

# London Pro Arte Choir



Trustees' report and accounts

Year ended 31 August 2017

Charity number 276361

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

## Report of the trustees for the year ended 31st August 2017

The trustees of the London Pro Arte Choir present the annual report and financial statements for the year ended 31st August 2017. 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 five concerts during the year:

19 November 2016	Rutter Bernstein Saint-Saëns Fauré	Requiem Chichester Psalms Quam dilecta Cantique de Jean Racine
10 December 2016 St Michael's Church, Mill Hill	Carols for all in aid of the North London Hospice	
18 March 2017 St Michael's Church, Mill Hill	Brahms Vaughan Williams	Ein Deutsches Requiem Five mystical songs
17 June 2017 St Lawrence's Church, Canons Park	Handel	Chandos anthems: Let God arise My song shall be always O praise the Lord with one consent
8 July 2017 St Mary's Church, Rye	Summer concert	

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

15 September 2016	Rutter	Requiem
12 January 2017	Brahms	Ein Deutsches Requiem

We had 39 Thursday evening rehearsals to train members in singing and prepare for concerts. We also had four social events to raise funds to support the concert programme.

## **Financial review**

In 2016-7 our income was £30,310 and our expenditure was £27,167 giving a surplus of £3,143. We raised £900 for the North London Hospice through our carol concert, donations from choir members and Gift Aid.

The choir's income comes primarily from concert tickets, members' subscriptions, sponsorship and choir members. The size of the choir stayed at around 60 of whom 50 attend each term. Concessions are available for members who cannot afford the full subscription or are under 25. Our trip to Rye was financed by those travelling.

## **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.

## **Reserves**

We ended the year with reserves of £5,651, 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. Our target reserves are between £5,000 and £10,000.

## **Plans for the future**

We intend to promote a similar pattern of concerts and other activities in 2017-8. We have chosen the programme in order to attract audiences and keep costs down. We aim to grow the size of the choir and audiences to increase income in order to avoid a deficit.

## **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 periodically 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**

Loretta Cox	Chairman
Shirley Durling	Box office
Keith Ellen	Concert manager
Gill Ellen	Social events
Carole Endersby	Publicity
Hilary Hubbers	Minutes secretary
Hadley Hunter	Treasurer
Colin Izzard	Joint membership secretary (from February 2017)
Aileen Stanton	Membership secretary (till December 2016)
Julia Stevens	Tour organiser
Frances Tham	Joint membership secretary (from February 2017)
Judy Vicary	Librarian

**Professional musicians**

Tom Winpenny	Musical Director
James Gough	Accompanist (till March 2017)
Charles Andrews	Accompanist (from April 2017)

**Independent examiner**    Alan Roberts

**Bankers**                      NatWest Bank  
                                      Virgin Money

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

Approved by the trustees on 4 October 2017



Loretta Cox (Chairman)

**LONDON PRO ARTE CHOIR ACCOUNTS FOR YEAR ENDED 31 AUGUST 2017**

<b>RECEIPTS AND PAYMENTS</b>	<b>2016-17</b>	<b>2015-16</b>
<b>Receipts</b>		
Advertisements	40	160
Donations	724	884
Drinks	769	701
Food	108	702
Friends	180	70
Gift Aid	3,111	3,051
Interest	8	33
Music hire/purchase	78	197
Produce	239	346
Programmes	193	203
Raffle/tombola	260	342
Social events	1,018	1,548
Sponsorship	2,000	3,280
Subscriptions	10,770	9,755
The Giving Machine	16	34
Tickets	7,728	5,724
Travel	3,070	9,390
<b>Total receipts</b>	<b>30,310</b>	<b>35,719</b>
<b>Payments</b>		
Accompanist	4,820	4,820
Charity	900	655
Church/hall hire	4,146	4,120
Conductor	7,130	8,060
Credit card fee	16	8
Drinks	355	489
Food	1,469	1,258
Friends	-	6
Gifts	173	110
Hotel	-	4,268
Instrument hire/tuning	1,020	1,423
Insurance	71	70
Licences and memberships	219	197
Miscellaneous	205	281
Music hire/purchase	461	986
Orchestra	2,848	6,867
Parts hire/purchase	213	-
Printing and publicity	524	953
Programmes	134	138
Soloists	1,675	1,626
Travel	688	3,133
Website	101	101
<b>Total payments</b>	<b>27,167</b>	<b>39,569</b>
<b>Surplus (Deficit)</b>	<b>3,143</b>	<b>(3,850)</b>
<b>BALANCE SHEET</b>		
	<b>31 Aug 2017</b>	<b>31 Aug 2016</b>
Cash	5,447	4,460
Stock	204	198
Deferred income	-	(2,120)
Other creditors	-	(30)
<b>Assets</b>	<b>5,651</b>	<b>2,508</b>
<b>Funds</b>	<b>5,651</b>	<b>2,508</b>

All receipts, payments and funds are unrestricted

*Hadley Hunter*

Approved by the trustees on 4 October 2017  
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

**Report to the trustees/directors/members of**

Charity Name  
London Pro Arte Choir

**On accounts for the year ended**

31<sup>st</sup> August 2017

**Charity no.:**

276361

**Set out on pages**

5

(remember to include the page numbers of additional sheets)

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) 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.

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 to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records;
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Signed:

Date: 08/09/2017

**Name:** A G Roberts

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

**Address:** 19 Langley Park, Mill Hill, London, NW7 2AA

