### AMSCORDI LIMITED (A COMPANY LIMITED BY GUARANTEE)

### FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 OCTOBER 1998



J. B. TITCHENER & Co.

REGISTERED AUDITORS
27 ELDON SQUARE,
READING, BERKSHIRE.

### AMSCORDI LIMITED

### **CONTENTS**

	Page
Directors Report	1
Auditors Report	5
Statement Of Financial Activities	6
Income and Expenditure Account	7
Statement of Total Recognised Gains and Losses	8
Balance Sheet	9
Notes To The Accounts	10
For the information of Directors only:	
Detailed Income And Expenditure Account	18
Schedule Of Miscellaneous Income and Interest Charges	19
Schedule Of Overhead Expenses	20

## AMSCORDI LIMITED REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 OCTOBER 1998

The directors submit their report together with the accounts for the year ended 31 October 1998. This report is prepared in accordance with the Charities Act 1993 and the Statement Of Recommended Practice "Accounting for Charities" issued by the Charity Commissioners for England and Wales in October 1995 and approved by The Accounting Standards Board.

#### **Directors Responsibilities**

Company law requires us as directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Company and of the surplus or deficit of the Company for that period. In preparing these accounts, we are required to:

Select suitable accounting policies and then apply them consistently;

Make judgements and estimates that are reasonable and prudent;

Follow approved accounting standards subject to any material departures disclosed and explained in the financial statements; and

Prepare the accounts on the going concern basis, unless it is inappropriate to presume the Company will continue in business.

We are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and enable us to ensure that the financial statements comply with applicable legislation which include the provisions of the Companies Act 1985. We are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and the detection of fraud and other irregularities.

#### Objects and General Information About The Charity

Amscordi Limited was incorporated on 9 September 1975. The Charity Registration Number is 270204 and the Company Registration Number is 1226660.

The objects of the Charity as set out in the Memorandum Of Association are to educate the public in the arts and specifically music, by providing classes and tuition for young musicians and accommodation in connection therewith; to offer scholarships and grants to students and to charge fees; to co-operate with other organisations in these aims, accepting donations and subscriptions from bodies and individuals.

## AMSCORDI LIMITED REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 OCTOBER 1998 (CONT)

Objects and General Information About The Charity (cont)

The company runs two major seminars per annum and arranges various concerts each year for the public and for The Friends of IMS organisation.

The Charity is managed through its' Board of Directors with such additional assistance as the Board sees fit to invite.

#### Review Of The Year

During the year the Charity's expenditure on its charitable objects was £167,941 (1997: £181,961). The charity made no grants to third parties during the year.

The Charity's total income for the year was £164,445 (1997 £174,542). Receipts from the Masterclass Seminar increased as a result of the Charity charging registration fees. The Charity did not however charge participants for the Open Chamber Music seminar. Income from concerts for the year amounted to £13,544 (1997 - £16,941). The Friends of IMS contributed £22,000 (1997 £16,000) in additional income from ticket sales at various concerts and appeals run on behalf of the Charity. Other donations declined significantly to £48,347 (1997: £60,709). Administrative and Charitable expenditure both fell as a consequence of the directors careful control of overhead costs.

The audited accounts for the year ended 31 October 1998 are shown on pages 6 to 16. The Statement Of Financial activities on page 5 shows the incoming resources available to the Charity to the extent of which the funds have been spent. This, together with the Balance Sheet on page 7 shows the current market value of the Charity's unrestricted funds, is £8,502 (1997: £3,160) from which it will generate income to meet its future obligations and activities. The Charity held £4,127 (1997 - £143) in net cash and bank balances at 31 October 1998 and in Directors' opinion the unrestricted funds continue to be sufficient to pursue their charitable activities in the future.

## AMSCORDI LIMITED REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 OCTOBER 1998 (CONT)

#### **Directors**

Lord M Birkett
JM Bowers OBE
D Cairns
JNC Gaisman QC
Mrs T Gaisman MBE
AT Hopkinson (resigned 20 May 1998)
BA Hugh-Jones
CL Kauffman (resigned 20 May 1998)
G McCabe
Mrs J Rosenfeld
Mrs AA Skeggs
PJ Thorogood (resigned 20 May 1998)

The present Directors and changes in Directors during the year are as shown above. The Charity's Articles of Association do not require directors to retire by rotation.

