| Charity Name | No |
|---|---|
| Sheringham and Cromer Choral Society | 281467 |

# Receipts and payments accounts

**CC16a**

| For the period from | Period start date | To | Period end date |
|---|---|---|---|
| | 01/08/2020 | | 31/07/2021 |

## Section A Receipts and payments

| | General Funds to nearest £ | Restricted Funds to nearest £ | Cash in Hand to nearest £ | Total Funds to nearest £ | Last year to nearest £ |
|---|---|---|---|---|---|
| **A1 Receipts** | | | | | |
| Membership Subs & Deposits | 1,540 | 40 | | 1,580 | 7,470 |
| Concert Receipts | | | | - | 1,893 |
| Fundraising Events & Activities | | | | - | 1,635 |
| Member Donations | 56 | 220 | | 276 | 300 |
| Gift Aid (Tax Relief) | 292 | | | 292 | 1,544 |
| Sales | 120 | | | 120 | 114 |
| Bequest | | 547 | | 547 | |
| Grants & Charitable Donors | | | | - | 1,361 |
| Misc Receipts | 9 | 13 | | 22 | 99 |
| ***Sub total** (Gross income for AR)* | 2,017 | 819 | - | 2,836 | 14,416 |
| **A2 Asset/investment sales** | | | | | |
| | - | - | - | - | - |
| ***Sub total*** | - | - | - | - | - |
| ***Total receipts*** | 2,017 | 819 | - | 2,836 | 14,416 |
| **A3 Payments** | | | | | |
| Member Bursaries & Deposit Refunds | | 240 | | 240 | 630 |
| Rehearsals, Insurance & NFMS Subs | 1,761 | | | 1,761 | 4,494 |
| Committee Expenses & Bookkeeping | 556 | | | 556 | 175 |
| Marketing, Website & Photography | 324 | | | 324 | 216 |
| Concert Payments | 333 | | | 333 | 4,176 |
| Costs of Fundraising | 175 | | | 175 | 383 |
| Misc Payments | | 2,260 | | 2,260 | 6,000 |
| ***Sub total*** | 3,149 | 2,500 | - | 5,649 | 16,074 |
| **A4 Asset/investment purchases** | | | | | |
| | - | - | - | - | - |
| ***Sub total*** | - | - | - | - | - |
| ***Total payments*** | 3,149 | 2,500 | - | 5,649 | 16,074 |
| ***Net of receipts/(payments)*** | - 1,132 | - 1,681 | - | - 2,813 | - 1,658 |
| **A5 Transfers between funds** | - 2,037 | | | - 2,037 | - 930 |
| | 1,926 | | | 1,926 | 2,037 |
| | | | | | |
| **A6 Cash funds last year end** | 9,737 | 14,504 | | 24,241 | 24,792 |
| ***Cash funds this year end*** | 8,494 | 12,823 | - | 21,317 | 24,241 |

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

| | | General Funds to nearest £ | Restricted Funds to nearest £ | Cash in Hand to nearest £ |
|---|---|---|---|---|
| **B1 Cash funds** | Society Account | | 4,266 | - |
| | Reserve Account - Society | 8,604 | | - |
| | Reserve Account - Proctor Bequest Fund | | 8,446 | - |
| | ***Total cash funds*** | 8,604 | 12,713 | - |
| | (agree balances with receipts and payments account(s)) | Agreement Error | Agreement Error | OK |

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

| Signature | Print Name | Date of approval |
|---|---|---|
| Diana Sallon | DIANA SALLON | 06/08/2021 |
| | | |

## Sheringham & Cromer Choral Society Management Accounts for Year Ended 31 July 2021

| INCOME | | 2020-21 | 2019-20 | +/- |
|---|---|---|---|---|
| **GENERAL FUNDS** | | | | |
| **Members/Society:** | Membership Subs | 1540.00 | 7310.00 | -5770.00 |
| **Concerts:** | Come & Sing | 0.00 | 1823.33 | -1823.33 |
| | Autumn Concert | 0.00 | 69.79 | -69.79 |
| | Spring Concert | 0.00 | 0.00 | 0.00 |
| | Summer Concert | 0.00 | 0.00 | 0.00 |
| **Fundraising:** | Events & Activities | 0.00 | 1494.70 | -1494.70 |
| | Sales | 120.00 | 114.00 | 6.00 |
| | Donations | 56.21 | 140.60 | -84.39 |
| | Gift Aid | 291.75 | 1543.77 | -1252.02 |
| | Grants | 0.00 | 1361.00 | -1361.00 |
| | Bank Interest - unrestricted funds | 9.37 | 27.30 | -17.93 |
| | **TOTAL GENERAL FUNDS** | **2017.33** | **13884.49** | **-11867.16** |
| **RESTRICTED FUNDS** | New Member Deposits | 40.00 | 160.00 | -120.00 |
| | Donated Member Deposits | 220.00 | 300.00 | -80.00 |
| | Proctor Bequest | 546.80 | 0.00 | 546.80 |
| | Bank Interest on restricted funds | 12.62 | 71.61 | -58.99 |
| | **TOTAL RESTRICTED FUNDS** | **819.42** | **531.61** | **287.81** |
| | **TOTAL INCOME** | **2836.75** | **14416.10** | **-11579.35** |

