

**GROBY SINGS**  
(Registered Charity No. 1180490)

**ANNUAL REPORT**  
**AND FINANCIAL STATEMENTS**

**up to 31 JANUARY 2022**

**Approved by the Groby Sings'  
board of trustees on 12 May 2022**

## **CONTENTS**

Annual Report

Statement of financial activities

Balance sheet

Summary of accounting policies

## **ANNUAL REPORT**

The Trustees presents this report and the financial statements of Groby Sings for the period ended 31st January 2022, in accordance with the Charities Act 2011.

### **Establishment and objects**

Groby Sings was registered as a Charitable Incorporated Organisation (CIO, Foundation model) on 30 October 2018, No. 1180490. Its charitable object is for the public benefit to advance, improve, develop and maintain public awareness in, and appreciation of, the art and science of music in all its aspects by any means the trustees see fit, including through the establishment and operation of a fully socially inclusive community choir and the presentation of public concerts.

The Trustees have given due consideration to the Charity Commission's published guidance on the Public Benefit requirement under the Charities Act 2011. The main activities undertaken to further Groby Sings' purposes for the public benefit in the period were related to the promotion and performance of music as described in the review of developments, activities and achievements section.

### **Structure, governance and management**

Groby Sings is governed by its constitution adopted on 11th October 2018. The Trustees consist of elected Officers and other members. The Trustees routinely meet twice a year. The routine management of Groby Sings is the responsibility of a Management Team who, as per the constitution (section 14, paragraph 1), have delegated powers, the terms of which are determined by the Trustees.

The key personnel during the year under review were as follows:

**Trustees**

(Trustees are appointed for a 3-year term)

|                |                          |                             |
|----------------|--------------------------|-----------------------------|
| ANDREW SCOTT   | Appointed 17 May 2019    |                             |
| MICHAEL RANDLE | Appointed 17 May 2019    | Treasurer from 13 May 2021  |
| LOUISE ROSS    | Appointed 17 May 2019    |                             |
| CLIFF ASHBY    | Re-appointed 17 May 2020 | Chair                       |
| PAUL COX       | Re-appointed 17 May 2021 |                             |
| STEPHEN GEORGE | Re-appointed 17 May 2021 | Treasurer up to 12 May 2021 |
| CAROL KNILL    | Re-appointed 17 May 2021 |                             |

**Management Team**

|              |                 |
|--------------|-----------------|
| CLIFF ASHBY  | Chair           |
| JANE COX     | Secretary       |
| ANDREW SCOTT | Finance Officer |

**Music Director**

|                 |                          |
|-----------------|--------------------------|
| SIMON LUBKOWSKI | Appointed in August 2021 |
|-----------------|--------------------------|

The address for correspondence to the Charity is:

18 PYMM LEY LANE  
GROBY  
LEICESTER  
LE6 0GZ

## **ANNUAL REPORT - (continued)**

### **Review of developments, activities and achievements**

As 2021 began, it was still not safe for the choir to meet to start the season in February. The Management Team and Trustees discussed the situation regularly through the year with a view to restarting or holding some one-off gatherings. There is a large number of singers who are older or are vulnerable due to health issues, so, as the Covid pandemic continued with high case numbers and new variants, *Groby Sings* was unable to meet to sing for the whole of the year. The volunteers have tried to continue to run the charity as best they can.

Throughout the year, the Management Team's secretary sent out emails to all singers each Monday during the periods of the normal seasons and monthly during the summer and winter breaks. These messages enabled the majority of the singers to stay in contact with the Team. Singers were also asked to print off and deliver or read over the phone the emails to anyone they knew who was not on email. The messages encouraged the singers to share stories of musical events they had enjoyed, songs they had heard or ideas they had for future seasons. They also included a song to sing 'together' at home at the usual rehearsal times from previous seasons as suggested by singers. The choices were explained with happy and amusing stories. The items were also posted on FaceBook and the website diary to reach as many people as possible.

When there was important news to be shared, those not on email had letters delivered by hand or post. This included the appointment of a new Music Director in the summer. The Trustees wrote a job description for the post of Music Director in the spring which was published as part of an advert on various appropriate websites and distributed through any suitable contacts, such as local choir conductors, who were asked to pass it on to anyone they thought might be interested. Several people contacted the choir for further details and eventually two candidates applied formally. These were interviewed by a panel of three Trustees who eventually offered the role to Simon Lubkowski. He accepted. Simon introduced himself to the singers by filming a video which he posted on You Tube and FaceBook. The text of this and links to the video were circulated to the singers. For the rest of the year, Simon selected a song from each of the past 14 seasons for the weekly message.

Any individual contacting the Team has received a personal reply. Cards have been sent to anyone the Team became aware of who have been ill or been bereaved. The database has been kept up to date as singers' circumstances changed. The web site has been used to announce news and events. A good number of people contacted *Groby Sings* through the website with a view to joining when we restart.

The Trustees and Management Team have spent the year frustrated that the Covid situation prevented in-person rehearsals and are optimistic that *Groby Sings* will restart early in 2022. They have made preparations for this to happen as soon as possible and will be ready to start in February 2022 continuing with the songs prepared in 2020. This preparation has included updating the Safeguarding policy ensuring that all volunteers and the Music Director adhered to it and were up to date with DBS checks.

**Financial review**

Following a further year of dormancy, Groby Sings' income was limited to £4 from the sale of a CD. Outgoings were larger, being £193 for membership of Making Music and insurance. The closing bank balance at the end of the period under review was £6,045.36.