#### Secretary

JNC Gaisman QC

#### **Registered Office**

32 Grafton Square London SW4 0DB

#### **Company Status**

The Company is Limited by Guarantee and has charitable status.

#### **Bankers**

National Westminster Bank PLC, 24 Sloane Square, London. SW1 8AZ.

### AMSCORDI LIMITED REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 OCTOBER 1998 (CONT)

#### **Auditors**

JB Titchener & Co,
Registered Auditors/Chartered Certified Accountants,
27 Eldon Square,
Reading,
Berkshire,
RG1 4DP.

The auditors, J.B. Titchener & Co have indicated their willingness to accept re-appointment under Section 385 (2) of the Companies Act 1985.

The Directors Report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and Statement of Recommended Practice No 1 - Accounting by Charities.

ON BEHALF OF THE BOARD

JN GAISMAN - SECRETARY

### AMSCORDI LIMITED REPORT OF THE AUDITORS TO THE DIRECTORS OF AMSCORDI LTD

We have audited the financial statements on page 6 to 16 which have been prepared under the historical cost convention and the accounting policies set out on page 10.

#### Respective Responsibilities Of Directors and Auditors

As described on page 1, the Company's Directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion based on our audit, on those statements and to report our opinion to you.

#### **Basis Of Opinion**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes an examination, on a test basis, of evidence relevant to amounts and disclosures in the financial statements, and of whether the accounting policies are appropriate to the Company's circumstances, consistently applied and adequately disclosed. We have been appointed as Auditors under Section 43 of the Charities Act 1993 and report in accordance with regulations made under Section 44 of that Act.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

#### Opinion

In our opinion the financial statements give a true and fair view of the state of the Company's affairs as at 31 October 1998 and of its deficit for the year ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 applicable to small companies. The financial statements also give a true and fair view of the Charity's incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Charities Act 1993.

J.B.TITCHENER & CO

Registered Auditors

27 Eldon Square

Reading Berkshire RG1 4DP

Date 10H. June 1999

# AMSCORDI LIMITED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 OCTOBER 1998

		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
1	Note				As Restated
		1998	1998	1998	1997
Income and Expenditure		£	£	£	£
<b>Incoming Resources</b>					
Seminar Fees		67,043	-	67,043	67,654
Concert Income		13,544	-	13,544	16,941
Income from the Friends of IMS		22,000	• -	22,000	16,000
Covenant Income		1,951	-	1,951	1,169
Sundry Income		8,395	-	8,395	8,518
Piano Hire Income		3,068	=	3,068	3,532
Donations Received		48,347	-	48,347	60,709
Interest Received		97	-	97	19
		164,445		164,445	174,542
Resources Expended:					
Direct Charitable Expenditure	15	113,140	8,838	121,978	129,480
Management and Administration of the Charity	16	45,963	-	45,963	52,481
Total Resources Expended		159,103	8,838	167,941	181,961
Net Incoming/(Outgoing) Resource For The Year	es	5,342	(8,838)	(3,496)	(7,419)
Net Movement In Funds Fund Balances Brought Forward at 1 November 1997		3,160	75,049	78,209	85,628
Fund Balances Carried Forward					
at 31 October 1998		8,502	66,211	74,713	78,209

The Charity's income and expenses all relate to continuing activities.

The annexed notes form part of these financial statements.

# AMSCORDI LIMITED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 OCTOBER 1998

		1998	1997
	Note	£	£
			As Restated
Turnover	2	105,655	104,127
Net Operating Expenses	3	108,891	111,077
Operating (Deficit) / Surplus	4	(3,236)	(6,950)
Other Interest Receivable and S Income	imilar	97	19
Interest payable And Similar Ch	narges 5	357	488
Deficit On Ordinary Activities For The Financial	Year	(3,496)	(7,419)
Retained Surplus Brought Forw	ard	78,209	85,628
Retained Surplus Carried For	ward	74,713	78,209

The Company's income and expenses all relate to continuing activities.

The only recognised gain or loss for the year was the deficit for the financial year of £3,496. (1997 - Deficit £7,149)

The annexed notes form part of these financial statements.

