



HAMPSHIRE POLICE MALE VOICE CHOIR

ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021



Registered Charity No 1139635



Annual Report and Accounts 2020/21

Reference and Administrative Information

Hon Chairman

Dave Paul
27 Northney Road
Hayling Island
Hants
PO11 0ND

Hon Treasurer

David Hogg
18 Hillside Mews
Sarisbury Green
Southampton
SO31 7LQ

Charity Trustees 2020/21

Chairman	Dave Paul
Data/Technical Officer	Geoff Culbertson
Treasurer	David Hogg
Secretary	Chris Holland
Librarian	Jim Travers

Committee Members 2020/21

Section Leaders	John Mansfield Tony Thompson Martin Lewis Bob Walker
Vice Chairman	Simon Baber
Social Secretary	Roger Reynolds

Other Choir Officers:

Ticket Coordinator	David McDonald-Woods
Choir Marshall	Trevor Barnes
Welfare Officer	(Section Leaders)
Quartermaster	Malcolm Wallbridge
Assistant Treasurer	Colin Swettenham
Social Media	Colin Thorpe

Bank:

LloydsTSB
St John's Centre
Hedge End
Southampton
Hampshire SO30 4QU

Music Team:

Musical Director	Terri Freeman LRAM LTCL FISM (until July 2020) Geoff Porter B.Ed (Hons) (from August 2020)
Accompanists	Nigel Smith Sian Bibby-Hsia



President – Deputy Chief Constable Sara Glen
Musical Director – Geoff Porter B.Ed (Hons).
Chairman – Dave Paul
www.hampshirepolicechoir.org.uk
Registered Charity No 1139635





ANNUAL REPORT 2020-2021

REPORT ON ACHIEVEMENTS AND PERFORMANCE:

The concert programme during the concert year to 31st July 2021 was disrupted because of the Covid 19 pandemic and ensuing Government restrictions. All concerts which should have taken place in this year have had to be cancelled, but it is hoped that some may be rearranged for the forthcoming year. The choir is currently suspended but hopes to be able to resume its activities in late June, assuming Step 4 of the Government's Road Map happens and there are no over-riding and insuperable restrictions then prevailing. The Annual General Meeting scheduled to be held on 22 July 2020 did not take place, but the choir plans to hold its 2021 AGM on the due date either physically or by Zoom video conference to ensure good governance prevails.

During the entire lockdown period, choir section rehearsals have taken place weekly by Zoom video conferencing, and committee meetings and general choir administration have continued using the same medium. Sound files were produced so that those unable to access Zoom could still learn both new and old songs. We were also able to produce successful recordings of four songs using the Zoom platform.

Each year the choir nominates a charity for which it raises funds; no charity was nominated in this year because of the suspension of activities. Every other year the choir sponsors a young singer, providing singing opportunities and help with development; the process for sponsoring someone in 2021 has been deferred to 2022 because of the C19 pandemic. Social events should have included Quiz Night, Annual Dinner, Christmas Soiree and Summer Party, but all were cancelled because of the C19 pandemic.

There have been several significant events in 2020. We were very sad to hear of the passing of former Deputy Chief Constable and Choir President Ian Readhead. Also of the death of two choir supporters, Phil Jupe and Jan Mortimore. The Choir's longest serving Musical Director, Terri Freeman, decided to retire from her position from July 2020. The Choir is much indebted to Terri for her hard work and dedication which has brought the Choir to its current high standard of performance. In honour and appreciation of her service to the Choir, the EC has awarded her the title of Conductor Emeritus.

Thankfully, we were most fortunate to be able to appoint Geoff Porter as our new MD. Despite being unable to conduct face-to-face rehearsals, many Choir members have benefited from his weekly guidance and instruction at our Zoom rehearsals.

I very much hope that we shall all be able to resume choir activities as planned in June, and, with much to look forward to, I remain upbeat and positive for the year ahead.

