



Tilford Bach Society

Trustees' Annual Report 2017

(Accompanying Accruals Accounts)

1: Legal and Administrative Information

Charity name: Tilford Bach Society

Registered charity number: 230601

For the financial year 1 January to 31 December 2017

Principal Address:

c/o Mrs Susan Sagun, 1 Adams Drive, Fleet, GU51 3DZ

Trustees:

The Trustees during the year 2017 were:

- R John Horrocks - Chairman
- Peter Hopkins - Deputy Chairman
- Jill Denbigh - Treasurer
- Susan Sagun - Secretary
- Dr Trevor Gray
- Dr Roger Jude
- Richard Punshon (Resigned on 24 February 2017)
- Francesca Quint

Objects of Charity:

The advancement of musical education by the public performances of:

- (a) works by J S Bach in a manner consistent with the style and demands of his period
- (b) works by other composers at the discretion of the Executive Committee
- (c) works which the Society may commission.

The public performances are held mostly but not exclusively in Farnham, Godalming and Tilford.

2: Structure, Government and Management

The governing document is the Constitution and Rules as amended on 5 November 1963, 17 April 1998, 31 March 2001 and 26 September 2014.

The Annual General Meeting of members makes all appointments but the Executive Committee is empowered to fill any vacancy until the following Annual General Meeting. All voting members of the Executive Committee are Trustees.

Members of the Executive Committee in 2017 were:

- R John Horrocks - Chairman
- Professor Adrian Butterfield, Music Director, non-voting
- Peter Hopkins - Deputy Chairman
- Jill Denbigh - Treasurer, trustee
- Susan Sagun - Secretary, trustee
- Rev Canon Heather Humphrey, non-voting
- Richard Punshon (Resigned on 24 February 2017)

The Executive Committee meets typically once or twice a year to handle major issues that do not require a formal General Meeting. Most decisions are taken by consensus and formal votes are held only for major issues or issues where there is not a clear consensus. A working group of the Chairman, Deputy Chairman, Secretary and Treasurer handle routine administration with discussions and decisions made by telephone and email.

In order to improve efficiency, the working group does not operate according to precise roles for each officer. Instead each officer is able to undertake any function and each person is encouraged to handle whatever is in front of them rather than passing it to another person. Thus the traditional roles of Chairman, Treasurer and Secretary are distributed according to circumstances and availability. The accounting system is Internet based and used by the Chairman, Treasurer and Secretary, who may each pay in cheques and enter receipts and initiate and enter payments. Nearly all payments are made by Internet transfer. Cheque accounts are held at CAF Bank and Lloyds and both operate under dual signature. A PayPal account operated primarily for the receipt of ticket money and donations and works under single signature, with accrued money being transferred to CAF Bank periodically. Priority is given to paying performers promptly. Since the Society does not have credit or bank cards most purchases are made by the officers on private credit cards or cash and reimbursed. The annual accounts (Balance Sheet and Profit and Loss) are calculated by the accounting software. Notes are added as necessary by the chairman. Event Accounts, used for internal management during the year, are generated automatically using an Excel spreadsheet prepared by the Chairman with data copied from the Profit and Loss account.

Nearly all documents are stored on the Internet (Google) and shared.

The Music Director, Professor Adrian Butterfield, is responsible for the overall artistic direction of the Society and organises the major choral concerts. He is paid for his performances and his organization.

The External Trustees act as advisers to the Chairman and Deputy Chairman over the handling of any difficult or sensitive issues and do not attend the Executive committee regularly nor act in an executive role. They have full access to all documents and participate in those decisions that require formal agreement of trustees such as the approval of the accounts.

The Charity Commission document "The Essential Trustee" is made available for the guidance of trustees.

The Independent Examiner is Mr Bernard Whelan who works in an honorary capacity.

3: Financial Review

The income of the Society comes from donations, membership fees, ticket sales and the sale of a small number of music related products such as its History Book and CDs of concerts. The Society uses the Gift Aid and Gift Aid Small Donations Scheme where applicable.

The Society's finances this year are dominated by the transfer of the running of many concerts to the new Tilford Bach Society (CIO). This has resulted in this Society receiving majority of the income and making payments to the new CIO, which incurs the majority of the expenses.

The transfer worked as follows:

- The concerts up to April were run under the existing TBS and the ones from May onwards under the CIO;
- All new concert expenses from May onwards were paid from the CIO;
- Tickets for May and June were paid through either organization depending on what the payer chose;
- From September all tickets should have been paid through the new CIO but where people wrote cheques to the existing TBS they were paid through the existing TBS and the money passed on to the CIO.

- Donations and sponsorship were received through both organizations depending on how the donors chose to make the payment.

The society made a loss of £6,763 over the year.

The financial activities may be subdivided as follows:

Activity	Surplus	Loss
Farnham concerts	£7,582.46	
Festival and related activities in Tilford plus the concert at St John Smith Square	£14,353.60	
Godalming Conservatoire concerts	£2,197.25	
Other events and concerts		£677.99
Sale of items	£10.00	
Support of Farnham Competitive Music Festival		£90.00
Subscriptions, donations and gift aid received	£6,842.49	
Overhead expenses		£1,400.10
Donations to St Andrews Church for the renovation of its piano		£500
Donations to Tilford Bach Society (CIO) for running concerts		£35,081.00
Total net loss		£6,763.29

At the end of 2017 the Society had an overall balance of £16,775.84.

Policy on Reserves

The Society plans concerts and makes commitments for up to two years ahead. It therefore keeps a Reserve Fund of £4000 against possible future reductions in ticket sales and endeavours to maintain a further average balance of at least £3000.

4: Public Benefit Statement

The trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties. All concerts are open to the public and are priced to be affordable with the Society relying on donations and sponsorship because ticket sales do not cover all the costs. The prices for the Farnham concerts are at the lower end of typical prices for professional concerts in the area and are now probably the lowest in the area. The new Conservatoire Concerts in Godalming offer free entry with a retiring collection.

The Society is continuing to benefit the public through its support to the new Tilford Bach Society (CIO) - see below.

5: Activities and Achievements

Four public concerts were held in Farnham churches.

A new series of monthly Conservatoire Concerts has been started in Godalming with the aim of giving students and young professionals a performing opportunity. These concerts are funded by donations without ticket charges.

A great deal of effort has gone into promoting the society, attracting a younger audience, making use of the Internet and networking with other music societies in the area.

£150 has been donated for prizes at the Farnham Competitive Music Festival.

6: Relationship to Tilford Bach Society (CIO)

During 2017 some of the trustees started a new Charitable Incorporated Organisation with the same name to continue broadly the same work as this Tilford Bach Society but with the benefit of the limited liability of a CIO and with the full consent of the existing trustees.

The intention is to continue the existing Society in parallel with the new CIO because many subscriptions are being paid by Standing Order to the existing Society.

The concerts since May have been run by the new CIO and this Society has donated monies to the CIO to cover its expenses.

7: Declaration

The trustees have approved the trustees' report above.

Signed

A handwritten signature in blue ink, appearing to read 'R. Horrocks', written over the word 'Signed'.

Reginald John Horrocks

Chairman

Date: 7-2-2018