



**SAFFRON WALDEN CHORAL SOCIETY
(SWCS)**

**TRUSTEES' ANNUAL REPORT
AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2022**

**A Charitable Incorporated Organisation
Registered Charity No. 1180134
www.swchoral.org.uk**

OBJECTIVES, ACTIVITIES AND ACHIEVEMENTS

“As a society we exist to promote this wonderful musical form (choral singing) and, through our youth work, to ensure that the next generation has an opportunity to experience the energy and fun of performing choral music. We also ensure that our audiences can experience the power and musical beauty of the human voice, and perhaps find their own moment of inspiration within a live performance.”

Judith Hasler, President SWCS

After the difficulties of not being able to sing together for 18 months due to the Covid pandemic, it was a delight to return to normal rehearsals in September 2021. Rehearsals in September and October were held in Thaxted Church, to enable more social distancing than our normal rehearsal venue would allow. Our first post-pandemic concert was Brahms: Ein Deutsches Requiem in Saffron Hall on 13 November 2021. This was performed in a version for two pianos and timpani and was greatly enjoyed by an audience of nearly 250.

At the beginning of December 2021, the choir returned to St Mary's Church, Saffron Walden, for two Spirit of Christmas concerts. We were delighted at the involvement of about a dozen local schools, in the concerts and the carol competition. Both concerts were sold out.

As reported in last year's Trustees Annual Report, Janet Wheeler, our Musical Director for 30 years, had announced her intention to leave after the March 2022 concert. Janet generously wrote a new work for Saffron Walden Choral Society as her farewell gift to the choir. This piece, The Measure Of A Tree, was performed alongside Fauré: Requiem to an audience of over 400 highly appreciative people at Saffron Hall on 19 March 2022. The choir was joined by Chameleon Arts Orchestra and two soloists. A presentation was made to Janet at the concert.

The Committee spent most of the spring and summer of 2021 on the recruitment process for Janet's replacement – advertising, shortlisting, and interviewing candidates. A shortlist of 3 candidates was selected for an audition rehearsal with the choir at the end of September 2021. Following the auditions, we were delighted that Quintin Beer accepted our offer to become our new Musical Director from April 2022.

Quintin rehearsed the choir for the concert on 16 July 2022 in Saffron Hall, when the choir performed Orff: Carmina Burana and Jonathan Dove: Arion and the Dolphin, in arrangements for two pianos and percussion. We were joined by St Catherine's College Girls' Choir and the percussionists were led by the outstanding O Duo.

We would like to thank all those members and friends who support our various fundraising activities (e.g. the 100 Club). We are very grateful to the Friends of Saffron Walden Choral Society and the local businesses and organisations who have continued to support us throughout the past year. Other fundraising activities have been on hold due to the need to limit social contact after the pandemic.

The Committee would like to thank Janet Wheeler for her inspirational musicianship and dedicated leadership for the past 30 years, and we wish her every success in her composing career. We're also very grateful to Quintin Beer for his fast-paced rehearsals, attention to detail

and outstanding musicianship. Our regular accompanist, Richard Carr, also deserves special thanks for his exceptional musicianship both in rehearsals and concerts.

Finally, our grateful thanks are also due to the many members who give so much time voluntarily to the administrative work of the choir.

FUTURE PLANS

Inevitably, there was a slight hiatus in forward planning due to the change of Musical Director, but Quintin Beer started to meet with the Committee from January 2022 to discuss the programme for 2022-2023 and ideas for celebrating our 140th anniversary in 2023. It was agreed that we will commission a new 5 minute work for choir and piano (or organ) that celebrates the joy of singing and has opportunities for audience participation. Quintin approached Roderick Williams and we are delighted that he has accepted the commission. The world premiere will be included in our 140th Anniversary Celebration Concert at Saffron Hall on 24 June 2023.

Prior to that, the choir will perform Haydn: The Creation in November 2022, two Spirit of Christmas concerts with schools in December 2022 and Handel: Israel in Egypt in March 2023.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Managing Committee (Trustees)

Management of the charity is in the hands of a Committee comprising no fewer than seven, or more than twelve, members elected by the charity's membership at the Annual General Meeting. The Musical Director recommends a music policy to the Committee members for their approval. All elected members of the Committee are Trustees of the charity.

The following trustees held office throughout the year:

- Sara Varey (Chair)
- Christine Hall (Treasurer)
- Lucy Thomson (Secretary)
- Stephanie Emberson
- Margaret Griffiths
- Alison Hall
- Paul Parker
- Mark Phillips
- Jeffrey Thomson

The Committee meets 10-12 times per year. Minutes of the meetings are available to members of the charity.

Governing Document

Saffron Walden Choral Society operates as a Charitable Incorporated Organisation approved by the Charity Commission (reg. charity no. 1180134).

Charitable Objects

The objects of the Society continue to be to promote, improve, develop and maintain public education in and appreciation of the art and science of music in all its aspects by the presentation of public concerts and recitals and by such other ways as the Society through its charity trustees shall determine from time to time.

