



**Trustees' Annual Report for the period**

**From 1 September 2019** Period start date

**To 31 August 2020** Period end date

**Charity name: City of Bristol Choir**

**Charity registration number: 1015961**

**Objectives and Activities**

<p>Summary of the purposes of the charity as set out in its governing document</p>	<p>“To promote, improve, develop and maintain public education in and appreciation of the art and science of music in all its aspects by the presentation of public concerts and recitals and by such other means as the Choir, through its committee, shall determine from time to time.”</p>
<p>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.</p>	<p><u>21 October 2019</u> Sing of Love, concert at St George’s, Bristol <u>14 December 2019</u> Carol singing service for Mercy Ships at St Mary Redcliffe, <u>19 December 2019</u> Christmas Spectacular, St George’s Bristol with Bristol Ensemble <u>21 December 2019</u> Festive Fiesta, St George’s Bristol with Bristol Ensemble <u>15 February 2020</u> Innovation and Aviation, concert at Aerospace Museum, Bristol. <u>14 March 2020</u> Durufle Requiem, All Saints’ Church Bristol.</p>
<p>Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit</p>	<p>Yes</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

<p>Policy on grant making</p>	<p>There is no policy but decisions are taken on a case by case basis by the Trustees and the committee for the commission of new works.</p>
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Policy on social investment including program related investment	N/A
Contribution made by volunteers	Volunteer stewards, committee members and front of house team are thanked publically and thanks are published in the concert programmes.
Other	N/A

## Achievements and Performance

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.	<p><b>Concert Programme</b></p> <p><b>Sing of Love</b> 21<sup>st</sup> October 2019 at St George's, Bristol with the Bristol Ensemble and baritone, Marcus Farnsworth.</p> <p><i>The composer was in the audience as the choir performed Jonathan Dove's 'Sappho Sings' as part of a programme celebrating British composers Dove, Britten, Vaughan Williams and Finzi. This was only the second performance of 'Sappho Sings' and the choir chose it as part of the celebration of the composer's 60<sup>th</sup> birthday.</i></p> <p><b>Carol Service in aid of Mercy Ships</b> 14<sup>th</sup> December 2019, St Mary Redcliffe Church.</p> <p><i>To raise funds for the international medical charity, Mercy Ships, the choir was engaged to lead the congregation as well to perform, carols and other seasonal music as part of the charity's worldwide programme of carol services.</i></p> <p><b>Christmas Spectacular</b> 19<sup>th</sup> December and <b>Festive Fiesta</b> 21<sup>st</sup> December 2019 St George's, Bristol</p> <p><i>Each concert, once again, was performed to a sell out</i></p>

