



Registered Charity No. 900489

Trustees' Report and Financial Statements  
For the year ended 31 May 2023



## **CONTENTS**

### **Section 1**

#### **Page**

3	Membership and other information
5	Trustees' Report
13	Incidents and Risk Statement

### **Section 2**

#### **Page**

14	Statement of Financial Activities
15	Concert Account
16	General Account
17	Balance Sheet
18	Movements in Reserves
19	Notes to the Accounts
25	Independent Examiner's Report



Registered charity no. 900489

## **MEMBERSHIP AND OTHER INFORMATION for the year ended 31 May 2023**

**Charity Name** Petersfield Musical Festival

**Charity Registration Number** 900489

**Petersfield Musical Festival** is an unincorporated association whose governing document is its Constitution, adopted 15 July 1982, as amended 18 July 2005, 15 September 2017, 21 September 2018 and 16 September 2021.

**Aims of the Charity as set out in the Constitution** To promote, improve, develop and maintain the appreciation of music in all its aspects. This is to be achieved by the presentation of public choral concerts, orchestral concerts and recitals, including an annual Festival to be held in and around Petersfield ("the Festival"), and by such other ways as the Society, through its Committee, shall determine from time to time.

During the year, the Trustees continued with the duty in Section 4 of the Charities Act 2011 to have due regard to the guidance on public benefit published by the Charity Commission.

The charity is managed by a Committee of Trustees, consisting of a Chairman, an Honorary Secretary, and an Honorary Treasurer (the Society's Officers), and a maximum of fourteen other members. These members are elected at a General Meeting of the Society, hold office until the next Annual General Meeting (AGM), and are eligible for re-election. The Committee may co-opt an appropriately qualified person on to the Committee to serve until the next AGM. One representative from each adult amateur musical group or society that intends to participate in the next Festival may be invited to attend Committee meetings, but these representatives are not *ex officio* Trustees.

**President** Jonathan Willcocks

**Trustees** as elected at the AGM held on 15 September 2022:

Chairman	Pamela Buckley
Secretary	Simon Mason
Treasurer	Rob Walker

**Committee Members**

Sue Bint, Nancy Buck, Geoff Culbertson, Marcia Fielden, Sarah Hard, Sally Maybury, Tony Newberry, Simon O'Hea, Sheila Rowe, Philip Young.

**Co-opted Member**

Richard Stoneman (from 10/05/2023)

**Representatives of participating societies**

Fernhurst Choral Society	Nigel Roberts
Petersfield Choral Society	Sue Upton
Petersfield Orchestra	Steve Bartholomew
Rogate Choral Society	Gerard McCloskey



Registered charity no. 900489

**Music Committee**

Marcia Fielden, Sally Maybury, Paul Spicer, Jonathan Willcocks, Philip Young

**Michael Hurd Fund for Young Musicians**

Sue Bint (Administrator), Marcia Fielden, Philip Young

**Correspondent**

The Secretary: Simon Mason, 6 Stoneham Park, Petersfield, Hants GU32 3BT

Telephone: 01730 260344

Email: [info@petersfieldmusicalfestival.org.uk](mailto:info@petersfieldmusicalfestival.org.uk)

**Website**

[www.petersfieldmusicalfestival.org.uk](http://www.petersfieldmusicalfestival.org.uk)

**Bankers**

HSBC Bank plc, 1 Centenary Square, Birmingham, B1 1HQ, and United Trust Bank, One Ropemaker Street, London EC2Y 9AW

**Independent Examiner**

Tony Bennewith, A.J. Bennewith & Co., 3 Wey Court, Mary Road, Guildford, Surrey GU1 4QU

**Insurance**

Royal & Sun Alliance Insurance PLC, St Mark's Court, Chart Way, Horsham, West Sussex RH12 1XL



Registered charity no. 900489

## **TRUSTEES' REPORT for the year ended 31 May 2023**

### **Statement of Public Benefit**

Petersfield Musical Festival aims every year to fulfil its purpose – to promote, improve, develop and maintain the appreciation of music in all its aspects – in a variety of ways.

Specifically, the charity

- supports the activities of local choral and orchestral societies and individual local amateur and professional singers and instrumentalists.
- offers a platform to other locally-based performing groups.
- promotes music-making among young people by bringing local primary and secondary schools together in large-scale combined-school concerts.
- seeks to give opportunities to young professional musicians.
- brings groups of national and international standing to this part of Hampshire.
- caters for audiences with a variety of ages, tastes, and means.
- provides for people with disabilities, including wheelchair access to all concerts.
- helps young music students through awards from the Michael Hurd Fund for Young Musicians.

---

### **Organisation**

The charity's activities are organised by a team of volunteers led by the voluntary Committee listed on page 3. For the Festival, this includes the artistic planning, financial administration, engagement of professional musicians, co-ordination of rehearsals, advertising and publicity, ticket sales and the supervision of the stage and auditorium throughout the Festival period.

The full Committee met for four scheduled meetings, on 5 October and 23 November 2022, and 25 January and 10 May 2023. Sub-groups of the Committee met as required to discuss operational matters and the charity's future strategy and plans after 2024.

---

### **The 2022-23 season**

#### **Autumn workshop**

About 80 participants enjoyed an all-day workshop on Mozart's *Mass in C minor*, led by Paul Spicer and held in the quad at Bedales School on Saturday 24 September 2022.

