



Trustees' Annual Report for the period

From 1 January 2022 to 31 December 2022

Charity name: NORVIS

Charity registration number: 1014801

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of the Charity shall be: to advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects by any means the trustees see fit, including through the presentation of public events.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	NORVIS runs an annual summer school in early music, open to players of viols, recorders, lutes, harpsichords, baroque strings and singers.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have read and abide by the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The NORVIS Trustees may make bursaries (reductions in fees) for young people in full-time education and those in financial hardship who would benefit from attending. Bursaries are applied for as part of the course application process. Decisions are taken by a subcommittee of the trustees.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	NORVIS has provided education and performance opportunities in the field of early music to approximately 65 participants on the course during 2022. NORVIS provided bursaries to 8 people in order to enable them to attend the course.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of 2022, NORVIS held £18958 in bank accounts.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We hold a reserve account of a minimum of 10% of our usual annual revenue, to allow for fluctuations in revenue against the portion of our costs that is fixed.
Amount of reserves held	Para 1.22	£9297
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties about the charity continuing as a going concern.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The principal income is provided by participants' fees. We run a residential summer school and charge fees for accommodation and for tuition. We also receive donations and occasionally bequests from members and others.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Our reserve fund is held in an interest-bearing instant access account.
A description of the principal risks facing the charity	Para 1.46	COVID meant that NORVIS was unable to operate for a period of 2 years. We incurred costs but were unable to charge participant fees. Due to our reserves and the generosity of our members, we were not at risk.

Structure, Governance and Management

Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>(1) The Charity and its property shall be managed and administered by a committee comprising trustees elected from and by the Charity's members (Elected Trustees) and trustees Co-opted by existing trustees (Co-opted Trustees).</p> <p>(2) All members of the committee are trustees.</p> <p>(3) The Charity shall have on the committee at least the following officers, appointed by the trustees:</p> <ul style="list-style-type: none"> i. A chair ii. A secretary iii. A treasurer <p>More officer roles can be appointed if deemed necessary by the trustees.</p> <p>(4) An Elected trustee must be a member of the Charity.</p> <p>(5) No one may be appointed a trustee if he or she would be disqualified from acting under the provisions of clause 8.</p> <p>(6) The number of trustees shall be not less than three but shall not be subject to any maximum.</p> <p>(7) The first trustees (including officers) shall be those persons elected as trustees and officers at the meeting at which this constitution is adopted.</p> <p>(8) A trustee may not appoint anyone to act on his or her behalf at meetings of the trustees.</p>

Reference and Administrative details

Charity name	NORVIS
Other name the charity uses	
Registered charity number	1014801
Charity's principal address	66 Quarry Lane Birmingham B31 2PY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mark Lawrence	Chair		
2	Eileen Finlayson	Secretary		
3	Sarah Kirk	Treasurer		
4	William Hunt	Trustee	4/8/22 onwards	
5	Ursula McKean	Trustee	4/8/22 onwards	
6	Simon Squires	Treasurer	To 4/8/22	
	Maureen Jackson	Trustee	To 4/8/22	

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

NORVIS**SUMMARY STATEMENT 2022****Income**

Course fees	£45,197.20
Donations	£6,335.65
Bus fares	£290.00
Bowes museum fares	£270.00
Savings a/c interest	£38.95
Bursary a/c interest	£17.58

Expenditure

Advertising	£1,027.20
External concert	£908.00
Tutor fees	£10,205.00
Tutor expenses	£3,378.22
MD/Tutorg fees	£2,560.00
MD/Tutorg.expenses	£827.46
Administrator's fee	£850.00
Admin./sec. expenses	£472.89
Other for participants	£620.00
Staff gifts	£50.80
Accom. at venue	£28,950.25
Subscriptions	£508.00

Total income £52,149.38

Total expenditure £50,357.82

Excess of income over expenditure

£1,791.56

BALANCE SHEET

Assets	Jan. 2022	Dec. 2022
Current a/c	£2,226.65	£5,791.68
Savings a/c	£9,257.87	£9,296.82
Bursary a/c	£5,681.90	£3,869.48
Totals	£17,166.42	£18,957.98

Represented by:	Jan. 2022	Year surplus	Dec. 2022
General fund	£11,484.52	£3,603.98	£15,088.50
Bursary fund	£5,681.90	-£1,812.42	£3,869.48
Totals	£17,166.42	£1,791.56	£18,957.98



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

NORVIS – Early Music Summer School

**On accounts for the year
ended**

31 December 2022

**Charity no
(if any)**

1014801

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 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.

Signed:

Date:

15/07/2023

Name:

Michael John Winterburn

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

Address:

58 Lammas Park Road

London

W5 5JB

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.

The tutors and the administrator had not provided supporting documentation for expenses claimed. It is highly recommended that next year they should be required to do so.