	<p><i>audience and featured traditional and not so traditional Christmas works. The concerts form a central part of the City's Christmas musical programme and CBC is at the heart of their commercial and artistic success. Each of the concerts attracted an audience comprising regulars as well as many for whom it is an introduction to classical and choral music. For CBC itself, the hard work and commitment involved generates income for the choir and, significantly, secures the choir's profile as one of the City's leading choirs.</i></p> <p><b>Innovation, Aviation and Celebration</b> Aerospace Bristol Museum February 15<sup>th</sup> 2020</p> <p><i>The choir performed under the wings of concord to premier Liz Lane's 'Innovation 216' with other amateur choirs and one of the West Country's finest brass bands, the Lydbrook Band. This celebration of 100 year of aerospace engineering in Bristol was a musical triumph.</i></p> <p><b>Durufié, Requiem by Candlelight</b> All Saint's Church, Clifton March 14<sup>th</sup> 2020 Cello – Richard May Mezzo Soprano – Jenna Cooper</p> <p><i>Joined by acclaimed soloists, CBC lead a programme of exquisite music, from Barber to Saint-Saëns. The programme also featured the premier of a work by the composer Amy Summers, 'Nunc Dimitis'. Amy is a recent member of CBC and this is one of a number of pieces that the choir has commissioned by her.</i></p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>CBC's planned programme, and rehearsal opportunities, were cut short by the Covid pandemic. The last time that the choir's full membership was together in person was the concert on 14 March 2020.</p> <p>The committee was agile in its response to the enforced cessation of rehearsals and commissioned professional musicians and academics to deliver a series of 'online' lectures to enable to the membership to continue to 'meet' regularly in a way that was meaningful and educational. An informal IT support system was set up to enable members of all ages and different levels</p>
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	<p>knowledge of online platforms. This meant that every member had the opportunity to join in with what was offered. All members of the household were welcome to attend and subsequently the links to the lectures were shared more widely at no cost.</p> <p>In addition, CBC commissioned Lotti Newstead to record some bespoke 'online singing lessons' that were made available to the members to assist with practising technique at home, pending our return to 'in person' rehearsals.</p> <p>The enforced separation of the members was mitigated a little by a number of online social activities, specifically the hugely entertaining and successful CBC Quiz. Members' families were also warmly welcomed.</p> <p>The committee quickly acknowledged the difficult financial position into which many members were put by either redundancy or furlough, and accordingly adopted a flexible approach to the payment of subscriptions where members were facing particular hardship.</p> <p>From within the choir, members were swift to offer companionship and support, such as offering to collect prescriptions or drop shopping off, for those who were in isolation or shielding. An effective and well communicated network was established reflecting the fact that membership of CBC is about more than 'just' singing. This time of great challenge exposed the strengths of the bonds forged within the choir.</p>
<p>Performance of fundraising activities against objectives set</p>	<p><b>N/A</b></p>
<p>Investment performance against objectives</p>	<p><b>N/A</b></p>
<p>Other</p>	<p><b>N/A</b></p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The accounts show a modest surplus for the year, with losses on our own promotions being supported by subscription income and engagements commissioned by third parties. Our balance sheet remained strong, with overall funds over £25,000. The Trustees will remain cautious and continue to plan concerts on the basis of breaking even wherever possible.</p> <p>The results cover five months affected by the Covid pandemic. The impact was limited, thanks to the loyalty of our membership, and a reduction in costs as in-person activities were curtailed. We have continued to work to reduce the impact and have no concerns about the choir's going concern status as a result.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	City of Bristol Choir tries to maintain a reserve of at least £5000 to support the Choir's on-going activities and to provide a contingency fund in case of poor ticket sales or unexpected costs. The accompanying Accounts quantify three designated funds (the CBC Bursary Fund, the Commissions Fund and the CBC Tour Fund) and explain their purposes.
Amount of reserves held	Para 1.22	Minimum of £5000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### 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	<p><b>Subscriptions from members</b>  <b>Concert income</b>  <b>Donations for special projects</b></p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A

A description of the principal risks facing the charity	Para 1.46	The principal risk to the Choir remains the impact of the Covid pandemic. The Trustees continue to review this, and are pleased to report that, while income has been reduced, costs have been controlled similarly, and the Choir's position remains satisfactory.
Other		N/A

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Written constitution.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	City of Bristol Choir is an unincorporated association regulated by its constitution, adopted at a specially convened Extraordinary General Meeting of the Choir on 26 <sup>th</sup> November 1992 and amended at specially convened EGMs of the Choir on 9 <sup>th</sup> September 2001, 29 <sup>th</sup> June 2003 and at the AGM on 19 <sup>th</sup> June 2014.
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	In accordance with the amended Constitution adopted at the AGM on 19 <sup>th</sup> June 2014, the Trustees are drawn from the members of the Choir and elected by a simple majority of members at the Charity's Annual General Meeting or at an Extraordinary General Meeting. They hold office until the next Annual General Meeting and are eligible for re-election.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>New Trustees are mentored and meet with outgoing or current Trustees depending what, if any role, they will play on the committee.</p> <p>All Trustees are advised of the expectations and duties of Trustees and their attention is specifically drawn to <a href="http://www.Gov.uk/guidance/charity-trustee-whats-involved">www.Gov.uk/guidance/charity-trustee-whats-involved</a></p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	N/A
Relationship with any related parties	Para 1.51	N/A
Other		N/A

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## Reference and Administrative details

Charity name	City of Bristol Choir
Other name the charity uses	N/A
Registered charity number	1015961
Charity's principal address	City of Bristol Choir 9 Sandstone Rise, Winterbourne, Bristol BS36 1BB



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

#### Name of chief executive or names of senior staff members (Optional information)

N/A
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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A
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## Other optional information

N/A
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## 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)	E A CUNNINGHAM	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	28. JUNE. 2021	

