



Reading Male Voice Choir

Registered Charity No 294105

Annual Report and Accounts 2016

As required by the Charities Regulations
For the year ending 31 May

REFERENCE AND ADMINISTRATIVE INFORMATION

Correspondence Addresses

Hon Secretary
5 Melrose Avenue
Reading
RG6 7BN

Hon Treasurer
Claddagh
The Hatch
Burghfield
Reading
RG30 3TH

Charity Trustees and Committee Members for 2015/16:

Chairman	Steve Richardson
Deputy Chairman	John Clarke
Secretary	John Painter
Treasurer	John Kay
Section Leaders	David Paine Ray Sansum Geoff Gale Alan Broodbank

Choir Officers for 2015/16:

Concert Secretary	Nigel Shaw
Equipment & Transport	Vacant
Librarian	David Wright
Publicity Officers	Andrew Evans, Gary Jones
Wardrobe Master	Robin John
Musical Director	Clive Waterman
<i>Deputy Musical Director</i>	<i>Lucy Joy Morris</i>

Bank:

National Westminster Bank Plc
Caversham, Berks Branch
PO Box 2378
7 Bridge Street
Caversham
Reading
RG4 8FE

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Choir's Constitution was adopted in September 1972 and amended at various times, the latest being July 2010.

The organisation and administration of the Choir are the responsibility of a Committee elected by the members at the Annual General Meeting held in July each year. The Committee members are the Trustees of the Choir as a charity.

OBJECTIVES AND ACTIVITIES

The objects of the Choir shall be to promote, improve, develop and maintain public education in and appreciation of male choral singing by the presentation of concerts mainly in aid of charities.

The Choir rehearses weekly and presents a concert about once each month, usually in conjunction with a charity. The host charity is responsible for booking an appropriate venue (with the advice and approval of the Choir) and for selling tickets and programmes. The host charity retains the concert receipts, making an agreed contribution towards the Choir's expenses. About once each year the Choir organises a concert on its own behalf. The Choir also takes part from time to time in choral festivals, competitions and exchanges with other choirs, in the United Kingdom and abroad. The Choir has made a number of recordings and sells CDs, mainly at its concerts.

ACHIEVEMENTS AND PERFORMANCE

A full concert programme during the year to 31 May 2016 included:

2015

6 June	*URC Henley
27/28 June	*Dartington, Devon
17 October	*Burghfield Church, Burghfield
21 November	*St Mary Magdalen, Taunton, Somerset
5 December	Trinity Church, Lower Earley
13 December	*Christ Church, Woodley

2016

23 January	*All Saints, Marlow
20 February	*St James', Reading
5 March	*St Michael's, Warfield
23 April	*Greyfriars Church, Reading
7 May	*St Andrew's Church, Caversham

The concerts marked * were given in aid of the host charities. The Choir keeps no formal record of the amounts raised by the charities which host its concerts. However, we are advised that the Choir's performances have contributed to an estimated £10,184 raised for the various charities.

The Choir also participated in the Mayor of Reading's Choir Competition at the Hexagon Theatre, Reading, reaching the Final.

Social events included a Christmas dinner, a Celebration Lunch for Gwyn Arch and evening event with the Spiritual Singers.

Reading Male Voice Choir
Independent Examiner's Report to the Trustees

I report on the accounts of the Charity for the year ended 31 May 2016, which are set out on pages 5 to 7 attached.

Respective responsibilities of trustees and examiners

The Charity's trustees are responsible for preparation of the accounts. The trustees consider that an audit is not required under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners under Section 145(5)(b) of the 2011 Act;
- State whether any 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 Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of accounts presented with those records. It also includes a comparison of any unusual items or disclosures in those accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an opinion on the view given by the accounts, and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

1. Which gives me reasonable cause to believe that in any material respect the requirements (a) to keep proper accounting records in accordance with section 130 of the 2011 Act, and (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act, have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

 FCA

Alan J Harland FCA
Chartered Accountant
Accounting and Advisory Services

24 June 2016

380 Wokingham Road
Earley
Reading
RG6 7HX

FINANCIAL REVIEW

On 31 January 2002 the Committee adopted the following policy on reserves:

We need to secure the viability of the Choir beyond the immediate future. To provide reliable services in accordance with our objectives, we must be able to absorb setbacks and to take advantage of change and opportunity. Our main need is for working capital to balance our cash flow within the year, particularly from the end of our accounting year (31 May) to October, when membership subscriptions are due for the new season. Experience suggests that the appropriate level of reserves is £5000 (at 2002 prices).

There were no material changes in the Choir's policy in the year under review.

The Choir members are all unpaid volunteers and derive no financial benefit from membership. Choir members pay a subscription set at the Annual General Meeting. At the AGM on 11 July 2015, the renewal subscription for 2015/16 was set at £108 (£72 for concessions). From 1 September 2011 new guidance applied to our claims for the refund of tax under Gift Aid. We calculate that £15 of the subscription is for tuition. Only the balance (£93 or £57) qualifies for Gift Aid. Choir members also contribute to the cost of concert tours and of uniform.

