



HAMPSHIRE POLICE MALE VOICE CHOIR

Registered Charity 1139635

Annual Report and Accounts 2011/12

Reference and Administrative Information

Hon Chairman
Brian Wareham OBE
8 Burnett Close
Winchester
Hants
SO22 5JQ

Hon Treasurer
Mark Bourne
Birchanger
Albert Road
Southampton
SO30 0D

Charity Trustees 2011/12

Chairman	Brian Wareham OBE
Vice Chairman	Geoff Culbertson
Treasurer	Mark Bourne
Secretary	Graham Burrows
Librarian	Jim Travers

Committee Members 2011/12:

Section Leaders	Colin Thorpe Dave Paul David Hogg Bob Walker
Social Secretary	Roger Reynolds

Choir Officers:

Ticket Coordinator	Tony Thompson
Choir Marshall	Trevor Barnes
Recruiting Officer	Scott Gray
Welfare Officer	Bob Walker
Quartermaster	Pip Jones

Bank:

LloydsTSB
4 West Street
Havant
PO9 1PE

Music Team:

Musical Director	Terri Freeman LRAM LTCL ISM
Accompanists	Nigel Smith Sian Bibby-Hsia Lisa Timbs



Patron – The Lord Ashcroft KCMG, Chairman Crimestoppers Trust
President – Deputy Chief Constable Andy Marsh
Musical Director – Terri Freeman LRAM, LTCL, ISM **Chairman** – Brian Wareham OBE
www.hampshirepolicechoir.org.uk
Registered Charity No 1139635



STRUCTURE, GOVERNANCE AND MANAGEMENT:

The Choir's Constitution was adopted on 24th November 2010. The organisation and administration of the Choir are the responsibility of the Executive Committee elected by the members at the Annual General Meeting held in July each year. Some of the Committee members are Trustees of the Choir as a charity.

OBJECTIVES AND ACTIVITIES:

The Objects of the Choir shall be 'To promote, improve, develop and maintain public interest in choral music by the presentation of concerts and other activities involving or relating to choral music'.

The Choir rehearses weekly and presents approximately 8 to 10 concerts a year, usually in conjunction with a charity or local organisation. The host charity/organisation is responsible for booking an appropriate venue (with the advice and approval of the Choir) and for selling tickets and programmes. The host charity/organisation retains the concert receipts, making an agreed contribution towards the Choir's expenses. On occasions the Choir organises a concert on its own behalf. The Choir has taken part in choral festivals, competitions and exchanges with other choirs, in the United Kingdom and abroad. The Choir has made a number of recordings and sells CDs, mainly at its concerts and events.

ACHIEVEMENTS AND PERFORMANCE:

A full concert programme during the year to 31st July 2012 included:

2011:

1 st October	Policing through the Ages, Gunwharf, Portsmouth
8 th October	*Cancer Research, Holyrood Church, Stubbington
15 th October	Wedding, St Matthews Church, Otterbourne
13 th November	Remembrance Day Service, Portsmouth
1 st December	Carols Concert, Fareham Cardiac Club
10 th December	Carol Singing, Stubbington
14 th December	Xmas Soiree, Sarisbury Green Social Club
21 st December	Carols Concert, Eastleigh Masonic Hall

2012:

24 th March	*St Peter's Church, Titchfield
28 th April	Wells Cathedral
12 th May	*St Coleman's Church, Portsmouth
2 nd June	Police Families Day, Netley
7 th July	*St John's Church, Hedge End, Southampton

The concerts marked* were given in aid of the host charities. The Choir keeps no record of the amounts raised by the charities which host its concerts.

Social events included, Quiz Night, Annual Dinner and Summer Party.

The Receipts and Payments Accounts, Notes and Financial Review are included. The Choir would like to thank its Reviewer Nigel Smith

Brian Wareham OBE
Chairman
July 2012



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FINANCIAL REVIEW

Receipts for the year ended 31 March 2012 were £15,263 with payments of £17,970. However, this includes net payments of £4,620 in relation to the March 2011 concert at the Ferneham Hall, Fareham for which income was received last year. Taking this into account the adjusted net receipts for the year were £2,004. More detail can be found in the Choir Receipts and Payments Account prepared in accordance with Charity Commission guidance.

The Choir began its financial year with total funds of £15,480, after adjusting for the £4,620 outstanding payments above, and ended the year with total funds of £17,484.

In recent years the Choir has benefited from donations from Lord Ashcroft and the Hampshire Police Authority together with net proceeds from concerts. It is hoped these will continue but without those receipts a deficit of approximately £2,000 would be possible and the Choir Committee takes this into account when discussing forward financial projections and reserves.

On 3 October 2011 the Committee adopted the following policy on reserves:

The target range for reserves will be in the range £5,000 - £15,000. At least £5,000 will be held in readily accessible deposits to meet the cash flow needs and risks in relation to receipts. Where the reserves exceed £5,000 the Committee will consider the specific reasons for the excess and for what period that excess sum may be invested to achieve optimum investment returns.

