



# Trustees' Annual Report for the period

|      |                   |    |      |    |                 |    |      |
|------|-------------------|----|------|----|-----------------|----|------|
| From | Period start date |    |      | To | Period end date |    |      |
|      | 16                | 08 | 2019 |    | 15              | 08 | 2020 |

## Section A Reference and administration details

**Charity name** Oxford Youth Choirs

**Other names charity is known by** The Oxford Girls' Choir The Oxford Boys' Choir

**Registered charity number (if any)** 299109

**Charity's principal address** 16 Swinbourne Road

Littlemore

Oxford

**Postcode**

OX4 4PQ

### 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  | David Jones                                  |                 |  |   |
| 2  | Nicholas Boyd Wenban-Smith                   | Secretary       |  |   |
| 3  | Esther Mary Livesey                          |                 |  |   |
| 4  | Professor Helen Irene McShane                |                 | Resigned 30 <sup>th</sup> July 2020            |   |
| 5  | Nilanjana Banerji                            |                 |  |   |
| 6  | Charlotte Anne Dewhurst                      |                 |  |   |
| 7  | Jonathan Livesey                             | Chair           |  |   |
| 8  | Dr Widanaralalage Don Nilushika Weerapperuma |                 | Resigned 30 <sup>th</sup> July 2020            |   |
| 9  | Edward Conroy                                |                 |  |   |
| 10 | Geoffrey John Sutton                         | Treasurer       |  |   |
| 11 | Eve Sheila Madeley-Wyatt                     |                 | Date of appointment 12 <sup>th</sup> Sept 2019 |   |
| 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  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Registered charity

Trustee selection methods  
(eg. appointed by, elected by)

Elected at Annual General Meeting

**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.

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

To promote, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects through the training of girls and boys in singing and musicianship, and by the presentation of public concerts and recitals, and by other such ways as the Choir through its Committee shall determine from time to time.

**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 charity aims to provide vocal training to the highest standard for children aged 4 to 18, in pursuit of its charitable objectives. All members attend on Saturday mornings during school, throughout the school term at Cherwell School in Oxford, and via Zoom during lockdowns. Members from all parts of Oxfordshire, and further afield, are welcome. The choir focusses on joint objectives of accessibility and a high standard of tuition.

Concerts have been organised, designed and performed to maximise the diversity of musical repertoire. However, due to the pandemic, sadly it has not been possible to put on operas or other concerts. This means that choir-members have missed out on the opportunity to increase the breadth of musical learning during this time with the charity.

In all its activities, the Trustees of the charity have had due regard both to the objectives of the charity, and also to the guidance on public benefit published by the Charity Commission, in exercising their powers and duties. Uppermost has been the safekeeping of choir members and staff, as well as our duty to the wider community in helping to stem the flow of the Covid pandemic.

## 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.

With the advent of Covid in March 2020, the choir successfully transitioned to an online format within a couple of weeks of lockdown commencing at the end of March 2020. The charity wishes to recognise the tremendous contribution made by the teachers during this unprecedented period of rapid transition in delivering the new teaching format and also the superb commitment made by the children in continuing their tuition via the new online format.

## Section D

## Achievements and performance

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

Our usual Christmas schedule was delivered, as follows:

6 Dec **Senior Girls** (reduced) – *Jewin WOMEN2WOMEN fundraising concert, Witney*

8 Dec **All Choirs** – *Christmas Concert, St John the Evangelist, Oxford*

8 Dec **Senior Girls** – *Evening Concert, St John the Evangelist, Oxford*

14 Dec **Senior Girls** (reduced) – *OAC Christmas Dinner, Exeter College*

#### Spring opera

This year's opera was to have been an innovative and exciting exploration of Purcell and Puccini's portrayal of tragic heroines. Unfortunately despite all the hard work put into rehearsing by the girls and teachers, wardrobe and helpers, it was not to be – Covid 19 intervened and the event was postponed two weeks before delivery.

#### OYC online

Keen to maintain interest and develop new areas to develop, the teaching staff lost no time in developing an online offer, comprising of rehearsal material available via youtube and Saturday morning rehearsals via Zoom. Despite the inherent difficulties with latency (delay) when multiple people use Zoom, the sessions have been very successful. Another new innovation has been the highly successful 'Saturday at Noon' presentation – every week we've been graced by experts in their field, speaking on topics ranging from Covid 19 to the Vauxhall Pleasure Gardens – we are enormously grateful!

#### Looking forward

The Covid 19 lock-down and ensuing restrictions look set to hinder our plans, but not our ambition. Rehearsing normally at Cherwell looks unlikely before Christmas. So our energies will be ploughed into refining and improving the online offer. Options include a more flexible range of activities for choir members to join in with and extending our reach to new members, living outside Oxford. Occasional performances in small groups may be possible, with social distancing in place. Our aim is not simply to survive the Covid difficulties, but to develop an online offer that continues to be a resource that provides new opportunities and variety to the OYC offer, for years to come.

## Section E Financial review

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

The charity aims to hold a minimum of 3 months' expenditure in cash reserves, and raises funding from participants and/or their families as necessary to ensure that reserve levels are maintained,

### Details of any funds materially in deficit

### 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.

While the charity made a loss this year, the drop in membership fees was offset by the avoidance of costs associated with live performances which historically have rarely broken-even.

The choir saw a substantial dip in income in the summer term as Covid lockdown hit family finances, with some families withdrawing their children, in the main because their children couldn't make the transition to online learning, while others requested financial assistance under the choirs' bursary scheme. The trustees took the unprecedented step of suspending some fees for those families who weren't benefiting from the Government's furlough scheme and who were facing dire financial circumstances but who's children were participating enthusiastically in the online learning session. The trustees felt it was better to keep the children on-roll and support them rather ask them to leave while their parents experienced a temporary drop in income.