#### **The 2023 Festival**

This was the first full Festival of ten concerts over nine days since 2019. 700 participants and 2,000 audience members enjoyed a broad range of music, from chamber music to song and dance routines. Ticket sales began slowly, possibly affected by a local Covid outbreak and an unwillingness to gather in close proximity, but the final numbers of attendees were more than satisfactory, with several concerts sold out.



Registered charity no. 900489

### **Friday 17 March, Liss Band and Petersfield Community Choir**

These popular local groups finally performed, having had to cancel their concert in 2022. They launched the Festival with great gusto, beginning with the National Anthem, then a varied group of pieces from Liss Band from the well-known to the less familiar. Petersfield Community Choir made its debut at the Festival with a mixture of pieces that included folk songs, gospel, and sea shanties. As an encore, band and choir joined forces to cap a hugely enjoyable evening.

Local family-support charity Home-Start Butser included the Festival in its 25<sup>th</sup> anniversary celebrations, and raised over £400 in a retiring collection after the opening concert.

Attendance 209 (78%)

### **Saturday 18 March, ‘Jephtha’**

Handel: *Jephtha*. Soloists: Clara Orif, soprano (Iphis); Rachel Newberry, soprano (Angel); Anna Patterson, mezzo soprano (Storge); Matthias Daehling, countertenor (Hamor); Magnus Walker, tenor (Jephtha); Alexander Bower-Brown, bass (Zebul). Festival Chorus with Petersfield and Rogate Choral Societies; Southern Pro Musica. Conductor: Paul Spicer.

A huge undertaking, but the chorus, orchestra and soloists all rose to the occasion under the inspiring leadership of our Festival conductor. Previous Handel oratorios have been better attended, but the performance was greatly appreciated by the audience. The concert presented a wonderful opportunity for the young soloists, five of whom were supported by the Josephine Baker Trust.

Attendance 166 (76%)

### **Sunday 19 March, Family Concert with SouthDowns Camerata**

Musically a very successful event, with a well-chosen theme, a varied repertoire of short pieces and excellent performances. The dancers from Petersfield Academy of Dance demonstrated the theme of “dancing through time” to the delight of the children. Attendance was better than last year but still somewhat disappointing, possibly because the date coincided with Mothers’ Day.

Attendance 181 (67%)

### **Monday 20 and Wednesday 22 March, Youth Concerts**

Eleven schools took part: Bedales Junior School Dunhurst, Churcher’s College, Churcher’s College Junior School, Ditcham Park, Froxfield Primary, Herne Junior, Langrish Primary, Liss Junior, The Petersfield School, Sheet Primary and Steep Primary, together with the Petersfield Area Schools String Orchestra. The repertoire for the combined junior schools’ choir included a Ukrainian folksong, songs by Jonathan Dove and a fun Disney medley. Instrumental ensembles included combined schools wind and jazz bands. A student composition was performed at the Monday concert.

Attendance 608 at the two concerts (100%)



Registered charity no. 900489

**Tuesday 21 March, Lunchtime lecture-recital in St Peter's Church**

Angela Zanders' fascinating talk on Shostakovich's *Piano Trio no 2* was followed by a moving performance by the popular local pianist and by Mikhail Lezdkan, cellist, and Catherine Lawlor on violin. The church was full, with extra chairs at the back of the nave. Attendance was free, with a retiring collection on behalf of the Michael Hurd Fund for Young Musicians.

Attendance 171

**Wednesday 22 March, Anemos Wind Ensemble with Karen Kingsley (piano) in St Peter's Church**

After two years of postponements, a much-anticipated concert of popular and lesser-known pieces was played by this local ensemble to an enthusiastic audience. Attendance was free, with a retiring collection on behalf of the charity.

Attendance 85

**Thursday 23 March, Petersfield Orchestra**

Mendelssohn: *Calm Sea & Prosperous Voyage*; Schumann: *Piano Concerto in A minor*; Elgar: *Enigma Variations*. Soloist: Cordelia Williams. Conductor: Robin Browning.

This concert attracted a large and extremely appreciative audience, selling out several days before. Cordelia Williams, a Hampshire-based rising star, played flawlessly, delivering Schumann's romantic masterpiece with delicacy and beauty. The orchestra performed with confidence, commitment, and huge energy.

Attendance 237 (100%)

**Friday 24 March, The GSA Singers**

Twenty-four members of The GSA Singers from the Guildford School of Acting, University of Surrey, delighted the audience with a packed evening of songs from a huge range of musicals. The group's choreography and energetic singing ought to have filled the original seating plan – but evidently their reputation hadn't spread this far south and there was competition elsewhere from the Ukrainian Women's Choir's fundraising event with local celebrity Hugh Bonneville.

Attendance 163 (75%)

**Saturday 25 March, Grieg, Puccini, Stanford**

Stanford: *Songs of the Fleet*; Grieg: *Peer Gynt Suite No 1*; Puccini: *Messa di Gloria*. Soloists: Ed Ballard, baritone; Samuel Stopford, tenor. Festival Chorus with Fernhurst and Petersfield Choral Societies; Basingstoke Symphony Orchestra. Conductors: Paul Spicer and Stephen Scotchmer.



Registered charity no. 900489

A contrasting and varied choral and orchestral programme rounded off the Festival. Stanford's five songs featured the rich baritone voice of Ed Ballard, making a return visit to Petersfield after his splendid performance in *The Canterbury Pilgrims* in 2019. Stephen Scotchmer led the orchestra in an energetic rendition of Grieg's well-known suite. Samuel Stopford, who sang in last year's Festival, was outstanding in his arias in the Puccini *Messa di Gloria*. Orchestra and chorus gave heartfelt performances, and the solos soared effortlessly above. Festival Conductor Paul Spicer thought it was one of the best concerts in his almost twenty-year tenure, and the capacity audience thoroughly enjoyed it.