The Committee also adopted an expenses policy on the same date.

Choir members are all volunteers and derive no financial benefit from membership. Choir members pay a subscription which was £53 in 2011 (£50 in 2010). There is also a voluntary social fund.

The Choir thank Mark and Claire Bourne, who acted as Treasurer for the Choir, for their work throughout the year.



Charity Name Hampshire Police Male Voice Choir	No (if any) 1139635
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Receipts and payments accounts	
For the period from	Period start date 01-Apr-11
To	Period end date 31-Mar-12

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					
Donations & concert fees	1,000	2,000	-	3,000	3,000
Subscriptions	3,073	-	-	3,073	2,497
Social tote	750	-	-	750	825
Music sales	554	-	-	554	204
Uniforms	10	-	-	10	50
Interest	42	-	-	42	67
Other	-	-	-	-	-
Concerts & other events	7,834	-	-	7,834	11,534
Sub total (Gross income for AR)	13,263	2,000	-	15,263	18,177
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	13,263	2,000	-	15,263	18,177
A3 Payments					
Honoraria	150	2,000	-	2,150	2,400
Music Purchase	1,010	-	-	1,010	843
Uniforms	521	-	-	521	161
Donations	505	-	-	505	680
Administrative expenses	472	-	-	472	306
Accompanists fees & travel	449	-	-	449	477
Courses and conferences	422	-	-	422	88
Cards & Gifts	281	-	-	281	190
Subscriptions	155	-	-	155	97
Piano Tuning	150	-	-	150	-
Hall Hire	120	-	-	120	157
Equipment	120	-	-	120	440
Insurances	105	-	-	105	98
Website fees	91	-	-	91	125
Other	213	-	-	213	210
Concerts and other events	11,115	-	-	11,115	6,027
Sub total	15,879	2,000	-	17,879	12,299
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	15,879	2,000	-	17,879	12,299
Net of receipts/(payments)	- 2,616	-	-	- 2,616	5,878
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	20,100	-	-	20,100	-
Cash funds this year end	17,484	-	-	17,484	5,878

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	Lloyds TSB Current Account	10,025	-	-
	Unpresented cheques	222	-	-
	Standard Life savings account	7,681	-	-
	Total cash funds	17,484	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	to nearest £	to nearest £	to nearest £
	None	-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Piano in rehearsal venue	Unrestricted	-	-
	PA system	Unrestricted	-	-
	Various music	Unrestricted	-	-
	Conductor's stand	Unrestricted	-	-
	Other minor assets e.g. Sweatshirts and polo shirts etc.	Unrestricted	-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None		-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
Treasurer		Mark Bourne		
Chairman	<i>B Wareham</i>	Brian Wareham	05-Jul-12	



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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

Note

- 1 These accounts have been prepared on a receipts and payments based as permitted under Charity Commission rules. The accounts have been prepared using a proforma provided by the Charity Commission. There is no requirement for an audit or independent examination as the gross income is below £25,000 but the accounts have been reviewed by Mr Nigel Smith who is not a trustee or committee member and have been approved by the Trustees.
- 2 The funds of the Choir are generally unrestricted i.e. all expendable at the discretion of the trustees in furtherance of the objects of the Choir. The only exception is the donation towards the Music Team honoraria which is spent during the year.
- 3 A summary of the income and expenditure related to concerts and events is as follows:-

Concerts & Events	Receipts	Payments	Donations	NET INCOME
Ferneham Hall	£1,992	-£2,112	-£4,500	-£4,620
Thornden Hall	£350			£350
Choir Dinner 2011	£2,300	-£2,381		-£81
Choir Dinner 2012		-£200		-£200
Wedding	£150			£150
Cancer Research	£150			£150
Remembrance Sunday	£100			£100
Stubbington Carols	£100			£100
Fareham Carols	£100			£100
Eastleigh Carols	£250			£250
Wells concert	£748	-£1,012		-£264
Quiz Night	£1,249	-£717		£532
Other	£345	-£193		£152
TOTAL	£7,834	-£6,615	-£4,500	-£3,281

Receipts and payments for the Ferneham Hall concert in March 2011 were spread over this and the previous financial year. After donations the Ferneham Hall Concert contributed £342 to choir funds. The Wells concert takes place in 2012/13 so the remaining items will appear in those accounts.

- 4 Honoraria were paid to the Musical Director (£1,650), Deputy Conductor and Accompanist (£250), an Accompanist (£200) and Treasurer (£50). Travel expenses of £449 were also paid to an accompanist.
- 5 Related Party Transactions and Trustees' remuneration and expenses – there were no related party transactions except as described in this note. An honorarium of £50 was approved for Mark Bourne, Treasurer who is also a Trustee. A total of £235 was paid for expenses incurred by trustees. Expenses paid relate to properly approved costs incurred relating to the work of the charity i.e. stamps, stationery and printer ink.

Mark Bourne
Hampshire Police Male Voice Choir Treasurer
June 2012