

THE ABINGDON MUSIC CENTRE TRUST
FINANCIAL STATEMENTS
31 AUGUST 2021

Charity Number 309181

THE ABINGDON MUSIC CENTRE TRUST
FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2021

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THE ABINGDON MUSIC CENTRE TRUST

TRUSTEES ANNUAL REPORT YEAR ENDED 31 AUGUST 2021

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		Resigned 31 August 2021	
2	David SHAW		Resigned 1 May 2021	
3	Alison LANE	Secretary		
4	Jim HINES	Chair until 20.10.21		
5	Katie DAVID			
6	Rosemary BRUCE			
7	David RIDDLE			
8	Anne NEWTON			
9	Amena HASSANALI-SUTTON	Chair from 21.10.21		
10	Jonathan Mark BENTLEY		Appointed 21 October 2021	
11	Lucy Emma WEBBER		Appointed 21 October 2021	
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	Vineyard Accountants	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.

THE ABINGDON MUSIC CENTRE TRUST

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Section C Objectives and activities

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

To establish a centre for the performance teaching and appreciation of music both to children and adults to increase their knowledge understanding and love of music and their ability to play music to the most advanced standings of which they are capable.

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)

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.

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. The Trust offered a range of online lessons and activities throughout the Covid-19 pandemic, moving to outdoor sessions once restrictions allowed, and are continuing to develop and offer these as Covid-safe in-person courses for the following year. The Trust's work with the community of Abingdon through contributions to events in the town was on hold during the Covid-19 pandemic but plans for future events are now being made.

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.

THE ABINGDON MUSIC CENTRE TRUST

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Section D Achievements and performance

Summary of the main achievements of the charity during the year

The Trust managed to run a good range of classes for all ages despite Covid-19 restrictions, mostly via Zoom from September 2020 but then moving to outdoor sessions from June 2021. Members were clearly very appreciative of the opportunity to continue to meet for regular music-making during this challenging time and many contributed their own recorded parts to virtual group recordings. Particular emphasis is given to early music development, with classes running every weekday for children under school age. The Trust, as in previous years, provided administration support to the Frances Kitching Trust (Registered Charity 259127) and provided opportunities for young school-age musicians. We managed a limited amount of work in care homes due to the pandemic (over 70 adults in local care homes/community support service participated in our music sessions funded by Oxfordshire Adult Learning). We plan to resume our full programme once the Covid-19 situation allows.

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 2021, total reserves stood at £41,181 (2020 - £48,290), which was made up of unrestricted funds of £40,645 (2020 - £47,754) and restricted funds of £536 (2020 - £536).

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

Our restricted fund at the year end related to:-

- Children Fund – set up to support our work with children (minors under the age of 18 years) and the residue at 31st August 2021 amounted to £536 (2020 - £536).
- Mini Music Makers fund – a grant of £650 received in the year was fully expended on 2 zoom accounts and bespoke bags for our mini music maker classes (2020 - £nil).

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TRUSTEES ANNUAL REPORT YEAR ENDED 31 AUGUST 2021

Details of any funds materially in deficit

The funds were not in deficit during this or the previous year

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 2021 totalling £32,080 (2020 - £36,469) 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. £10,000 of investments were disposed of.

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

Section F Other optional information

No remuneration was paid to trustees in this or the previous year.

1 trustee incurred expenses totalling £1,038 for computer consumables and maintenance costs (2020 – 1 trustee incurred expenses for £1,255 for computer consumables, telephone and refreshment costs).

Donations from trustees amounted to £726 from 3 trustees (2020 – 3 trustees amounting to £1,108).

Section G Declaration

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

MRS A HASSANALI-SUTTON	J N HINES
CHAIR	TRUSTEE
6 May 2022	

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 2021

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 2021.

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 2021.

**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:

10 May 2022

Name:

Helen Gee

Relevant
professional
qualification:

FCCA

Address:

Vineyard Accountants
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 2021

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	19,877	-	-	19,877	33,178
Pre school & workshop fees	3,840	-	-	3,840	6,451
Music, tapes, books & CD's sold	5	-	-	5	-
Room rentals	-	-	-	-	3,359
Sundry receipts & refreshments	145	-	-	145	51
Donations	7,737	650	-	8,387	3,404
Investment income	1,154	-	-	1,154	1,121
Frances Kitching Trust	-	-	-	-	5,000
Outreach	4,099	-	-	4,099	17,080
Community Performances	-	-	-	-	-
Memberships	165	-	-	165	455
HMRC Job Retention Scheme	26,210	-	-	26,210	16,417
Sub total	63,232	650	-	63,882	86,516
A2 Asset and investment sales, etc.	10,000	-	-	10,000	-
Total receipts	73,232	650	-	73,882	86,516
A3 Payments					
Associated Board Fees	-	-	-	-	-
Tuition fees	19,947	-	-	19,947	29,944
Musical instruments & equipment	1,220	-	-	1,220	1,342
Music, tapes, books and CD's	-	-	-	-	-
Miscellaneous expenses & materials	2,490	349	-	2,839	4,074
Office & administration expenses	2,399	301	-	2,700	2,117
Rent, rates & room hire	150	-	-	150	8,159
Cleaning	-	-	-	-	-
Staff salaries & honorarium	48,140	-	-	48,140	43,021
Accountancy fees	552	-	-	552	528
Insurance	1,049	-	-	1,049	1,018
Frances Kitching Trust	-	-	-	-	-
Memberships	6	-	-	6	-
Sub total	75,953	650	-	76,603	90,203
A4 Asset and investment purchases,	-	-	-	-	-
Total payments	75,953	650	-	76,603	90,203
Net of receipts/(payments)	(2,721)	-	-	(2,721)	(3,687)
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	11,285	536	-	11,821	14,736
Cash funds this year end	8,564	536	-	9,100	11,049

THE ABINGDON MUSIC CENTRE TRUST

Charity No

309181

RECEIPTS AND PAYMENTS ACCOUNTS YEAR ENDED 31 AUGUST 2021

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	387		-
	COIF deposit account	-	-	-
	CAF cash account	8,115	536	-
	Total cash funds		8,564	536

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

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	CCLA Investment Fund	Unrestricted	-	32,080
			-	-
			-	-

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

Categories	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
	MRS A HASSANALI-SUTTON	06-May-22
	J N HINES	06-May-22