**ANNUAL REPORT AND STATEMENT OF FINANCIAL ACTIVITIES**

For the year ended 31 July 2020

**THE READING BACH CHOIR**

Registered Charity: 286414

# ADMINISTRATIVE DETAILS

The Reading Bach Choir is registered with the Charities Commission (No. 486414)

## Contact Address:

c/o 2 Hawthorne Road

Caversham

Reading

RG4 6LY

## Trustees:

Mrs A Ware Chair (Appointed at AGM 3 December 2019)

Mrs A Ware Chair

Mrs C Carr Secretary

Mrs BA Trubee Treasurer

Mrs G Ruddle Concert Manager

Mr MP Sutton Chair (Retired at AGM 3 December 2019)

## Other Committee Members:

Mr B McGee

Dr J Mitchley

Mr C Nelson

Mrs D Rowbottom (appointed at AGM 3 December 2019)

Ms E Griffiths (appointed at AGM 3 December 2019)

Mrs K Nightingale (retired at AGM 3 December 2019)

The constitution requires 1/3 of the Committee/Trustees to retire by rotation each year and seek reappointment at the Annual General Meeting. The members retiring by rotation were Mrs C Carr and Mrs K Nightingale, with Mrs C Carr being reappointed, and Mrs K Nightingale did not see reappointment.

# OBJECTIVES AND MODE OF OPERATION

The objectives of the charity are the study and performance of choral works in order to promote and develop public appreciation of such works by means of public performance and other appropriate activities. There are three levels of membership: singing; non-singing; and honorary. Singing membership is open to anyone who can demonstrate an appropriate singing and musical ability. There are no such requirements for non-singing membership. Honorary members are appointed by the Trustees in recognition for outstanding contribution and service to the choir.

To meet the objectives, members study a range of choral music at weekly rehearsals under the direction of a professional music director and a professional accompanist. An important part of each rehearsal is the development of vocal technique and musical interpretation. The works studied are performed at concerts held during the year where the choir performs with professional musicians and achieves a very high standard of performance. A wide range of music from different periods and in different styles, which includes familiar, lesser known and unknown works, is incorporated into the programme.

Due to the costs of funding large scale concerts, the programmes are planned so generally one concert a year is performed with a professional orchestra and soloists, with the remaining concerts being performed acapella or with smaller or solo forces.

The choir continues to receive no grant from any public bodies.

Virtually all the choir's income is dedicated to supporting the objectives, with only £1,027 (2019 £835) of expenditure related to insurance and administrative costs and the choir’s website.

General Reserves and Trust Fund

The Committee considers that it is necessary to hold reserves to provide a level of financial certainty between the time when the season's programme is planned and financial commitments made, and the actual performance that generates income. By considering the planned expenditure against the anticipated income and assessing the associated risks of such, the Committee considers that minimum operating reserves of £10,000 are required.

# Review of Activities

As with all organisations of this type it is the many contributions made by individual members and supporters to the running of the organisation that make a significant contribution to its success. Reading Bach Choir is very fortunate that this involves such a high proportion of the membership.

The relationship with Launchpad (a Reading based charity for the homeless) where the choir sing to support their fund-raising activities continued in 2019/20. In return for the support, the Choir are paid an annual fee. The choir also has a relationship with Singing for the Brain in Emmer Green, providing both leaders and helpers for the group as well as financial support as needed for purchasing percussion/instruments.

The choir held a well-attended, and successful workshop on the Rachmaninov Vespers in September, as well the Brahms Requiem at Greyfriars Church in November and a Bach and Buxtehude concert at St Lawrence’s Church in February.

# COVID-19

A key feature of the year 2019/20 has been the disruption caused by the COVID 19 pandemic. The choir has held Zoom sessions on Tuesday evenings to replace the normal choir rehearsals. These sessions have included a mixture of singing, and talks by choir members on music and other subjects.

The lockdown required concerts planned for the spring and summer to be cancelled, including a much anticipated joint concert planned with our MD David Young’s choir based in Cardiff.

The choir anticipates no concerts before Christmas 2020, but is hopeful that, if infection rates and government guidelines permit, we will be able to hold a concert late in the 20/21 season.

Early in lockdown the choir reviewed its finances and committed to continuing to pay its professionals through to December 2020, recognising that it would be necessary to review the situation early in 2020/21, depending on developments and discussions with the members.

# Financial Review

### Concerts

The first of the two concerts held included an orchestra for the Brahms Requiem and consequently made a loss of £3,278 in spite of good ticket sales. The second concert made a surplus of £614 after covering the costs of organ hire and organist in addition to venue, MD, publicity and printing costs.

