

THE ABINGDON MUSIC CENTRE TRUST
FINANCIAL STATEMENTS
31 AUGUST 2020

Charity Number 309181

THE ABINGDON MUSIC CENTRE TRUST
FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2020

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THE ABINGDON MUSIC CENTRE TRUST

TRUSTEES ANNUAL REPORT YEAR ENDED 31 AUGUST 2020

Section A Reference and administration details

Charity name THE ABINGDON MUSIC CENTRE TRUST

Other names charity is known by

Registered charity number (if any) 309181

Charity's principal address LARKMEAD SCHOOL, FARINGDON ROAD
ABINGDON-ON-THAMES
OXFORDSHIRE
Postcode OX14 1RF

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	Annalise DOBSON			
2	David SHAW			
3	Alison LANE	Secretary		
4	Jim HINES	Chair		
5	Katie DAVID			
6	Rosemary BRUCE			
7	David RIDDLE			
8	Peter STEAD			
9	Anne NEWTON			
10	Amena HASSANALI-SUTTON		Appointed 18 October 2019	
11				
12				
13				
14				
15				
16				
17				
18				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of advisor	Name	Address
Independent Examiners	Nockels Gee	5 The Chambers, Vineyard, Abingdon-on-Thames, OX14 3PX

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Declaration of Trust dated 1 st October 1973, as varied by scheme of 5 th June 2001, as amended 16 th June 2015, as amended 7 th February 2019.
How the charity is constituted (eg. trust, association, company)	The Trust is an unincorporated organisation.
Trustee selection methods (eg. appointed by, elected by)	Nominated by existing Trustees having consideration of relevant experience, interests, skills and likely contribution following discussion with nominee.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- Policies and procedures adopted for the induction and training of trustees.
- The charity's organisational structure and any wider network with which the charity works.
- Relationship with any related parties.
- Trustees' consideration of major risks and the system and procedures to manage them.

The Trustees regularly review the major risks the Trust faces. Insurance and Health and Safety issues are assessed annually.

A Trustee is nominated to act in the event of child safeguarding concerns and to make referrals to the local authority's child protection team.

Where relevant all Trustees and teaching staff are DBS checked.

All trustees give their time voluntarily and receive no remuneration or benefits. Expenses may be paid.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Abingdon Music Centre Trust was established to make music available as widely as possible within the local community for both adults and children. The trust runs music classes and workshops throughout the year and provides opportunities for local music makers and teachers to use its premises for music making.

Summary of the main activities undertaken for the public benefit in relation to these objectives (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The trust has taken note of, and had regard for the guidance on public benefit issued by the Charity Commission and uses it to help with its current and future planning. Benefits to the public are real, and do not harm others. Access to benefits is unrestricted within practical constraints relating to the premises used. Disabled access is available at our activities. We charge fees for our activities but hold those fees at the lowest possible levels consistent with continued solvency.

The Trust runs music classes and workshops throughout the year for all age groups. We work with children's centres, schools and care homes for older people to enhance benefit to others.

The Trust provides the opportunity for local music makers and teachers to use its premises for music making.

We have continued to extend our work with the community of Abingdon through further contributions to events in the town.

The trust were able to offer a limited range of online lessons and activities throughout the Covid-19 pandemic and are continuing to develop and offer these courses for the following year.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Volunteers make an important contribution to Abingdon Music Centre, they give their time freely and we are grateful for their support.

Any surplus funds at the end of the year are retained by the trust to help further its aims.

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Section D Achievements and performance

Summary of the main achievements of the charity during the year

The Trust again successfully held a wide range of classes and workshops. Particular emphasis is given to early music development with over 100 children under school age regularly attending classes.

The Trust, as in previous years, provided administration support to the Frances Kitching Trust (Registered Charity 259127) and providing facilities for young musicians.

We continued a series of intergenerational classes involving the elderly and very young. We continued to work in several care homes, often in partnership with Oxfordshire Adult Learning.

The trust had to stop all face to face activities due to Covid-19. The majority of teachers were furloughed, however with the help of some staff and volunteers, we were able to offer online activities for a limited range of members. From July 2020 we were able to develop and run a wider range of classes and online activities, which will also be offered in the following year.

Section E Financial review

Brief statement of the charity's policy on reserves

To ensure continuity of classes and facilities general reserves are held at the level of three month's salary costs and one year of premises commitments.

Additional funds are constantly sought for the purchase and maintenance of musical instruments and equipment and for specified projects. Some funding obtained is specifically restricted to the purpose described below.

At the 31st August 2020, total reserves stood at £48,290 (2019 - £50,840), which was made up of unrestricted funds of £47,754 (2019 - £49,855) and restricted funds of £536 (2019 - £985).

Unrestricted reserves can be spent and are used in accordance with charitable objectives at the discretion of trustees.