**Other assets**

The charity owns a number of assets which it retains for its own use and for which we have shown cost but to which we have assigned no current value.

**Reserves policy**

Groby Sings aims to maintain the accumulated fund at a minimum balance of £3,200. This level of reserves, in conjunction with Groby Sings' insurance policy, would ensure that Groby Sings could cover any concert abandonment costs should the need arise.

**Financial statements**

The statutory financial statements of Groby Sings are attached. They comprise a Statement of Financial Activities, setting out the incoming and expenditure for the year, both from concert activities and from Groby Sings' general activities. The financial statements conclude with a Balance Sheet summarising Groby Sings' financial position.

Signed on behalf of the Trustees

*Cliff Ashby*

Chair

**STATEMENT OF FINANCIAL ACTIVITIES FOR 12 MONTH PERIOD ENDED 31 JANUARY 2022**  
**(All amounts to nearest £)**

**Receipts and Payments**

|  | <b>Unrestricted funds (£)<br/>(31/01/2022)</b> | <b>Restricted funds (£)<br/>(31/01/2022)</b> | <b>Total funds (£)<br/>(31/01/22)</b> | <b>Total funds (£)<br/>(31/01/21)</b> |
|--|--|--|---------------------------------------|---------------------------------------|
| <b><u>Receipts</u></b>                     |  |  |                                       |                                       |
| Choir donations                            | -  | -  |                                       | 1827                                  |
| Ticket Sales                               | -  | -  |                                       | 0                                     |
| Sponsorship                                | -  | -  |                                       | 0                                     |
| Concert CD receipts                        | -  | -  |                                       | 10                                    |
| Rehearsal CD                               | 4  | -  |                                       | 197                                   |
| Sheet music receipts                       | -  | -  |                                       | 202                                   |
| Sundry income                              | -  | -  |                                       | 5                                     |
| Gift aid                                   | -  |  |                                       | 228                                   |
|  |  |  |                                       |                                       |
| <b><u>Total Receipts</u></b>               | <b>4</b>                                       | <b>-</b>                                     |                                       | <b>2469</b>                           |
|  |  |  |                                       |                                       |
| <b><u>Payments</u></b>                     |  |  |                                       |                                       |
| CD costs                                   | -  | -  |                                       | 251                                   |
| Performance venue and staging              | -  | -  |                                       | 0                                     |
| Copyright                                  | -  | -  |                                       | 150                                   |
| Conductor                                  | -  | -  |                                       | 600                                   |
| Catering costs                             | -  | -  |                                       | 0                                     |
| Photocopying                               | -  | -  |                                       | 179                                   |
| Making Music – Fees and insurance          | 193  | -  |                                       | 291                                   |
| Sundry Expenses                            | -  | -  |                                       | 140                                   |
| PAT Testing                                | -  |  |                                       | 0                                     |
| Payment for rehearsal venue                | -  | -  |                                       | 1000                                  |
|  |  |  |                                       |                                       |
| <b><u>Total Payments</u></b>               | <b>193</b>                                     | <b>-</b>                                     |                                       | <b>2611</b>                           |
|  |  |  |                                       |                                       |
| <b>Net of receipts/payments for period</b> | <b>(189)</b>                                   | <b>-</b>                                     |                                       | <b>(142)</b>                          |

## **Balance Sheet**

|                     | <b>31/01/22</b> | 31/01/21 |
|---------------------|-----------------|----------|
|                     | <b>£</b>        | £        |
|                     |                 |          |
| <b>Cash at Bank</b> | <b>6,045</b>    | 6,234    |

### **Assets retained for the charity's own use.**

| Details                       | Original Cost (£) |
|-------------------------------|-------------------|
| Solta TA-Sub Sound Array      | 2,200             |
| Laney Monitors (4)            | 585               |
| QSC Touch Mix 8 Mixer         | 692               |
| Roland FP-80 Keyboard         | 1,500             |
| Systor 1-7 CD Duplicator      | 485               |
| Other miscellaneous equipment | 1,350             |

*Cliff Ashby*

Chair

*Mike Randle*

Treasurer

## **ACCOUNTING POLICIES**

### ***Basis of accounting***

Charities registered in England and Wales that are not companies are allowed under section 133 of the Charities Act 2011 ('the Charities Act') to prepare receipts and payments accounts provided the charity's gross income is not over £250,000. As such we are not required to prepare accounts on an accruals basis and the Trustees have opted not to do so. In addition as the gross income does not exceed £25,000 we have opted not to subject the accounts to independent examination.

### ***Funds and reserve policy***

At the year end all the charity's funds are unrestricted. Groby Sings aims to maintain the accumulated fund at a minimum balance of £3,200. This level of reserves, in conjunction with the Groby Sings insurance policy, would ensure that Groby Sings could cover any concert abandonment costs should the need arise.

### ***Designated and Restricted reserves***

The charity has received no restricted donation nor has designated any specific funds and hence has no such reserves.

### ***Income***

All income is accounted for on a receipts basis.

### ***Expenditure***

All expenditure is accounted for on a payment basis.

### ***Cash at bank and in hand***

All cash is banked in total upon receipt and no cash floats or banking receipt residual are now kept. All such funds during the period in question, were banked as of 31<sup>st</sup> January 2022.

### ***Creditors and provisions***

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

### ***Preparation of the accounts on a going concern basis***

The trustees consider there are no material uncertainties about the Charity's ability to continue as a going concern. The review of our financial position, reserves levels and future plans gives the Trustees confidence that the charity remains a going concern for the foreseeable future.