### Subscriptions

Subscription fees for members for the year were kept at £210, these usually cover rehearsal costs (venue, musical director and assistant musical director) without additional fundraising other than the weekly refreshments income and the gift aid reclaimable on subscriptions and donations. The situation in the pandemic has reduced income from weekly refreshments, and subscriptions (and consequently the gift aid claim) are slightly lower following the departure of a small number of choir members. This has resulted in a loss of £1,408 on rehearsals.

### Fundraising

In spite of the pandemic it has been a reasonably successful year for fundraising by the choir. The most significant activity was the workshop held in September which raised £585 surplus and was well attended. Christmas was also a key period with the choir received Launchpad fees, and sang carols for Sonning Golf Clubs as well as our usual Christmas Quiz. The choir held its usual weekly raffle while rehearsals continued and had a table sale shortly before the February concert. Activity on Amazon Smile and Easy Fundraising also raised a combined total of £251.

### Overall

Given the pandemic and the choir’s commitment to paying its professional MD and Assistant MD the loss for the year of £3,572 is not unexpected. The choir’s reserves continue to be above the minimum the committee feel necessary and the choir is confident it can continue to promote music for the next year.

On behalf of the Committee:

A Ware

Chair

# Independent Examiner's Report to the Trustees of the Reading Bach Choir

I report on the accounts of The Reading Bach Choir for the year ended 31st July 2020, which are set out on pages 6 to 10.

**Respective responsibilities of the trustees and examiner**

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. 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 Commission (under section 145(5)(b) of the 2011 Act); and state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent 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:

to keep accounting records in accordance with section 130 of the 2011 Act; and

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 understanding of the accounts to be reached.

........................................ Dated:

John Turner

Chartered Accountant

400 Thames Valley Park Drive

Thames Valley Park

Reading

RG6 1PT

# STATEMENT OF FINANCIAL ACTIVITY FOR THE YEAR ENDED 31 JULY 2020

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# MOVEMENT OF RESERVES AND FUNDS



# BALANCE SHEET AS AT 31 JULY 2020



# NOTES TO THE ACCOUNTS

1. **Basis of Preparation**

The accounts are prepared under the historical cost convention, on the accrual basis and in accordance with applicable accounting standards and the Statement of Recommended Practice on Account by Charities.

Depreciation is charged on Music owned by the choir in accordance with its estimated useful life based on the number of times it is hired out in the year. It is estimated that music still has hiring value for up to 5 hires by which time successive marking and rubbing out will impact sufficient numbers of copies to significantly reduce its economic value.

1. **Income and Expenditure on Concerts**



1. **Income and Expenditure on Fundraising**



1. **Income and Expenditure on Rehearsals and Other Items**



1. **Summary of Net Assets by Fund**

**Trust Fund**

The Trust Fund was established in 1985 with the purpose of providing the Choir with a secure financial base. The income generated from the Fund would be available to be used to further the objectives of the Choir in relation to assisting with concert or any other specific project that would further the choir’s objectives. The Fund was initially created from donations and interest-free loans. Since it was created the interest received on the account has been accumulated into the fund to give the current balance. The remaining balance of interest free loans made to the Fund is included in the balance sheet as a liability.

The trustees consider that the fund is an expendable endowment and so the income generated is applied towards achieving the choir’s objectives.

1. **Trustees’ Remuneration and Expenses**

No remuneration out of the funds of the charity was paid or is payable to any trustee or to any persons known to be connected with any of them.

A total of £780 (2019: £2,826) was reimbursed to 4 (2019: 4) trustees or committee members. These payments were for concert, music, marketing expenses, insurance and administrative costs incurred on behalf of the choir, the reduction in the current year reflects a move to paying the insurance and Performance Rights and some music and printing costs by BACS.

1. **Music**

Not all prior year balances or current balances were collected during the year, and net £280 (2019 £480) was moved to the debtors/creditors balances at the end of the year. The table below shows the costs and income from Music together with the total outstanding balances.



1. **Fixed Assets**

No additional music was added to the music held as Fixed Assets during the year.

Depreciation of £287 (2019: £287) was charged for the year.

1. **Current Assets**

The HMRC debtor for 2017/18 was collected during the 2019/20 year and work is underway to collect 2018/19 and the current year.

Debtors includes additional uncollected members music bills and seven members subscriptions which is why it has increased during 2020. £1,593 has been collected early in the 2020/21 year of the balance of £2,684 owed at the end of 2019/20.

Stock is the figure for wine left over from the second concert of the year. This was originally intended to be sold at the rest of the planned concerts for the year, but this was not possible due to the cancellation of those concerts. It will be sold at the first possible opportunity in the 2020/21 season.

1. **Creditors**

This includes £700 for accrued venue costs which have yet to be invoiced as well as £187 in overpayments from choir members on subscriptions or music.