

CHESTERFIELD PHILHARMONIC CHOIR

The Annual Report of the Chesterfield Philharmonic Choir



The CHESTERFIELD PHILHARMONIC Choir

1 August 2022 – 31 July 2023

CHESTERFIELD PHILHARMONIC CHOIR
ANNUAL REPORT and FINANCIAL STATEMENTS

For the year ended
31 July 2023

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CHESTERFIELD PHILHARMONIC CHOIR

ANNUAL REPORT (PART 1)

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity name: The Chesterfield Philharmonic Choir.

Registered charity number: 500561.

Charity's principal address

Woodland Villas, 48 Queen Victoria Road, Sheffield, S17 4HT

Trustees

The trustees listed below have served in office from the Annual General Meeting in October 2022, as stated below.

The Management Committee comprised the following members:

Chair	Mrs. Susan Walker
Secretary/Deputy Chair	Mrs. Angela Walker
Minutes Secretary	Mrs. Susan Myatt
Treasurer	Dr. Mark Jarvis
Musical Director	Mr. Steven Roberts
Choir Representative	Mrs. Alison Sykes
Member	Prof. Miguel Cámara
Member	Mr. Peter Jones
Member	Mrs. Lynda Mitchell
Member	Mrs. Dodie Rutherford
Member	Mr. Neil Abdy
Member	Mrs. Janet Medforth

Independent Examiner

Mr. Paul Timperley, 15, The Grange, Ashgate, Chesterfield S42 7PS

Bankers

CafBank Limited, Kings Hill, West Malling, Kent ME19 4TA

CHESTERFIELD PHILHARMONIC CHOIR

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is regulated by the Order of 9th July 2002 made by the Charity Commission and the Constitution and Rules adopted on 11th July 2002, as amended on 13th October 2016 and accepted by the Charity Commission.

Management of the Charity

The Management Committee

The management committee is the governing body of the Chesterfield Philharmonic Choir and consists of all the appointed trustees of the Charity, which, under the constitution rules, must number at least six and no more than twelve. All trustees, with the exception of the Musical Director, seek election / re-election each year at the Annual General Meeting. The Committee has functioned as a cohesive and hardworking team throughout the year, leading the Choir back from Covid restrictions to full rehearsals and performances in a safe environment while remaining Covid aware.

Governance

The Trustees work throughout the year to ensure the Choir's smooth functioning, with regular formal and informal meetings to ensure continuing effective management of the charity. Three full Committee meetings were held between September 2022 and August 2023. The Committee continued to meet on Zoom to allow all Committee members to access the meetings.

Financial Management

The Committee review financial matters at each full Committee meeting when the Treasurer presents the current state of the charity's finances and provides a financial forecast for the remainder of the year, with the implications being considered and discussed. Budget forecasts are normally made on a conservative estimate of likely tickets sales and overheads to ensure financial viability. The Choir finances remain sound and it retains significant reserves.

The accounts are presented annually to the membership for discussion at the Annual General Meeting, and are ratified following an independent examination.

Risk Management

When our previous rehearsal venue became unavailable during COVID, the Choir moved its Thursday evening practices to Central Methodist Church in Saltergate, Chesterfield. We worked with the Church's Property Manager and its guidelines to minimise COVID risks, especially in view of the average age of the Choir membership. After preparing an analysis of the two rehearsal venues and consulting the membership, the decision was taken to remain at Saltergate.

The Risk Management Strategy and Process is overseen by a subcommittee which identifies and manages the various risks to the Charity on an ongoing basis, including any ongoing COVID issues.

OBJECTIVES AND ACTIVITIES

Objects of the Charity

The objects of the Charity, as set out in the Rules, shall be the rehearsal and public performance of a wide range of music in order to enhance the musical skills, knowledge and appreciation of members, participants and audiences.

The Membership: The Choir reconvened in September 2022 with a membership averaging 85.

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Activities of the Charity

In considering and agreeing the activities of the choir, the Trustees are mindful of the Charity Commission's guidance on public benefit. Subject to a successful audition with the Musical Director, membership of the Choir is open to all. We identified the need to update our policies, including the Diversity policy.

The Choir rehearses weekly between September and the beginning of July, combining technical exercises to enhance vocal skills with learning parts for the chosen concert pieces, and refining these to concert performance level.

Concert programmes are devised by the Musical Director to challenge the members of the Choir, engage with the audience and to develop and educate them through the choice and combination of music performed. This is enhanced by detailed programme notes and introductions to the individual pieces by the Musical Director and the professional musicians who perform with us. The Choir presented a total of six concerts which included three at Christmas time. We continued to present afternoon concerts during the winter months to take account of inclement weather and public transport timetables.

