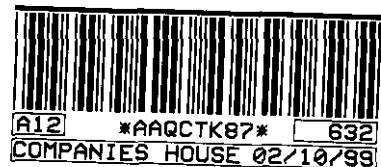




1483283

ENGLISH SINFONIA LIMITED  
(A Company Limited by Guarantee and not having a Share Capital)  
A Registered Charity  
REPORT AND ACCOUNTS

YEAR ENDED 31<sup>ST</sup> MARCH 1999



English Sinfonia Ltd  
1 Wedgwood Court  
STEVENAGE  
Herts SG1 4QR

Tel: 01438-350990  
Fax: 01438-350930

Company Number: 01483283  
VAT Number: GB 215 6798 40  
Registered Charity Number: 279713

## ENGLISH SINFONIA

### Mission Statement

To become recognised internationally for high artistic standards, the promotion of English music and to bring prestige and quality performances to the orchestra's home base in the eastern counties.

### Principal Objectives

- To continue to be engaged for more concerts in the eastern counties than any other orchestra.
- To undertake regular education/community projects throughout the region and beyond.
  - To increase the number of performances in the UK and abroad.
  - To develop the orchestra's recording opportunities at the highest level.
- To promote English music, including contemporary composition, through performances and commissions.
  - To be in receipt of public revenue funding.
  - To increase the level of sponsorship income.

#### Artistic Team

John Lill OBE – *President*  
Nicolae Moldoveanu – *Principal Conductor*  
Jacek Kaspszyk – *Principal Guest Conductor*  
John Farrer – *Senior Guest Conductor*  
Philip Ellis – *Associate Conductor*  
Janice Graham – *Leader*  
David Bedford – *Composer-in-Association*

#### Vice- Presidents

Lady Barbirolli OBE  
Dame Judi Dench  
Evelyn Glennie OBE  
Lady Groves  
Elgar Howarth  
Harry Legge OBE  
Ian Wallace OBE

Jonathan Hagger – *Chairman*  
Graham Pfaff – *Chief Executive*

**ENGLISH SINFONIA LIMITED**

(A Company Limited by Guarantee and not having a Share Capital)

**COUNCIL OF MANAGEMENT MEMBERS AND ADVISORS**

**COUNCIL OF MANAGEMENT**  
(who are also trustees)

Jonathan Hagger (Chairman)  
Eric Mills (deceased 13th July 1998)  
Susan Alcock  
Lord Cobbold (appointed 17th September 1998)  
Cyril Dashwood  
Philip Harmer  
Keith Hartley (appointed 4th December 1998)  
John Holme (appointed 17th September 1998)  
Mark Lacey  
John Ogdon Lant  
Dr. Patrick Magill  
Johnny Morris OBE (resigned 17th September 1998)  
David Phillips  
Victor Robinson  
Cdr. Michael Saunders Watson CBE DL  
Sama Swaminathan (resigned 17th September 1998)  
Adrian Whitelegge (resigned 23rd March 1999)  
Janet Wright

**PRINCIPAL ADDRESS AND  
REGISTERED OFFICE**

1 Wedgwood Court  
Stevenage  
SG1 4QR

**AUDITORS**

BDO Stoy Hayward  
50 St Andrew Street  
Hertford  
Herts  
SG14 1JA

**BANKERS**

National Westminster Bank plc.  
7/9 High Street  
Royston  
Herts  
SG8 9AA

Standard Life Bank Ltd  
Standard Life House  
30 Lothian Road  
Edinburgh  
EH1 2DH

## **ENGLISH SINFONIA LIMITED**

**(A Company Limited by Guarantee and not having a Share Capital)**

### **ANNUAL REPORT OF THE MEMBERS OF THE COUNCIL OF MANAGEMENT (who are also Trustees)**

The Council submits its report and the accounts for the year ended 31st March 1999.

