## Report of the Trustees and

## Financial Statements for the Year Ended 31st August 2023

for

The Elgar School Of Music Limited

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A J Peach & Co Limited Chartered Accountants 104 Grasshopper Avenue St Peters Worcester Worcestershire WR5 3TB

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#### Reference and Administrative Details for the Year Ended 31st August 2023

**TRUSTEES** 

P Sheeran (Chair) S I Humes N P Sandy I Venables K Dixon

**REGISTERED OFFICE** 

16-20 Deansway Worcester

**WR1 2ES** 

REGISTERED COMPANY NUMBER 02233308 (England and Wales)

REGISTERED CHARITY NUMBER 701309

INDEPENDENT EXAMINER

A J Peach & Co Limited **Chartered Accountants** 104 Grasshopper Avenue

St Peters Worcester Worcestershire WR5 3TB

KEY MANAGEMENT PERSONNEL K Fawcett

**Chief Executive Officer** 

N Tsuzaki **Head of School** 

**BANKERS** 

**HSBC** 

4-6 Broad Street Worcester WR1 2EJ

**CCLA Investment Management Limited** 

One Angel Lane

London EC4R 3AB

## Report of the Trustees for the Year Ended 31st August 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st August 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### **OBJECTIVES AND ACTIVITIES**

#### Objectives and aims

The principal object of the company in the period under review was that of a registered charity engaged in the promotion and provision of music education, and in nurturing a comprehensively inclusive community through live music opportunities. The objects were achieved by the provision of music lessons and musical activities.

#### Public benefit

The trustees confirm that they have complied with the duty in Section 17(5) of the 2011 Charities Act to have due regard to guldance on public benefit published by the Charity Commission when reviewing the charity's objectives and in planning future activities.

#### **ACHIEVEMENT AND PERFORMANCE**

#### September 1st 2022 to August 31st 2023

The number of enquiries for music lessons has continued to increase post-pandemic, and the numbers in groups have held steady, with a noticeable increase for the string ensemble.

Two new groups will be established for pre-school children during the 2023-24 academic year - Music Makers for toddlers and Tiny Tunes for babies.

Five new piano teachers are being added to the books as well as two for wind instruments and a couple of singing teachers, replacing staff that have left since the end of the pandemic.

The school has been responsible for the county music library for the last few years and it is in the process of being housed within the school - this long and complex process will complete during 2023-24. This will prove to be of great benefit in terms both of income for the school and resources for the teachers within it.

The school continues to be the Worcester centre for both ABRSM and Trinity Music exams, and has seen an increase in the hiring of its facilities by outside organisations.

Overall, this has been a period of consolidation for the school, but the signs for the new year are very promising.

#### **FINANCIAL REVIEW**

The net result for the year was a deficit of £8,803 (2022: £4,415). This comprised of a deficit on unrestricted funds of £7,779 (2022: surplus £1,491) and a deficit on restricted funds of £1,024 (2022: £5,906). Unrestricted reserves, excluding fixed assets, held at 31 August 2023 were £54,769 (2022: £60,636).

Total reserves as at 31 August 2023 were £73,770 (2022: £82,573).

The trustees consider that an appropriate minimum level of free reserves should be four months of the charity support costs which represents a figure of £22,000. Whilst the current level of reserves satisfy this policy, the the trustees are aiming to maintain reserves of approximately four month's support cost expenditure in the short term and then to six months to support cost expenditure (£32,000) in the medium term.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

#### **Governing document**

The charitable company is controlled by its governing document, the Memorandum & Articles of Association dated 21 March 1988, as amended by special resolution 27 February 1989, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

None of the trustees have any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

#### Recruitment and appointment of new trustees

Trustees are appointed, by the members in general meeting. New trustees are provided with copies of the most recent annual report and accounts, a role description of the responsibilities of a trustee, a copy of the Memorandum and Articles of Association of Elgar School of Music Limited, copies of recent minutes of meetings and a copy of the Charity Commission publication, "Responsibilities of Charity Trustees". New trustees also have an induction session with the Chair.

## Report of the Trustees for the Year Ended 31st August 2023

### STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The school's management and governing body are continually monitoring and assessing potential risk. The main areas of focus are Health and Safety and Child Protection. All policies are reviewed and updated annually and made available to all members of staff, self employed tutors and users of the school. There have been no incidents to report and the school continues to ensure safe and legal practices.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

P Sheeran - Trustee

#### Independent Examiner's Report to the Trustees of The Elgar School Of Music Limited

Independent examiner's report to the trustees of The Elgar School Of Music Limited ("the Company") report to the charity trustees on my examination of the accounts of the Company for the year ended 31st August 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

independent examiner's statement

I have completed my examination: I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or

2. the accounts do not accord with those records; or

- 3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Andrew Peach

A J Peach & Co Limited 104 Grasshopper Avenue

SI Peters Worcester

Worcestershire WR5 3TB

Date: ....

## Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31st August 2023

	Notes	Unrestricted fund £	Restricted funds	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies	4	12,063	50	12,113	16,200
Charitable activities Charitable Activities	6	129,784	•	129,784	126,230
Investment income Other income	5 7	655 		655 	18 50
Total		142,502	50	142,652	142,498
EXPENDITURE ON Raising funds	8	216	-	216	205
Charitable activities Charitable Activities	9	150,065	1,074	151,139	146,708
Total		150,281	<u>1,074</u>	151,355	146,913
NET INCOME/(EXPENDITURE)		(7,779)	(1,024)	(8,803)	(4,415)
RECONCILIATION OF FUNDS Total funds brought forward		79,754	2,819	82,573	86,988
TOTAL FUNDS CARRIED FORWARD		71,976	1,795	73,770	82,573

#### Balance Sheet 31st August 2023

	Notes	Unrestricted fund £	Restricted funds	2023 Total funds £	2022 Total funds £
FIXED ASSETS Tangible assets	16	17,206	-	17,206	19,118
CURRENT ASSETS Debtors Cash at bank and in hand	17	7,645 51,382		7,645 53,177	8,167 59,151
		59,027	1,795	60,822	67,318
CREDITORS Amounts falling due within one year	18	(4,258)	-	(4,258)	(3,863)
NET CURRENT ASSETS		54,769	1,795	56,564	63,455
TOTAL ASSETS LESS CURRENT LIABILIT	TIES	71,975	1,795	73,770 	82,573
NET ASSETS		71,975	1,795	<u>73,770</u>	82,573
FUNDS Unrestricted funds Restricted funds	19			71,975 1,795	79,754 2,819
TOTAL FUNDS				<u>73,770</u>	<u>82,573</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st August 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st August 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

P Sheeran - Trustee

## Notes to the Financial Statements for the Year Ended 31st August 2023

#### 1. STATUTORY INFORMATION

The charity is a company limited by guarantee. The members of the company are the trustees named in the Trustees' Report. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1.

#### 2. ACCOUNTING POLICIES

#### BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The charity is exempt from preparing a cashflow statement on the grounds that it is not a large charity.

#### INCOME

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from grants (including government grant Income) and donations, is recognised in the period in which the charity is entitled to receipt and the amount can be measured reliably.

Income from charitable activities for services provided is recognised in line with the provision of those services.

#### **EXPENDITURE**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### **TANGIBLE FIXED ASSETS**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Musical instruments, equipment

- 10% on reducing balance

Assets costing less than £100 are not capitalised.

#### **TAXATION**

The charity is exempt from corporation tax on its charitable activities.

#### **FUND ACCOUNTING**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### **LEASING COMMITMENTS**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

#### **PENSION COSTS**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## Notes to the Financial Statements - continued for the Year Ended 31st August 2023

#### 2. ACCOUNTING POLICIES - continued

#### **DONATED GOODS AND SERVICES**

Donated goods and services are measured at fair value when control over the economic benefit has passed to the charity.

#### FINANCIAI INSTRUMENTS

The charity has elected to apply the provisions of Section 11' Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments. Financial instruments are recognised when the charity becomes party to contractual provisions of the instrument.

Financial assets are offset, with the net amounts presented in the accounts where there is a legally Enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic Financial Assets**

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

#### **Basic Financial Liabilities**

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of future receipts, discounted at a market rate of interest. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of the operations from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction cost

### 3. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Accounting estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The most critical accounting judgement is in setting the depreciation rates for tangible fixed assets. Details for these rates can be found in the accounting policies in note 2. The carrying value of tangible fixed assets can be found in note 14.

#### 4. DONATIONS AND LEGACIES

	2023	2022
	£	£
Donations	4,113	5,049
Grants	8,000	9,366
Donated services and facilities	<u> </u>	1,785
	12,113	16,200

#### **DONATED SERVICES AND FACILITIES**

The donated services and facilities of £Nil (2022: £1,785) relates to the donated accounts preparation services provided during the year.