Attendance 224 (100%)

---

### **The Michael Hurd Fund for Young Musicians**

This fund, set up in 2007 in memory of composer and musician Michael Hurd, is a Restricted Fund within the assets of the charity. Awards (of up to £250) are considered for any project to further the musical skills of applicants of 25 years and under, who live or attend school or college within the whole of Hampshire and the Isle of Wight, or within 25 miles of Petersfield. Applicants should already have shown aptitude in their field of music, and must be endorsed by a sponsor who has specific knowledge of their musical experience.

Trustees approved six applications for awards by young musicians during the financial year: £250 to a double bassist towards the costs associated with National Youth Orchestra courses; £250 each to a Ukrainian musician and a violinist to assist with the costs of their Hampshire County Youth Orchestra (HCYO) residential courses at Bryanston; £200 to a musician to buy a bass guitar through her school's assisted instrument purchase scheme; £250 to a violinist towards the likely overall cost of £6,000 for a superior quality violin; and £250 to a singer to assist with her tuition fees at the Saluzzo Opera Academy.

A lunchtime lecture-recital on Shostakovich's *Piano Trio no 2* was given by Angela Zanders, Catherine Lawlor and Mikhail Lezdkan at St Peter's Church during this year's Festival. Its retiring collection raised £1,215 (plus Gift Aid) for the Fund.

Biennially the fund hosts a Festival of Young Composers competition. Entrants may present their music either through a live performance or as a digital recording. Works are performed to an adjudicating panel at a public performance. Information on the 2024 Festival of Young Composers, and general information on the Michael Hurd Fund for Young Musicians and Petersfield Musical Festival, has been sent to 120 schools and colleges. The closing date for entries is 4<sup>th</sup> December 2023, and the performance and adjudication day is Sunday, 4<sup>th</sup> February 2024, at The Studio, TPS. The adjudicating panel will be Dr Jill Jarman, Jonathan Willcocks and Philip Young.

---





Registered charity no. 900489

## **Branding, website and social media**

In Autumn 2022, the charity launched its new logo and corporate colour scheme that had been developed by the locally-based Paul Martin Studios in consultation with the Committee, with generous sponsorship from Lanzante Limited. The new logo, with its swirling shape like a musical stave in the form of the letter “P”, represents music as an integral part of Petersfield’s cultural life. The logo’s three variants and approved colourways have subsequently been used extensively, on the charity’s website, the 2023 Festival programme, on publicity and other leaflets and on other documentation.

A new website was developed with a more modern and improved design, structure and content, which provides more information, is more attractive and accessible to users, participants and potential volunteers, and has the potential to hold a wider range of records about the charity and its activities. The new website went live at the end of November 2022. The website’s news page is now updated more frequently, and during the 2023 Festival it included profiles of the choral concerts’ young soloists. Website usage has increased by 60% compared to last year.

The new website has been migrated to a better hosting service, and there are now formal, professional and regular site maintenance procedures.

The charity’s social media presence was re-launched, with new Facebook and Twitter pages.

---

## **Finance**

### *Financial systems, accounting methods, procedures and other changes*

There were no major changes to the charity’s financial systems or accounting methods during the financial year. However:

- Two additional categories – Bar sales and Bar costs – were added to the Concert Account to reflect changed circumstances: this year the charity took over formal responsibility for the Festival bar in Petersfield Festival Hall’s Rose Room, including all monetary and accounting aspects, while members of Petersfield Lions staffed the bar and ordered the drinks and snacks that were sold there.
- People who bought tickets for the 2023 Festival via TicketSource were able to buy a Festival programme and donate to the charity at the same time.
- The charity has applied new guidance from Making Music, and as a result Gift Aid has been claimed on the whole amount of independent singers’ choir membership subscriptions.
- The AmazonSmile scheme was discontinued in May 2023; and in the same month Trustees agreed that the charity should deregister from easyfundraising as only one person had subscribed to it with Petersfield Musical Festival as their designated charity.
- Rob Walker announced that he will be standing down as Treasurer at the AGM in September 2024. A gradual hand-over of his role to Richard Stoneman, who became a Trustee in May 2023, is planned over the next financial year.



Registered charity no. 900489

### *Budgets and ticket prices*

Budgets based upon reasonable and 95% attendance levels at Festival concerts were prepared early in the financial year and agreed by Trustees. Any significant changes to these budgets were presented to Trustees for their review and approval.

Ticket prices were set at appropriate levels to attract audiences, cover costs if possible, and meet the Festival's charitable objectives. There were concessionary prices for schools for both Youth concerts; all tickets at the Family concert were £5; and this £5 price applied to anyone aged 18 years or under for all other concerts.

After many years when they had remained constant, the ticket prices for tiered seats at the two choral concerts and the Petersfield Orchestra concert were increased by £2, to £22 and £20, respectively, although the ticket prices for flat seats at these concerts were unchanged.

### *Financial results*

The overall financial result this financial year was much better than expected. The charity's Balance Sheet reduced by just £894, and the Concert and General Accounts together had a shortfall of only £1,027, which was a significant improvement on the [latest] reasonable budget estimate of a £4,914 deficit, although it was larger than the [latest] 95% budget estimate of a £206 deficit.

