



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01/09/23** Period start date To **31/08/24**  
Period end date

**Charity name: Otley Choral Society**

**Charity registration number: 702739**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote and develop public education in and an appreciation of the arts and science of music, by the presentation of concerts and such other activities as the society, through its committee, shall determine.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Rehearsal and performance of choral masterpieces providing opportunities for members and audiences alike to enjoy choral works performed to a high standard in Otley and the surrounding area.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We, the trustees, confirm that we have regard to the guidance issued by the Charity Commission on public benefit.

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

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## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Otley Choral Society has continued to perform four concerts per year and in doing so has continued to promote an appreciation of choral music in the local area.</p> <p>A Come &amp; Sing event was also held making the choir more accessible to members of the public who may be interested in joining.</p> <p>For its members, many of whom are retired / live alone, the choir continued to provide a valuable weekly social meeting and further education in the art of choral singing and musical appreciation.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	This year the society has maintained its savings intact, and whilst incurring a loss due to expensive concerts, is still in good financial health. Gift Aid income has now been received for this accounting year but is not included in the Receipts as it was only applied for / received in May 25.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The savings account is held for the prudent holding of funds against unexpected expenditure and to provide a capital reserve for potential future development of choir capabilities.
Amount of reserves held	Para 1.22	£3752.84
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	This year the concerts were expensive to perform. It was an anniversary year and special events took place. A more prudent programme has been planned for next year. The recent receipt of Gift Aid funding has improved this position.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The charities future is secure.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	We have 3 trustees.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The trustees may hold office for a term of 4 years. Trustees are elected at the AGM by members of the society.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Otley Choral Society
Other name the charity uses	
Registered charity number	702739
Charity's principal address	23 Breary Lane, Bramhope, Leeds, LS16 9AD

**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	Mark Laurillard	Chair		Members
2	Sally Benn	Secretary		Members
3	Rachel Bentley	Treasurer		Members
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

Director name		
None		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
None		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

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

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Rachel Bentley	
Position (eg Secretary, Chair, etc)	Treasurer	
Date		



## Receipts and payments accounts

CC16a

For the period  
from

01/09/2023

To

31/08/2024

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Subscriptions	11,704	-	-	11,704	-
Donations	1,510	-	-	1,510	-
Sale of concert tickets	7,421	-	-	7,421	-
Come & Sing event donations & café sales	971	-	-	971	-
Bring & buy sales	509	-	-	509	-
Sale of branded bags & pencils	110	-	-	110	-
Refund from sister choir ICS	977	-	-	977	-
Sale of anniversary dinner tickets	1,220	-	-	1,220	-
Collection for outgoing MD	403	-	-	403	-
Bank interest	110	-	-	110	-
Miscellaneous	67	-	-	67	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>25,002</b>	<b>-</b>	<b>-</b>	<b>25,002</b>	<b>-</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>25,002</b>	<b>-</b>	<b>-</b>	<b>25,002</b>	<b>-</b>
<b>A3 Payments</b>					
Rental of rehearsal space	1,785	-	-	1,785	-
MD & accompanist for rehearsals	8,910	-	-	8,910	-
Piano tuning	65	-	-	65	-
Professional fees	10,218	-	-	10,218	-
Hire of music	1,409	-	-	1,409	-
Hire of concert venues	1,240	-	-	1,240	-
Other concert expenses	1,098	-	-	1,098	-
Come & sing refreshments	48	-	-	48	-
Purchase of OCS bags & pencils	527	-	-	527	-
Website	235	-	-	235	-
Pay to sister choir ICS	213	-	-	213	-
80th anniversary dinner costs	1,357	-	-	1,357	-
Gift for outgoing MD	424	-	-	424	-
Annual insurance	323	-	-	323	-
Miscellaneous	110	-	-	110	-
	-	-	-	-	-
<b>Sub total</b>	<b>27,962</b>	<b>-</b>	<b>-</b>	<b>27,962</b>	<b>-</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>27,962</b>	<b>-</b>	<b>-</b>	<b>27,962</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>- 2,960</b>	<b>-</b>	<b>-</b>	<b>- 2,960</b>	<b>-</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>- 2,960</b>	<b>-</b>	<b>-</b>	<b>- 2,960</b>	<b>-</b>

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



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Savings account @ 31/08/24	3,752	-	-
	Current account @ 31/08/24	7,966	-	-
		-	-	-
	<b>Total cash funds</b>	<b>11,718</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Rachel Bentley		



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Otley Choral Society

On accounts for the year  
ended

31<sup>st</sup> August 2024

Charity no  
(if any)

702739

Set out on pages

Form CC16a

(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 31/08/2024.

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: *Eileen Nolan*

Date: 7<sup>th</sup> June 2025

Name: Eileen Nolan

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

I am not part of a professional body myself but work for an organisation that is. I have worked in the industry for over 10 years. I examined the books as an individual.

Address: 37 Hawthorne Road

Steeton

BD20 6FJ

Section B

Disclosure

Only complete if the examiner needs to highlight 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.**