The Choir continues to be the 'Concert Choir in Residence' at our main performance venue, St. Mary and All Saints Parish Church, [the 'Crooked Spire' church]. This maintains a positive relationship with the Church, built up over many years.

ACHIEVEMENTS AND PERFORMANCES

Concerts. On 5th November 2022 the Choir performed a lively rendition of choruses from the Gilbert and Sullivan comic operas to an appreciative audience at St John's Church, Walton.

As indicated above, we participated in three Christmas concerts. On 10th December we were guests of the Honley Male Voice Choir [HMVC] in the magnificent Huddersfield Town Hall with the support of Carlton Main Frickley Brass Band. HMVC returned the compliment by performing as our guests at our Christmas concert the following day in Chesterfield Crooked Spire Church. Our third concert took place in the Riding Stables of Bolsover Castle at the invitation of English Heritage.

"From Baroque to Classical" was the title of our 2023 Spring concert when we performed Bach's Magnificat in D and the Mozart Requiem. We were ably supported by the excellent musicians of Derbyshire Sinfonia.

24th Annual Choral Day. In June 2023 we welcomed numerous singers from the Chesterfield area and further afield to learn and participate in a presentation of Sir Karl Jenkins' "The Peace Makers". We were delighted to see old friends who support the Choral Day and join us for a post-concert buffet. Donations from the audience and singers at this event are donated to charity and we were pleased to present £300 to Neurocare Sheffield.

Our final concert of the 2022-23 season was a stunning and varied selection of opera choruses, with organ accompaniment arranged by our eminent organist and vice-president Jonathan Scott.

We closed the season with a Choir dinner at the Chesterfield Football Stadium where we shared in an excellent meal and some home grown entertainment.

Piano accompanist. We were very sorry to lose the services of Liz Heath but very grateful to Jim Schar for stepping in whenever he was available. However the Choir was delighted to welcome a new but very experienced accompanist, Kath Hesford. She made an immediate and significant contribution to our rehearsals and performances.

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Long service: We were unable to mark our Musical Director's 25th Anniversary with the Choir during the COVID pandemic. We celebrated Steven Roberts' birthday and 25 years plus in June 2023. A suitable tribute was made by long standing member Tony Hallam who was on the interview panel for his appointment.

Promotion of the Choir: The Choir website continues to be kept up to date by David Oliver who records current news, concert information and events, including videos and photographs of our activities. We are very grateful to him for that service. Concerts are advertised with posters, handouts and additional social media outlets. We were pleased to appoint Liz Holloway as our new Publicity Manager.

The Jim Goldsmith Awards: Subsequently presented at the Choir's AGM in October 2023.

Musical contribution: Awarded by the Musical Director for outstanding musical contribution throughout the year. This was presented once again to Jim Schar for his musical support and willingness to act as a temporary accompanist.

Members' member: Awarded by the members' individual votes to the person who has made an outstanding contribution to the Choir. This was presented to Trish Duckett for her practical support and encouragement to new members of the Sopranos.

Choir Ambassador: Awarded by the Committee to the member who has represented and raised the profile of the choir. This was presented to Mark Jarvis for his diligence with the Choir's finances.

Life Membership - None awarded this year.

Benefit and detriment

The Charity Commission requires the Choir to balance the benefits of the Charity against any detriment or harm that might arise in carrying out our aims. The Choir can be proud of the positive steps taken to re-establish its regular rehearsals and performances following the very serious pandemic.

Chair's statement

This report is prepared on behalf of the Trustees to outline the Choir's activities and achievements and how these have met the aims and objectives of the Constitution and our Charitable status. It is addressed to the Choir Members and the public at large. The fulfilment of the objects and strategic objectives are amply demonstrated in the activities reported this year and as we continue to emerge from the pandemic.

During the 2023/24 season we plan to mark 100 years of choral music in Chesterfield [which began with the founding of our predecessor choir, the Grassmoor Choral Union]. We will also be exploring an updated publicity video to advertise and demonstrate our activities and performances.

On behalf of the Choir, we remain indebted to our Musical Director Steven Roberts for facilitating and leading our weekly rehearsals. His enthusiasm and wide-ranging professional skills and personality enthuse and drive the concert preparation and the high standard of performance for which the choir is rightly known. The Choir members experience a real sense of achievement and enjoyment at every concert performance.

In addition to our Musical Director, we are fortunate to have an experienced, efficient and hardworking Committee who bring considerable knowledge and skills from their current and previous professional roles to the Choir and its management. Thanks are due to all those who contribute in any way to the successful running of the Choir.

