

London Pro Arte Choir



Trustees' report and accounts

Year ended 31 August 2018

Charity number 276361

www.lpac.org.uk

Report of the trustees for the year ended 31st August 2018

The trustees of the London Pro Arte Choir present the annual report and financial statements for the year ended 31st August 2018. The financial statements have been prepared in accordance with the 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 Christmas 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 four concerts during the year, all at St Michael's Church, Mill Hill:

25 November 2017	Mozart Haydn	Dominican vespers Nelson Mass
16 December 2017	Carols for all in aid of Homeless Action in Barnet	
24 March 2018	Dvorak Poulenc	Mass in D Gloria
17 June 2018	Shearing Lauridsen Rutter	Songs and sonnets Three nocturnes Feel the spirit

In addition 27 singers gave a concert at St Giles' Church in Bruges on 7 July 2018 and sang in a mass at the Basilica of the Holy Blood in Bruges on 8 July 2018.

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

21 September 2017	Haydn	Nelson Mass
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We had 38 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 2017-8 our income was £32,900 (2016-7: £30,310) and our expenditure was £34,456 (2016-7: £27,167) giving a deficit of £1,556 (2016-7: £3,143 surplus). We raised £550 for Homeless Action in Barnet through our carol concert, donations and Gift Aid.

The choir's income comes primarily from concert tickets, members' subscriptions, sponsorship and donations from choir members. The size of the choir stayed at around 60 of whom 40-50 attend each term. Concessions are available for members who cannot afford the full subscription or are under 25. Our trip to Bruges 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 £4,095 (2016-7: £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 2018-9. We will be adding a whole day Come and Sing workshop to attract new members. We have chosen the musical 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.

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	Membership secretary (till 6 September 2018)
Frances Tham	Membership secretary (till 13 September 2017)
Judy Vicary	Librarian

Professional musicians

Tom Winpenny	Musical Director
Charles Andrews	Accompanist

Independent examiner Will Fyans

Bankers NatWest Bank

Website www.lpac.org.uk

Approved by the trustees on 3 October 2018



Loretta Cox (Chairman)

LONDON PRO ARTE CHOIR ACCOUNTS FOR YEAR ENDED 31 AUGUST 2018

<u>RECEIPTS AND PAYMENTS</u>	2017-18	2016-17
<u>Receipts</u>		
Advertisements	-	40
Donations	684	724
Drinks	585	769
Food	75	108
Friends	210	180
Gift Aid	2,472	3,111
Interest	-	8
Music hire	285	78
Produce	206	239
Programmes	144	193
Raffle/tombola	310	260
Social events	1,685	1,018
Sponsorship	-	2,000
Subscriptions	9,990	10,770
The Giving Machine	20	16
Tickets	5,590	7,728
Travel	10,560	3,070
Total receipts	32,900	30,310
<u>Payments</u>		
Accompanist	4,890	4,820
Charity	550	900
Church/hall hire	4,120	4,146
Conductor	7,610	7,130
Credit card fee	12	16
Drinks	218	355
Food	1,472	1,469
Friends	-	-
Gifts	90	173
Hotel	4,905	-
Instrument hire/tuning	1,020	1,020
Insurance	132	71
Licences and memberships	386	219
Miscellaneous	38	205
Music hire/purchase	746	461
Orchestra	2,750	2,848
Parts hire/purchase	34	213
Printing and publicity	376	524
Programmes	120	134
Soloists	1,760	1,675
Travel	3,116	688
Website	74	101
Total payments	34,456	27,167
Surplus (Deficit)	(1,556)	3,143
<u>BALANCE SHEET</u>		
	31 Aug 2018	31 Aug 2017
Cash	5,540	5,447
Stock	214	204
Debtors	25	-
Prepayments	85	-
Deferred income	(1,720)	-
Other creditors	(50)	-
Assets	4,095	5,651
Funds	4,095	5,651

All receipts, payments and funds are unrestricted

Hadley Hunter

Approved by the trustees on 3 October 2018
Hadley Hunter (Treasurer)
Registered charity 276361



Section A Independent Examiner's Report

**Report to the trustees/
members of**

London Pro Arte Choir

**On accounts for the year
ended**

31 August 2018	Charity no (if any)	276361
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Set out on pages

1-5

**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 section 144 of the 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 applicable Directions given by the Charity Commission (under section 145(5)(b) of the 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 material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which 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:** 1/10/18

Name: Norman William Fyans

Relevant professional qualification(s) or body (if any): Certified Accounting Technician

Address: 89 Chalet Estate
Hammers Lane
London NW7 4DL

Section B Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose. None