| EXPENDITURE | | 2020-21 | 2019-20 | +/- |
|---|---|---|---|---|
| **GENERAL FUNDS** | | | | |
| **Members/Society:** | Rehearsals | 1530.00 | 3997.00 | -2467.00 |
| | NFMS Subs & Insurance | 231.00 | 497.00 | -266.00 |
| | Committee & Member Expenses | 556.24 | 175.04 | 381.20 |
| | Website maintenance | 324.00 | 216.00 | 108.00 |
| **Concerts:** | Come & Sing | 0.00 | 2822.27 | -2822.27 |
| | Autumn Concert | 0.00 | 912.50 | -912.50 |
| | Spring Concert | 0.00 | 216.23 | -216.23 |
| | Summer Concert | 333.25 | 225.33 | 107.92 |
| **Fundraising:** | Fees & Commission | 175.00 | 265.00 | -90.00 |
| | Expenses | 0.00 | 118.00 | -118.00 |
| | **TOTAL GENERAL FUNDS** | **3149.49** | **9444.37** | **-6294.88** |
| **RESTRICTED FUNDS** | Membership Bursaries | 0.00 | 170.00 | -170.00 |
| | Deposit Refunds | 20.00 | 160.00 | -140.00 |
| | Deposit Transfers to Bursary Fund | 220.00 | 300.00 | -80.00 |
| | Proctor Fund expenditure | 2260.00 | 6000.00 | -3740.00 |
| | **TOTAL RESTRICTED FUNDS** | **2500.00** | **6630.00** | **-4130.00** |
| | **TOTAL EXPENSES** | **5649.49** | **16074.37** | -10424.88 |
| | **SURPLUS/DEFICIT** | **-2812.74** | **-1658.27** | -1154.47 |

| SUMMARY | 2020-21 | 2019-20 | +/- |
|---|---|---|---|
| Total Income | 2836.75 | 14416.10 | -11579.35 |
| Total Expenses | 5649.49 | 16074.37 | -10424.88 |
| **Surplus/Deficit** | **-2812.74** | **-1658.27** | -1154.47 |
| Funds B/F | 22203.70 | 23861.97 | -1658.27 |
| **Closing Accounts Balance** | **19390.96** | **22203.70** | -2812.74 |
| Advance Receipts | 2657.33 | 2309.33 | 348.00 |
| Advance Payments | -731.15 | -272.13 | -459.02 |
| **Closing Bank Balances** | **21317.14** | **24240.90** | -2923.76 |

## FUNDS HELD

| | Society Acc | Cash in Hand | Reserve Acc | TOTAL | 2019-20 |
|---|---|---|---|---|---|
| **Restricted Funds:** | | | | | |
| For Member Deposits | 1300.00 | | | 1300.00 | 1500.00 |
| For Bursaries & Deposit Refunds | 1040.00 | | | 1040.00 | 820.00 |
| Proctor Bequest Fund | | | 8446.48 | 8446.48 | 10147.06 |
| For 2020/21 | 1926.18 | | | 1926.18 | 2037.20 |
| **Total Restricted Funds** | **4266.18** | **0.00** | **8446.48** | **12712.66** | **14504.26** |
| Unrestricted Funds | -1132.16 | | 9736.64 | 8604.48 | 9736.64 |
| Cash in Hand | | | 0.00 | 0.00 | |
| Transfer of Funds | 1132.16 | | -1132.16 | 0.00 | |
| **Total All Funds** | **4266.18** | **0.00** | **17050.96** | **21317.14** | **24240.90** |

## CONCERT BREAKDOWN

| | | 06-Dec 20 SLT | Feb/Mch 21 St A's C&S | 24-Apr 21 Cromer | 10-Jul 21 Cromer | TOTAL ALL |
|---|---|---|---|---|---|---|
| **Concert Receipts:** | Ticket Sales | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | Comps for Guests, U18s & Stewards | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | Programme Sales | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | Programme Ads | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | Donations for Refreshments | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | **TOTAL INCOME** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **Concert Payments:** | Tickets | 0.00 | 0.00 | 0.00 | 27.41 | **27.41** |
| | Box Office Commission & Fees | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | Comps for Guests, U18s & Stewards | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | Programme Design & Print | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | Hire/Purchase of Scores, Folders, etc | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | Orchestra | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | Conductor | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | Accompanist | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | Soloists & Choristers | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | Flowers & Gifts | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | Venue Hire | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | Staging, Equipment & Instrument Hire | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | Publicity (Design, Print & Distribution) | 0.00 | 0.00 | 0.00 | 120.00 | **120.00** |
| | Publicity (Advertising) | 0.00 | 0.00 | 0.00 | 185.84 | **185.84** |
| | Catering | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | Contingency/Sundries | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | **TOTAL EXPENSES** | **0.00** | **0.00** | **0.00** | **333.25** | **333.25** |
| | **SURPLUS/DEFICIT** | **0.00** | **0.00** | **0.00** | **-333.25** | **-333.25** |
| **Grants:** | *CTC - £750 recd 2019-20, c/fwd to 2021-22* | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | *CTC - £750 recd 2020-21, c/fwd to 2021-22* | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | *NCC - £400 recd 2020-21, c/fwd to 2021-22* | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | *NNDC - £400 recd 2019-20, c/fwd to 2021-22* | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** |
| | **TOTAL FUNDRAISING APPLIED IN 2020-21** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| | **SCCS SUBSIDY** | **0.00** | **0.00** | **0.00** | **-333.25** | **-333.25** |