**CITY OF BRISTOL CHOIR**

**ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2020**

**STATEMENT OF FINANCIAL ACTIVITIES**

	Notes	<b>UNRESTRICTED FUNDS</b>					<b>2019</b>	
		<b>2020</b>						<b>£</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>		
	Other Funds	CBC Bursary Fund	CBC Tour Fund	Commissions Fund	Total			
<b>INCOME</b>								
Subscriptions		17,376				17,376	17,397	
Gift Aid		3,218				3,218	4,803	
Donations		50			360	410	6,750	
Concert Income	2	7,354				7,354	6,052	
Performance Fees		3,750				3,750	6,665	
Sponsorship and fundraising		484				484	1,012	
Sale of goods	3	1,592				1,592	935	
Interest received		5				5	6	
		<u>33,829</u>			360	<u>34,189</u>	<u>43,620</u>	
<b>EXPENDITURE</b>								
Rehearsal Costs		13,740				13,740	13,594	
Concert expenditure	2	14,513				14,513	9,662	
Performance Costs		1,020				1,020	3,034	
Cost of goods sold	3	1,749				1,749	1,152	
Grants and commissions					950	950		
Subscriptions paid		53				53	53	
Insurance		137				137	137	
Amortisation		470				470	465	
Other costs		1,058				1,058	2,074	
		<u>32,740</u>			950	<u>33,690</u>	<u>30,171</u>	
<b>NET INCOME/(EXPENDITURE)</b>		1,089			(590)	499	13,449	
<b>FUNDS AT 1 SEPTEMBER</b>		<u>17,574</u>	627	(248)	6,876	<u>24,829</u>	<u>11,380</u>	
<b>FUNDS AT 31 AUGUST</b>		<u>18,663</u>	627	(248)	6,286	<u>25,328</u>	<u>24,829</u>	

**CITY OF BRISTOL CHOIR**

**ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2020**

**BALANCE SHEET**

		<b>UNRESTRICTED FUNDS</b>					<b>2019</b>
		<b>2020</b>					<b>£</b>
Notes	£	£	£	£	£		
	Other Funds	CBC Bursary Fund	CBC Tour Fund	Commissions Fund	Total		
<b>FIXED ASSETS</b>	4	156			156	24	
<b>CURRENT ASSETS</b>							
Music Library	1,5	1,627			1,627	1,765	
Stock		861			861	961	
Gift Aid receivable		3,111			3,111	4,782	
Debtors and prepayments		90			90	3,076	
Cash at bank		16,989	627	(248)	6,286	23,654	
COIF Deposit Account		1,000			1,000	1,000	
		<u>23,678</u>	<u>627</u>	<u>(248)</u>	<u>6,286</u>	<u>30,343</u>	<u>25,769</u>
<b>CURRENT LIABILITIES</b>							
Creditors and Accruals		5,171			5,171	964	
		<u>5,171</u>			<u>5,171</u>	<u>964</u>	
<b>NET CURRENT ASSETS</b>		<u>18,507</u>	<u>627</u>	<u>(248)</u>	<u>6,286</u>	<u>25,172</u>	<u>24,805</u>
<b>NET ASSETS</b>		<u>18,663</u>	<u>627</u>	<u>(248)</u>	<u>6,286</u>	<u>25,328</u>	<u>24,829</u>
<b>RESERVES</b>							
General Funds		18,663			18,663	17,574	
CBC Tour Fund	6			(248)	(248)	(248)	
CBC Bursary Fund	6		627		627	627	
CBC Commissions Fund	6				6,286	6,286	
		<u>18,663</u>	<u>627</u>	<u>(248)</u>	<u>6,286</u>	<u>25,328</u>	<u>24,829</u>

Approved by the Trustees and signed on their behalf

E Cunningham  
Chairman

I S Blenkinsop  
Treasurer

## **CITY OF BRISTOL CHOIR**

### **ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2019**

#### **NOTES TO THE ACCOUNTS**

##### **1. Accounting policies**

###### **Basis of Accounting**

These accounts have been prepared on the basis of historic costs in accordance with Accounting and Reporting by Charities (SORP 2015), and with the Charities Act 1993. The basis of accounting has not changed during the year

###### **Going concern**

There are no material uncertainties which might affect the ability of the Choir to continue

###### **Public benefit**

The Choir is a public benefit entity

###### **Recognition of income**

Income is recognised in the Statement of Financial Activities (SofA) when the charity becomes entitled to the resources; the Trustees are virtually certain they will receive the resources; and the monetary value can be measured with sufficient reliability

###### **Income with related expenditure**

Where income has related expenditure, such as concert income, the income and related expenditure are reported gross in the SofA

###### **Grants and donations**

Grants and donations are only included in the SofA when the charity has unconditional entitlement to the resources.