Sue Walker, Chair - February 2024



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ANNUAL FINANCIAL STATEMENTS (PART 2)

FINANCIAL REVIEW

Reserves Policy

The Trustees maintain a Reserves Policy which was reviewed and updated in 2018-19. The policy provides a framework for managing the charity's finances and planned expenditure through seeking to:

- ensure financial continuity in the event of a large variation in income.
- maintain a positive cash flow, particularly before concerts.
- meet standing contractual forward commitments, including notice periods for the Musical Director and the accompanist.
- cover specific future projects as they are agreed. Such projects may be high profile, high-cost concerts, or other activities the trustees (committee) choose to undertake to raise the profile of the choir.

We aim to maintain a minimum reserve level of £8,500 at the end of each financial year. Where a concert programme with greater than average costs is planned in the following season, or a single higher cost concert is planned early in the season, before annual membership fees have been collected, we may set a higher level temporarily. Prior to any concert or major expense, the reserve level should be sufficient to cover the costs of the concert or activity without income from ticket sales, as well as on-going contractual payments. The policy also identifies actions for the trustees to ensure that it is adhered to. The next review is planned in a year.

Initial budget forecasts for the year were used to plan concert expenditure and the impact of actual income and expenditure for each concert on forecasts was considered at each committee meeting.

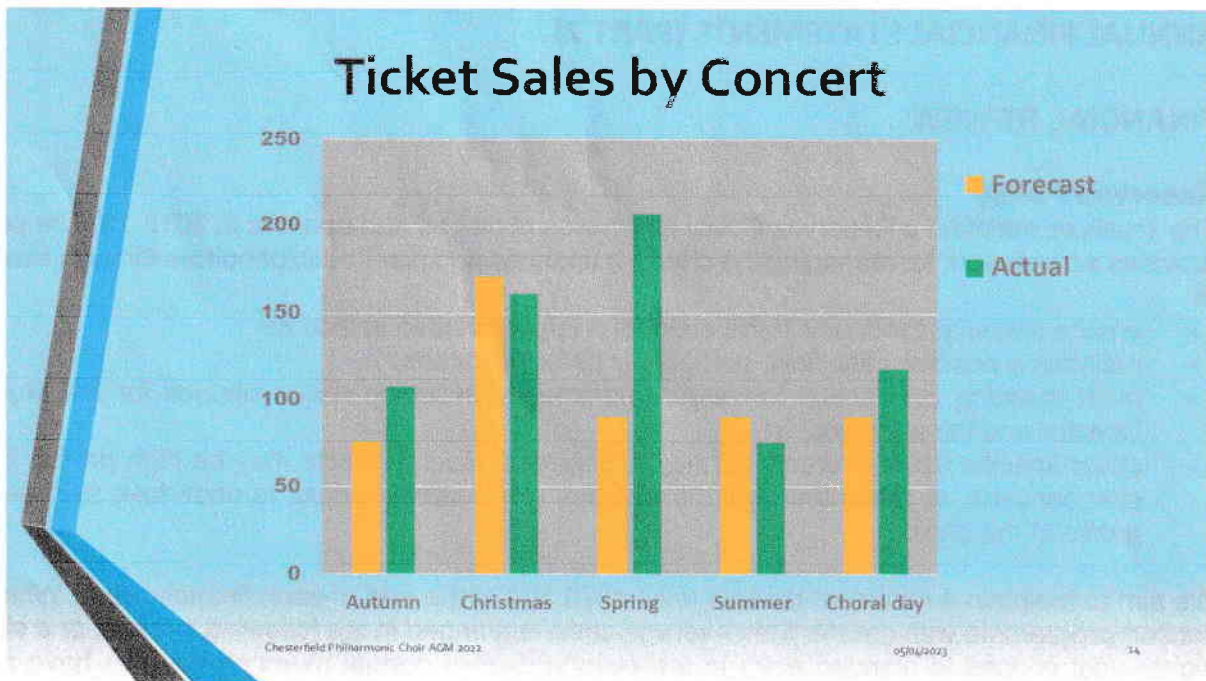
Financial Performance

The charity has now returned to its traditional concert and event programme following the transition from the limitations created by the Covid-19 pandemic. Audience numbers have picked up to near pre-pandemic levels and in some concerts surpassed expectations. Consequently, the charity has generated income of £30,279 set against expenditure of £33,286, representing a shortfall of £3,007. We have ended the year with cash assets of £25,542.

