

# **LEITH HILL MUSICAL FESTIVAL**

## **REPORT AND ACCOUNTS**

**For the year ended 30 June 2018**

# LEITH HILL MUSICAL FESTIVAL

## Annual report for the year to 30 June 2018

The Trustees submit their Annual Report and independently examined Financial Statements for the Leith Hill Musical Festival ('the Charity') for the year ended 30 June 2018. These have been prepared in accordance with the accounting policies set out on page 8 and comply with the Charity's constitution and with applicable law.

### 1. REFERENCE AND ADMINISTRATIVE DETAILS

The Festival is a registered charity: No. 275176 with address  
CLAY HALL  
CLAYHALL LANE  
REIGATE  
RH2 8LD

### TRUSTEES AND PRINCIPAL OFFICERS

The Principal Officers (who are also the Trustees of the Charity) who held office during the year are:

Chairman	G K Aslet
Vice Chairman	G Ray
Secretary & Festival Organiser	Ms A Begg
Treasurer	Mrs. J E M Rouse

The Principal Officers are elected annually.

The Executive Committee consists of the Principal Officers and the following four members:  
Mrs Barbara Christopher, Mrs Pat Frankland, Mrs Helen Mardell and Mrs C Ryder.  
These members are elected annually.

### INDEPENDENT EXAMINER

David Wheeler FCCA  
Braidwood Wheeler & Co  
Chartered Certified Accountants  
Goodman House  
13a West Street  
Reigate  
Surrey  
RH2 9BL

### PRINCIPAL BANKERS

NatWest Bank  
14 HIGH STREET,  
DORKING,  
SURREY RH4 1AX

# LEITH HILL MUSICAL FESTIVAL

## 2. STRUCTURE, GOVERNANCE AND MANAGEMENT

### GOVERNING DOCUMENT

The Charity was founded in 1905 and is governed by its own constitution. The constitution was last revised on 10 October 2008 and has been approved by the Charity Commission.

The Charity is a member of Making Music (formerly the National Federation of Music Societies) and of the British and International Federation of Festivals.

The entire resources of the Charity have been unrestricted throughout the year and the Trustees have complete discretion for their use.

Any money or property not immediately required for the Charity's purposes can be held or invested as the Trustees determine.

### APPOINTMENT AND REMOVAL OF TRUSTEES

Appointment of office holders and Trustees is governed by the Charity's constitution.

### ORGANISATION AND MANAGEMENT

The Trustees and other members of the Executive Committee meet formally on a regular basis. They met six times in the year.

The General Committee met three times in the year.

The accounting Function is carried out by the Hon Treasurer, Mrs Jan Rouse.

### RELATED PARTIES

The Charity is not associated with any other charity. Jean Douglas Tutt is the wife of the chairman and is paid for her services as accompanist.

### RISK MANAGEMENT

The Trustees conducted a formal risk assessment exercise during the year. The Trustees believe that the Charity has sufficient assets, combined with regular reviews of accounting procedures and controls, to continue in the event of adverse conditions.

The Trustees have also considered other operational and business risks faced by the Charity and confirm that they have established systems to mitigate any significant risks.

### INVESTMENT POWERS

The Charity's cash resources can be invested at the Trustees' absolute discretion. The Trustees have full unrestricted power to invest funds as they see fit.

## 3. OBJECTS AND ACTIVITIES FOR THE PUBLIC BENEFIT

The objects of the Charity are the study and practice of music in order to foster the public knowledge and appreciation of music by means of public concerts, the holding of musical competitions and other activities.

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The Charity seeks to achieve these objects by organizing competitions for un-auditioned adult choirs and for youth choirs and by promoting concerts. These activities are intended to educate the performers, inform their audiences and the public and raise musical standards generally.

The trustees have referred to the general guidance on public benefit issued by the Charity Commission when planning future activities.

## 4. HOW OUR OBJECTIVES AND ACTIVITIES DELIVERED PUBLIC BENEFIT:

### A REVIEW OF ACHIEVEMENTS AND PERFORMANCE DURING THE YEAR

During the year the Charity promoted four concerts (three of which formed part of the 2018 Leith Hill Musical Festival) as well a running an open Competition for Youth Choirs. The Festival also held a 'Come & Sing' day with the Festival Conductor leading the singers. Full details of these activities can be found on the Festival's website. ([www.lhmf.co.uk](http://www.lhmf.co.uk))

During the year the Festival held a Composition Competition for composers of music set for lower voices and piano accompaniment. 27 entries were received by the closing date of 30 June 2018. The winning entry, 'A Poison Tree', was submitted by Charles West (runner up with 'Seventy Three' was Janet Wheeler). Both these pieces will be performed at next year's Festival in April 2019.