Company law requires the Council of Management to prepare accounts that give a true and fair view of the state of affairs of the company and of the surplus or deficit for its financial year. In doing so the Council is required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business

The Council is responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and to enable it to ensure that the accounts comply with the Companies Act 1985. It is also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **PRINCIPAL ACTIVITIES AND BUSINESS REVIEW**

#### **OBJECTIVES, POLICIES AND THE ORGANISATION OF THE CHARITY**

The object of the charity is to advance the education of the public in the art of music.

The orchestra performs concerts, many in the form of regular series, and undertakes a wide variety of outreach (educational and community) activities.

The orchestra is the resident orchestra of Stevenage thereby increasing sponsorship opportunities in the locality, offering its customers a greater stability in activities and expanding its commitments (concerts and outreach) through additional support from local, county and regional authorities. This does not preclude an increase in the orchestra's current touring activities.

Regular playing members of the orchestra are offered membership of the company. Members of the company elect a Council of Management which is responsible for operational decisions.

#### **PRESENTATION AND FORMAT**

The accounts comply with the Statement of Recommended Practice -- Accounting by Charities.

Advantage has been taken in preparing these accounts of special exemptions applicable to small companies under s246(8) (b) of the Companies Act 1985.

## **ENGLISH SINFONIA LIMITED**

(A Company Limited by Guarantee and not having a Share Capital)

### **ANNUAL REPORT OF THE MEMBERS OF THE COUNCIL OF MANAGEMENT (continued)**

#### **PRINCIPAL ACTIVITIES AND BUSINESS REVIEW (continued)**

##### **CONCERTS**

The orchestra performed 34 main orchestral concerts in a variety of venues plus a considerable number of smaller recitals. The flexibility of the members is reflected in their ability to perform events ranging from intimate small-scale concerts with fifteen or less musicians right through to outdoor concerts with up to seventy performers. The main highlight of the year was the performance of a new work from Michael Nyman to celebrate the orchestra's move to Stevenage. The world premiere took place at the Royal Festival Hall on 14th April 1998. A compact disc was released on 20th April 1998 and reached number 9 in the classical music charts. In December 1998 an education version of the work was performed in Stevenage where four local schools participated, playing the interlinking music they had composed as part of an education project.

##### **EDUCATION**

English Sinfonia Officers were involved in major projects during the year in Mansfield, Nottinghamshire, South Cambridgeshire and Stevenage itself working with composers, conductors and singing and dance animateurs. The residencies involved workshops for school students and members of the community covering such aspects as composition, creative dance, singing, orchestral coaching and conducting. The orchestra also arranged recitals in a number of venues, music fayres in shopping centres, talks and percussion and vocal workshops for people with special needs and disabilities.

##### **NATIONAL LOTTERY AWARD**

The company's application for a grant of £87,267 from the National Lottery through the Arts Council of England has been accepted and it is expecting to expend the money during the next year. No expenditure is reflected in the attached accounts.

##### **FUNDING**

Donations from Charitable Trusts and elsewhere brought in £24,028 with further sums promised for next year.

##### **SERVICES OF UNPAID VOLUNTEER**

The financial controlling function of the charity is provided by an unpaid volunteer who devotes one day per week to this function.

##### **SPONSORSHIP**

During the year the company has enjoyed sponsorship from a number of entities, including CNT (Commission for the New Towns), Matra BAe Dynamics (UK) Limited and BDO Stoy Hayward formerly Moores Rowland. The £10,000 from Matra BAe Dynamics (UK) Limited and the £2,000 from BDO Stoy Hayward were matched under the Pairing Scheme by awards from the Association for Business Sponsorship of the Arts (ABSA), now known as Arts and Business, of £2,500 and £2,000 respectively.

##### **FINANCIAL**

After a fall in the previous year, concert receipts increased this year, as did sponsorship income. The results for the year show a deficit of £7,913.

