



## **ANNUAL REPORT OF THE TRUSTEES AND ACCOUNTS FOR THE YEAR ENDING 31 AUGUST 2012**

### **1. Objectives and activities**

The Torbay Singers aim to educate the public, particularly in the art and science of music. We pursue these aims through the presentation of concerts of choral and instrumental music, mainly in the south Devon area. From time to time the society also organises public workshops designed to deepen the appreciation and techniques of music and singing.

In planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance on public benefit and fee charging. Our concerts are open to all and we strive to ensure that ticket prices and other charges are affordable, particularly to those of limited means. We plan our annual budget and overall concert programme to ensure that ticket prices remain steady, even where concert production costs are significantly higher due to the instrumental or solo forces needed. This allows us to present a wide range of music to the public on equal terms. In addition, we offer free admission to our concerts to young people under the age of 16 who are accompanied by paying adults.

### **2. Achievements and performance 2011-12**

**Chairman's Report:** We successfully closed our 2011-12 season with the choir peaking perfectly for a sublime performance of Vaughan Williams equally sublimely composed Mass in G-minor. It is one of my most favourite choral works, and I feel we sang it with delicacy and feeling, responding to Tina's directions to produce a really sensitive performance – well done everyone!

The season started with a reassuring swelling of the ranks of the choir building up to our Christmas offering of the Britten Ceremony of Carols with some beautifully chosen English Carols and Christmas music.

I listen regularly and am delighted with the recording of the Spring concert where we did Bach proud with Jesu, meine Freude. Nevertheless Tina's apposite critique of the performance led to greater things in the summer concert. I was very impressed with the vastly overwhelming majority of the choir leaving their scores confidently in the lady chapel of All Saints Babbacombe to take Tippett's 5 Negro Spirituals to ring in the ears of the audience long after the final resonance faded into that exquisite acoustic!

Despite the depressing financial environment it is heartening to see our audiences not falling below the one-hundred mark. Indeed, the global financial future is still not looking terribly bright, so we will be faced with even greater challenges to increase our attendances at concerts. We still need to work at attracting audiences and we need to acknowledge that most of our attendees are through personal contacts, so keep telling them (and new acquaintances!) how good we really are!

I look forward to the choir moving to greater endeavours under our new chairman. Really, with Tina at the helm it is going to be difficult to see things slip but please remember that the choir functions on the combined efforts of Musical Director, committee and, ultimately, your very good selves to take this wonderful choir on an ever improving trajectory to greater thing in the years to come.

**Audience numbers at our concerts**, compared to the corresponding concert in the previous year, were:

	2011-12	2010-11
Autumn (Christmas music by British composers)	170	155
Spring (Victoria, Bach, Fauré Requiem)	160	136
Summer ("Best of British")	119	125
Total	449	416

Both the choice of repertoire and the concert venue can affect audience number, so year-to-year comparisons are not always illuminating. The figures above assume that all season ticket holders attend all eligible concerts. A significant rise in the number of season ticket holders, to 34 in 2011-12, largely accounts for the year-on-year increase in numbers above. Individual ticket sales for concerts fell below targets in all cases.

### **3. Financial review**

The society ends the year in a strong financial position, with cash reserves increased despite planned spending on stage equipment. As in previous years, concert and non-concert expenses are shown separately in the accounts. "Non-concert" income and expenses are the "running costs" of the society (including rehearsals).

The accounts show an overall surplus of £1,818 for the year, arising mainly from the year's concert programme. As foreseen in last year's Annual Report, the programme had been deliberately planned in order to generate a surplus to allow the society to consider a major project in the near future. This objective has been achieved and is reflected in the designation of funds to the Concert Production Cost Fund. The Trustees are considering plans for a major event in 2013-14 that will draw on these funds.

A change in approach to Gift Aid claims by HMRC led to a small reduction in the proportion of membership fees that could be reclaimed. However this was offset by a larger-than-expected number of members during the year. Planned expenditure on new lighting equipment was completed, using funds designated in Stage Equipment Reserve.

The society's cash assets at the year's end were £6,837. There is a small liability of £116 for outstanding PRS fees due for payment in December 2012, shown "below the line"

In line with the requirements of the society's constitution, the accounts have been examined by Alan Cooksley, former Treasurer of the society, who has confirmed that the accounts present a factual summary of the money received and paid during the year. The Trustees would like to record their warm thanks to Alan for providing this assurance.

For the year ahead, non-concert costs will increase slightly. However the Trustees have decided not to increase membership fees. The concert programme has been set to break even overall and so preserve the designated Concert Production Cost Fund at around its current level. There will be a small increase in ticket pricing for one concert: from £10 to £12 for Handel's "Messiah", due to the cost of orchestra and soloists. The remaining concerts will be priced at £10 as in recent years.

#### **4. Reserves and designated funds**

The Trustees have adopted the following policy on reserves: the society will hold an "Income Risk Reserve" in order to mitigate the risk of any significant, unforeseen failure of concert-related income that would threaten the society's ability to mount its annual programme of concerts at its usual level. Such a failure could arise for instance from the need to cancel a concert at short notice when costs have already been incurred or cannot be avoided. The level of this reserve has been set at £2,500, which is approximately the gross income for one well-attended concert.