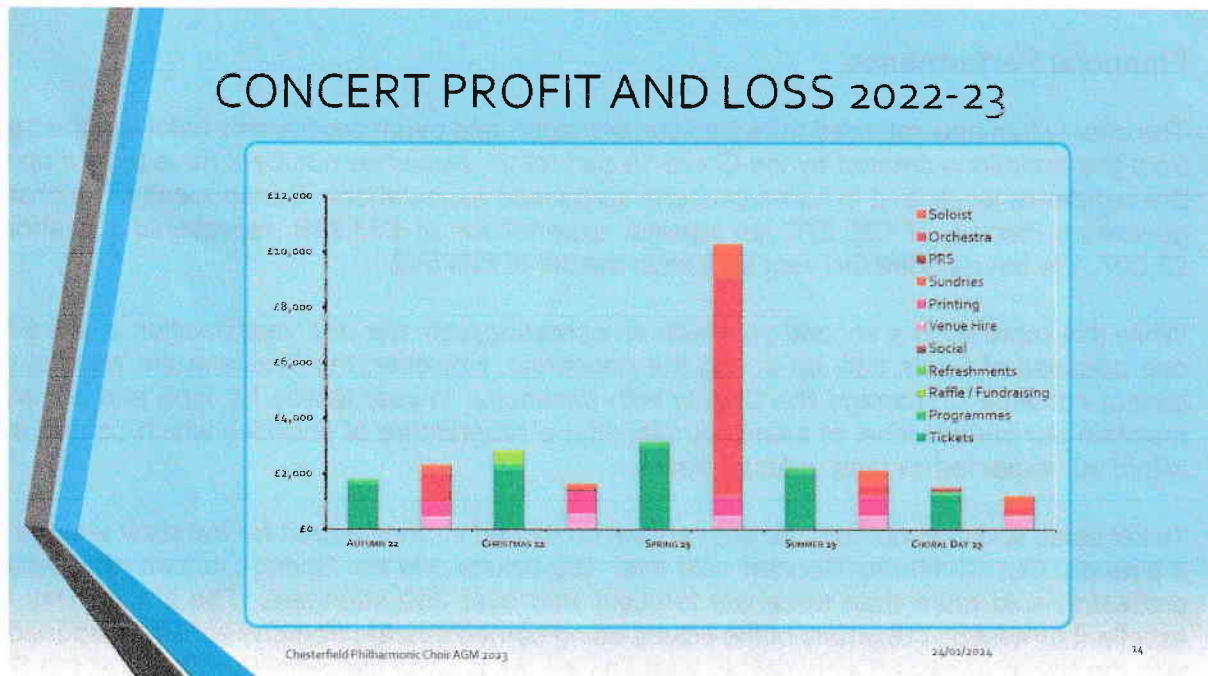
While this represents a second year with an operating loss, our end year position is still a healthy one because of funds built up during the pandemic. However, the Trustees are mindful that we cannot continue to manage the Charity with continuing in-year losses for long and our aim is to maintain our current level of assets by planning a programme of activities which can be afforded within our expected income in future years.

Ticket sales and income from the year shows continued strong support for the choir and the events it puts on. Our Christmas Concert sold over 160 tickets and the Spring Concert of Messiah with orchestra, sold more than twice our forecast with over 200 attendees. The Choral Day had an excellent turnout of 118, many of the tickets being carried forward from the earlier postponed dates, with the bonus of extra tickets sold in year as well. As is often the case attendance at the Summer Concert was disappointing, although not unexpected.

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While only one concert and the Choral day made surpluses, the overall shortfall on concerts was £5,051. This was a good result when considering the cost of soloists and orchestra for Spring alone amounted to £5,700. Membership income was also healthy with most members returning once face to face rehearsals restarted in October.



A significant part of our income previously has included fund raising through sales of books, rehearsal interval refreshments and raffles. This activity has been curtailed while our new rehearsal venue, Saltergate Methodist Church, has decided what it is appropriate for hiring organisations to do on Church premises. For future they have agreed that we can restart these activities and they will be a welcome boost to our income alongside a continuing small flow of funds from hiring out music and our staging. We have also benefited from their support as we emerged from the pandemic restrictions and the lower hire costs than our previous venue. We received £500 from English Heritage for a concert in Bolsover Castle. This has proved so popular that they have asked us next year to do two concerts, doubling our potential income from this source. These are all

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welcome developments to our income streams.

Steven Roberts, our Musical Director who is also a trustee received fees of £5,570 during the year to cover the costs of delivering rehearsals and concerts, including a small inflation linked increase from January. No other trustees received any payments except in repayment of costs incurred for purchases.