### AMSCORDI LIMITED STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES FOR THE YEAR ENDED 31 OCTOBER 1998

	1998	1997
	£	£
		As Restated
Surplus/(Deficit) for the year	(3,496)	(7,419)
Total recognised gains and (losses)		
relating to the year	(3,496)	(7,419)
Prior year adjustments	(6,905)	-
Total gains and (larges) recognized		
Total gains and (losses) recognised	(10, 401)	(7.410)
since the last financial statements	(10,401)	(7,419)

### **AMSCORDI LIMITED BALANCE SHEET** AS AT 31 OCTOBER 1998

	Note		1998		1997
			£		£ As Restated
Fixed Assets					115 Itobiacca
Tangible Assets	7		71,873		79,888
Current Assets					
Debtors	8	21,572		11,432	
Cash At Bank and In Hand		4,127	_	1,088	
		25,699	_	12,520	
Creditors					
Amounts Falling Due Within					
One Year	9	21,301	_	11,777	
Net Current Assets			4,398		743
Creditors					
Amounts Falling Due After Mor	e Than				
One Year	10		(1,558)		(2,422)
Net Assets		-	74,713		78,209
		=			
Income Funds					
Unrestricted			8,502		3,160
Restricted	11		66,211		75,049
A 1./	10		74.710		70.000
Accumulated Fund	12	=	74,713		78,209

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD

Tess Garonan T GAISMAN MBE - DIRECTOR

Date 7- Inne 1999

The annexed notes form part of these financial statements.

#### 1. Accounting Policies

The principal accounting policies adopted in the preparation of the Financial Statements are set out below and have remained unchanged from the previous year, and have been consistently applied within the same accounts.

#### **Cash Flow Statement**

The company qualifies as a small company and advantage has therefore been taken of the exemption provided by financial reporting Standard No 1 not to prepare a Cash Flow Statement.

#### **Basis Of Preparation Of Financial Statements**

The financial statements have been prepared under the historical cost convention.

The effect of events in relation to the year ended 31 October 1998 which occurred before the date of approval of the financial statement by the Board of Directors, have been included in the statements to the extent required to show a true and fair state of affairs at 31 October 1998 and of the results for the year ended on that date.

#### Depreciation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives using the following rates:

Pianos - 10% per annum on cost
Furniture and Equipment - 10% per annum on cost
Music Library - 15% per annum on cost
Bed Linen - 20% per annum on cost

#### Leasing

Tangible fixed assets acquired under finance leases or hire purchase contracts are capitalised and depreciated in the same manner as other tangible fixed assets. The related obligations, net of future finance charges are included in creditors.

Rentals payable under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease.

#### 2. Turnover and Other Operating Income

The company's turnover represents the value of goods and services supplied to those attending seminars and concerts during the year.

Other operating income includes non trading receipts including donations and covenant income which have been grossed up by the value of related tax credits where these are applicable at present.

3. Net Operating Expenses	1998	1997
	£	£
		As Restated
Administrative Expenses	167,584	181,473
Other Operating Income	<u>58,693</u>	70,396
	108,891	111,077
4. Operating Profit	1998	1997
4. Operating Front	£	£
Operating deficit is stated after charging/(crediting):	_	-
Hire of other assets - operating leases	~	498
Depreciation and amortisation of owned assets	9,450	9,302
Depreciation of assets held under hire purchase		
and finance lease agreements	407	407
Auditors remuneration	2,200	2,000
5. Interest Payable And Similar Charges	1998	1997
•	£	£
Included in this category are:-		
Finance Charges Payable - Finance Leases and		
Hire Purchase	357	472

#### 6. Salaries and Related Costs

The costs of employing staff during the year were as follows	<b>1998</b> 5:- £	1997 £
Wages and Salaries Social Security	12,668 1,266	15,003 1,156
	13,934	16,159

There was only 1 employee during the two years shown above.