The Choir's income for the year was £33,128, its expenditure £29,787. The Choir began its financial year with total funds of £8,990 and ended with £12,332, an increase of £3,342. Details are in the attached balance sheet and income and expenditure account.

The Choir records it's thanks to Alan Harland FCA, who has kindly agreed to act as Honorary Independent Examiner for the Choir again this year. (Independent examination, rather than audit, is the normal procedure for charities of our size.)

READING MALE VOICE CHOIR

BALANCE SHEET as at 31 May

2015 £		Notes 1,2	2015 £
	FIXED ASSETS	3	
10.00	Roland stage piano (nominal value) (Original cost £2128, accumulated depreciation £2118)		10.00
3.00	Stands (nominal value) (Original cost £3233, accumulated depreciation £3230)		3.00
5.00	CD recording system (nominal value) (Original cost £1245, accumulated depreciation £1240)		5.00
18.00	Sub-total: Fixed Assets		18.00
2,687.40	Debtors and prepayments	4	6,057.54
9,205.84	NatWest current account		14,111.17
228.07	NatWest Reserve		228.19
0.00	Cash and cheques		0.00
	CURRENT LIABILITIES		
<u>-3,149.00</u>	Creditors and deferred income	5	<u>-8,083.00</u>
8,972.31	Sub-total: Net Current Assets		12,313.90
<u>8,990.31</u>	NET ASSETS		<u>12,331.90</u>

For Notes please see below.

John Kay
Hon Treasurer
3rd June 2016

READING MALE VOICE CHOIR

INCOME AND EXPENDITURE ACCOUNT to 31 May

2015 £		Notes 6	2016 £
	FUNDS GENERATED		
6,291.00	Members' subscriptions	7	6,890.00
1,147.50	Members' tuition fees	8	1,185.00
1,372.00	Tax refunds on Gift Aid		1,374.10
1,406.76	Weekly choir raffle		1,473.60
0.00	Sponsorship		0.00
<u>151.04</u>	Donations, legacies		<u>383.55</u>
10,368.30	Sub-total FUNDS GENERATED		11,306.25
	CHOIR ACTIVITIES		
2,350.00	Concert fees		2,311.00
14.00	Sales: concert tickets		4,134.00
223.40	Sales: programmes		248.60
1,190.00	Sales: CDs, tapes		514.00
0.00	Concert tours and events		5,415.50
2,796.25	Social events		9,048.80
<u>0.00</u>	Refreshments (net)		<u>0.00</u>
6,573.65	Sub-total CHOIR ACTIVITIES		21,671.90
	OTHER INCOME		
0.13	Bank &c interest		0.12
741.00	Contributions: uniform		150.00
<u>81.20</u>	Sundry income		<u>0.00</u>
822.33	Sub-total OTHER INCOME		150.12
<u>17,764.28</u>	TOTAL INCOME		<u>33,128.27</u>
	COSTS OF FUNDRAISING		
<u>-180.50</u>	Fundraising, publicity		<u>-434.08</u>
	COSTS OF CHOIR ACTIVITIES		
-100.00	Concert expenses		-2,085.36
-302.58	Producing programmes		-147.79
-468.00	Travel, accommodation	9	-4,922.75
-411.00	Recordings		-0.00
<u>-3,014.25</u>	Social events		<u>-10,052.40</u>
-4,295.83	Sub-total COSTS OF CHOIR ACTIVITIES		-17,208.30
	SUPPORT COSTS		
-6,710.00	Musical Directors		-6,695.00
-3,154.00	Hire of rehearsal hall		-2,769.00
-784.60	Music	10	-725.33
-1,742.10	Uniform		-250.00
-1,055.69	Equipment, transport		-927.96
<u>-0.00</u>	Depreciation		<u>-0.00</u>
-13,446.39	Sub-total SUPPORT COSTS		-11,367.29
	MANAGEMENT AND ADMINISTRATION		
-0.00	Administration		-0.00
-399.61	Trustees' expenses	11	-251.85
-164.43	Insurance		-158.60
<u>-320.25</u>	Sundry expenses	11	<u>-366.56</u>
-884.29	Sub-total MANAGEMENT/ADMINISTRATION		-777.01
<u>-18,807.01</u>	TOTAL EXPENDITURE		<u>-29,786.68</u>
-1,042.73	NET INCOME FOR THE YEAR		3,341.59
10,033.04	BALANCE BROUGHT FORWARD from 2014/15		8,990.31
<u>8,990.31</u>	BALANCE CARRIED FORWARD to 2016/17		<u>12,331.90</u>