# Notes to the Financial Statements - continued for the Year Ended 31st August 2023

#### 4. DONATIONS AND LEGACIES - continued

Grants received, included in the above, are as follows:

	HMRC - Coronavirus Job Retention Scheme Limoges Charitable Trust The Roger & Douglas Turner Charitable Trust Worcester City Council	2023 £ 5,000 3,000  <u>8,000</u>	2022 £ 366 5,000 4,000 9,366
5.	INVESTMENT INCOME	2023 £	2022 £
	Bank interest		18
6.	INCOME FROM CHARITABLE ACTIVITIES	2023	2022
	Registration fees Music lessons Exam fees Classes and groups Room hire School concerts and talks Music Library Sundry income	2023 Charitable Activities £ 726 95,919 6,753 15,749 5,675 1,016 3,086 861	Total activities £ 620 91,725 3,790 18,747 7,310 855 2,942 241
7.	OTHER INCOME	2023	2022
	Bank compensation	<u> </u>	£ 50
8.	RAISING FUNDS		
	RAISING DONATIONS AND LEGACIES	2023	2022
	Fundraising commission	£ 	£ 

## Notes to the Financial Statements - continued for the Year Ended 31st August 2023

9.	CHARITABLE ACTIVITIES COSTS				
	•		Direct	Support	
			Costs (see note 10)	costs (see note 11)	Totals
			£	£	£
	Charitable Activities		<u>85,336</u>	65,803	<u>151,139</u>
10.	DIRECT COSTS OF CHARITABLE ACTIVITIES				
				2023 £	2022 £
	Music lessons			61,539	63,050
	Exam fees			6,213	3,144
	School concert and talks			328	210
	Classes and groups Instrument repairs			11,715 2.015	12,121 1.665
	Music Library			2,015 <b>621</b>	58
	Sundry Expenses			594	340
	Depreciation			1,912	2,125
	Bad debts			-	238
	Room hire			399	<u>655</u>
				85,336	83,606
11.	SUPPORT COSTS				
				Governance	
	N	lanagement	Finance	costs	Totals
		£	£	£	£
	Charitable Activities	63,432	1,183	1,188	65,803
12.	NET INCOME/(EXPENDITURE)				
	Net income/(expenditure) is stated after charging/(c	rediting):			
	•			2023	2022
				£	£
	Depreciation - owned assets			1,912	2,125
	Hire of plant and machinery Other operating leases			5,250 100	3,750 100
	Independent Examiner fee in respect of Independer	nt Examination		1.140	1.905
	Independent Examiner fee in respect of other account			48	36

In 2022, one quarter's rent was waived regarding Covid-19 rent concessions. There is no formal rent agreement with Worcester Theatres.

## 13. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st August 2023 nor for the year ended 31st August 2022.

# Notes to the Financial Statements - continued for the Year Ended 31st August 2023

## 13. TRUSTEES' REMUNERATION AND BENEFITS - continued

#### TRUSTEES' EXPENSES

During the year ended 31 August 2023 one trustee was reimbursed travel expenses of £2 (2022 there were no trustees' expenses paid).

	· ' ' '			
14.	STAFF COSTS  Wages and salaries		2023 £ 45,470	2022 £ 40,772
	Other pension costs		768	508
•			46,228	41,280
	The average monthly number of employees during the year wa	s as follows:		
	Administration		2023 5	2022 5
	No employees received emoluments in excess of £60,000.			
15.	COMPARATIVES FOR THE STATEMENT OF FINANCIAL AC	TIVITIES		
	INCOME AND ENDOWMENTS FROM	Unrestricted fund £	Restricted funds	Total funds £
	Donations and legacies	16,200	-	16,200
	Charitable activities Charitable Activities	126,230	-	126,230
	Investment income	18	-	18
	Other income	50		50
	Total	142,498		142,498
	EXPENDITURE ON Raising funds	205	-	205
	Charitable activities			
	Charitable Activities	144,340	2,368	146,708
	Total	144,545	2,368	146,913
	NET INCOME/(EXPENDITURE) Transfers between funds	(2,047) 3,538	(2,368) (3,538)	(4,415)
	Net movement in funds	1,491	(5,906)	(4,415)
	RECONCILIATION OF FUNDS Total funds brought forward	78,263 ———	8,725	86,988
	TOTAL FUNDS CARRIED FORWARD	79,754	2,819	82,573

#### Notes to the Financial Statements - continued for the Year Ended 31st August 2023

16.	TANGIBLE FIXED ASSETS		
			Musical
			instruments
			equipment
	COST		£
	At 1st September 2022 and		
	31st August 2023		69,096
	DEPRECIATION		
	At 1st September 2022		49,978
	Charge for year		1,912
	At 31st August 2023		51,890
	NET BOOK VALUE		
	At 31st August 2023		17,206
	At 31st August 2022		19,118
17.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
17.	DEBIONS. AMOUNTS FALLING DUE WITHIN ONE TEAR	2023	2022
		£023	£
	Trade debtors	1,352	5,729
	Social security	2,585	0,720
	Prepayments and accrued income	3,708	2,438
		7,645	<u>8,167</u>
18.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
	•	2023	2022
	Trade creditors	£ 437	£
	Pensions	437 108	400
	Other creditors	1,238	1,559
	Deferred income	1,236 256	1,559 488
	Asserted internet	200	4 440

Deferred income relates to music lesson fees collected in the year where the relating lessons were provided after the year end. Last year's deferred income provision has been fully released into income in the current year.