The Choir invested in a new software service to help manage its administrative function, moving membership databases, payment of subscriptions etc onto 'Loveadmin'.

The Charity also invested money in a software package that allows staff to assemble a digital orchestra and produce backing tracks for Youtube videos.

## 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)

GJ Sutton

JG Livesey

|                     |                      |                      |
|---------------------|----------------------|----------------------|
| <b>Full name(s)</b> | Geoffrey John Sutton | Jonathan Guy Livesey |
|---------------------|----------------------|----------------------|

|  |           |  |
|--|-----------|--|
| <b>Position (eg Secretary, Chair, etc)</b> | Treasurer |  |
|--|-----------|--|

|             |                            |
|-------------|----------------------------|
| <b>Date</b> | 14 <sup>th</sup> June 2021 |
|-------------|----------------------------|



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Oxford Youth Choirs

No (if any)  
299109

CC16a

## Receipts and payments accounts

|                        |                                 |    |                               |
|------------------------|---------------------------------|----|-------------------------------|
| For the period<br>from | Period start date<br>16/08/2019 | To | Period end date<br>15/08/2020 |
|------------------------|---------------------------------|----|-------------------------------|

### Section A Receipts and payments

|   | Unrestricted<br>funds<br>to the nearest £ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|---|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |   |   |  |                                 |                               |
| Subscriptions   | 35,559                                    | -                                       | -                                      | 35,559                          | 45,039                        |
| Concerts  | 3,017                                     | -                                       | -                                      | 3,017                           | 10,681                        |
| Tour and other events                                 | 15  | -                                       | -                                      | 15                              | 10,474                        |
| Donations   | 588                                       | -                                       | -                                      | 588                             | 3,085                         |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>39,179</b>                             | <b>-</b>                                | <b>-</b>                               | <b>39,179</b>                   | <b>69,279</b>                 |
| <b>A2 Asset and investment sales, (see table).</b>    |   |   |  |                                 |                               |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                                 | <b>39,179</b>                             | <b>-</b>                                | <b>-</b>                               | <b>39,179</b>                   | <b>69,279</b>                 |
| <b>A3 Payments</b>                                    |   |   |  |                                 |                               |
| Music tuition fees                                    | 27,713                                    | -                                       | -                                      | 27,713                          | 23,873                        |
| Concert expenses                                      | 4,477                                     | -                                       | -                                      | 4,477                           | 18,819                        |
| Tour expenses   | -   | -                                       | -                                      | -                               | 14,672                        |
| Administrator expenses                                | 4,632                                     | -                                       | -                                      | 4,632                           | 5,700                         |
| Rent and storage costs                                | 2,325                                     | -                                       | -                                      | 2,325                           | 4,481                         |
| Other running costs                                   | 2,701                                     | -                                       | -                                      | 2,701                           | 2,326                         |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>41,848</b>                             | <b>-</b>                                | <b>-</b>                               | <b>41,848</b>                   | <b>69,871</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |   |   |  |                                 |                               |
|   | -   | -                                       | -                                      | -                               | -                             |
|   | -   | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>-</b>                                  | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>41,848</b>                             | <b>-</b>                                | <b>-</b>                               | <b>41,848</b>                   | <b>69,871</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>- 2,669</b>                            | <b>-</b>                                | <b>-</b>                               | <b>- 2,669</b>                  | <b>- 592</b>                  |
| <b>A5 Transfers between funds</b>                     | <b>-</b>                                  | <b>-</b>                                | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>24,494</b>                             | <b>-</b>                                | <b>-</b>                               | <b>24,494</b>                   | <b>25,086</b>                 |
| <b>Cash funds this year end</b>                       | <b>21,825</b>                             | <b>-</b>                                | <b>-</b>                               | <b>21,825</b>                   | <b>24,494</b>                 |



## Section B Statement of assets and liabilities at the end of the period

| Categories  | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>  | CAF Gold Account                                       | 10,037                             | -                                | -                               |
|   | CAF Cash Account                                       | 11,787                             | -                                | -                               |
|   | Barclays Bank  | 1                                  | -                                | -                               |
|   | <b>Total cash funds</b>                                | <b>21,825</b>                      | <b>-</b>                         | <b>-</b>                        |
|   | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |
|   |  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
| <b>B2 Other monetary assets</b>                             | Details  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
|   |  | -                                  | -                                | -                               |
| <b>B3 Investment assets</b>                                 | Details  | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
| <b>B4 Assets retained for the charity's own use</b>         | Details  | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
|   |  |                                    | -                                | -                               |
| <b>B5 Liabilities</b>                                       | Details  | Fund to which liability relates    | Amount due (optional)            | When due (optional)             |
|   | Independent examiner fee                               | Unrestricted                       | 100                              |                                 |
|   | Music hire   | Unrestricted                       | 158                              |                                 |
|   | Posters  | Unrestricted                       | 64                               |                                 |
|   |  |                                    | -                                |                                 |
|   |  |                                    | -                                |                                 |
| Signed by one or two trustees on behalf of all the trustees | Signature  | Print Name                         | Date of approval                 |                                 |
|   | G J Sutton   | Geoffrey John Sutton               | 15/06/2021                       |                                 |
|   | JG Livesey   | Jonathan Guy Livesey               | 15/05/2021                       |                                 |







**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Oxford Youth Choirs

**On accounts for the year  
ended**

15/08/2020

**Charity no  
(if any)**

299109

**Set out on pages**

1 and 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 15/08/2020.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

Peter J Stevenson

**Date:**

15/06/2021

**Name:**

Peter J Stevenson

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

FCA

**Address:**

8 Harbord Road

Oxford

OX2 8LJ