

# London Pro Arte Choir



Trustees' report and accounts  
Year ended 31 August 2020

Charity number 276361

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



## **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.

## **Effects of Covid-19 closure**

Our venues kindly did not charge us for the cancelled March concert or summer rehearsals. We paid our freelance performers their contracted fees for the March concert and cancelled rehearsals. We used donations from choir members to pay our conductor and accompanist reduced fees for the Summer term. We had no other significant expenses during the closure.

## **Reserves**

We ended the year with reserves of £5,302 (2018-9: £5,170), 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**

Following a risk assessment we plan to restart socially distanced rehearsals in September 2020 and promote a small concert in November 2020 with a number of changes to reduce risk. We hope to continue having rehearsals and concerts during 2021. We will review this at the end of 2020 in the light of the prevalence of Covid-19, government guidance and an assessment of the Autumn rehearsals and concert.

## **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
Miriam Onyeador	Membership secretary
Judy Vicary	Librarian

**Professional musicians**

Tom Winpenny	Musical Director
James Orford	Accompanist

**Independent examiner**    Will Fyans

**Bankers**                      NatWest Bank

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

Approved by the trustees on 14 October 2020



Loretta Cox (Chairman)

**LONDON PRO ARTE CHOIR ACCOUNTS FOR YEAR ENDED 31 AUGUST 2020**

<b>RECEIPTS AND PAYMENTS</b>	<b>2019-20</b>	<b>2018-19</b>
<b>Receipts</b>		
CDs	35	68
Donations	2,058	1,995
Drinks	224	489
Food	-	47
Friends	300	190
Gift Aid	1,971	2,614
Music hire	204	321
Produce	125	383
Programmes	77	205
Raffle/tombola	278	251
Rebates	5	17
Social events	1,615	1,284
Sponsorship	3,000	2,000
Subscriptions	6,887	9,700
Tickets	3,977	7,260
Travel	-	2,805
<b>Total receipts</b>	<b>20,756</b>	<b>29,627</b>
<b>Payments</b>		
Accompanist	3,895	5,086
CDs	20	88
Charity	1,000	500
Church/hall hire	3,057	4,316
Conductor	6,215	8,060
Credit card fee	20	15
Drinks	63	383
Food	272	1,282
Gifts	32	84
Instrument hire/tuning	375	1,020
Insurance	132	132
Licences and memberships	353	338
Miscellaneous	33	470
Music hire/purchase	275	583
Orchestra	3,220	3,150
Parts hire/purchase	175	-
Printing and publicity	257	461
Programmes	56	142
Soloists	1,090	1,690
Travel	-	668
Website	84	84
<b>Total payments</b>	<b>20,624</b>	<b>28,552</b>
<b>Surplus (Deficit)</b>	<b>133</b>	<b>1,075</b>
<b>BALANCE SHEET</b>		
	<b>31 Aug 2020</b>	<b>31 Aug 2019</b>
Cash	7,564	7,843
Stock	171	172
Debtors	-	-
Prepayments	-	80
Deferred income	(2,432)	(2,925)
Other creditors	-	-
<b>Assets</b>	<b>5,302</b>	<b>5,170</b>
<b>Funds</b>	<b>5,302</b>	<b>5,170</b>

All receipts, payments and funds are unrestricted

*Hadley Hunter*

Approved by the trustees on 14 October 2020  
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 2020

**Charity no  
(if any)**

276361

**Set out on pages**

1-4

**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:** 9 October 2020

**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