**ENGLISH SINFONIA LIMITED**

**(A Company Limited by Guarantee and not having a Share Capital)**

**ANNUAL REPORT OF THE MEMBERS OF THE COUNCIL OF MANAGEMENT (continued)**  
**PRINCIPAL ACTIVITIES AND BUSINESS REVIEW (continued)**

**FUTURE DEVELOPMENTS**

The Council expects the level of concert activities to increase next year as additional series of subscription concerts commence. It plans to continue its involvement in educational projects in schools and colleges and especially in Stevenage as part of its 'Educational and Community Initiatives through to the Millennium' programme.

**YEAR 2000**

The Council has considered the problem generally referred to as the 'Year 2000 problem' or the 'Millennium Bug' and is taking steps to ensure that the charity's systems are Year 2000 compliant. The potential effect of the problem with regard to customers, suppliers and other relevant parties is not expected to be material and the Council is in the process of addressing these issues to minimise the risk of any adverse effect on the operation of the charity. Future costs of minimising the risk of any adverse effect have not been quantified but these are not expected to be material.

**STATUS, GOVERNING DOCUMENT AND COMPLIANCE**

The company is registered under the Companies Act as a company limited by guarantee and not having a share capital (number 01483283) and is registered as a charity (number 279713). The company is governed by its memorandum and articles of association. The accounts comply with current statutory requirements and with the requirements of the company's governing document.

**AUDITORS**

On 1st March 1999 the auditors, Moores Rowland, merged their practice with that of BDO Stoy Hayward and are now practising under that name. A resolution will be proposed at the Annual General Meeting that BDO Stoy Hayward be reappointed as auditors to the company for the ensuing year.

By order of the Council



**AUDITORS' REPORT TO THE MEMBERS OF**

**ENGLISH SINFONIA LIMITED**

**(A Company Limited by Guarantee and not having a Share Capital)**

**Report of the auditors to the members of English Sinfonia Limited**

We have audited the accounts on pages 6 to 15 which have been prepared under the historical cost convention and the accounting policies set out on pages 8 and 9.

**Respective responsibilities of the Council and auditors**

As described on page 2 the council members (who also act as trustees for the charitable activities of English Sinfonia Limited) are responsible for the preparation of accounts. It is our responsibility to form an independent opinion, based on our audit, on the accounts 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 examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the Council in the preparation of the accounts, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

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 as to whether the accounts are free from material misstatement, 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 accounts.

**Opinion**

In our opinion the accounts give a true and fair view of the charitable company's state of affairs as at 31st March 1999 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*BDO Stoy Hayward*

**BDO STOY HAYWARD**  
Chartered Accountants  
Registered Auditors  
Hertford

*29 September 1999*

**ENGLISH SINFONIA LIMITED****(A Company Limited by Guarantee and not having a Share Capital)****Statement of Financial Activities for the year ended 31st March 1999**

	Note	Unrestricted Funds £	Total Funds 1999 £	Total Funds 1998 £
<b>Income and Expenditure</b>				
<b>Incoming Resources</b>				
Income from trading activities of the charity permissible within the charity's objectives:				
Concert and recording receipts		283,317	283,317	248,167
Sponsorship income	18	42,975	42,975	27,275
Deferred sponsorship income		—	—	(25,000)
Royalties	3	8,582	8,582	8,824
Net record sales		1,110	1,110	1,556
Grants	19	21,520	21,520	2,039
Donations	4	24,028	24,028	19,639
Bank interest receivable		3,153	3,153	4,113
Proceeds from free building society shares		—	—	7,831
Programme and notelet sales		3,950	3,950	1,432
<b>Total Incoming Resources</b>		<b>388,635</b>	<b>388,635</b>	<b>295,876</b>
<b>Resources Expended</b>				
Direct charitable expenditure	5	331,132	331,132	248,273
Fundraising and publicity	6	39,678	39,678	33,705
Management and administration of the charity	7	25,738	25,738	26,549
<b>Total Resources Expended</b>		<b>396,548</b>	<b>396,548</b>	<b>308,527</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(7,913)</b>	<b>(7,913)</b>	<b>(12,651)</b>
Balances brought forward at 1st April 1998		56,341	56,341	68,992
Balances carried forward at 31st March 1999		48,428	48,428	56,341

All disclosures relate to continuing operations.