Particular thanks are due to the Festival Conductor and Festival Accompanists for their unremitting hard work on our behalf, and to the Members of our Music Committee for their interest and wise guidance throughout the year.

## 5. FINANCIAL REVIEW

The accounts show an excess of income over expenditure for the year of £6,684 (2017: deficit of £6,886). This excellent result was the result of careful attention to costs in the year and sustained and enthusiastic fund-raising, as is discussed in more detail below.

Income for the year rose slightly from £95,192 to £96,116. This overall result masks an increase in concert related income (principally singers' entry fees and ticket sales) from £53,436 to £58,186 offset by a reduction in Other Income (£41,756 falling to £37,930). There was a notable increase in the income from fund-raising, but, as Other Income also includes income from activities (such as provision of meals for singers) where the income is largely matched by expenditure and where there were lower levels of activity, the overall result was a reduction. Further details are provided below.

Expenditure for the year fell sharply from £102,078 to £89,432. This is largely due to the choice of music performed in 2018 and by careful attention to administration costs, although there was also a fall in the expenses associated with the Other Income item referred to in the previous paragraph.

A summary of the activities where there was both income and expenditure is as follows:

### 2017-2018

	Income £	Expenditure £	Net surplus £
Come and Sing 2017	5,769	3,036	2,733
Meals	1,058	1,096	(38)
Hire and Purchase of Music	3,898	4,322	(424)
Friends and Patrons Talk	205	342	(137)
Youth Day Competitions	2,413	2,286	127
<b>TOTAL</b>	<b>13,343</b>	<b>11,082</b>	<b>2,261</b>

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2016-2017

	Income	Expenditure	Net surplus
	£	£	£
Come and Sing 2016	6,649	3,227	3,422
Meals	2,079	2,889	(810)
Restoration of St Matthew Score	3,585	3,610	( 25)
Hire and Purchase of Music	4,723	5,511	(788)
Youth Day Competitions	1,920	2,289	(369)
<b>TOTAL</b>	<b>18,956</b>	<b>17,526</b>	<b>1,430</b>

The income from the fund-raising activities carried on in the year is shown in note 2 of the accounts. In total, £8,547 was raised in this way (2016-2017: £4,118). The principal contributor to this result was the income from the Gala Evening in May 2018 and special thanks must go to Helen Mardell and her team for all the hard work and organisation which went into such an enjoyable and successful evening. There will be further income from these events when all the sponsorship money and Gift Aid has been paid.

These results show that it is possible to run the Festival on a profitable basis, but it does require continued hard work and it will only be possible to continue promoting quality concerts in a prestigious venue built for it if we continue to put that work in.

As always, the Festival is extremely grateful for the donations and sponsorship it receives and for the financial support of the LHMF Trust and other anonymous donors.

## 6. PLANS FOR THE FUTURE

The trustees do not propose to deviate from the current objectives and activities of the Charity as detailed in section 3 above.

## 7. TRUSTEES RESPONSIBILITY STATEMENT

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Statement of Recommended Practice – Accounting and Reporting by Charities;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **7. INDEPENDENT EXAMINER**

A resolution will be proposed at the Annual General Meeting that David Wheeler of Braidwood Wheeler & Co be appointed as Independent Examiner for the Charity for the ensuing year.

