

# 2023-4 Sevenoaks Symphony Orchestra Annual Report

## Charity reference information

Charity name:	Sevenoaks Symphony Orchestra
Charity registration number:	1057071
Correspondence address:	9A Bouchier Close Sevenoaks Kent TN13 1PD
Trustees as at date of report:	John Hendry - Chairman Anne Webster - Secretary Charles Hebert - Membership Secretary Debra Coote - Treasurer David Floyd - Librarian Nadia Courtenay Elizabeth Crawford Usher Jonathan Jaggard Jane Moore
Additional trustees during the financial year reported:	None

## Structure, governance and management

Sevenoaks Symphony Orchestra is governed according to its constitution as adopted on 5 June 1996 and revised in 2017. Sevenoaks Symphony Orchestra is unincorporated. Appointment of trustees is by election by Sevenoaks Symphony Orchestra members at the Annual General Meeting.

## Reserves policy

It is the Sevenoaks Symphony Orchestra's policy to hold at least £15,000 in reserves for contingency purposes. To determine the size of the required reserves, we have considered the recommended charitable standard of approximately twice the "costs of the day" of producing a concert.

## Objectives and activities

### Objectives

As stated in the charity constitution:

The objects (hereinafter called "the objects") of the Society shall be to promote, improve, develop and maintain public education in and appreciation of the art and science of music, and in particular orchestral music, in all its aspects by the presentation of public concerts and recitals and by such other ways as the Society may from time to time decide; and for the general purposes of such charitable bodies or for such other purposes as shall be exclusively charitable as the Society may from time to time decide.

The charity has considered the public benefit of the objectives and activities of the orchestra. The giving of public concerts ensures that the benefits are available to the public. The concert ticket prices are such that these are not prohibitively expensive and in the case of the children's concert are significantly below cost in order to

encourage attendance. In addition the £2 tickets for under 19's at the 3 main concerts have been widely taken up. These have risen from £1 per ticket following a pricing policy change by the Stag to include a £1 per ticket charge within the ticket price. The orchestra receives £1 for each of the £2 tickets sold.

## **Activities**

The orchestra has had a busy and successful year of activities. We kicked off the year with a 'Play for Pleasure' social event, followed by our annual family concert in October and three standard concerts, all of which were well attended. We also held a number of social events for members and patrons.

## **Achievements and performance**

Feedback from audience members has been very positive, in terms of both the standard of playing and the selection of music performed. We are continuing to work hard to raise awareness of the orchestra's activities amongst those who may not traditionally attend classical music concerts to build up future audiences. Membership of the orchestra is strong, with more new joiners than leavers.

Financially, the orchestra is also strong. Income was slightly lower than expenditure, but balances are very healthy.

Signed on behalf of the trustees

Debra Coote

27 November 2024

# Sevenoaks Symphony Orchestra

## Annual Accounts for the Year Ended 31st August 2024

### Statement of Financial Activity

Incoming Resources	Unrestricted Funds	Restricted Funds (Cello Fund)	Total 2023/4	Total 2022/3	
<b>Incoming Resources from Charitable Activities - Concert Income</b>					
Season Tickets	2,790		2,790	2,773	
Tickets	11,841		11,841	16,436	
Sponsorship			0	0	
Advertisements	500		500	500	
<b>Total Concert Income</b>	<b>15,131</b>	<b>0</b>	<b>15,131</b>	<b>19,709</b>	
<b>Voluntary Income</b>					
Patrons and Other Donations	4,238		4,238	3,088	
Members Subscriptions	8,468		8,468	7,540	
Sundry Donations	0		0	0	
Tax Recoveries (Gift Aid)	0		0	3,633	
Grants	0		0	0	
Other	1,025		1,025	979	Note 11
<b>Investment Income - Interest</b>	<b>101</b>		<b>101</b>	<b>99</b>	
<b>Total Incoming Resources</b>	<b>28,963</b>	<b>0</b>	<b>28,963</b>	<b>35,048</b>	
<b>Expended Resources</b>					
Conductor	8,109		8,109	7,868	
Soloist	1,673		1,673	2,875	
Leader	3,597		3,597	3,442	
Professional Musicians	5,240		5,240	5,368	
Music Hire	726		726	796	
Rehearsal Hall	1,540		1,540	1,433	
Concert Hall	6,078		6,078	6,966	
Instrument Hire	0		0	0	
Printing & Publicity	1,860		1,860	2,041	
Programmes	1,433		1,433	1,124	
Memberships (Making Music and MMP)	692		692	555	
Card Payment Fee	25		25	88	
Other	822	100	922	1,236	Note 12
<b>Total Resources Expended</b>	<b>31,795</b>	<b>100</b>	<b>31,895</b>	<b>33,792</b>	
<b>Net Incoming Resources</b>	<b>-2,832</b>	<b>-100</b>	<b>-2,932</b>	<b>1,256</b>	
<b>Total Funds Brought Forward</b>	<b>49,849</b>	<b>250</b>	<b>50,099</b>	<b>48,843</b>	
<b>Total Funds Carried Forward</b>	<b>47,017</b>	<b>150</b>	<b>47,167</b>	<b>50,099</b>	