There are no recognised gains or losses other than the deficit for the year.



**ENGLISH SINFONIA LIMITED**  
(A Company Limited by Guarantee and not having a Share Capital)

**BALANCE SHEET**

As at 31st March 1999

	Note	£	1999 £	£	1998 £
<b>FIXED ASSETS</b>					
Tangible assets	9		5,947		5,686
Investment	10		2		2
			<u>5,949</u>		<u>5,688</u>
<b>CURRENT ASSETS</b>					
Stocks	11	842		880	
Debtors	12	17,369		70,554	
Cash at bank and in hand		76,577		64,134	
		<u>94,788</u>		<u>135,568</u>	
<b>CREDITORS</b> — amounts falling due within one year	13	52,309		84,915	
<b>NET CURRENT ASSETS</b>			<u>42,479</u>		<u>50,653</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>48,428</u>		<u>56,341</u>
<b>FUNDS</b>					
Unrestricted	14		48,428		56,341
			<u>48,428</u>		<u>56,341</u>

Advantage has been taken in preparing these accounts of special exemptions applicable to small companies under s246(8) (a) of the Companies Act 1985. The company qualifies for these exemptions on the grounds of balance sheet total, number of employees and turnover level.

Approved at a meeting held on 21/9/99



— Member of the Council of Management

**ENGLISH SINFONIA LIMITED**

**(A Company Limited by Guarantee and not having a Share Capital)**

**NOTES TO THE ACCOUNTS**

**1. STATUS OF COMPANY**

The company is registered under the Companies Act as a company limited by guarantee and not having a share capital. The company is registered as a charity (number 279713).

Each member of the company, in the event of the company being wound up, has limited liability of up to £1.

**2. ACCOUNTING POLICIES**

**Accounting convention**

The accounts have been prepared under the historical cost convention and in accordance with applicable Financial Reporting Standards, Accounting Standards and Statement of Recommended Practice (SORP) – Accounting by Charities.

**Concert and recording receipts**

These receipts are credited as income in the year in which they are receivable.

**Grants, donations and sponsorship income**

Grants, donations and sponsorship income are credited as income in the year in which they are receivable, subject to the following:

Grants, donations and sponsorship income received for specific purposes are accounted for as restricted funds in the year in which the donor-imposed restrictions are met.

Grants, donations and sponsorship income received for an event in the future are accounted for in the year the event takes place.

**Royalties**

Royalties from the sale of compact discs are accounted for in the year in which they are received.

**Net record sales**

Net record sales are credited as income in the year in which they are received.

**Bank interest receivable**

Bank interest receivable is credited as income in the year in which it is receivable. Interest receivable on funds designated as restricted funds is credited to the relevant restricted fund in the accounts.

**ENGLISH SINFONIA LIMITED**

(A Company Limited by Guarantee and not having a Share Capital)

**NOTES TO THE ACCOUNTS (continued)**

**2. ACCOUNTING POLICIES (continued)**

**Expenditure**

All expenditure, except as mentioned below, is recognised on an accruals basis. Expenditure is disclosed under restricted funds if it is spent from specified funds.

Expenditure relating to compact discs is accounted for in the year in which it is incurred or, if later, in the year the compact discs are released.

**Cost apportionment**

A proportion of staff and other overhead costs are attributed to support costs, fund-raising and publicity and to management and administration costs on the following basis:

Staff costs	— estimated costs of time engaged by staff on each activity
Other overhead costs	— estimated costs attributable to each activity

**Depreciation of tangible fixed assets**

Depreciation is provided on all tangible fixed assets so as to write them off over their anticipated useful lives at the following annual rates:

Office equipment	— 20% based on cost
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The music library is not depreciated.

**Music library**

The music library is included in the accounts at its original cost on acquisition at 11th October 1984.

Additions to the music library are written off to the income and expenditure account as they arise.

**Stocks**

Stocks are valued at the lower of cost and net realisable value, based on the physical count at 31st March 1999.