Dave Paul
Chairman
May 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT:

The Choir's Constitution was adopted on 28th July 2010 and updated in November 2010, July 2013, July 2014, November 2014, July 2015, July 2016, July 2017 and July 2019 at the respective Annual and Special General Meetings. 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.



ANNUAL REPORT 2020-2021

OBJECTIVES AND ACTIVITIES:

The Objects of the Choir are '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, the most recent in July 2015, and sells CDs, mainly at its concerts and events.

FINANCIAL REVIEW FOR 2020-2021

The Choir began its financial year with total funds of £27,725 and ended the year with total funds of £26,596, a reduction of £1,129. As the annual turnover of the Choir did not exceed £25,000 in 2020-2021 Independent Examination is not mandatory.

The Choir applies to the Southampton Police Club Trust Fund for a grant each year and any grant approved is used to support the honoraria payments to the Music Team.

On 3 October 2011 the Committee adopted the following policy on reserves and also an expenses policy:

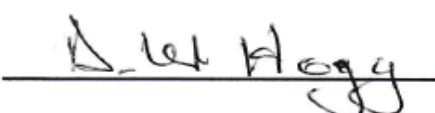
"The target range for reserves will be in the range £5,000 - £15,000. At least £5,000 will be held in readily accessible deposits to meet the cash flow needs and risks in relation to receipts. Where the reserves exceed £5,000 the Committee will consider the specific reasons for the excess and for what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

Choir members are all volunteers and derive no financial benefit from membership. Choir members paid a subscription of £78 in 2020 (£74 in 2019).

The Choir thank David Hogg, who acted as Treasurer for the Choir, for his work throughout the year.

The Accounts for the year have been approved by the Trustees.

Signed:  Chairman

Signed:  Treasurer

Dated 25 May 2021

HAMPSHIRE POLICE MALE VOICE CHOIR

INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the Hampshire Police Male Voice Choir for the year ended 31 March 2021 which are set out in this document.

Respective responsibilities of the Hampshire Police Male Voice Choir and examiner

The trustees of the Hampshire Police Male Voice Choir are responsible for the preparation of the financial statements. You consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination, although not required by Charity Commission rules, is desirable.

It is my responsibility to:

- (i) examine the accounts under the Regulations and section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act. That examination includes a review of the accounting records kept by the Hampshire Police Male Voice Choir and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respects the requirements:
 - (i) to keep accounting records in accordance with section 130 of the 2011 Act:
and
 - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
have not been met: or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Nigel Smith BSc(Econ), CPFA,
2 Dover Close
FAREHAM, Hants.
PO14 3SU
Dated: 26 May 2021

Statement of Financial Activities for the year ended 31 March 2021 (see pages 7 and 8 for analysis)

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and Endowments from:						
Donations and Legacies	£7,535.08	—	—	—	£7,535.08	£6,379.19
Trading Activities	£235.00	—	—	—	£235.00	£1,975.00
Investment income	£169.88	—	—	—	£169.88	£208.00
Income from charitable activities	£200.00	—	—	—	£200.00	£1,840.00
Other income	£258.00	—	—	—	£258.00	£2,879.58
Total income	£8,397.96	—	—	—	£8,397.96	£13,281.77
Expenditure on:						
Cost of generating funds	—	—	—	—	—	£520.00
Charitable activities	£8,819.43	—	—	—	£8,819.43	£9,748.91
Other expenditure	£706.93	—	—	—	£706.93	£3,521.88
Total expenditure	£9,526.36	—	—	—	£9,526.36	£13,790.79
Net income (expenditure)/movement in funds	(£1,128.40)	—	—	—	(£1,128.40)	(£509.02)
Total funds brought forward	£27,724.73	—	—	—	£27,724.73	£28,233.75
Total funds carried forward	£26,596.33	—	—	—	£26,596.33	£27,724.73

Balance sheet as at 31 March 2021 (see pages 9 -12 for notes)