# Sevenoaks Symphony Orchestra

## Annual Accounts for the Year Ended 31st August 2024

### Balance Sheet as at 31st August 2024

	Unrestricted Funds	Restricted Funds	Total 2023/4	Total 2022/3	
<b>Fixed Assets</b>	-	0.00	- -	-	Note 8
<b>Current Assets</b>					
<b>Debtors &amp; Prepayments</b>	4,758		4,758	2,269	Note 9
<b>Cash at bank and in hand</b>	42,484	150	42,634	48,150	
<b>Total Current Assets</b>	47,242	150	47,392	50,419	
<b>Creditors: amounts falling due within one year</b>	-225	-	-225	320	Note 10
<b>Net Current Assets/Liabilities</b>	47,017	150	47,167	50,099	
<b>Net Assets</b>	47,017	150	47,167	50,099	
<b>Funds of the Charity</b>					
Unrestricted Funds	47,017		47,017	49,849	
Restricted Funds - (Cello Fund)		150	150	250	
<b>Total Funds</b>	47,017	150	47,167	50,099	

Signed by Debra Exall, Treasurer  
on behalf of all the Trustees

.....  
Signature

.....  
Name

.....  
Date of Approval

# Sevenoaks Symphony Orchestra

## Annual Accounts for the Year Ended 31st August 2024

### Notes to the Accounts

#### 1 Basis of Preparation

##### 1.1 Basis of Accounting

These accounts have been prepared on the basis of historic cost in accordance with; Accounting and Reporting by Charities - Statement of recommended Practice (SORP) FRS 102, Accounting Standards and with the Charities Act 2011.

There has been no change in the basis of accounting since last year and no changes have been made to the accounts for previous years.

#### 2 Accounting Policies

##### 2.1 Incoming Resources

Incoming Resources are included in the Statement of Financial Activities (SOFA) when SSO becomes entitled to them, the trustees are virtually certain they will receive the resources and the monetary value can be measure with sufficient reliability.

Concert income is recognised in the concert season to which that income relates.

Income from concerts and the related expenditure are reported gross in the SOFA.

Grants and donations are only included in the SOFA when the charity is unconditionally entitled to the resources. Incoming resources from tax reclaims are included in the SOFA when received.

##### 2.2 Expenditure and Liabilities

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

##### 2.3 Assets

Tangible fixed assets for use by the charity are capitalised if they can be used for more than one year and cost more than £500.

#### 3 Detailed Analysis of Incoming Resources and Resources Expended

APPENDIX A comprises a schedule of direct Income and Expenses, analysed by concert, with all other indirect income and expenses listed separately.

# Sevenoaks Symphony Orchestra

## Annual Accounts for the Year Ended 31st August 2024

### Notes to the Accounts

#### 4 Trustee remuneration, benefits and expenses

No trustees receive remuneration or benefits

One or more of the trustees has claimed expenses or had their expenses met by the charity

	2023/4	2022/3
	£	£
<b>Expenses claimed for Travel</b>		
Number of trustees	0	0
Total claimed	0	0

Trustees have been reimbursed for costs properly incurred in delivering the charitable activities of the Orchestra, including costs of hiring music, advertising and promoting concerts and providing flowers for soloists etc.

#### 5 Related party transactions

There were no related party transactions requiring disclosure.

#### 6 Fees for Examination of the Accounts

	2023/4	2022/3
	£	£
Independent Examiner's fees for reporting on the accounts	<u>None</u>	<u>None</u>
Other fees paid to the Independent Examiner	<u>None</u>	<u>None</u>

#### 7 Paid Employees

The charity has no paid employees.

#### 8 Tangible Fixed Assets

The Orchestra owns a set music stands and concert display boards, which have been held for some time and fully written off since acquisition. The Trustees estimate the aggregate value of this equipment at £1,200 in total.

The orchestra also owns a set of cymbals and a cello which are valued at below the capitalisation threshold

Future acquisitions of fixed assets in excess of £500 will be capitalised and depreciated at appropriate rates.

#### 9 Debtors and Prepayments

		2023/24	2022/23
		£	£
Debtors	Ticket sales	1,658	1,285
	Advertising Revenue	0	80
Prepayments	Music hire	159	0
	Printing & publicity	721	409
	Stag concert deposits	2,220	495
		<u>4,758</u>	<u>2,269</u>