7. Tangible Fixed Assets			Furniture and	Music	
	Bed Linen	Pianos	Equipment	Library	Total
	£	£	£	£	£
Cost	•				
At 1 November 1997	3,313	104,385	16,603	3,830	128,131
Additions	-	-	1,842	-	1,842
Disposals	-	-	~	-	-
At 31 October 1998	3,313	104,385	18,445	3,830	129,973
Depreciation					
At 1 November 1997	3,312	29,756	11,346	3,829	48,243
Charge For The Year	-	8,838	1,019	-	9,857
Eliminated On Disposals	-	-		-	-
At 31 October 1998	3,312	38,594	12,365	3,829	58,100
Net Book Value					
At 31 October 1998	1	65,791	6,080	1	71,873
At 31 October 1997	1	74,629	5,257	1	79,888

Included in the total net book value of tangible fixed assets held at 31 October 1998 was £2,850 in respect of assets held under finance leases and hire purchase contracts.

8. Debtors	1998	1997
	£	£
		As Restated
Trade Debtors	2,565	-
Income Tax Recoverable	13,167	7,798
Prepayments and Accrued Income	2,103	2,560
Amount owed by the IMS Endowment Fund	-	1,000
Other Debtors	3,737	74
	21,572	11,432
	21,372	11,452
9. Creditors - Amounts Falling Due Within One Year	1998	1997
	£	£
Bank Overdraft	-	948
Obligations Under finance Leases And Hire		
Purchase Contracts	860	745
Trade Creditors	1,388	1,304
Amount owed to the IMS Endowment Fund	2,025	-
Other Creditors	11,003	723
Accruals and Deferred Income	6,025	8,057
	21,301	11,777
10. Creditors - Amounts Falling Due After One Year		
	1998	1997
	£	£
Other Creditors	1,558	2,422
Obligations Under Finance Leases And Hire Purchase Co	ntracts	
Amounto Dovoblos	1998	1997
Amounts Payable:	£	£
Within Two To Five Years	1,558	2,422
After Five Years	-	-
	1,558	2,422

Obligations under finance leases and hire purchase contracts are secured.

#### 11. Income Funds

	1998	1997
	£	£
At 1 November 1997		
- as previously reported	85,114	92,263
- prior year adjustment (see below)	(6,905)	(6,635)
- As Restated	78,209	85,628
Deficit for the year	(3,496)	
- As previously reported	-	(7,149)
- Adjustment in 1997 year	-	(270)
At 31 October 1998	74,713	78,209

The comparative figures in the financial statements have been restated to include the prior year adjustment.

The adjustment represents the removal of donations made to a bank account belonging to another charity, which had been treated as income of Amscordi limited in 1996 and 1997.

#### 12. Restricted Funds

	Balance	Movement in Resources		Balance	
	01-Nov 1997	Incoming 97/98	Outgoing 97/98	31-Oct 1997	
	£	£	£	£	
Grants for Piano Purchases	75,049		(8,838)	66,211	

#### 13. Analysis Of Net Assets Between Funds

	Tangible Fixed Assets	Net Current Assets	Total
	£	£	£
Restricted Funds			
For The Purchase Of Pianos	65,786	425	66,211
Unrestricted Funds	6,087	2,415	8,502
	71,873	2,840	74,713

### 14. Grants and Donations

Donations and Covenants Received included the following sums in excess of £3,000 (excluding tax credits):

				1998
				£
Hambros Trust				3,500
JNC Gaisman				7,000
Iveagh Trust				3,450
Sackler Underwood Trust Fund				6,650
15. Direct Charitable Expenditure				
•	1998	1998	1998	1997
	£	£	£	£
				As Restated
	Unrestricted	Restricted	Total	Total
	Fund	Fund		
Seminar accommodation	27,088	-	27,088	28,827
Piano care, hire and transport	9,599	-	9,599	10,554
Food, drink, cleaning and kitchen expenses	32,323	-	32,323	29,372
Musicians fees and expenses	31,525	-	31,525	38,698
Artistic and programming	10,950	-	10,950	8,500
directors remuneration				
Music library	517	-	517	-
Insurance	1,138	-	1,138	1,321
Bad debts	-	-	-	3,334
Depreciation charges	-	8,838	8,838	8,874
	113,140	8,838	121,978	129,480
	113,170	0,050	121,770	127, 100

