



Agenda for the  
**ANNUAL GENERAL MEETING**  
to be held on Monday 27 June 2016  
at Millmead, Guildford at 19.15

1. Apologies for Absence
2. Minutes of the last AGM held on 29 June 2015 (attached)
3. Matters Arising
4. Treasurer's Report and Presentation of Accounts
5. Music Director's Report
6. Chairman's Report
7. Election of Officers
8. Election of Additional Committee Members
9. Appointment of Music Director
10. Appointment of Accompanist
11. Appointment of Independent Examiner of Accounts
12. Any Other Business

## Vivace Chorus

### Income and Expenditure account

12 months to 30 April

#### Income

	2016		2015	
	£	£	£	£
Net concert income (per Concert Income and Expenditure report)		(35,073)		4,899
Income from charitable activities:				
Subscriptions	17,751		17,957	
Patrons	2,546		3,843	
Gift Aid	4,364		240	
Come and Sing surplus	1,756		1,511	
Donations	214		1,767	
Other	1,997		6,387	
Total income from charitable activities		28,628		31,705
Investment income		298		1,026
Association of Surrey Choirs dividend		0		1,500
<b>Total income</b>		<b>(6,147)</b>		<b>39,130</b>
<b>Expenditure</b>				
General publicity and website		3,432		8,450
Insurance		667		334
Other		1,113		224
Prior year staging cost		393		0
<b>Total expenditure</b>		<b>5,605</b>		<b>9,008</b>
<b>Net surplus/(deficit) for the year</b>		<b>(11,752)</b>		<b>30,122</b>

Vivace Chorus

Concert Income and Expenditure

12 months to 30 April

	2016						2015	
	Rowan	SSC	Carmina	Carols	NATO	Rehearsals	Total	Total
	£	£	£	£	£	£	£	£
<b>Income</b>								
Ticket sales	13,751	1,748	10,604	962	18,735	0	45,800	
Programmes:								0
Sales	1,260	0	483	0	582	0	2,325	
Advertisements	315	0	543	0	698	0	1,556	
Costs	(883)	0	(410)	0	(352)	0	(1,645)	
Net programme income	692	0	616	0	928	0	2,236	
Other income	0	90	0	0	0	0	90	
<b>Total income</b>	<b>14,443</b>	<b>1,838</b>	<b>11,220</b>	<b>962</b>	<b>19,663</b>	<b>0</b>	<b>48,126</b>	<b>129,308</b>
<b>Expenditure</b>								
Conductor	1,502	500	1,150	0	1,150	0	4,302	
Instruments	0	50	0	0	0	0	50	
Orchestra	5,325	0	11,246	0	10,646	0	27,217	
Organist and pianist	400	195	0	0	0	0	595	
Vasari and Chilcott	1,550	0	0	0	0	0	1,550	
Soloists	0	0	1,841	0	1,200	0	3,041	
Venue	3,917	125	5,906	0	7,522	0	17,470	
Staging	1,163	0	0	0	810	0	1,973	
Publicity	703	321	270	0	929	0	2,223	
Scores	1,067	295	729	0	555	0	2,646	
Miscellaneous	0	0	160	0	107	0	267	
<b>Total expenditure</b>	<b>15,627</b>	<b>1,486</b>	<b>21,302</b>	<b>0</b>	<b>22,919</b>	<b>0</b>	<b>61,334</b>	<b>101,220</b>
<b>Net direct concert income/(expenditure)</b>	<b>(1,184)</b>	<b>352</b>	<b>(10,082)</b>	<b>962</b>	<b>(3,256)</b>	<b>0</b>	<b>(13,208)</b>	<b>28,088</b>
Donations	(824)	(352)	0	(962)	0	0	(2,138)	0
Rehearsal costs	0	0	0	0	0	(19,727)	(19,727)	(23,189)
<b>Total concert income/(expenditure)</b>	<b>(2,008)</b>	<b>0</b>	<b>(10,082)</b>	<b>0</b>	<b>(3,256)</b>	<b>(19,727)</b>	<b>(35,073)</b>	<b>4,899</b>

## STATEMENT OF FINANCIAL ACTIVITIES FOR 2015/16

	Note	Unrestricted Funds 2015/16	Designated Funds 2015/16	Total Funds 2015/16	Total Funds 2014/15
		£	£	£	£
<b>Incoming Resources</b>					
Income from activities in furtherance of objectives		48,126	-	48,126	129,308
Donations, legacies and other charitable activities	3	28,628	-	28,628	31,705
Investment income (interest)		298	-	298	1,026
Miscellaneous Income (ASC)	4	0	-	0	1,500
<b>Total Incoming Resources</b>		<b>77,052</b>	<b>-</b>	<b>77,052</b>	<b>163,539</b>
<b>Resources Expended</b>					
Costs of activities for charitable objectives		81,486	1,713	83,199	124,409
Other costs		5,605	-	5,605	9,008
<b>Total Resources Expended</b>		<b>87,091</b>	<b>1,713</b>	<b>88,804</b>	<b>133,417</b>
<b>Net (Outgoing)/Incoming Resources for the year</b>		<b>(10,039)</b>	<b>(1,713)</b>	<b>(11,752)</b>	<b>30,122</b>
<b>Total Funds Brought Forward</b>		<b>101,925</b>	<b>34,598</b>	<b>136,523</b>	<b>106,401</b>
<b>Total Funds Carried Forward</b>		<b>91,886</b>	<b>32,885</b>	<b>124,771</b>	<b>136,523</b>