Deferred income Accrued expenses

1,416

3,863

2,219 4,258

# Notes to the Financial Statements - continued for the Year Ended 31st August 2023

## 19. MOVEMENT IN FUNDS

104 %

MOVEMENT IN FUNDS			<b>A4</b> - 4	
			Net movement	At
		At 1.9.22	in funds	31,8,23
		£	£	£
Unrestricted funds		_	~	_
General fund		79,754	(7,779)	71,975
Restricted funds				
Scholarship fund		313	50	363
P Harding Memorial fund		800	-	800
Instrument fund		607	•	607
Dementia concert fund		100	(75)	25
Equipment and miscellaneous repair fund		85	(85)	-
Worcester Community Foundation cleaning and covid fund		04.4	(04.4)	
and covid idne		914	<u>(914</u> )	_ <del></del>
		2,819	(1,024)	1,795
TOTAL FUNDS		82,573	<u>(8,803)</u>	73,770
Net movement in funds, included in the above	are as follows:			
		Incoming	Resources	Movement
		resources	expended	in funds
		£	£	£
Unrestricted funds		~	-	~
General fund		142,502	(150,281)	(7,779)
Restricted funds				
Scholarship fund		50	_=.	50
Dementia concert fund		•	(75)	(75)
Equipment and miscellaneous repair fund Worcester Community Foundation cleaning		-	(85)	(85)
and covid fund			<u>(914</u> )	<u>(914</u> )
		50	(1,074)	(1,024)
TOTAL FUNDS		142,552	(151,355)	(8,803)
			<u>(101,500</u> )	10,500,
Comparatives for movement in funds				
		Net	Transfers	
		movement	between	At
	At 1.9.21	in funds	funds	31.8,22
	£	£	£	£
Unrestricted funds				
General fund	78,263	(2,047)	3,538	79,754
Restricted funds	040			040
Scholarship fund	313	-	•	313
P Harding Memorial fund Instrument fund	800 1,095	-	(488)	800 607
Refurbishment fund	3,050	-	(3,050)	007
Dementia concert fund	100	-	(0,000)	100
Equipment and miscellaneous repair fund	85	-	_	85
Worcester Community Foundation cleaning				
and covid fund	3,282	<u>(2,368</u> )		914
	<b></b> -			
	<u>8,725</u>	(2,368)	<u>(3,538</u> )	<u>2,819</u>
TOTAL FUNDS	86,988	(4,415)	-	82,573

## Notes to the Financial Statements - continued for the Year Ended 31st August 2023

## 19. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

SUNU TATO	864,241	(146,913)	(4,415)
<b>estricted funds</b> Vorcester Community Foundation deaning nd covid fund	•	(2,368)	(89£,2)
<b>sbrut batzirtsern</b> brut Isrene	142,498	(144,545)	(T40,S)
	gnimoonl seonuceer 3	Resources expended £	Movement in funds £

#### PURPOSE OF FUNDS

Dy the Trustees.

by the Trustees.

#### RESTRICTED FUNDS

Scholarship Fund
This fund is restricted for the purpose of providing scholarships for string and brass pupils.

P Harding Memorial Fund
This fund was created in the memory of P Harding for the purpose of awarding an annual bursary.

Instrument Fund This fund is restricted for the purpose of purchasing new musical instruments and equipment

Polurbishment Fund

This fund is restricted for the purpose of the refurbishment of the premises.

Dementia Concert Fund
This fund is restricted for the purpose of holding concerts for dementia patients.

Equipment and Miscellaneous Repair Fund
This fund is comprised of donations received for specific general purchases.

Worcester Community Foundation Cleaning and Covid Fund

This fund is restricted for the purpose of covering cleaning costs and covid-related activities.

## 20. RELATED PARTY DISCLOSURES

Accountancy services were provided by The Richards Sandy Partnership, of which one of the Trustees, N Sandy, was also a Director until May-23. Last year no fee was charged for this work and therefore a donated service of Enil (2022: £1,785), being the market value of equivalent services, was included within the accounts.