**Recordings reserve**

Money is set aside for material projects where it is likely that these will be undertaken in the foreseeable future.

**Equipment/Maintenance reserve**

Money is set aside for material expenditure where it is likely that this will be incurred in the short to medium term.

**ENGLISH SINFONIA LIMITED****(A Company Limited by Guarantee and not having a Share Capital)****NOTES TO THE ACCOUNTS (continued)****3. ROYALTIES**

Royalties received in advance regarding the compact disc issued in February 1997 amounting to £5,000 have been released as income this year as it is unlikely that any material royalties will be earned in the future from this recording.

**4. DONATIONS**

Donations include £10,500 relating to rent and £856 relating to business rates.

**5. DIRECT CHARITABLE EXPENDITURE**

	Unrestricted Funds £	Total Funds 1999 £	Total Funds 1998 £
Concert and recording expenses	223,492	223,492	157,200
Conductors and soloists' fees	59,327	59,327	43,626
Sheet music expenses	62	62	507
Support costs	48,251	48,251	46,940
	<u>331,132</u>	<u>331,132</u>	<u>248,273</u>

**6. FUNDRAISING AND PUBLICITY**

	Unrestricted Funds £	Total Funds 1999 £	Total Funds 1998 £
Subscriptions and donations	1,028	1,028	953
Advertising	1,566	1,566	541
Travelling and entertaining expenses	8,133	8,133	4,048
Staff costs	23,167	23,167	23,643
Office accommodation	3,755	3,755	2,715
Printing, postage and stationery	1,483	1,483	1,210
Telephone and fax	546	546	595
	<u>39,678</u>	<u>39,678</u>	<u>33,705</u>

**ENGLISH SINFONIA LIMITED****(A Company Limited by Guarantee and not having a Share Capital)****NOTES TO THE ACCOUNTS (continued)****7. MANAGEMENT AND ADMINISTRATION OF THE CHARITY**

	Unrestricted Funds £	Total Funds 1999 £	Total Funds 1998 £
Management expenses – staff costs	15,445	15,445	15,762
Office accommodation	2,504	2,504	1,810
Insurance	328	328	388
Repairs and maintenance	633	633	645
Printing, postage and stationery	988	988	806
Telephone and fax	364	364	397
Accountancy	500	500	3,450
Audit fees	1,500	1,500	900
Legal and professional fees	1,345	1,345	80
Bank charges	—	—	25
Sundry expenses	912	912	1,057
Depreciation – office equipment	1,219	1,219	1,229
	<u>25,738</u>	<u>25,738</u>	<u>26,549</u>

**8. EMPLOYEES**

Staff costs include the following:

	1999 £	1998 £
Total emoluments of employees	<u>80,375</u>	<u>82,311</u>

The average monthly number of persons employed by the company during the year was as follows:

	Number	Number
Administration	<u>4</u>	<u>4</u>

The above figures relate to administrative staff including the Chief Executive and Company Secretary.

No fee or remuneration is paid to any Council member, except for reasonable remuneration to the following members for actually performing and rehearsing within the ranks of the orchestra as allowed for in the company's Memorandum and Articles of Association:

Philip Harmer	—	£1,120
Janet Wright	—	£4,538
Keith Hartley	—	£931
Eric Mills	—	£600

**ENGLISH SINFONIA LIMITED****(A Company Limited by Guarantee and not having a Share Capital)****NOTES TO THE ACCOUNTS (continued)****9. TANGIBLE FIXED ASSETS**

	Office Equipment £	Music Library £	Total £
Cost:			
At 1st April 1998	18,893	1,500	20,393
Additions	1,480	—	1,480
Disposals	(10,394)	—	(10,394)
At 31st March 1999	<u>9,979</u>	<u>1,500</u>	<u>11,479</u>
Depreciation:			
At 1st April 1998	14,707	—	14,707
Charge for year	1,219	—	1,219
Disposals	(10,394)	—	(10,394)
At 31st March 1999	<u>5,532</u>	<u>—</u>	<u>5,532</u>
Net book value at 31st March 1999	<u>4,447</u>	<u>1,500</u>	<u>5,947</u>
Net book value at 31st March 1998	<u>4,186</u>	<u>1,500</u>	<u>5,686</u>

All material fixed assets are used for the support of charitable activities and for the administration of the company. Disposals relate to assets which have been fully depreciated and are no longer used by the company.