CHARITY COMMISSION FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

## Section A Independent Examiner's Report

| | | | |
|---|---|---|---|
| **Report to the trustees/ members of** | Charity Name<br>Sheringham and Cromer Choral Society | | |
| **On accounts for the year ended** | 31 July 2021 | **Charity no (if any)** | 281467 |
| **Set out on pages** | 1 - 2 (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 31/07/2021.

**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.

**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.
** Please delete the words in the brackets if they do not apply.*

| | | | |
|---|---|---|---|
| **Signed:** | [signature] | **Date:** | 17/08/2021 |
| **Name:** | RICHARD MURTHWAITE WATSON | | |
| **Relevant professional qualification(s) or body (if any):** | CHARTERED INSURER. | | |
| **Address:** | ROSE HOUSE<br>BARFORD<br>NR9 4AZ | | |

**Sheringham & Cromer Choral Society Treasurer Report for 2020-21**

The inactivity forced upon the Society by coronavirus in the second half of 2019-20 continued throughout 2020-21 with only occasional rehearsals, some on-line and a few in-person when COVID-19 restrictions allowed. Plans for the entire season had been drawn up but these had to be successively carried forward, amended and ultimately abandoned. A major disappointment occurred when the anticipated 'freedoms' from coronavirus lockdown due on May 17 were unexpectedly reversed the very next day for non-professional choirs. The Society was eventually obliged to cancel all further rehearsals and the performance in July.

The dearth of normal activities made it a difficult time to attract new Members. Membership numbers were down to 65 by the year end. Membership entitlement had been extended from 2019-20 pending the resumption of activities; modest subscriptions were required from those Members hoping to perform in the July concert. Membership subscription income and applicable Gift Aid were much reduced as a result. Choir fundraising events could not take place.

The Society's financial position remained strong. As at 31 July 2021, the Society's Assets totalled £21,317 held in cash in the Society's two Bank Accounts: the Deposit Account standing at £17,051 and the Current Account at £4,266. The constituent elements are described below.

After lower income and expenses, the overall result was a deficit for 2020-21 of -£1,132. Following a drawdown of this amount, the Society's accumulated Unrestricted Reserves at the end of the year stood at £8,604 (£9,736 last year). An allocation is made each year from these Reserves to provide a contingency so that the Trustees may consider opportunities as they arise with the assurance that any unforeseen expenses or shortfalls in income can be managed.

Music Deposits of £1,300 reflected the drop in Membership numbers; the Bursary Fund increased to $1,040 thanks to donations from Members leaving the Society during the year. This Fund allows us to offer help to Members in straightened circumstances when payment of subscriptions is an obstacle to their continued Membership.

The Proctor Bequest Fund, which is a Restricted Reserve, benefited from an additional payment to the Society of £546.80 arising from the closure of the late Barbara Proctor's Estate. The Fund was used to finance the creation of the new website which was completed just before the year end at a cost of £2,260. This brought the remaining balance in the Fund to £8,446. No decisions have been made on further drawdowns.

The residual amount of £1,926 represented Advance Receipts and Payments for next year, 2021-22. Notable here are £2,300 held in Grants received but not yet utilised. The Society's

Local Authority sponsors, Norfolk County Council, North Norfolk District Council and Cromer Town Council have been generous in allowing more time for their funded projects to be realised. This is not the norm and the Society is grateful for their continuing support. There are reasonable prospects of bringing the projects to fruition in the coming year.

Although the Reserves at the close of the year place the Society in a secure position with which to start the new season, we cannot rest on our laurels. A full programme of rehearsals and events has been planned on the assumption of a return to normal. In the hope that we are able to proceed, we urge Members to do what they can during this recovery period to help to replenish our Membership, encourage audiences to return, and join in choir fundraising efforts.

The Annual Accounts have once again been examined and certified by our Independent Examiner, Richard Watson, who has kindly agreed to act for the Society again next year. We extend our thanks to him for this service which is given free of charge.

Diana Sallon, Honorary Treasurer and Fundraising Officer