	Total funds	Prior year funds
Current assets		
Debtors	£1,282.75	£1,302.00
Cash at bank and in hand	£25,313.58	£26,422.73
	£26,596.33	£27,724.73
Total net assets less liabilities	£26,596.33	£27,724.73
Represented by		
Unrestricted		
General fund	£26,596.33	£27,724.73
Restricted		
Honoraria Fund	—	—
Total Funds	£26,596.33	£27,724.73

Analysis of income and expenditure for the year ended 31 March 2021**INCOME****Donations and Legacies**

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Members Subscriptions	£4,445.00	—	—	—	£4,445.00	£4,475.00
Tax Refund on Gift Aid	£1,083.59	—	—	—	£1,083.59	£1,026.19
Donation - Southampton Police Trust Fund	£2,000.00	—	—	—	£2,000.00	£430.00
Other donations	£6.49	—	—	—	£6.49	£448.00
Total	£7,535.08	—	—	—	£7,535.08	£6,379.19

Trading Activities

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Social Raffle	£235.00	—	—	—	£235.00	£1,190.00
Quiz night	—	—	—	—	—	£785.00
Total	£235.00	—	—	—	£235.00	£1,975.00

Investment income

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Interest	£169.88	—	—	—	£169.88	£208.00
Total	£169.88	—	—	—	£169.88	£208.00

Income from charitable activities

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Concert income	—	—	—	—	—	£199.00
Concert Tours	£200.00	—	—	—	£200.00	£1,271.00
Sales - CDs and tapes	—	—	—	—	—	£100.00
Music Sales	—	—	—	—	—	£205.00
Uniforms	—	—	—	—	—	£65.00
Total	£200.00	—	—	—	£200.00	£1,840.00

Other income

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	
					<u>This year</u>	<u>Last year</u>
Annual Dinner	£258.00	—	—	—	£258.00	£2,056.00
Other Social Events	—	—	—	—	—	£555.00
Sundry Income	—	—	—	—	—	£268.58
Total	£258.00	—	—	—	£258.00	£2,879.58

EXPENDITURE**Cost of generating funds**

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
Quiz night	—	—	—	—	—	£270.00
Social Raffle	—	—	—	—	—	£250.00
Total	—	—	—	—	—	£520.00

Charitable activities

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
Concert Expenses	—	—	—	—	—	£887.00
Concert Tours	—	—	—	—	—	£1,990.00
Music	£249.45	—	—	—	£249.45	£495.57
Donations	£352.00	—	—	—	£352.00	£2,038.00
Music Team	£7,236.58	—	—	—	£7,236.58	£3,753.00
Subscriptions	£516.92	—	—	—	£516.92	£157.00
Insurance	£91.00	—	—	—	£91.00	£43.00
Piano Tuning	—	—	—	—	—	£62.00
Website Fees	£373.48	—	—	—	£373.48	£323.34
Total	£8,819.43	—	—	—	£8,819.43	£9,748.91

Other expenditure

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
Annual Dinner	£232.00	—	—	—	£232.00	£2,523.00
Social Events	—	—	—	—	—	£2.87
Cards and Gifts	£372.28	—	—	—	£372.28	£343.96
Printing and Stationery	£102.65	—	—	—	£102.65	£417.65
Sundry Expenditure	—	—	—	—	—	£234.40
Total	£706.93	—	—	—	£706.93	£3,521.88



NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

1 ACCOUNTING POLICIES

The financial statements have been prepared on an accruals basis in accordance with the Charities Act 2011 together with applicable accounting standards and the Statement of Recommended Practice with applicable accounting standard FRS 102.

The financial statements have been prepared under the historical cost convention, except for the valuation of investment assets which, if applicable, would be shown at market value.

Funds

General funds represent the funds that are not subject to any restriction regarding their use and are available to be used for ordinary choir purposes. Funds designated for a particular purpose by the trustees are also unrestricted but there are currently no designated funds.

Restricted funds can only be used for the purposes specified. There are no endowment funds.