**10. INVESTMENT**

	1999 £	1998 £
Investment in subsidiary at cost:		
2 ordinary shares at £1 each	<u>2</u>	<u>2</u>

At 31st March 1999 the company held two £1 ordinary shares in Eastern Sinfonia Limited, a wholly owned subsidiary incorporated in England and Wales.

Consolidated accounts have not been prepared as the subsidiary was dormant throughout the year.

**ENGLISH SINFONIA LIMITED****(A Company Limited by Guarantee and not having a Share Capital)****NOTES TO THE ACCOUNTS (continued)****11. STOCKS**

	1999	1998
	£	£
Goods for resale	842	880
	<u>842</u>	<u>880</u>

**12. DEBTORS**

	1999	1998
	£	£
Trade debtors	17,269	36,813
Prepayments and accrued income	100	33,741
	<u>17,369</u>	<u>70,554</u>

**13. CREDITORS -- amounts falling due within one year**

	1999	1998
	£	£
Bank overdraft	—	8,414
Amount due to subsidiary	2	2
Loans from musicians and friends	2,220	2,220
Other creditors	50,087	36,279
Deferred income	—	38,000
	<u>52,309</u>	<u>84,915</u>

The loans from musicians and friends are interest free and repayable on demand.

Other creditors include accruals in respect of musicians, conductors and soloists fees and concert expenses.

**ENGLISH SINFONIA LIMITED**

(A Company Limited by Guarantee and not having a Share Capital)

**NOTES TO THE ACCOUNTS (continued)**

**14. UNRESTRICTED FUNDS**

	Balance 1st April 1998 £	Movement in Incoming £	Resources: Outgoing £	Balance 31st March 1999 £
Designated Funds:				
Recordings reserve	70,000	—	—	70,000
Equipment/maintenance reserve	17,411	—	—	17,411
Other Charitable Funds	(31,070)	388,635	396,548	(38,983)
	<u>56,341</u>	<u>388,635</u>	<u>396,548</u>	<u>48,428</u>

Note 2 to these accounts includes the accounting policies for Recordings reserve and Equipment/Maintenance reserve.

**15. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Tangible Fixed Assets £	Investments £	Net Current Assets £	Total £
Unrestricted Funds	5,947	2	42,479	48,428
	<u>5,947</u>	<u>2</u>	<u>42,479</u>	<u>48,428</u>

**16. RECONCILIATION OF MOVEMENT ON FUNDS**

	Recordings reserve £	Equipment/ maintenance reserve £	Unrestricted funds £	Total £
Balance at 1st April 1998	70,000	17,411	(31,070)	56,341
Deficit for the year	—	—	(7,913)	(7,913)
Balance at 31st March 1999	<u>70,000</u>	<u>17,411</u>	<u>(38,983)</u>	<u>48,428</u>



**ENGLISH SINFONIA LIMITED**

**(A Company Limited by Guarantee and not having a Share Capital)**

**NOTES TO THE ACCOUNTS (continued)**

**17. TAXATION**

The company enjoys general relief from taxation under Section 505 of the Income and Corporation Taxes Act 1988.

**18. SPONSORSHIP INCOME**

Within sponsorship income is £12,500 which includes £2,500 in an ABSA award for the sponsorship of the 'Strong on Oaks' project by Matra BAe Dynamics (UK) Limited.

Also included within sponsorship income is £4,000 which includes £2,000 in an ABSA award for the sponsorship of brochures and newsletters by BDO Stoy Hayward.

**19. GRANTS**

Within grants is £14,875 in an award from the Arts Council of England for audience development.