Underpinning this impressive result was the second £4,000 tranche of East Hampshire District Council's generous £12,000 grant from its Supporting Communities Fund; £1,000 from Hampshire County Council members' (councillors') grants; an award of £1,000 from Petersfield Town Council; a donation of £1,000 via the UK Online Giving Foundation (Benevity); and £3,087 in Friends' donations. Without these secondary sources of funds, the charity's Balance Sheet would have reduced by £9,193.

Concert Account income was £34,905 (2022: £28,234), which covered 83% (2022: 82%) of the year's expenditure on the Festival's concerts and the choral workshop. The Concert Account deficit was £7,198 (2022: £6,197 deficit). Substantial losses were incurred on the Family concert and both the choral concerts, but these were partly counterbalanced by surpluses on the Liss Band and Petersfield Community Choir concert, the two Youth concerts, the Petersfield Orchestra concert and the performance by The GSA Singers.

Other noteworthy aspects of the Concert Account were:

- A 12% increase in income from ticket sales, which partly resulted from having a complete Festival in 2023 – for the first time since 2019 - whereas in 2022 the Liss Band and Petersfield Community Choir concert was cancelled because of the coronavirus pandemic.
- Programme sales of £1,138 (2022: £840), which were much higher than the forecast £900.
- The £825 received in grants from the Josephine Baker Trust, towards soloists' fees and expenses for Handel's *Jephtha* (included under Grants & Sponsorship for specific concerts).
- A final surplus of £684 from the Festival bar, where the Bar costs amount includes a donation of £684 to Petersfield Lions Club as their agreed 50% share of the activity's prior net surplus.



Registered charity no. 900489

- Although music purchase/hire/printing costs almost doubled, such costs vary each year and are dependent upon commercial rates outside of the charity's control. Around two-thirds of this year's expenditure of £950 was incurred hiring orchestral scores for the two choral concerts.
- Lighting and audio expenses of just £324, as the Green "A" Team gave the charity a £1,200 reduction on their original invoice amount of £1,524 in recognition of the company's grant from East Hampshire District Council's Supporting Communities Fund. The Green "A" Team have indicated that this discount will not be available next year as their EHDC grant will have ended.
- The higher expenditure on programme and insert printing included a new cost for programme design.
- A 38% increase in advertising and publicity costs, much of which was spent on a highly successful campaign of newspaper advertisements.
- Sundry expenses of £726 (2022: zero) included £606 on the staging and front boards in Petersfield Festival Hall.

General Account income was £11,163 (2022: £10,891). Friends' donations were £352 more than in 2022; we received a £250 donation from Petersfield Lions Club re their operation of the bar during the 2022 Festival; and bank interest on the charity's 100-day notice account with United Trust Bank was £498 (2022: £159), the result of eight separate interest rate rises during the financial year. As Lanzante Limited had repaid the full cost of Paul Martin Studios' work on designing the charity's new branding and logo last year, there was no income this year from this source, as shown by the lower amount of Other grants, donations & sponsorship.

General Account expenditure was £4,992 (2022: £4,168). Most of the increase was due to higher Independent Examiner's fees of £960 (2022: £780), and greater website expenditure of £2,777 (2022: £96), most relating to Agent8 Ltd.'s one-off fees for re-designing the website, migrating it to a new hosting service, and website optimisation. The increased expenditure on the website was offset by the absence of the sundry expenses [of £1,200 in 2022] re the cost of Paul Martin Studios' work on designing the charity's new branding and logo, and the fact that there was no Festival of Young Composers, which meant the operating costs for the Michael Hurd Fund for Young Musicians were only £2.

The General Account had a surplus of £6,171 (2022: £6,723).

The total income of the charity was £47,651. Major sources of income were ticket sales (45.2%); grants and sponsorship (12.7%); choir member subscriptions (7.1%); Friends' donations (6.5%); bar sales (4.9%); the choral workshop (4.3%); and programme advertisements (2.9%). The charity's administration costs, including the one-off costs for its new website, were £4,745, or 10% of income.

The Unrestricted General Reserve had a balance of £32,863 (2022: £33,890) at financial year end. This represented 80.5% of Concert Account expenditure, which is acceptable but less than the Trustees' objective to have a General Reserve balance equivalent to one year's such expenditure.

The Michael Hurd Fund for Young Musicians' income was £1,583, which included a retiring collection of £1,215 and Gift Aid of £304. Six awards were given, totalling £1,450. The fund's value increased by £133 to £10,280 at financial year end.

The charity's Balance Sheet at financial year end reduced by £894 (2%) to £43,143.



Registered charity no. 900489

---

## Future plans

### 2023 Autumn Workshop

Saturday 23 September Open choral workshop directed by Jeremy Backhouse at Petersfield Methodist Church: *The Bob Chilcott Songbook*

### 2024 Festival of Young Composers

Sunday 4 February Performance and adjudication day at The Studio, TPS

### 2024 Festival

Friday 15 March Encore Choirs with Legends (boy band tribute trio)  
Saturday 16 March Mozart: *Mass in C minor*. Festival Chorus with Fernhurst and Petersfield Choral Societies; Southern Pro Musica. Mozart: *Symphony no. 40*. Conductor: Paul Spicer  
Sunday 17 March Family Concert. Basingstoke Chamber Orchestra  
Monday 18 March Youth Concert  
Tuesday 19 March Lunchtime Concert. Rebecca McNaught (cello) and Mariia Liaskovets (violin), recipients of Michael Hurd Fund for Young Musicians awards  
Wednesday 20 March Youth Concert  
Wednesday 20 March Organ recital. Richard Pearce  
Thursday 21 March Petersfield Orchestra. Smetana: '*Blanik*' from *Má vlast*; Rachmaninov: *Piano Concerto no. 2*; Dvorak: *Symphony no. 8*. Conductor: Robin Browning  
Friday 22 March National Youth Jazz Orchestra Ensemble  
Saturday 23 March Dyson: *Hierusalem*; Rutter: *Magnificat*. Festival Chorus with Petersfield and Rogate Choral Societies; Nova Foresta Classical Players. Conductor: Paul Spicer

### Philip Young

Philip Young has said that he will be standing down as Musical Director and Trustee after the 2024 Festival. He has had a longstanding, distinguished and valuable association with the charity, including 40 years involvement with the Youth concerts. The Committee has an unenviable task of finding people to take on his myriad tasks, which it intends to do as part of its continued discussions on the charity's future strategy and plans.