The accounts include transactions, assets and liabilities for which the choir is responsible in law.

Incoming resources

Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA,

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income and performance related grants

This is only included in the SoFA once the related goods or services have been delivered.

Gifts in kind

- Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.
- Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.
- Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.



NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

Donated services and facilities

These are only included where the benefit to the charity is reasonably quantifiable, measurable and material.

Volunteer help

The value of voluntary help received is not included in the accounts but the choir provides much voluntary help to Hampshire Constabulary in its many and varied activities, including attending events and performing on demand, displays and presentations at concerts. The Choir sends a return of "Volunteer Hours" each month to Hampshire Constabulary and in a normal year this amounts to about 7,000 hours. The independent examination of the accounts is carried out on a voluntary basis.

Investment income

This is included in the accounts when receivable.

Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

Expenditure and Liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

Grants payable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met by the charity.

Support Costs

There are no support costs allocated to headings.

Value Added Tax

Irrecoverable Value Added Tax is included in the cost of items reported in the statement of financial activities

Assets

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or a reasonable value on receipt. All the assets purchased before 1 April 2012 have been written off to revenue and these include an upright piano (cost not known), PA system (cost approx £500), music stand and some other minor assets including music, sweatshirts and polo shirts.

Investments

Investments quoted on a recognised stock exchange would be valued at market value at the year end. Other investment assets would be included at trustees' best estimate of market value.

Stocks

There are no material stocks.



NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

Current Assets

Amounts owing at 31 March are shown as debtors less any necessary provision for amounts that may prove uncollectable.

Cash at the Bank and in hand of £25,313.58 at 31/3/2021 includes a Lloyds Bank current account (£5,086.58), a Shawbrook Bank Charities Aid Foundation 60 Day Notice Account (£20,208) and cash in hand (£19).

2. PAYMENTS TO TRUSTEES AND EMPLOYEES

Payments to Trustees

A total of £47 was paid for expenses incurred by trustees. Trustee expenses paid relate to costs incurred relating to the work of the trustees e.g. stamps, printer ink and stationery. In addition trustees were reimbursed for proper choir expenses initially paid by trustees and then reimbursed.

Employees emoluments

The Choir has no employees

3. DEBTORS

DEBTORS	2021	2020
Gift Aid on subscriptions	£1,082.75	£1,026.00
Prepayment & Accrued Interest	-	£276.00
Other Debtors	£200.00	-
TOTAL	£1,282.75	£1,302.00

4 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

CREDITORS	2021	2020
Deferred Income	-	-
Accruals of Utility & Other Costs	-	-
Other Creditors	-	-
TOTAL	-	-

5. YEAR END COMMITMENTS

There were no significant year end commitments not recorded in these accounts.



NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

6. FUND DETAILS

The following funds are operated:-

General Fund	For all unrestricted funds
Designated	None
Restricted	Music Team Honoraria for any donations for that purpose

7. INCOME AND EXPENDITURE NOTES

The incoming other donations can be summarised as follows:-

DONATIONS RECEIVED	2021	2020
Concert Venues	-	£250
Personal donations including towards MD Gift at Denmead Concert	-	£198
Amazon Smile Donations	£6	-
TOTAL	£6	£448

Donations paid of £352 include donations of £50 to the Hampshire Police Welfare Fund and £50 to the RNLI in memory of Phil Jupe, £152 to Sarisbury Green Social Club and £100 to Rowans Hospice in memory of Jan Mortimore.

Music Team expenditure relates to the Musical Director, Assistant Musical Director and Accompanists. Honoraria were paid to the Musical Director £5,375 and to the Deputy Conductor/Accompanist £1,560. There were other payments of £302. The basis of payment for honoraria has been changed from annually retrospectively to quarterly in advance, resulting in the increased expenditure for 2021.

8. RELATED PARTY TRANSACTIONS

There are no related party transactions.

9. EXCEPTIONAL ITEMS

Choir activity was largely limited to online rehearsals during the year due to the Covid 19 Pandemic.