

# London Pro Arte Choir



Trustees' report and accounts

Year ended 31 August 2016

Charity number 276361

[www.lpac.org.uk](http://www.lpac.org.uk)

## **Report of the trustees for the year ended 31st August 2016**

The trustees of the London Pro Arte Choir present the annual report and financial statements for the year ended 31st August 2016. The financial statements have been prepared in accordance with the new Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

### **Objectives and activities for the public benefit**

The objectives of the choir as set out in the constitution are "to educate the public and members of the choir in music by the presentation of concerts and other activities". In addition the choir raises money for a local charity by means of a carol concert and donations from choir members. The choir has had regard to the Charity Commissions guidance on public benefit.

### **Achievements and performance during the year**

The choir promoted 4 concerts at St Michael's Church, Mill Hill during the year:

21 November 2015	Mozart M Haydn	Requiem Missa Sancti Francisci Seraphici in C
5 December 2015	Carols for all in aid of Barnet Carers Centre	
19 March 2016	Handel Vivaldi	The ways of Zion do mourn Gloria
18 June 2016	Gardner RR Bennett	Seven songs Nonsense songs and music by Bairstow, Vaughan Williams, Chilcott and Stanford

In addition 30 singers gave a concert in Lille on 16 July 2016 and sang in a mass in Lille cathedral on 17 July 2016.

We also had two Come and Sing open rehearsals to allow the public to join us singing major works:

10 September 2015	Mozart	Requiem
14 January 2016	Vivaldi	Gloria

We had 37 Thursday evening rehearsals to train members in singing and prepare for concerts. We also had three social events to raise funds to support the concert programme.

### **Financial review**

In 2015-6 our income was £35,719 and our expenditure was £39,569 giving a deficit of £3,850. We raised £655 for Barnet Carers Centre through our carol concert, donations from choir members and Gift Aid.

The choir's income comes primarily from concert tickets, members' subscriptions, and sponsorship from the Josephine Baker Trust and choir members. The size of the choir fell to around 50, with a consequent drop in income. Concessions are available for members who cannot afford the full subscription or are under 25. Our costs for the year increased significantly as a result of rehearsing in the New Hartley Hall, which is a much more satisfactory venue. We also gave two orchestral concerts. Our trip to Lille was financed by those travelling, with two members receiving concessions to allow them to travel.

### **Risk management**

Our principal risk is promoting concerts which make a deficit. We manage this risk by limiting the number of concerts with orchestral accompaniment, budgeting and monitoring our costs closely and seeking sponsorship and other sources of income. We hedged the costs of the trip by buying Euros in advance.

### **Reserves**

We ended the year with reserves of £2,508, which are all unrestricted. The reserves are nearly all in bank deposits and needed to cover concert deficits and ensure we can meet our obligations.

### **Plans for the future**

We intend to promote a similar pattern of concerts and other activities in 2016-7. We have chosen the programme in order to attract audiences and keep costs down. We have received sponsorship for the orchestra for our summer 2017 concert. We have increased our subscriptions and concert ticket prices, and we aim to grow the size of the choir and audiences to increase income in order to avoid a deficit. We plan to increase our reserves next year in line with our policy of keeping reserves between £5,000 and £10,000

### **Structure, governance and management**

The choir is an unincorporated association operating under a constitution which was adopted on 18 January 1996 and amended on 24 February 2005 and 26 January 2006. The choir is governed by the trustees who form the management committee and are elected at the AGM. Casual vacancies are filled by co-option by the committee. All committee members have specific roles and they are supported by other choir members. Induction and training is provided informally as required by other choir members. No choir members receive any remuneration, but any expenses incurred on behalf of the choir are reimbursed.

The overall programme for the year is decided by the committee and musical director. The financial plans and detailed arrangements are decided by the committee and the chairman as appropriate. Detailed musical decisions including rehearsals and selection of performers are taken by the musical director, in consultation with the committee. The choir has no employees and the musical director, accompanist, soloists and orchestral players are all freelance professionals. The fees of the musical director and accompanist are reviewed biennially based on RPI and the remuneration of other performers is negotiated based on market rates.

**Charity registration**      **London Pro Arte Choir** number 276361

**Address**

The choir does not have an office but can be contacted via St Michael's Church, Flower Lane, London NW7 2JA or at [info@lpac.org.uk](mailto:info@lpac.org.uk).