###### **Tax reclaims on donations, subscriptions and gifts**

Income from tax reclaims is included in the SofA at the same time as the gift to which they relate.

###### **Contractual income and performance related grants**

This is only included in the SofA once the related services have been delivered.

###### **Investment Income**

This is included in the accounts when receivable.

###### **Liability recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources

###### **Fixed Assets**

Fixed assets comprise folding chairs used in concert performances, which are depreciated over 10 years on a straight-line basis, and recording equipment, which is depreciated over five years on a straight line basis

## CITY OF BRISTOL CHOIR

### ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2019

#### NOTES TO THE ACCOUNTS

##### Music Library

Items held by the choir for its own use, or for rental by other choirs, are the subject of an annual stocktake. To recognise the reducing value of copies over time, their value is amortised over a period of 5 years, on a reducing balance basis

##### Stock

Stock comprises compact disc recordings and music folders, which are valued at the lower of cost and net realisable value.

#### 2. Concert income and expenditure

	Autumn	Durufié	2020 total	2019 total
	£	£	£	£
Income				
Ticket Sales	4,799	2,168	6,967	5,452
Programme Sales	286	101	387	186
Refreshment Sales				414
	<hr/>	<hr/>	<hr/>	<hr/>
Total Income	5,085	2,269	7,354	6,052
	<hr/>	<hr/>	<hr/>	<hr/>
Expenditure				
Musicians and soloists	7,923	1,100	9,023	4,045
Venue costs	744	250	994	1,065
Music Hire	987	609	1,596	1,204
Programme Costs	220	179	399	181
Refreshment Costs				197
Publicity and postage	954	1,247	2,201	1,769
Commission on ticket sales	543	41	584	101
Other costs	368	98	466	1,100
Grant received	(750)		(750)	
	<hr/>	<hr/>	<hr/>	<hr/>
	10,989	3,524	14,513	9,662
	<hr/>	<hr/>	<hr/>	<hr/>
Surplus/(deficit)	(5,904)	(1,255)	(7,159)	(3,610)
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**CITY OF BRISTOL CHOIR**

**ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2019**

**NOTES TO THE ACCOUNTS**

**3. Sale of goods**

	Music Sales	CD Sales	2020 Total £	2019 Total £
Income	1,592		1,592	935
Expenditure	1,749		1,749	1,152
Surplus/Deficit	<u>(157)</u>		<u>(157)</u>	<u>(217)</u>

**4. Fixed Assets**

	Cost £	Depreciation £	2020 Net Book Value £	2019 £
Brought forward	240	(216)	24	48
Additions during the year	195		195	
Depreciation charge		<u>(63)</u>	<u>(63)</u>	<u>(24)</u>
Carried forward	<u>435</u>	<u>(279)</u>	<u>156</u>	<u>24</u>

**5. Music Library**

	2020 £	2019 £
Net book value b/fwd	1,765	1,654
Additions during the year	269	552
Amortization	<u>(407)</u>	<u>(441)</u>
Net book value c/fwd	<u>1,627</u>	<u>1,765</u>

**CITY OF BRISTOL CHOIR**

**ACCOUNTS FOR THE YEAR ENDED 31 AUGUST 2019**

**NOTES TO THE ACCOUNTS**

**6. Designated funds**

The CBC Bursary Fund is a designated fund established to provide funds to advance the musical education of young singers, who are required to join the choir during the period for which they are in receipt of bursary funding.

The CBC Tour Fund is a designated fund established to meet the incidental costs associated with overseas and domestic concert tours which the choir may undertake periodically.

**7. Trustee's remuneration and expenses**

No trustees were in receipt of remuneration during the year. A total of £170 was paid in respect of travelling and subsistence expenses incurred in attending meetings on choir business

**8. Related party transactions**

There were no related party transactions during the year.



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
City of Bristol Choir

**On accounts for the year  
ended**

31 August 2020

**Charity no  
(if any)**

1015961

**Set out on pages**

1-6

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2020.

**Responsibilities and  
basis of report**

As the charity's trustees, 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**

*Richard Bacon*

**Date:**

28 JUNE 2021

**Name:**

Richard Bacon

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

FCA

**Address:**

8 Eastfield

BRISTOL

BS9 4BQ