We continue to keep a strong grip on administration charges and overheads. Total costs of this kind including commission on ticket sales through third parties total £1,000. This is 3% of total expenditure and is primarily related to the costs of concerts. Over 90% of our expenditure is directly on charitable activities, primarily concerts and the Choral Day. While there are some small costs associated with raising funds for the choir, through music hire (raised £488), refreshments etc. at rehearsals these are easily outweighed by the income they generate. Our monthly raffles in rehearsal and at the Christmas concert are all provided by choir member contributions at no cost. These raised over £700 between them.

Our end year position remains a strong one and will allow us to approach the next year, when we will be celebrating 100 years of choral singing in Chesterfield and our 25th Choral Day, with paid soloists with confidence. During the pandemic we were able to build up additional funds due to reduced overhead costs and the additional income from concert performances can offset the threat of increased costs due to rising energy prices and inflation. For the present we plan to maintain membership fees, but it will be an option to increase them in future if costs increase. They have been at the current level for some years to protect membership numbers.

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INDEPENDENT EXAMINER'S REPORT

**to the Trustees of
Chesterfield Philharmonic Choir**

I report to the Trustees on my examination of the accounts of the Chesterfield Philharmonic Choir for the year ended 31st July 2023.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

The charity's trustees consider that an audit is not required for this year under Charity Commission requirements 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 Act
- State whether particular matters have come to my attention.

Basis of the Independent Examiners statement

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 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 I do not express an audit opinion on the view given by the accounts.

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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



Mr P Timperley
15 The Grange
Ashgate
Chesterfield
Derbyshire
S42 7PS

9th April 2024

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RECEIPTS AND PAYMENTS ACCOUNT for the year ended 31 July 2023

	Notes	2023	2022
		£	£
Receipts	2		
Receipts from generated funds			
Voluntary Income	2.1	9,982	9,997
Activities for Generating Funds	2.2	4,235	2,198
Investment Income		254	18
Receipts from charitable activities	2.3	15,808	12,921
Total receipts		30,279	25,134
Payments	5		
Costs of generating funds			
Costs of generating voluntary income	5.1	1,112	175
Fundraising trading: costs of goods sold and other costs	5.2	1,830	659
Charitable activities	5.3	30,344	27,088
Total payments		33,286	27,922
Excess of receipts over payments		-3,007	-2,788
 Total funds brought forward		 28,549	 31,337
Total funds carried forward		25,542	28,549

STATEMENT OF ASSETS AND LIABILITIES

Cash Funds			
Bank Current Account		2,677	1,326
Bank Savings Account		22,865	27,223
Cash		0	0
		25,542	28,549

Approved by the management committee of Chesterfield Philharmonic Choir
and signed on its behalf on 15th April 2024 by



Sue Walker, Chair

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NOTES ON FINANCIAL STATEMENTS

for the year ended 31 July 2023

1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared on an income and expenditure basis, in accordance with:

- * Accounting Standards;
- * and with the Charities Act 1993.

2 Analysis of incoming resources

	2023	2022
	£	£
2.1 Voluntary income		
Subscriptions	7,685	8,260
Grants	0	0
Donations and bequests	899	210
Income Tax repaid	1,398	1,527
	<u>9,982</u>	<u>9,997</u>
2.2 Activities for generating funds		
Sale and hire of music	488	916
Fundraising inc raffles	1,298	472
Sale of Uniforms	155	490
Advertising and sundry income	2,294	320
	<u>4,235</u>	<u>2,198</u>
2.3 Charitable Activities		
Sales of tickets and programmes	11,368	7,090
Members tuition fees	2,920	3,035
Refreshments	44	59
Donations	0	0
Sundry income	1,476	2,737
	<u>15,808</u>	<u>12,921</u>

3 Restricted Funds

There were no restricted funds received in 2023 and 2022

4 Endowments

There were no endowments in 2023 and 2022

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5 Analysis of resources expended

5.1 Costs of generating voluntary income

	2023	2022
	£	£
Administration	232	141
Sundries	880	34
	<u>1112</u>	<u>175</u>

5.2 Fundraising trading costs

Administration	99	148
Purchases	51	71
Social	1,680	0
Uniforms	0	440
	<u>1,830</u>	<u>659</u>

5.3 Charitable Activities

Administration	775	446
Concerts	15,288	10,906
Donations	0	1,022
Rehearsals	4,225	3,265
Musical Director and Deputy	5,770	6,260
Printing	3,156	2,421
Sundries	1,130	2,768
	<u>30,344</u>	<u>27,088</u>

6 Governance costs

There were no charges for Governance costs as all services are provided by trustees and members free of charge. Independent inspection of the accounts is also provided free of charge.

7 Payments to Trustees

Remuneration *	5,770	5,760
Expenses	0	0
Total	<u>5,770</u>	<u>5,760</u>

* Fees were paid to Steven Roberts, a trustee