**Trustees**

Rosalind Charles	Librarian (till June 2016)
Loretta Cox	Tour organiser (till December 2015) Chairman (from December 2015)
Shirley Durling	Box office
Keith Ellen	Concert manager
Gill Ellen	Social events
Carole Endersby	Publicity (from December 2015)
Hilary Hubbers	Minutes secretary
Hadley Hunter	Treasurer
Molly Scopes	Chairman (till December 2015)
Aileen Stanton	Membership secretary
Julia Stevens	Publicity (to December 2015) Tour organiser (from December 2015)
Judy Vicary	Librarian (from June 2016)

**Professional musicians**

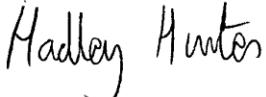
Edward Batting	Musical Director (until December 2015)
Tom Winpenny	Musical Director (from January 2016)
Jocelyn Freeman	Accompanist

**Independent examiner**    Alan Roberts

**Bankers**                      NatWest Bank  
  Virgin Money

**Website**                      [www.lpac.org.uk](http://www.lpac.org.uk)

Approved by the trustees on 5 October 2016

 Hadley Hunter (Treasurer)

**LONDON PRO ARTE CHOIR ACCOUNTS FOR YEAR ENDED 31 AUGUST 2016**

<b><u>RECEIPTS AND PAYMENTS</u></b>	<b>2015-6</b>	<b>2014-5</b>
<b><u>Receipts</u></b>		
Advertisements	160	170
Donations	884	1,440
Drinks	701	747
Friends	70	160
Gift Aid	3,051	3,075
Interest	33	80
Produce	346	403
Programmes	203	242
Raffle/tombola	342	253
Sponsorship	3,280	4,312
Subscriptions	9,755	8,700
The Giving Machine	34	17
Tickets	7,272	8,132
Travel	9,390	12,698
<b>Total receipts</b>	<b>35,719</b>	<b>40,429</b>
<b><u>Payments</u></b>		
Accompanist	4,820	4,820
Charity	655	925
Church/hall hire	4,120	4,315
Conductor	8,060	8,220
Credit card fee	8	9
Drinks	489	420
Food	1,258	1,549
Friends	6	-
Gifts	110	138
Hotel	4,268	4,528
Instrument hire/tuning	1,423	2,316
Insurance	70	95
Licences and memberships	197	178
Miscellaneous	281	652
Music hire/purchase	986	642
Orchestra	6,867	3,740
Printing and publicity	953	1,324
Programmes	138	146
Soloists	1,626	2,500
Travel	3,133	5,893
Website	101	101
<b>Total payments</b>	<b>39,569</b>	<b>42,510</b>
<b>Deficit</b>	<b>(3,850)</b>	<b>(2,081)</b>
 <b><u>BALANCE SHEET</u></b>		
	<b>31 Aug 2016</b>	<b>31 Aug 2015</b>
Cash	4,460	6,154
Stock	198	204
Debtors	-	-
Deferred income	(2,120)	-
Other creditors	(30)	-
<b>Assets</b>	<b>2,508</b>	<b>6,358</b>
<b>Funds</b>	<b>2,508</b>	<b>6,358</b>

All receipts, payments and funds are unrestricted

*Hadley Hunter*

Approved by the trustees on 5 October 2016  
Hadley Hunter (Treasurer)  
Registered charity 276361

# Independent examiner's report on the accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Section A Independent Examiner's Report

<b>Report to the trustees/ members of</b>	Charity Name London Pro Arte Choir		
<b>On accounts for the year ended</b>	31 <sup>st</sup> August 2016	<b>Charity no (if any)</b>	276381
<b>Set out on pages</b>	1 <small>(remember to include the page numbers of additional sheets)</small>		

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. ~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. Delete [ ] if not applicable.~~

- It is my responsibility to:
- examine the accounts under section 145 of the Charities Act,
  - to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
  - to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**


My examination was carried out in accordance with 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 the 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 ~~(other than that disclosed below \*)~~

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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

\* Please delete the words in the brackets if they do not apply.

**Signed:**  **Date:** 05/10/2016

**Name:** A G Roberts

Relevant professional qualification(s) or body (if any):

FCMA

Address:

19 Langley Park

Mill Hill

London NW7 2AA

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.(E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)