---

## Responsibility of the Trustees

The Trustees are responsible for maintaining proper accounting records that disclose, with reasonable accuracy at any time, the financial position of the charity, and enable them to ensure that the accounts comply with the necessary regulation. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of error, fraud and other irregularities. The Trustees have followed guidance issued by the Charity Commission on recommended best practice for these records and procedures.



As required by the charity's Constitution, the Trustees have submitted the charity's accounts for independent examination to an examiner appointed by the Annual General Meeting who meets the qualification requirements of the Charity Commission.

---

## INCIDENTS AND RISK STATEMENT

When significant incidents arise that have involved or could involve such things as a significant loss of funds and/or significant risks to the Society's property, work, beneficiaries, or reputation then the Trustees are required to report them without delay to the Charity Commission for England and Wales.

The Trustees confirm that there have been no such incidents in the year under report that should have been brought to the Commission's attention.

This report was approved by the Trustees at a meeting on 5 July 2023.

A handwritten signature in black ink, appearing to be 'P. Buckley', is written over a light yellow rectangular background.

Signed ..... Pamela Buckley (Chairman)



Registered Charity No. 900489

## STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 May 2023

		<u>2023</u>			<u>2022</u>
		Unrestricted General Reserve	Restricted Michael Hurd Fund for Young Musicians	Total	Total
		£	£	£	£
	Notes				
<b>Income</b>					
Donations and legacies	20, 21	12,790	1,519	14,308	14,295
Charitable activities	22	32,449	-	32,449	26,470
Other trading activities	23	280	-	280	185
Investments	24, 25	498	64	562	160
Other	26	52	-	52	39
<b>Total Income</b>		<b>£46,068</b>	<b>£1,583</b>	<b>£47,651</b>	<b>£41,149</b>
<b>Expenditure</b>					
Raising funds	27	247	-	247	264
Charitable activities	28, 29	42,105	1,450	43,555	37,328
Other	30	4,743	-	4,743	2,650
<b>Total Expenditure</b>		<b>£47,095</b>	<b>£1,450</b>	<b>£48,545</b>	<b>£40,242</b>
<b>Net income (expenditure)</b>		<b>(£1,027)</b>	<b>£ 133</b>	<b>(£894)</b>	<b>£907</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>£0</b>
<b>Net movement in funds</b>		<b>(£1,027)</b>	<b>£ 133</b>	<b>(£894)</b>	<b>£907</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		£33,890	£10,147	£44,037	£43,130
<b>Total funds carried forward</b>		<b>£32,863</b>	<b>£10,280</b>	<b>£43,143</b>	<b>£44,037</b>

Notes 1 to 19 define the basis of preparation of the Accounts, the various funds and the accounting policies.

The Notes on pages 19 to 24 form part of these Accounts. Amounts are rounded to the nearest pound.



Registered Charity No. 900489

## CONCERT ACCOUNT for the year ended 31 May 2023

		<u>2023</u>	<u>2022</u>
		£	£
	Notes		
<b>INCOME</b>			
<b>Festival</b>			
Ticket sales		21,556	19,212
Donations to Festival via retiring collections		559	757
Programme sales		1,138	840
Programme advertisements	31	1,380	1,360
Choir member subscriptions		3,388	3,232
Hampshire CC members' (councillors') grants	32	1,000	1,000
Grants & sponsorship for specific concerts		875	-
Piano hire & tuning		-	-
Bar sales	33	2,337	-
Ice cream sales		615	363
Sundry income		22	7
<b>Choral Workshop</b>		2,035	1,463
		<u>£34,905</u>	<u>£28,234</u>
<b>EXPENDITURE</b>			
<b>Festival</b>			
Venue hire		5,877	5,779
Conductor's fees and expenses		4,890	4,810
Rehearsal accompanists		720	740
Orchestra & musician fees		13,070	10,860
Soloists fees & expenses		2,823	2,460
Celebrity and other artistes' fees & expenses		4,540	4,240
Music purchase/hire/printing		950	481
Instrument hire		-	50
Performing Rights Society licence fees		549	446
Lighting & audio expenses		324	-
Programme and insert printing		1,288	737
Advertising & publicity	34	1,588	1,149
First Aid		-	163
Piano tuning and maintenance		195	240
Bar costs	33	1,653	-
Ice cream costs		505	311
Other direct concert costs	35	367	371
Sundry expenses	36	728	-
<b>Choral Workshop</b>		2,037	1,593
		<u>£42,103</u>	<u>£34,431</u>
<b>Concert Account surplus (deficit) for the year</b>		<b>(£7,198)</b>	<b>(£6,197)</b>

The Notes on pages 19 to 24 form part of these Accounts. Amounts are rounded to the nearest pound.