Public Benefit

The trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Fundraising

Saffron Walden Choral Society's fundraising is volunteer-led. We do not employ the services of external agencies. We are committed to building trust with our supporters. During the financial year 2021-2022 we received no complaints relating to our fundraising activities.

Safeguarding

Saffron Walden Choral Society carries out activities which bring our volunteers and people working on behalf of our organisation into regular contact with children and young people. We believe that a child or young person should never experience abuse of any kind. The Trustees recognise their legal duty to act prudently and in the best interests of these children and young people, and have implemented policies, procedures, training and monitoring to ensure that all reasonable steps are taken to protect them and keep them safe.

Principal Risks and Uncertainties

The trustees have examined the major governance, operational and financial risks to the Trust and confirm that systems are in place to mitigate the impact of these risks. The potential risks and management of them are reviewed annually by the trustees. The Society maintains public and employee liability insurance cover at levels consistent with other similar organisations. Cover for specific risks associated with particular activities may be taken out as appropriate. The Society has policies covering child protection and health and safety, which are kept under regular review. The Society uses advice from Making Music to develop its policies, procedures and risk assessments and undertakes appropriate Covid-19 risk assessments for in-person rehearsals and public performances.

Reserves Policy

The Committee reviews the level of reserves held by the Society periodically. The Committee aims to maintain in reserve, in readily accessible form, sufficient funds to ensure that a significant fall in income can be absorbed during the year. In general terms this is measured as the amount needed to cover the expected net cost of a season's concerts without levying additional subscriptions during the year and without the levels of sponsorship or donations which the Society has normally been able to attract. The current estimate is that £16,000 should be maintained in general reserves. The Committee regularly considers potential uses for any surplus and has been discussing plans with our new Musical Director for using some of the surplus reserves to celebrate our 140th anniversary in 2023.

Registered Address

29 High Street, Hinxton, CB10 1QY

Independent Examiner

Bentens, Abbey House, 51 High Street, Saffron Walden, CB10 1AF

Bankers

CAF Bank Limited, 25 Kings Hill Avenue, West Malling, Kent, ME19 4JQ

Shawbrook Bank Limited, Lutea House, Warley Hill Business Park, The Drive, Great Warley, Brentwood, Essex, CM13 3BE

FINANCIAL REVIEW – Treasurer's Report for the year to 31 July 2022

In 2021-22 the Society made a deficit of £1,335 (2020-21 surplus £4,201). This leaves us with total funds of £40,908, compared to £42,243 at July 2021. Funds at July 2021 included restricted funds of £6,000 generously donated by Taylor Rose for youth activities, which have been spent during 2021-22. Restricted funds relate to donations given for a particular purpose and were nil at 31 July 2022.

Charitable Activities (including concerts and rehearsals)

There were no concerts in 2020-2021 due to the pandemic, so "Concert costs" in 2020-2021 related to producing the Spirit of Christmas YouTube videos, running the Carol Competition for young people and a Zoom singing workshop. Rehearsal costs only related to Zoom workshops. By contrast, 2021-22 was a return to a normal pattern of concerts and rehearsals. There were three concerts at Saffron Hall and two Spirit of Christmas concerts at St Mary's Church (as described in the Report above).

Other Income

Our thanks go to our members and supporters for their membership fees, donations, sponsorship and fundraising.

Other costs

Fundraising costs are analysed in note 6 to the accounts. Support costs are analysed in note 5.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the

charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities Statement of Recommended Practice (SORP)
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards, including FRS 102, have been followed, subject to any material departures disclosed and explained in the financial statements
- state whether a SORP applies and has been followed, subject to any material departures which are explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of its governing constitution.

The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiners

Bentens have been appointed as the charity's independent examiners.

Signed on behalf of the Trustees

Sara Varey
Chair of Trustees

January 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SAFFRON WALDEN CHORAL SOCIETY

(text to be supplied by Bentens)

Saffron Walden Choral Society								
Accounts for the Year ended 31 July 2022								
Statement of Financial Activities								
		2022			2021			
		Notes	Unrestricted General Funds	Restricted Funds	Total Funds	Unrestricted General Funds	Restricted Funds	Total Funds
			£	£	£	£	£	£
Incoming resources								
	Donations, subscriptions & legacies	2	22,559	1,150	23,709	13,497	0	13,497
	Charitable activities	3	29,091	1,750	30,841	0		0
	Fundraising activities	4	2,272		2,272	2,092		2,092
	Investment income		81		81	18		18
Total incoming resources			54,003	2,900	56,903	15,607	0	15,607
Resources used								
	Charitable activities	5	48,021	8,901	56,922	10,159	0	10,159
	Fundraising costs	6	1,316		1,316	1,247		1,247
Total resources used			49,337	8,901	58,238	11,406	0	11,406
Net incoming/(outgoing) resources			4,666	(6,001)	(1,335)	4,201	0	4,201
Transfers between funds			(1)	1	0	917	(917)	0
			4,665	(6,000)	(1,335)	5,118	(917)	4,201
Total funds brought forward			36,243	6,000	42,243	31,125	6,917	38,042
Total funds carried forward			40,908	0	40,908	36,243	6,000	42,243