#### 16. Management And Administration Charges

	1998	1998	1998	1997
	£	£	£	£
	Unrestricted 1	Restricted		As Restated
	Fund	Fund	Total	Total
Salaries	12668	-	12,668	15,003
Employer's NIC	1266	~	1,266	1,156
Administrative Assistance - London	678	-	678	-
Office accomodation cost	-	~	-	1,361
Telephone	1789	~	1,789	2,045
Postage and stationery	9657	-	9,657	8,777
Operating lease charges	-	•	-	498
Travel and transport	9340	-	9,340	11,607
Entertaining	-	-	-	801
Advertising	2058	-	2,058	2,830
Accountancy fees	3530	-	3,530	3,451
Auditors' renumeration	2200	-	2,200	2,000
Legal and professional fees	-	-	-	63
Sundry expenses	665	-	665	539
Depreciation charges	1019	-	1,019	835
Bank Charges	736	-	736	1027
Bank Interest	-	-	-	8
Interest on overdue tax	-	-	-	8
Hire Purchase Interest	357	-	357	472
	45,963		45,963	52,481

#### 17. Related party transactions

At 31 October 1998 the IMS Endowment Fund, a registered charity was owed £2,025 by Amscordi Limited.

The two charities have directors in common and The IMS Endowment Fund's objects are to directly support those of Amscordi Limited.

#### 18. Transactions with directors

The administration of the company is run from the home of 2 of the directors, Mr and Mrs J Gaisman QC. There is no charge to the company from the directors.

### THE FOLLOWING PAGES ARE FOR THE INFORMATION OF THE DIRECTORS ONLY

THEY DO NOT FORM PART OF THE STATUTORY ACCOUNTS

# AMSCORDI LIMITED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 OCTOBER 1998

		1998		1997
		£		£
Turnover				
Seminar Fees	67,043		67,654	
Concert Income	13,544		16,941	
Income from the Friends of IMS	22,000		16,000	
Piano Hire income	3,068	<u> </u>	3,532	
		105,655		104,127
Other Operating Income		58,693	_	70,396
		164,348		174,523
Overhead Expenses		167,584		181,473
Operating Surplus/(Deficit)		(3,236)		(6,950)
Other Interest Receivable and Similar Income		97	_	19
		(3,139)		(6,931)
Interest Payable and Similar Charges		357	_	488
Deficit on Ordinary Activities Before Taxation		(3,496)	_	(7,419)

# AMSCORDI LIMITED SCHEDULE TO THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 OCTOBER 1997

	1998	1997
	£	£
Other Operating Income		
Covenant income	1,951	1,169
Sundry income	8,395	8,518
Donations received	48,347	60,709
	58,693	70,396
Other Interest Receivable and Similar Charges	97	19
Interest Payable and Similar Charges		
Bank interest	-	8
Interest on overdue tax	<u></u>	. 8
Finance leases and hire purchase interest	357	472
	357	488

### AMSCORDI LIMITED SCHEDULE OF OVERHEAD EXPENSES FOR THE YEAR ENDED 31 OCTOBER 1998

	1998	1997
Administrative Expenses	£	£
Wages and salaries		
Salaries	12,668	15,003
Employer's NIC	1,266	1,156
Programming Director - H.B.	7,525	7,500
Scheduler - S.A.	425	500
Artistic director	3,000	-
Administrative Assist	678	500
Piano care and transport		
For internal use	7,989	7,881
For hire	1,610	2,673
Seminar accommodation	27,088	28,827
Telephone	1,789	2,045
Postage and stationery	9,657	8,777
Food, drink, cleaning and kitchen expenses	32,323	29,372
Musicians fees and expenses	31,525	38,698
Music library	517	-
Insurance	1,138	1,321
Operating lease charges	-	498
Travel and transport	9,340	11,607
Entertaining	-	801
Advertising	2,058	2,830
Office accomodation costs	-	1,361
Accountancy fees and bookkeeping	3,530	3,451
Auditors' renumeration	2,200	2,000
Legal and professional fees	-	63
Sundry expenses	665	539
Depreciation charges	9,857	9,709
Bad debts	-	3,334
	166,848	180,446
Financial Expenses	<del></del>	
Bank charges	736	1027
	736	1027
Overhead Expenses	167,584	181,473