Registered Charity No. 900489

## GENERAL ACCOUNT for the year ended 31 May 2023

		<u>2023</u>	<u>2022</u>
		£	£
	Notes		
<b>INCOME</b>			
<b>Grants and sponsorship</b>			
Petersfield Town Council		1,000	1,000
East Hampshire District Council		4,000	4,000
Other grants, donations & sponsorship	37	1,068	1,686
		<u>£6,068</u>	<u>£6,686</u>
<b>Friends' and other donations</b>			
Friends' donations		3,087	2,735
JustGiving & AmazonSmile donations	38	18	129
		<u>£3,106</u>	<u>£2,864</u>
<b>Other income</b>			
Gift Aid recovered		832	891
Petersfield Lions Club donation re bar	39	250	-
Sheet WI donation re tea & coffee		100	75
Mayor's Market stalls		280	185
Bank interest		498	159
Sundry income		30	32
		<u>£1,989</u>	<u>£1,341</u>
<b>Total income</b>		<b>£11,163</b>	<b>£10,891</b>
<b>EXPENDITURE</b>			
<b>Festival</b>			
Making Music & other subscriptions	40	385	148
Independent Examiner's fees	41	960	780
Insurance		143	95
Committee and AGM expenses		148	69
Office costs		148	131
Website	42	2,777	96
Friends & other discounts		247	264
Bank charges	43	116	52
Sundry expenses		67	1,279
		<u>£4,990</u>	<u>£2,914</u>
<b>Michael Hurd Fund for Young Musicians</b>			
Operating costs	44	2	1,255
		<u>£2</u>	<u>£1,255</u>
<b>Total expenditure</b>		<b>£4,992</b>	<b>£4,168</b>
<b>General Account surplus (deficit) for the year</b>		<b>£6,171</b>	<b>£6,723</b>

The Notes on pages 19 to 24 form part of these Accounts. Amounts are rounded to the nearest pound.





Registered Charity No. 900489

## BALANCE SHEET at 31 May 2023

		31 May 2023		31 May 2022	
		£	£	£	£
	Notes				
<b>Fixed Assets</b>					
Bluthner grand piano	47		1,000		1,000
			<u>£1,000</u>		<u>£1,000</u>
<b>Current Assets</b>					
HSBC Bank - current account		11,993		13,187	
HSBC Bank - Money Manager re Michael Hurd Fund		9,976		10,023	
United Trust Bank - Charity 100-day notice account		20,000		20,000	
Total cash at bank		<u>£41,969</u>		<u>£43,209</u>	
Sundry debtors	48	1,528		1,115	
Advance payments made	49	296		58	
<b>Total Current Assets</b>	50	<u>£43,794</u>		<u>£44,382</u>	
<b>Current Liabilities (due within one year)</b>					
Sundry creditors	51	1,544		786	
Advance payments received	52	108		559	
<b>Total Current Liabilities</b>		<u>£1,652</u>		<u>£1,345</u>	
<b>NET CURRENT ASSETS</b>			<u>£42,143</u>		<u>£43,037</u>
<b>TOTAL ASSETS</b>			<u><u>£43,143</u></u>		<u><u>£44,037</u></u>
<b>REPRESENTED BY</b>					
<b>General Reserve (Unrestricted)</b>					
Balance brought forward		33,890		32,568	
Concert Account surplus (deficit) for the year		(7,198)		(6,197)	
General Account surplus (deficit) for the year		6,171		6,723	
Transfer from Festival Hall Reserve		-		796	
Balance carried forward		<u>£32,863</u>		<u>£33,890</u>	
<b>Festival Hall Reserve (Designated Unrestricted)</b>			-		-
<b>Michael Hurd Fund for Young Musicians (Restricted)</b>			£10,280		£10,147
<b>TOTAL FUNDS</b>			<u><u>£43,143</u></u>		<u><u>£44,037</u></u>

The Accounts for the year ended 31 May 2023 and the Balance Sheet at 31 May 2023 were approved by the Trustees at a meeting on 5th July 2023 and signed by

**Pam Buckley, Chairman**

**Rob Walker, Treasurer**

The Notes on pages 19 to 24 form part of these Accounts. Amounts are rounded to the nearest pound.



Registered Charity No. 900489

## MOVEMENTS IN RESERVES for the year ended 31 May 2023

		31 May 2023	31 May 2022
		£	£
	Notes		
<b>Festival Hall Reserve</b>			
Opening balance		-	796
Transfer to General Reserve		-	(796)
Balance carried forward		<u>£0</u>	<u>£0</u>
<b>Michael Hurd Fund for Young Musicians</b>			
Opening balance		10,147	9,766
Retiring collections	53	1,215	498
Bequests and donations		-	1,400
Bank interest		64	2
Gift Aid recovered		304	125
(less) Awards	54	(1,450)	(1,268)
(less) Young Composers' prizes		-	(375)
Balance carried forward		<u>£10,280</u>	<u>£10,147</u>

The Michael Hurd Fund for Young Musicians does not have any liabilities.

Amounts are rounded to the nearest pound.



Registered Charity No. 900489

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MAY 2023

### Basis of Preparation

1. These accounts have been prepared on a going concern basis under the historical cost convention, with items recognised at cost or transaction value unless otherwise stated in the notes below.
2. The accounts have been prepared in accordance with:
  - a) *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 (FRS 102)*; and
  - b) *Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102)*; and
  - c) *The Charities Act 2011*.
3. Petersfield Musical Festival constitutes a public benefit charity as defined by FRS 102.
4. There have been no changes to the charity's accounting policies in the reporting period, and no material prior year errors have been identified.
5. No accounting estimates have been made in either this reporting period or the previous reporting period.
6. The accounts are presented in sterling, which is the functional currency of the charity, and amounts are rounded to the nearest pound.