Saffron Walden Choral Society							
Accounts for the year ending 31 July 2022							
Balance Sheet as at 31st July 2022							
		Notes	2022		2021		
			£	£	£	£	
Current Assets							
	Debtors & prepayments	7	3,255		1,523		
	Cash						
	COIF Charities Deposit		0		0		
	CAF deposit accounts		20,000		20,000		
	Other Cash at Bank and in hand		21,750		23,162		
	Total Assets			45,005		44,685	
Creditors: amounts falling due within one year							
	Sundry creditors	8	4,097		2,442		
	Total Liabilities			4,097		2,442	
	Total Net Assets			40,908		42,243	
Fund balances							
		9					
	General Fund		40,908		36,243		
	Restricted Fund		0		6,000		
				40,908		42,243	
Approved by the Trustees and signed on their behalf:							
	Sara Varey			Christine Hall			
	(Chairman)			(Treasurer)			
The notes attached form part of these accounts							

Saffron Walden Choral Society Trustees' Annual Report & Financial Statements 2022

Saffron Walden Choral Society									
Notes to the Accounts for the Year ended 31 July 2022									
1. Basis of Preparation									
These accounts have been prepared based on a historical cost basis in accordance with the Accounting and Reporting by Charities - Statement of Recommended Practice (FRS102) issued by the Charity Commission effective 1 January 2019 and in accordance with FRS102. The Trustees have taken advantage of exemptions in the SORP available to smaller charities. The accounts are prepared in accordance with charity law applicable in England & Wales.									
			2022			2021			
			General	Restricted	Total funds				
			£	£	£		£		
2. Income from donations & legacies									
Members' subscriptions including tax rebates			20,035	-	20,035		11,482		
Legacy			500	0	500		0		
Other income & donations			2,024	1,150	3,174		2,015		
			22,559	1,150	23,709		13,497		
3 Charitable activities			2022			2021			
			£			£			
			General	Restricted	Total funds				
Concert income			25,833	1,750	27,583		0		
Advertising space			1,692		1,692		0		
Music sales & hire			1,566		1,566		0		
			29,091	1,750	30,841		0		
4 Income from fundraising activities			2022			2021			
100 Club income			1,896			1,962			
Other fundraising			376			130			
			2,272			2,092			
5 Charitable activities (expenditure)			2022					2021	
			General Fund			Restricted Funds			
			Concerts & other events	Rehearsals	Total unrestricted funds	Concerts & other events	Rehearsals	Total restricted funds	Total
			£	£	£	£	£	£	£
<i>Concerts & other events</i>									
Concert costs			26,250		26,250	7,750		7,750	34,000
Carol competition			180		180			0	180
Contribution to schools			0		0			0	0
<i>Rehearsal costs</i>									
Professional fees				10,107	10,107			0	10,107
Rehearsal venues & other costs				4,833	4,833			0	4,833
Music hire/purchase				2,469	2,469		0	0	2,469
<i>Support costs</i>									
Publicity & marketing			1,733	775	2,508			0	2,508
Insurance & Making Music Membership				622	622			0	622
General administrative costs				1,052	1,052	1,151		1,151	2,203
			28,164	19,858	48,021	8,901	0	8,901	56,922
									10,159
During 2021-22 three trustees received £755 as reimbursement for expenses incurred by them on behalf of the choir (2020-21 three trustees received £215). All trustees are volunteers and received no other remuneration. All trustees are members of the choir and therefore benefit from its charitable activities in the same way that all members do.									
The independent examiner received no fee in 2021-22 (2020-21 £nil)									

6. Fundraising costs					
				2022	2021
				£	£
	100 Club prizes			1,200	1,200
	Refreshments & other fundraising costs			116	47
				<u>1,316</u>	<u>1,247</u>
				2022	2021
				£	£
7 Debtors & prepayments					
	HMRC - Gift Aid rebate			2,670	1,523
	Other debtors			520	0
	Prepaid expenses			0	0
	Advertising debtors			65	0
				<u>3,255</u>	<u>1,523</u>
8 Sundry creditors & accrued liabilities					
	100 Club prizes payable			200	200
	Income in advance			0	774
	Sundry creditors			3,897	1,468
				<u>4,097</u>	<u>2,442</u>
9 Fund balances					
			General Fund	Restricted Fund	Total funds
			£	£	£
	Opening balances		36,243	6,000	42,243
	Movement in year		4,665	(6,000)	(1,335)
	Balance at end of year		<u>40,908</u>	<u>-</u>	<u>40,908</u>
<p>General fund balances are unrestricted funds for use at the discretion of the trustees for any of the Society's charitable purposes. The restricted funds are monies received for which the donor has specified a particular purpose. The restricted funds carried forward from 2020-21 of £6,000 from Taylor Rose LLP have been used on charitable activities during the year. There are no restricted funds carried forward as at 31 July 2022.</p>					