## Balance Sheet As At 30<sup>th</sup> April 2016

	Note	2016 Unrestricted Funds £	2015 Unrestricted Funds £
<b>Current Assets</b>			
Stock	5	1,500	1,739
Debtors & Prepayments	6	13,405	6,831
Cash at Bank and in hand	7	<u>146,739</u>	<u>134,718</u>
<b>Total Current Assets</b>		<b>161,644</b>	<b>143,288</b>
<b>Creditors: Amounts falling due within one year</b>	<b>8</b>	<b>36,873</b>	<b>6,765</b>
<b>Total Net Current Assets</b>		<b><u>124,771</u></b>	<b><u>136,523</u></b>
<b>Unrestricted income funds</b>		<b>91,886</b>	<b>101,925</b>
<b>Designated funds (Enid Weston Legacy)</b>	<b>9</b>	<b>32,885</b>	<b>34,598</b>
<b>Total Funds</b>		<b><u>124,771</u></b>	<b><u>136,523</u></b>

### Basis of preparation

These accounts have been prepared under the historic cost convention on an accruals basis and are based on the Statement of Recommended Accounting Practice for Charities, as it applies to entities preparing their accounts under the Financial Reporting Standard for Small Entities, and the Charities Act 2011.

Michael Dudley  
Hon. Treasurer

9 June 2016.

## Notes to the Accounts

### 1. Accounting policies

These accounts have been prepared in accordance with applicable accounting standards and reporting by Charities Statement of Recommended Practice and the Charities Act 2011.

Income from donations, grants and subscriptions is included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the income and any conditions for receipt are met. Gift Aid is included in the SOFA when received.

Stock is valued at the lower of cost or net realisable value.

### 2. Trustees and other related parties

No remuneration directly or indirectly out of the funds of the charity has been paid or is payable to any committee member or to any person known to be connected with any of them.

All Trustees are choir members and as such, undertake transactions with the charity common to all members, including payment of subscriptions, purchase of concert tickets and refund of expenses incurred on behalf of the choir.

### 3. Donations, legacies and similar incoming resources

	2016	2015
	£	£
Subscriptions	17,751	17,957
Patrons	2,546	3,843
Gift Aid	4,364	240
Come and Sing	1,756	1,511
Donations	214	1,767
Other income	<u>1,997</u>	<u>6,387</u>
	<u>28,628</u>	<u>31,705</u>

Other income represents sales of goods and other rehearsal sales. In 2014/15, this included sales of a cookbook and other fundraising events.

### 4. Miscellaneous Income

The charity is a member of a consortium named the Association of Surrey Choirs (ASC). ASC owns performance staging for which it makes a charge to users. It distributes dividends to members when surpluses have been generated. A dividend of £1,500 was received in 2014/2015.

**5. Stock**

Stock consists of scarves, folders, bags and tops which are sold to choir members for use at concerts. These are held in stock and are issued as needed.

**6. Debtors**

	2016	2015
	£	£
Sundry Debtors	7,335	5,558
Prepayments	<u>6,070</u>	<u>1,273</u>
	<u>13,405</u>	<u>6,831</u>

Prepaid expenses are deposits paid to venues for forthcoming concerts.

**7. Cash at bank and in hand**

	2016	2015
	£	£
Metro Bank Deposit (2015 Monmouth BS)	100,000	84,934
CAF Gold Account	15,070	60
Current account (CAF Cash)	30,223	34,815
Metro Bank	1,009	14,380
Petty Cash and floats	<u>437</u>	<u>529</u>
	<u>146,739</u>	<u>134,718</u>

**8. Creditors: amounts falling due within one year**

	2016	2015
	£	£
Deferred Income – Austria Tour	32,136	0
Deferred Income – May concert	1,161	3,800
Accrued rehearsal costs	2,360	2,965
Sundry Creditors	<u>1,216</u>	<u>0</u>
	<u>36,873</u>	<u>6,765</u>

**9. Designated Funds**

The designated funds represent the balance of the Enid Weston legacy. These funds are used for specific purposes as determined by the committee from time to time. Expenditure for the year represents the cost of high-quality soloists for the Carmina Burana concert and also periodic voice coaching fees at rehearsals. In 2016/17, some of these funds will be used to pay for a commission for a new work, which will have its first performance in May 2017.