Approved by the Trustees on 5<sup>th</sup> October 2018  
and signed on their behalf by:

**Mrs J E M Rouse**  
**Hon Treasurer**

**G K Aslet**  
**Chairman**

# LEITH HILL MUSICAL FESTIVAL

## Financial Statements

### Statement of Financial Activities for the year ended 30 June 2018

#### INCOME AND EXPENDITURE

Total Income	2018	2017
<u>Concert Income</u>		
Sale of tickets	34,359	30,296
Sale of Programmes	3,132	3,705
Programme Advertising	2,770	1,990
Choir Entry Fees	<u>17,925</u>	<u>17,445</u>
	<u>58,186</u>	<u>53,436</u>

#### Other Income

Friends and Patrons	5,403	5,992
Gift Aid Recovery	2,692	2,636
Donations*	3,113	3,937
Fundraising	8,545	4,118
Shop	2,216	775
Bequest	2,000	5,000
Interest	143	167
Come & Sing 2017	5,769	6,649
Shop stock adjustment	0	175
Meals	1,058	2,079
RVW Score	0	3,585
RVW Talk	205	0
Hire & Purchase of Music	3,898	4,723
Youth Day	2,413	1,920
Composition Competition	<u>475</u>	<u>0</u>
	<u>37,930</u>	<u>41,756</u>
Total Income	<u>96,116</u>	<u>95,192</u>

#### TOTAL EXPENDITURE

##### Concert Expenses

Orchestra	23,540	26,616
Soloists	4,625	4,860
Hire of Halls, Organ & Piano	27,536	25,982
Conductors & Accompanists	12,970	14,139
Adjudicators	1,306	1,616
Hire & Purchase of Music	4,322	5,511
Printing & Advertising	3,917	6,992
Hospitality	<u>359</u>	<u>69</u>
	<u>78,575</u>	<u>85,785</u>

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## Other Expenditure

Subscriptions paid	250	150
Insurances	738	844
Meals	1,096	2,889
General Admin Expenses	611	1,048
Website	216	162
Youth Day	2,286	2,289
Come & Sing	3,036	3,227
RVW Score	0	3,610
RVW Talk	342	0
Bank Charges	464	486
Shop Stock	336	0
Prepayments	0	1,188
Capital Expenditure	0	400
Independent Examiner	600	0
Composition Competition	882	0
	<u>10,857</u>	<u>16,293</u>

<b>Total Expenditure</b>	<b><u>89,432</u></b>	<b><u>102,078</u></b>
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Net Income for the Year	6,684	(6,886)
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## RECONCILIATION OF FUNDS

Fund Balances Brought forward	<u>60,520</u>	<u>67,406</u>
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Fund Balances Carried forward	<b><u>67,204</u></b>	<b><u>60,520</u></b>
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## Balance Sheet as at 30 June 2018

### Net Current Assets

Shop Stock	645	981
Bank Current Account	12,197	5,321
Bank Business Account	4,539	4,537
CCLA Deposit Account	<u>49,823</u>	<u>49,681</u>

<b><u>NET ASSETS</u></b>	<b><u>67,204</u></b>	<b><u>60,520</u></b>
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**G K Aslet**  
Chairman

**Mrs J E M Rouse**  
Treasurer

**G Ray**  
Vice-Chairman

**Ms A Begg**  
Secretary and Festival Organiser



# LEITH HILL MUSICAL FESTIVAL

## Notes to the Accounts

### 1. Accounting Policies

#### General

These accounts have been prepared on a Receipts and Payments basis in accordance with the Statement of Recommended Practice on Accounting by Charities

#### Income

Donations are accounted for when received.

### 2. Fundraising

	<b>2018</b>	<b>2017</b>
Produce sales and Other	988	888
Book Sale	127	531
LHMF 50:50	830	910
Swimarathon	791	1,020
Bridge Tea	0	650
Cards	290	119
Bike Ride	957	0
Gala Night/Auction of Promises	<u>4,564</u>	<u>0</u>
	<b>8,547</b>	<b>4,118</b>

### 3. Shop Stock

Stock is valued at the lower cost or net realizable value.

	<b>2018</b>	<b>2017</b>
Gross Stock at cost	645	981

# LEITH HILL MUSICAL FESTIVAL

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LEITH HILL MUSICAL FESTIVAL

I report to the trustees on my examination of the accounts of the Charity for the year ended 30<sup>th</sup> June 2018 which are set out on pages 6 to 8.

### ***Responsibilities and basis of report***

As the charity 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 charity's accounts as required under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charities 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 giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. That accounts do not accord with those records; or
3. That accounts do 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 the 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.

David Wheeler FCCA  
Braidwood Wheeler & Co  
Chartered Certified Accountants  
Goodman House  
13a West Street  
Reigate  
Surrey  
RH2 9BL

5<sup>th</sup> October 2018