### Funds

7. The General Reserve is an unrestricted fund that is available for use at Trustees' discretion in furtherance of the charity's objectives. This fund is used for income and expenditure transactions that support the charity's operations. The Trustees' objective is that the balance in this fund at the end of a financial year should be equivalent to one year's Concert Account expenditure, thus helping to prove that the charity is a going concern.
8. The Michael Hurd Fund for Young Musicians, the renamed Michael Hurd Memorial Fund, is a restricted fund whose objective is to encourage young people of 25 years of age and under within the broad catchment area of the Petersfield Musical Festival to create and perform music of all kinds. It provides grants to individuals and groups and organises events where prizes may be awarded to young composers, singers and instrumentalists.
9. The Trustees have decided that the operating costs of the Michael Hurd Fund for Young Musicians during the reporting period shall be borne by the General Reserve.



Registered Charity No. 900489

### **Accounting Policies**

10. Income is recognised when the charity becomes entitled to the resources, it is probable that the Trustees will receive the resources, and the monetary value can be measured reliably. The charity's accounting records show the date that each income amount is received.
11. Grants, sponsorships, donations, bequests and legacies are only included as income when the monies have been received.
12. Gift Aid is included as income when there is a valid Gift Aid Declaration from the donor and when a Gift Aid claim has been made to HM Revenue & Customs. Any Gift Aid amount recovered on a donation is considered part of the original gift; it is treated as an addition to the same fund as the initial donation unless the donor has specified otherwise.
13. Donated goods are recognised as income when the goods are sold and the money has been credited to the charity.
14. The charity is run by its Trustees and by other unpaid volunteers and it has no employees. The value of the voluntary work performed is not shown as income in the accounts.
15. Expenditure is recognised when there is an obligation that commits the charity to make a payment and the monetary value of this payment can be measured reliably. The charity's accounting records show the date that each payment is made.
16. Liabilities are recognised when there is an obligation that commits the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.
17. Debtors and creditors are valued and measured at the actual settlement amounts to be received or paid.
18. Fixed assets are capitalised if they can be used for more than one year and they cost at least £250. They are valued at cost and are depreciated on a straight-line basis over three years.
19. There has been no offsetting of assets and liabilities or income and expenses in this reporting period.

### **Statement of Financial Activities**

20. The General Reserve's income from donations and legacies is the sum of:
  - a) Concert Account income: Donations to Festival via retiring collections.
  - b) Concert Account income: Hampshire County Council members' (councillors') grants
  - c) Concert Account income: Grants & sponsorship for specific concerts.
  - d) General Account income: Grants and sponsorship.
  - e) General Account income: Friends' and other donations.
  - f) General Account income: Gift Aid recovered, Petersfield Lions Club donation re bar, and Sheet WI donation re tea & coffee.



Registered Charity No. 900489

21. The Michael Hurd Fund for Young Musicians' income from donations and legacies is the sum of the fund's income from Retiring collections, Bequests and donations and Gift Aid recovered.
22. The General Reserve's income from charitable activities is the sum of all the income from the Concert Account except for Donations to Festival via retiring collections, Hampshire County Council members' (councillors') grants, Grants & sponsorship for specific concerts, and Sundry income.
23. The General Reserve's income from other trading activities is the General Account income from Mayor's Market stalls.
24. The General Reserve's income from investments derives from the bank interest on the charity's 100-day notice [savings] account with United Trust Bank, which is shown as Bank interest in the General Account.
25. The Michael Hurd Fund for Young Musicians' income from investments derives from the bank interest on the fund's Money Manager account with HSBC Bank, which is shown as the fund's Bank interest.
26. The General Reserve's other income is the sum of the Concert Account's [Festival] Sundry income and the General Account's Sundry income.
27. The General Reserve's expenditure on raising funds is the General Account's expenditure on Friends & other discounts.
28. The General Reserve's expenditure on charitable activities is the sum of [all] the expenditure in the Concert Account and the General Account's Michael Hurd Fund for Young Musicians' Operating costs.
29. The Michael Hurd Fund for Young Musicians' expenditure on charitable activities is the sum of the fund's Awards and Young Composers' prizes.
30. The General Reserve's other expenditure is all the General Account's Festival expenditure except for Friends & other discounts.

#### **Concert Account**

31. Income from Programme advertisements includes £100 from an organisation that paid to advertise in Festival's publicity leaflets.
32. To meet the grants' terms and conditions, income from Hampshire County Council members' (councillors') grants is shown in the Concert Account and not the General Account.
33. The charity managed the 2023 Festival's bar in Petersfield Festival Hall's Rose Room, and Petersfield Lions Club provided volunteers to staff the bar. Income from Bar sales and expenditure on Bar costs both relate to this; the Bar costs expenditure includes a £683.50 payment to Petersfield Lions Club as its agreed 50% share of the net surplus on the bar.
34. Advertising & publicity expenditure includes the cost of publicity leaflets, posters, banners and the new front boards for the Festival; advertisements in newspapers and in the programmes for Petersfield-based theatre productions; and the Hampshire County Council licence for hanging Festival banners around Petersfield.



