

# London Pro Arte Choir



Trustees' report and accounts

Year ended 31 August 2021

Charity number 276361

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

## **Report of the trustees for the year ended 31st August 2021**

The trustees of the London Pro Arte Choir present the annual report and financial statements for the year ended 31st August 2021. 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 Christmas carol concerts. This year we invited members to donate to Noah's Ark Children's Hospice as we were unable to have any charity events. The choir has had regard to the Charity Commission's guidance on public benefit.

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

The choir gave two performances during the year on 23 November 2020 and 8 July 2021. The first performance was just for choir members and was made available on video and the second was outside to an invited audience.

We had 17 rehearsals to train members in singing and prepare for performances. We also had 5 talks on musical issues by our conductor and 2 quizzes on Zoom and to replace rehearsals cancelled because of Covid-19.

Our programme was constrained by Covid-19 and related government guidance.

### **Financial review**

In 2020-21 our income was £9,704 (2019-20: £20,756) and our expenditure was £7,815 (2019-20: £20,624) giving a surplus of £1,889 (2019-20: £133).

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 50 of whom some 30 attended rehearsals in person and some 5 watched via video. Concessions are available for members who cannot afford the full subscription or are under 25.

We had miscellaneous income of £1,500 as an incentive payment from NatWest bank to move our account to reduce their market dominance.

## **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 closures**

Our venues kindly did not charge us for cancelled concerts and rehearsals. We used donations from choir members to pay our conductor and accompanist reduced fees for cancelled rehearsals. We were able to rehearse and perform in a member's garden in the summer with no venue cost. We had no other significant expenses during the closures.

## **Reserves**

We ended the year with reserves of £7,191 (2020: £5,302), 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 revised risk assessment we plan to restart socially distanced rehearsals in September 2021. We hope to continue having rehearsals and concerts during 2021-22 with a number of changes to reduce risk. We will keep this under review in the light of the prevalence of Covid-19, government guidance and an assessment of rehearsals and concerts.

## **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 (till July 2021)

**Independent examiner**    Will Fyans

**Bankers**                      NatWest Bank

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

Approved by the trustees on 22 September 2021



Loretta Cox (Chairman)

## LONDON PRO ARTE CHOIR ACCOUNTS FOR YEAR ENDED 31 AUGUST 2021

<b><u>RECEIPTS AND PAYMENTS</u></b>	<b>2020-21</b>	<b>2019-20</b>
<b><u>Receipts</u></b>		
CDs	-	35
Donations	1,855	2,058
Drinks	-	224
Friends	-	300
Gift Aid	1,469	1,971
Miscellaneous	1,500	-
Music hire	-	204
Produce	-	125
Programmes	-	77
Raffle/tombola	-	278
Rebates	5	5
Sponsorship	-	3,000
Subscriptions	4,875	6,887
Tickets	-	5,592
<b>Total receipts</b>	<b><u>9,704</u></b>	<b><u>20,756</u></b>
<b><u>Payments</u></b>		
Accompanist	2,613	3,895
CDs	-	20
Charity	-	1,000
Church/hall hire	520	3,057
Conductor	3,875	6,215
Credit card fee	20	20
Drinks	62	63
Food	-	272
Gifts	84	32
Instrument hire/tuning	-	375
Insurance	91	132
Licences and memberships	200	353
Miscellaneous	77	33
Music hire/purchase	111	275
Orchestra	-	3,220
Parts hire/purchase	-	175
Printing and publicity	-	257
Programmes	-	56
Soloists	50	1,090
Website	113	84
<b>Total payments</b>	<b><u>7,815</u></b>	<b><u>20,624</u></b>
<b>Surplus (Deficit)</b>	<b><u>1,889</u></b>	<b><u>133</u></b>
 <b><u>BALANCE SHEET</u></b>		
	<b>31 Aug 2021</b>	<b>31 Aug 2020</b>
Cash	9,502	7,564
Stock	151	171
Debtors	38	-
Deferred income	(2,500)	(2,432)
<b>Assets</b>	<b><u>7,191</u></b>	<b><u>5,302</u></b>
<b>Funds</b>	<b><u>7,191</u></b>	<b><u>5,302</u></b>

All receipts, payments and funds are unrestricted

*Hadley Hunter*

Approved by the trustees on 22 September 2021  
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 2021	<b>Charity no (if any)</b>	276361
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**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:**

20 September 2021

**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