# Sevenoaks Symphony Orchestra

## Annual Accounts for the Year Ended 31st August 2024

### Notes to the Accounts

<b>10 Creditors and Accruals</b>		2023/24	2022/23
		£	£
Creditors	Piano Tuner (May 23 concert)	0	170
Accruals	Piano Tuner (May 24 concert)	-180	0
Deferred Income	Membership Subs for 23/24 Season	0	150
	Season tickets for 24/25 season	-45	0
		<u>-225</u>	<u>320</u>
<b>11 Other Income</b>		2023/24	2022/23
		£	£
	Play for Pleasure receipts	196	0
	Easy fundraising	384	253
	Sale of Timpani	0	176
	Teas	445	550
	<b>Total</b>	<u>1,025</u>	<u>979</u>
<b>12 Other expenses</b>		2023/24	2022/23
		£	£
	Gift, flowers for Soloist	76	49
	Audience refreshments	86	134
	Website & Domain hosting	163	330
	PRS Fees Family Concert	67	138
	Refreshments Play for Pleasure	119	186
	Repair of Timpani on loan to us	0	78
	Piano Tuner Pamoja hall	180	170
	Gifts for Committee Members	107	41
	Tea and biscuits	68	
	Four Last Songs words in programme	120	
	Bank Charges	60	
	Accounting System Fee	186	109
	Deduct cost of piano tuner for May23 concert	-170	
	Unrecorded deposits recovered	-240	
	Purchase of cello using Cello Fund, loaned to SSO Member		
	<b>Total</b>	<u>822</u>	<u>100 1,236</u>

## Sevenoaks Symphony Orchestra - APPENDIX A

Detailed Statement of Financial Activities for the Year Ended 31st August 2024

	Subscription Concerts and Development of Repertoire				Other Concerts		Total 2023-4	Total 2022-3
	Winter 2023	Spring 2024	Summer 2024	Repertoire	Family Concert	Joint Concert with SPS		
<b>Incoming Resources from Charitable Activities</b>								
<b>Concert Income</b>								
Season Tickets	930	930	930	-	-	-	2,790	2,773
Tickets	3,626	3,450	2,714	-	2,051	-	11,841	16,436
<b>Total Concert Income</b>	<b>4,556</b>	<b>4,380</b>	<b>3,644</b>	<b>-</b>	<b>2,051</b>	<b>-</b>	<b>14,631</b>	<b>19,209</b>
<b>Resources Expended on Charitable Activities</b>								
Conductor	1,420	2,428	1,924	885	1,452	-	8,109	7,868
Soloist (including gifts etc)	429	527	468	-	325	-	1,749	2,924
Leader	668	1,003	936	326	664	-	3,597	3,442
Professional Assistance	2,475	1,180	660	-	925	-	5,240	5,323
Music Hire	498	140	88	-	-	-	726	797
Rehearsal Hall	175	490	315	350	210	-	1,540	1,432
Concert Hall (inc technical support)	1,662	1,740	1,056	-	1,620	-	6,078	6,966
Printing & Publicity	584	708	424	-	144	-	1,860	1,857
Programmes	422	358	361	-	292	-	1,433	1,124
Administration	-	-	-	-	-	-	-	8
PRS Fees	-	-	-	-	67	-	67	138
Piano Tuner at Pamoja Hall	-	-	180	-	-	-	180	170
Audience refreshments	-	-	86	-	-	-	86	134
Other (Four Last Songs words in prog)	120	-	-	-	-	-	120	-
<b>Total Expenditure on Charitable Activities</b>	<b>8,453</b>	<b>8,574</b>	<b>6,498</b>	<b>1,561</b>	<b>5,699</b>	<b>-</b>	<b>30,785</b>	<b>32,183</b>
<b>Concert Shortfall for the Year</b>	<b>(3,897)</b>	<b>(4,194)</b>	<b>(2,854)</b>	<b>(1,561)</b>	<b>(3,648)</b>	<b>0</b>	<b>(16,154)</b>	<b>(12,974)</b>
<b>Other Income</b>								
Patrons and Other Donations							4,238	3,088
Members Subs							8,468	7,540
Interest							101	99
Tax Recoveries							-	3,633
Advertisements							500	500
Other							1,025	979
<b>Total Other Income</b>							<b>14,332</b>	<b>15,839</b>
<b>Other Expenses (Not allocated to particular concert)</b>								
Making Music and MMP Annual Membership							692	555
Website and Domain Hosting							163	330
Liberty Accounts System							186	109
Bank Charges							60	80
Refreshments Play for Pleasure							119	186
Gifts for Committee members							107	41
Tea and biscuits							67	-
Card payment fee							25	-
Repair of timpani on loan to us							-	78
Publicity charges							-	184
Professional Musician							-	44
Unrecorded deposits recovered							-240	-
Accrual Piano Tuner for May23 concert							-170	-
<b>Total Other Expenses</b>							<b>1,009</b>	<b>1,607</b>
<b>Net Other Income &amp; Expenses</b>							<b>13,323</b>	<b>14,232</b>
<b>Net Incoming Resources for the Period</b>							<b>(2,831)</b>	<b>1,258</b>
<b>Unrestricted Funds Brought Forward as at 31st August 2023</b>							<b>49,849</b>	<b>48,843</b>
<b>Unrestricted Funds Carried Forward as at 31st August 2024</b>							<b>47,017</b>	<b>49,849</b>

# Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
Sevenoaks Symphony Orchestra

On accounts for the year ended

31<sup>st</sup> August 2024

Charity no  
(if any)

1057071

Set out on pages

1 to 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<sup>st</sup> August 2023.

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:



Date:

10/11/24

Name:

Richard Gilbert

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

Retired Chartered Accountant

Address:

Ryefield, Packhorse Road,

Sevenoaks

Kent. TN13 2QP

Only complete if the examiner needs to highlight material 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.**