Registered Charity No. 900489

35. Other direct concert costs include the Festival conductor's fees and the venue hire charges for the conductors' briefing, postage and stationery costs, and the fees charged by PayPal (for Zettle transactions) and One Tree Books, (for payment card transactions).
36. Sundry expenses include £35 on a second Zettle card reader; the £390 cost of additional brackets/spacing blocks for the staging in Petersfield Festival Hall; the £216 cost of the new logos for the front boards; and £70 spent on lunches and refreshments for Festival musicians. The brackets/spacing blocks are not considered to be fixed assets as per note 18.

### **General Account**

37. Income from Other grants, donations & sponsorship consists of £1,000 via the UK Online Giving Foundation (Benevity) and eight donations from individuals.
38. Income from JustGiving & AmazonSmile donations consists of two donations from AmazonSmile, including a final donation on termination of the scheme.
39. Income from Petersfield Lions Club donation re bar relates to the 2022 Festival.
40. Expenditure on Making Music & other subscriptions relates to the annual membership fees for Making Music, the Hampshire Library Service and Music in Portsmouth.
41. Expenditure on Independent Examiner's fees is a provision for the fees of A J Bennewith & Co for examining the financial year's accounts.
42. Expenditure on the Website consists of Zen Internet's net charges for the domain name and hosting services, plus Agent 8 Design Ltd.'s fees for re-designing the website (£2,400); migrating the website to Layershift and optimising the new website (£240); and hosting and maintenance services re the new website (£70).
43. Expenditure on Bank charges consists of HSBC's charges on the charity's current account.
44. Expenditure on the Operating costs of the Michael Hurd Fund for Young Musicians consists of HSBC's bank charges on the fund's Money Manager savings account.

### **Concert and General Accounts**

45. Concert and General Account expenditure includes a total of £940.20 [2022: £1,221.34] paid to 6 Trustees [2022: 5] to reimburse them for postage (£175.21), stationery (£33.79), printing and publicity (£229.29), music hire/purchase (£201.30) and other (£300.61) expenses and fees. Other expenses and fees consist of:
  - a. £34.80 paid to Tony Newberry to reimburse him for the cost of purchasing a second Zettle card reader.
  - b. £40 paid to Geoff Culbertson re the Hampshire County Council licence to allow the Festival's banners to be hung around Petersfield.
  - c. £89 paid to Philip Young re the paint for the new front boards for the Festival Hall.



Registered Charity No. 900489

- d. £30.90 paid to Tony Newberry re the chocolates he bought as a thank-you gift to One Tree Books.
- e. £69.93 paid to Sheila Rowe re her expenditure on lunches and refreshments for Festival musicians.
- f. £35.98 paid to Philip Young re the thank-you presents he bought for Piers Burton-Page and Rachel Newberry.

46. There have been no related party transactions in the reporting period that require disclosure.

### **Balance Sheet**

- 47. The value shown for the Bluthner grand piano is the residual, nominal, value of the asset.
- 48. Sundry debtors are £1,135 owed by HM Revenues and Customs re Gift Aid; £352 owed by United Trust Bank re interest on the charity's 100-day notice savings account; and £41 owed by Zen Internet re a refund on cancelled website hosting services.
- 49. Advanced payments made consist of the £23 fee for hiring St. Peter's Church hall for the Trustees meeting on 5<sup>th</sup> July 2023; £173 paid to Petaprint for printing leaflets on the choral workshop in September 2023 and the 2024 Festival; and £100 paid to Agent8 for website hosting services until 31<sup>st</sup> March 2024.
- 50. All current assets are cash amounts held or due. Cash at bank is not at risk as it is held with banks that are members of the Financial Services Compensation Scheme.
- 51. Sundry creditors consist of £960 owed to A J Bennewith & Co. re their independent examination of the accounts for the year ended 31<sup>st</sup> May 2023; £553 owed to Petersfield Town Council and PRS for Music re the PRS licence fees for the 2023 Festival; £26 owed to Agent8 re website maintenance; and £5 owed to HSBC re bank charges on the charity's current account.
- 52. Advanced payments received are participation fees for the choral workshop in September 2023.

### **Michael Hurd Fund for Young Musicians**

- 53. The Retiring collections amount consists of cash and contactless card payment donations at and after the concert at St. Peter's Church, Petersfield, on Tuesday 21<sup>st</sup> March 2023.
- 54. The awards given by the Michael Hurd Fund for Young Musicians, all of which were given to individuals, were fully compatible with the fund's objectives. The awards were:
  - a. £250 to a young double bassist towards the costs associated with National Youth Orchestra courses.
  - b. £250 to a young Ukrainian musician for assistance towards the cost of a HCYO Bryanston residential course.
  - c. £250 to a young violinist for assistance towards the cost of a HCYO Bryanston residential course.
  - d. £200 to a young musician to pay for a bass guitar through her school's assisted instrument purchase scheme.



Registered Charity No. 900489

- e. £250 to a young violinist towards the substantial cost of a better violin.
- f. £250 to a young singer re attending the tuition fees for a course at the Saluzzo Opera Academy.

The fund's operating costs are shown in the General Account.

#### **Miscellaneous**

- 55. No events have occurred after the end of the reporting period.



**Independent Examiner's Report to the Trustees of  
Petersfield Musical Festival**

**Independent examiner's report to the trustees of Petersfield Musical Festival**

I report to the Charity trustees on my examination of the accounts of Petersfield Musical Festival (the Charity) for the year ended 31 May 2023.

**Responsibilities and basis of report**

As the charity trustees of the Charity 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 Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 Charity 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.



A J Bennewith FCA, FCPA, FFA, FFTA,  
FIPA, DChA, FRSA  
3 Wey Court  
Mary Road  
Guildford  
Surrey  
GU1 4QU

Dated: 26 July 2023