NOTES TO THE ACCOUNTS OF THE READING MALE VOICE CHOIR

- 1 These accounts are prepared in accordance with the Statement of Recommended Practice (SORP 2015), and on the accruals basis: incoming resources are recorded when receivable and expenditure is recorded when it is incurred, not as money is received or paid, and dealt with in the Income and Expenditure Account of the period to which they relate.
- 2 The funds of the Choir are unrestricted: expendable at the discretion of the trustees in furtherance of the objects of the Choir.
- 3 The Choir has funded its fixed assets from income. The assets have been depreciated to nominal values.
- 4 At the close of the financial year the Choir was owed £1,372.00 claimed in Gift Aid and had made prepayments of £4,436 for the Choir's visit to Alsace in September, 2016 and had paid a £250 deposit for 2016 Christmas Dinner.
- 5 At the close of the financial year the Choir owed £792.00 for the hire of the rehearsal hall at Hawkedon Primary School; £120 for the hire of Trinity Church in December 2015 and £65 for the hire of the hall for rehearsal in May 2016. The Choir had also received £7,106 in advance payments from members for the trip to Alsace in September, 2016
- 6 Details of income and expenditure are shown in the above Income and Expenditure Account. So far as possible income and expenditure are analysed according to guidance by the Charity Commission (revised in SORP 2015).
- 7 68 Choir members paid the full subscription and tuition fee (£108). 7 members paid the concessionary rate (£72). 2 members paid 2014/5 subs arrears (£142); 2 members part paid (£47 & £21) due to long term absence/agreed with section leaders and 1 member paid twice (overpaid £108 - this latter instance will be adjusted in next year's accounts)
- 8 The part of members' subscriptions relating to tuition was identified separately from 1 September 2011 following new guidance on Gift Aid
- 9 Travel and accommodation expenditure includes the coach and accommodation at Dartington in June 2015 (£1,500 and £2,336 respectively) plus the Secretary's reconnaissance trip (£127), and the coach to Taunton in November 2015 (£860) plus the Secretary's reconnaissance trip (£99.60)
- 10 £292 was paid to Gwyn Arch, The Choir's President, for arranging and copying music. (This is noted as a 'related party transaction' in accordance with SORP 2015.)
- 11 Payments were made to 4 members of the Committee in reimbursement of expenses incurred on travel, postage and stationery, telephone calls, photocopying, and sundries. The Choir spent £169 on Long Service Awards in June 2015

FINANCIAL PROJECTIONS FOR THE LONGER TERM

The AGM in July 2015 considered a budget for the year to May 2016 and projections to 2017:

Year to 31 May:	2011 Actual £	2012 Actual £	2013 Actual £	2014 Actual £	2015 Actual £	2016 Budget £	<i>2017 Possible £</i>
Discretionary funds at 1 June	8141	1849	2877	1190	2378	2000	-331
CORE INCOME/EXPENDITURE							
Funds Generated	9129	9532	9941	9601	10217	10643	10862
Support Costs	-9631	-9618	-10614	-9875	-10648	-10811	-11176
Management, Administration	-404	-413	-339	-347	-564	-470	-484
NET CORE INCOME	-907	-500	-1012	-621	-995	-638	-798
NON-CORE INCOME/EXPENDITURE							
Funds Generated	176	796	30	728	151	100	100
Income from Choir Activities	24831	20042	39387	14930	6574	13500	15050
Other Income	817	511	282	337	822	327	327
Subtotal NON-CORE INCOME	25824	21350	39699	15996	7547	13927	15477
Costs of Generating Funds	-2256	-664	-1144	-802	-181	-811	-811
Costs of Choir Activities	-25275	-14630	-35965	-10479	-4296	-11650	-12250
Support Costs	-2457	-3876	-2695	-1454	-2798	-2780	-2780
Management, Administration	-1021	-352	-446	-538	-320	-250	-250
Subtotal NON-CORE EXPENDITURE	-31009	-19522	-40250	-13273	-7595	-15491	-16091
NET NON-CORE INCOME	-5185	+1828	-552	+2722	+48	-1564	-614
TOTAL ALL INCOME	34952	30882	49640	25596	17764	24575	26339
TOTAL ALL EXPENDITURE	-41044	-29554	-51204	-23494	-18807	26772	27751
NET ALL INCOME	-6092	+1328	-1564	+2102	-1043	-2197	-1412

Notes:

Core funds are subscriptions, tuition fees, tax refunds, weekly raffle

Core support costs are MDs' honoraria, hire of rehearsal hall, music

Core management/administration includes Trustees' expenses, insurance

The outturn for the year to 31 May 2016 was that income exceeded expenditure by £3,342. This compares with the projection at the 2015 AGM that expenditure would exceed income by £2,197.

The main variances were:

- Trinity Concert delivered £2,111 net profit – not budgeted
- Spiritual Singers weekend was budgeted at net cost of £500 but delivered £564 net profit due to better than expected ticket sales and profit from the social evening (mainly the bar takings)
- Uniform costs were budgeted at £900 net but we only spent £100 net – delivers £800 better than budget
- Income from subscriptions and donations were £475 better than budget
- We budgeted £500 net costs from recordings which wasn't spent
- Rehearsal Hall costs were £381 under budget