AUGUST 2021

	Notes	Un- Restricted Funds	2021 Total	2020 Total
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Fees from students		8,615	8,615	29,371
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Accountancy		210	210	156
Sundry expenses		4,415	4,415	3,223
		24,253	24,253	36,601
Other Costs				
Depreciation		31	31	42
		31	31	42
Total resources expended		24,285	24,285	36,643
Net (deficit)/surplus for the year	2	4,025	4,025	34,232


WEST NORFOLK MUSIC CENTRE

Charity No - 303959

BALANCE SHEET AS AT 31 AUGUST 2021

	Notes	2021 £	£	2020 £	£
Fixed Assets	3		94		125
Current Assets					
Stocks		826		713	
Debtors		-		-	
Bank current accounts		24,798		71,437	
Investments		445,704		361,134	
Holding Account		10,371		-	
Cash in hand		30		30	
		<u>481,730</u>		<u>433,314</u>	
Current Liabilities					
Sundry creditors and accruals	4	<u>426</u>		<u>636</u>	
Net Current Assets			481,303		432,677
Total Assets less Current Liabilities			<u>481,397</u>		<u>432,802</u>
FUNDS					
Accumulation of unrestricted funds	5		436,827		432,802
Revaluation Reserve	6		44,570		-
Total Charity Funds			<u>481,397</u>		<u>432,802</u>

The accounts were approved by the trustees on.....13/6/2022..... and are signed on their behalf by:



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 D.E. STRINGER.

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1. Accounting policies

The significant accounting policies used in the preparation of these financial statements are:-

1.1 Basis of accounting

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1.2 Incoming resources

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WEST NORFOLK MUSIC CENTRE

Charity No - 291104

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 AUGUST 2021

2. Net Expenditure for the year

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Accountancy and bookkeeping	210	156

3. Fixed Assets

	Plant and machinery £	Total £
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Charge for the year	31	42
At 31 August 2021	12,479	12,448
Net Book Value		
At 31 August 2021	94	125
At 1 September 2020	125	167

4. Creditors

	2021 £	2020 £
Trade creditors	276	480
Accruals	150	150
	426	630

5. Movement in funds

	At 1 September 2020 £	Incoming Resources (inc. gains) £	Outgoing Resources £	Transfers £	At 31 August 2021 £
Restricted funds:					
Total restricted funds	-	-	-	-	-
Unrestricted funds:					
General funds	432,802	28,309	(24,285)	-	436,827
Total funds	432,802	28,309	(24,285)	-	436,827

Restricted Funds

There were no restricted funds to account for in the current or preceeding period.

WEST NORFOLK MUSIC CENTRE

Charity No - 291104

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR TO 31 AUGUST 2021

6. Revaluation Reserve

	2021 £
Balance brought forward	-
Increase in investment assets	44,570
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Balance carried forward	44,570
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