Given the level of cash assets held at the end of the year, the Trustees have also designated funds for the following purposes:

- ⤴ A Stage Equipment Fund, to allow for the purchase of equipment that will improve the audience experience of our concerts. Expenditure on portable staging and lighting has now been completed, so balance on this fund has been released.
- ⤴ A Concert Production Cost Fund (£3,800), to allow the society to stage occasional concerts with larger instrumental forces or other higher costs, without the need to increase ticket prices beyond the reach of those with limited means.

## 5. Reference and administrative details

The Torbay Singers is an unincorporated association, registered with the Charity Commission as charity number 268917.

The society operates according to a Constitution first adopted on 20 October 1975, and most recently amended on 4 October 2006. Under this Constitution, the society is managed by a committee of four officers and four members with specific responsibilities. The committee members are elected by and out of the Society's members at each Annual General Meeting and are also the charity's trustees. The committee appoints the Music Director, who is a non-voting ex officio member of the committee. The committee makes its decisions on the management of the society by a majority of votes of those committee members present and voting.

At the time that this report was presented to the Annual General Meeting of the society, the committee members and trustees were:

Sue Baker	Vice Chairman
Val Ellicott	Membership Secretary
Dawn Fallon	Publicity Co-ordinator
Andrew Richards	Secretary
Pauline Smith	Social Secretary
Simon Milner	Treasurer
Roger Robinson	Chairman
Pam Taylor	Librarian

The registered address of the society is:  
37 Toronto Road, Exeter, Devon EX4 6LE.

This Annual Report and the accompanying Accounts were submitted to the Annual General Meeting of the society on 17<sup>th</sup> October 2012.

Approved on behalf of all the trustees by:

---

**Roger Robinson (Chairman)**

---

**Signature**

## Torbay Singers - Annual Report and Accounts 2011-12

### Financial Statements for the year to 31 August 2012

In the period reported, the Society managed no restricted or endowment funds.

#### Receipts and payments

	Non-concert £	Concerts £	Total Unrestricted Funds £	Last year £
<b>Receipts</b>				
Donations	75	248	<b>323</b>	-
Gift Aid	842	-	<b>842</b>	1,638
Grants	-	-	-	125
Sponsorship	-	-	-	500
Interest	2	-	<b>2</b>	3
Music contributions	353	-	<b>353</b>	193
Programmes/advertising	-	807	<b>807</b>	707
Refreshments/social	81	274	<b>355</b>	404
Membership subscriptions	4,290	-	<b>4,290</b>	3,915
Ticket sales	-	4,457	<b>4,457</b>	4,961
<b>Total receipts</b>	<b>5,643</b>	<b>5,786</b>	<b>11,429</b>	<b>12,445</b>
<b>Payments</b>				
General running costs	387	-	<b>387</b>	252
Music hire	454	-	<b>454</b>	232
Production and venue costs	639	913	<b>1,552</b>	2,569
Professional fees	3,322	2,130	<b>5,452</b>	9,864
Promotion costs	-	1,083	<b>1,083</b>	776
Rehearsal facilities	682	-	<b>682</b>	612
<b>Total payments</b>	<b>5,484</b>	<b>4,127</b>	<b>9,611</b>	<b>14,306</b>
<b>Net of receipts/(payments)</b>	<b>159</b>	<b>1,659</b>	<b>1,818</b>	<b>(1,860)</b>
<b>Cash funds last year end</b>			<b>5,019</b>	6,879
<b>Cash funds this year end</b>			<b>6,837</b>	5,019

#### Statement of assets and liabilities

Categories	Details	Unrestricted funds	Last year
<b>B1 Cash funds</b>	Treasurer's Account	<b>3,838</b>	2,013
	Deposit Account	<b>2,982</b>	2,979
	Petty Cash	<b>17</b>	27
	<b>Total cash funds</b>	<b>6,837</b>	<b>5,019</b>
<b>B2 Other monetary assets</b>	Gift Aid due	-	72
			Estimated current value
<b>B3 Assets retained for the charity's own use</b>	Lighting equipment		877
	Stock of sheet music		-
	Portable staging		1,746
<b>B4 Liabilities</b>	Details	Amount due	When due
	PRS fees for 2011-12	<b>116</b>	Dec-12

**Reserves and designated funds**

In accordance with Reserves Policy adopted by the Trustees, the Society's funds at 31 August 2012 have been designated as follows:

Analysis of funds					
	At 1.09.2011	Receipts	Payments	Transfers	At 1.09.2012
<b>General Funds</b>					
Unrestricted income	265	11,429	(8,973)	(2,184)	537
<b>Designated funds</b>					
Income risk reserve	2,500				2,500
Stage equipment fund	754		(638)	(116)	-
Concert production cost fund	1,500			2,300	3,800
	5,019	11,429	(9,611)	-	6,837

**External examination of the accounts**

Where the gross annual income of a charity is less than £25,000 there is no legal requirement for external examination or audit of the accounts, except where this is required by the charity's governing document.

Item 13 of the Constitution of the Torbay Singers requires that: "the annual accounts of the Society shall be examined by a suitably qualified person who is independent of the Committee...".

The Trustees have asked that the examination carried out by the "suitably qualified person" should be sufficient in the opinion of that person to confirm the statements made below.

**Examination of the accounts of the Torbay Singers  
for the year to 31 August 2012**

Based on the information supplied to me:

1. the accounts provide a factual summary of the money received and paid by the Torbay Singers during the year and;
2. there is no matter to which attention should be drawn to enable a proper understanding of the accounts to be reached.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Alan Cooksley