

# London Pro Arte Choir



Trustees' report and accounts

Year ended 31 August 2019

Charity number 276361

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

## **Report of the trustees for the year ended 31st August 2019**

The trustees of the London Pro Arte Choir present the annual report and financial statements for the year ended 31st August 2019. 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:

|                  |   |
|------------------|---|
| 24 November 2018 | Handel - Messiah                          |
| 8 December 2018  | Carols for All                            |
| 24 March 2019    | Music by Bruckner, Mendelssohn and Wesley |
| 29 June 2019     | Madrigals and part songs                  |

In addition 32 singers gave a concert at St Mary's Church in Hambleden on 13 April 2019.

We also had an open choral workshop to allow the public to join us singing major works:

|                   |                  |
|-------------------|------------------|
| 15 September 2018 | Handel - Messiah |
|-------------------|------------------|

We had 36 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 2018-9 our income was £29,627 (2017-8: £32,900) and our expenditure was £28,552 (2017-8: £34,456) giving a surplus of £1,075 (2017-8: deficit of £1,556). We raised £500 for Noah's Ark Children's Hospice 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 Hambleden 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 £5,170 (2017-8: £4,095), 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 2019-20. 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](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    | Membership secretary (till 6 September 2018) |
| Miriam Onyeador | Membership secretary (from 17 February 2019) |
| Judy Vicary     | Librarian                                    |

**Professional musicians**

|                 |                  |
|-----------------|------------------|
| Tom Winpenny    | Musical Director |
| Charles Andrews | Accompanist      |

|                             |            |
|-----------------------------|------------|
| <b>Independent examiner</b> | Will Fyans |
|-----------------------------|------------|

|                |              |
|----------------|--------------|
| <b>Bankers</b> | NatWest Bank |
|----------------|--------------|

|                |  |
|----------------|--|
| <b>Website</b> | <a href="http://www.lpac.org.uk">www.lpac.org.uk</a> |
|----------------|--|

Approved by the trustees on 2 October 2019



Loretta Cox (Chairman)

**LONDON PRO ARTE CHOIR ACCOUNTS FOR YEAR ENDED 31 AUGUST 2019**

| <b><u>RECEIPTS AND PAYMENTS</u></b> | <b>2018-19</b>     | <b>2017-18</b>     |
|-------------------------------------|--------------------|--------------------|
| <b><u>Receipts</u></b>              |                    |                    |
| CDs                                 | 68                 | 85                 |
| Donations                           | 1,995              | 684                |
| Drinks                              | 489                | 585                |
| Food                                | 47                 | 75                 |
| Friends                             | 190                | 210                |
| Gift Aid                            | 2,614              | 2,472              |
| Music hire                          | 321                | 285                |
| Produce                             | 383                | 206                |
| Programmes                          | 205                | 144                |
| Raffle/tombola                      | 251                | 310                |
| Social events                       | 1,284              | 1,685              |
| Sponsorship                         | 2,000              | -                  |
| Subscriptions                       | 9,700              | 9,990              |
| The Giving Machine                  | 17                 | 20                 |
| Tickets                             | 7,260              | 5,590              |
| Travel                              | 2,805              | 10,560             |
| <b>Total receipts</b>               | <b>29,627</b>      | <b>32,900</b>      |
| <b><u>Payments</u></b>              |                    |                    |
| Accompanist                         | 5,086              | 4,890              |
| CDs                                 | 88                 | 35                 |
| Charity                             | 500                | 550                |
| Church/hall hire                    | 4,316              | 4,120              |
| Conductor                           | 8,060              | 7,610              |
| Credit card fee                     | 15                 | 12                 |
| Drinks                              | 383                | 218                |
| Food                                | 1,282              | 1,472              |
| Gifts                               | 84                 | 90                 |
| Hotel                               | -                  | 4,905              |
| Instrument hire/tuning              | 1,020              | 1,020              |
| Insurance                           | 132                | 132                |
| Licences and memberships            | 338                | 386                |
| Miscellaneous                       | 470                | 38                 |
| Music hire/purchase                 | 583                | 746                |
| Orchestra                           | 3,150              | 2,750              |
| Parts hire/purchase                 | -                  | 34                 |
| Printing and publicity              | 461                | 376                |
| Programmes                          | 142                | 120                |
| Soloists                            | 1,690              | 1,760              |
| Travel                              | 668                | 3,116              |
| Website                             | 84                 | 74                 |
| <b>Total payments</b>               | <b>28,552</b>      | <b>34,456</b>      |
| <b>Surplus (Deficit)</b>            | <b>1,075</b>       | <b>(1,556)</b>     |
| <b><u>BALANCE SHEET</u></b>         |                    |                    |
|                                     | <b>31 Aug 2019</b> | <b>31 Aug 2018</b> |
| Cash                                | 7,843              | 5,540              |
| Stock                               | 172                | 214                |
| Debtors                             | -                  | -                  |
| Prepayments                         | 80                 | 85                 |
| Deferred income                     | (2,925)            | (1,720)            |
| Other creditors                     | -                  | (50)               |
| <b>Assets</b>                       | <b>5,170</b>       | <b>4,095</b>       |
| <b>Funds</b>                        | <b>5,170</b>       | <b>4,095</b>       |

All receipts, payments and funds are unrestricted

Approved by the trustees on 2 October 2019  
 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 2019

**Charity no  
(if any)**

276361

**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:

1/10/19

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