Our restricted funds at the year end related to:-

- Children Fund – set up to support our work with children (minors under the age of 18 years) by a single donations of £600 and the residue at 31st August 2020 amounted to £536 (2019 - £548).
- Equipment Funding - related to funding to buy new musical and the balance at 31st August 2020 amounted to £0 (2019 - £437).

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Details of any funds materially in deficit

The funds were not in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- The charity's principal sources of funds (including any fundraising).
- How expenditure has supported the key objectives of the charity.
- Investment policy and objectives including any ethical investment policy adopted.

The trusts principal funding sources in the year consisted of money received from outreach activities, grants, donations, room rental hire, workshops and classes and investment income.

The trust holds investments at 31st August 2020 totalling £36,469 (2019 - £35,324) which relates to reserve funding placed in investments with the CCLA. It is the policy of the trust to hold these surplus funds with the CCLA in order to maximise income. Sufficient funds are always readily available in order to enable the charity to achieve its objectives; the Trustees are committed to safeguarding these reserves whilst seeking any prudent performance enhancing initiatives. Investments are held at their bid market value. There were no additional investments purchased in the year, nor were any investments disposed.

The trustees review current and funding needs on a regular basis to ensure funds held are sufficient.

Section F Other optional information

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Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

J N HINES

A J LANE

Position (eg secretary, chair, etc)

CHAIR

SECRETARY

Date

27 May 2021

THE ABINGDON MUSIC CENTRE TRUST

Independent examiner's report on the accounts

Report to the
trustees/ members
of

The Abingdon Music Centre Trust

On accounts for
the year ended

31 August 2020

Charity no (if any)

309181

Set out on pages

7 and 8

**Responsibilities
and basis of report**

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

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.

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.

I report to the trustees on my examination of the accounts of the above trust for the year ended 31 August 2020.

**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.

Signed:

Date:

8 June 2021

Name:

Helen Gee

Relevant
professional
qualification:

FCCA

Address:

Nockels Gee

Chartered Certified Accountants,
5 The Chambers,
Vineyard,
Abingdon-on-Thames,
OX14 3PX

THE ABINGDON MUSIC CENTRE TRUST

Charity No
309181

RECEIPTS AND PAYMENTS ACCOUNTS YEAR ENDED 31 AUGUST 2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Associated Board exam fees	-	-	-	-	-
Adult & school age class fees	33,178	-	-	33,178	47,451
Pre school & workshop fees	6,451	-	-	6,451	11,235
Music, tapes, books & CD's sold	-	-	-	-	10
Room rentals	3,359	-	-	3,359	5,261
Sundry receipts & refreshments	51	-	-	51	291
Donations	2,414	990	-	3,404	1,281
Investment income	1,121	-	-	1,121	1,113
Frances Kitching Trust	5,000	-	-	5,000	1,200
Outreach	17,080	-	-	17,080	30,232
Community Performances	-	-	-	-	895
Memberships	455	-	-	455	1,231
HMRC Job Retention Scheme	16,417	-	-	16,417	-
Sub total	85,526	990	-	86,516	100,200
A2 Asset and investment sales, etc.	-	-	-	-	-
Total receipts	85,526	990	-	86,516	100,200
A3 Payments					
Associated Board Fees	-	-	-	-	-
Tuition fees	29,932	12	-	29,944	47,726
Musical instruments & equipment	(85)	1,427	-	1,342	677
Music, tapes, books and CD's	-	-	-	-	-
Miscellaneous expenses & materials	4,074	-	-	4,074	6,398
Office & administration expenses	2,117	-	-	2,117	2,292
Rent, rates & room hire	8,159	-	-	8,159	11,404
Cleaning	-	-	-	-	12
Staff salaries & honorarium	43,021	-	-	43,021	29,342
Accountancy fees	528	-	-	528	510
Insurance	1,018	-	-	1,018	987
Frances Kitching Trust	-	-	-	-	80
Memberships	-	-	-	-	-
Sub total	88,764	1,439	-	90,203	99,428
A4 Asset and investment purchases,	-	-	-	-	-
Total payments	88,764	1,439	-	90,203	99,428
Net of receipts/(payments)	(3,238)	(449)	-	(3,687)	772
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	14,523	985	-	15,508	14,736
Cash funds this year end	11,285	536	-	11,821	15,508

THE ABINGDON MUSIC CENTRE TRUST

Charity No
309181

RECEIPTS AND PAYMENTS ACCOUNTS YEAR ENDED 31 AUGUST 2020

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Petty cash	62	-	-
	NatWest current account	146	536	-
	COIF deposit account	-	-	-
	CAF cash account	11,077	-	-
	Total cash funds	11,285	536	-

(agree balances with receipts and payments account(s))

	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	CCLA Investment Fund	Unrestricted	31,123	36,469
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	

Signed by one or two trustees on behalf of
all the trustees

Signature	Print Name	Date of approval
	J N HINES	27-May-21
	A J LANE	27-May-21