

Cantate Youth Choir Trustees' report for 2014

Charity Number: 1039369

CANTATE

UNIT 5

HADHAM INDUSTRIAL ESTATES LTD

WARE

SG11 2DY

info@cantate.co.uk

www.cantate.co.uk

General Manager: Ms Pascale Bozzi, tel 07710 996297

Cantate exists to develop and promote choral singing and other musical ability to the highest standards by young people between the ages of eight and eighteen years. It currently comprises Training Choir, Youth Choir and Senior Choir sections. Its main centre of operation and rehearsals is Bishop's Stortford, Hertfordshire, and its members are drawn from the Hertfordshire, Cambridgeshire, and Essex. It consists of up to 160 singers, drawn from a wide range of schools across this region.

Constitution: The charity is governed by the Cantate Youth Choir constitution, drawn up in February 1994, which has the following objective:

'The objective of the Society shall be to promote, improve, develop and maintain public education and appreciation of choral music in all its aspects by the presentation of public concerts and recitals and by such other ways as the Society, through its Committee, shall determine from time to time.'

The management of the Society is in the hands of a committee consisting of an Honorary Chairman, Honorary Secretary and Honorary Treasurer, together with no fewer than three other members. The officers and other committee members are elected by, and out of, the Society's members at the Annual General Meeting. They hold office for one year and are eligible for re-election.

The members of the Cantate committee are regarded *de facto* as the Trustees of the charity, and the responsibilities of Trustees are made clear to all committee members on election and with regard to business conducted in committee meetings. The General Manager, and one or more Music Directors are *ex-officio* members of the committee.

Trustees/elected committee members receive no remuneration from the charity.

A list of Trustees for 2013 is given below.

Bank: HSBC, Harlow Town Centre Branch

Independent Examiner: PRICE BAILEY LLP, Causeway House 1 Dane Street Bishop's Stortford CM23 3BT

Tel 01279 755888

Solicitors: Nockolds, Market Square, Bishop's Stortford, CM23 3UZ. 01279 755777.

Management: Day to day organisation and management of Cantate is carried out by the General Manager, who reports to the Committee via the Honorary Chairman. Terms and conditions for this post are set by a sub-committee of the Trustees. A job description, together with annual and longer term objectives for the General Manager is set out by the Trustees. The services of the music staff, including the Music Directors, are provided on a freelance basis.

All other positions and responsibilities within Cantate are filled by volunteer members of the Society, who are most often parents of members. These roles include office support, music librarian, choir managers, transport and staging, catering, event management, costumes, tour leaders, first aid, pastoral care, etc.

Cantate has a policy of securing enhanced CRB checks for all volunteers and staff who come into contact with members of the choirs.

Subscription fees are charged per term to members of the choirs. The Trustees have due regard to maintaining these at an affordable level, to ensure that the choirs can be as inclusive in membership as possible. A bursary fund is maintained for the support of members in lower-income families.

Cantate has clear regard to the public benefit of its charitable status:

- Entry to Cantate Training Choir and Youth choir is entirely open and free of audition requirements, and is limited only by the viability of choir sizes. (Membership of the Senior Choir requires an adequate musical standard to have been reached.)
- Cantate exists to develop and promote singing and musical ability in young people, and has a strong educational, social and community ethos.
- Cantate performs to a wide range of audiences, including local communities, and at national and international level.
- Cantate performs at charitable events such as the British Legion Christmas Celebration, as well as at local level for hospices and other causes.
- Cantate has participated in the Sing Up project, performing alongside school choirs in a mentoring and exemplar role.
- Cantate holds Fun Sing events every year, which are open to local young people who are new to singing.
- Cantate participates with other local youth choirs and musicians in joint events where the experience of its singers can benefit other groups.
- Membership of Cantate is diverse in terms of social background and abilities.
- Musical objectives for Cantate choirs are set by the Music Directors, working with the General Manager and by agreement with the Trustees.

In January 2010 Nicholas Shaw and Graham Instrall took over the role of joint Music Directors, following on from Michael Kibblewhite, who became Founder Music Director at the end of 1994.

Cantate Trustees from 1st January 2013 to 31st December 2013:

<p>Andrew Barnes 11 Wraglings, Beldams Lane, Bishops Stortford, Hertfordshire, CM23 5TB Tel: 01279 504300 Mob: 0777 5928099 Email: andrewpbarnes@gmail.com</p>	<p>Jackie Roberts (RESIGNED) Longmead Bardfield Road Thaxted Essex CM6 2LR Tel: 01371 830479 Mob: 07962065699 Email: ctc@cantate.co.uk</p>
<p>Siobhan Nundram (Hon. Secretary) 79 Havers Lane, Bishops Stortford, Herts CM23 3PE Tel: 01279 504231 Mob: 07810 550443 Email: Siobhan.Nundram@hertspartsft.nhs.uk</p>	<p>Stephen Hayhurst (RESIGNED) 1 Thorington Close Great Notley, Braintree, CM77 7XE Tel: 01376 321916 (H) Tel: 01376 553970 (O) Mob: 07958 381249 (M) Email: stevehayhurst@btconnect.com</p>
<p>Darren Henry The Gables The Street, Manuden, Bishop's Stortford Herts CM23 1DW Mob: 07787 782441 Email: dhenryfcca@gmail.com</p>	<p>Oliver Pocknell 43 Sunnyside Stansted Mountfitchet Essex CM24 8AX Mob. 07875 391701 Email: ollypocknell@btopenworld.com</p>
<p>Chris Forster (Hon. Chair) Ward Cottage Duddenhoe End Saffron Walden, Essex CB11 4UU Mob. 07867 796198 Email: cmaforster@talk21.com</p>	<p>Sarah-Jane Franklin Unit 5, Hadham Industrial Estates Ltd Ware SG11 2DY Mob. 07760 220578 Email: Sarah-Jane.franklin@hoganlovells.com</p>
<p>Sheena Leimon The Clock House, The Street, Takeley Bishops Stortford, Herts. CM22 6QS Tel: 01279 871661 Email: sheena.leimon@dwp.gsi.gov.uk</p>	<p>Sarah Erswell "Heathfield", 10 Mercers Avenue Bishop's Stortford, Hertfordshire, CM23 4AG Tel : 01279 755185 Email: sarah.erswell@talktalk.net</p>
<p>Adrian Woodstock Lavender Thatches Cambridge Road, Ugley, Bishop's Stortford, Herts CM22 6HZ</p>	

Chris Forster, Honorary Chairman, Cantate, January 2013

Independent Examiner's Report to the Trustees of Cantate Youth Charity

I report on the accounts of the charity for the year ended 31 December 2013 which are set out on pages 1 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

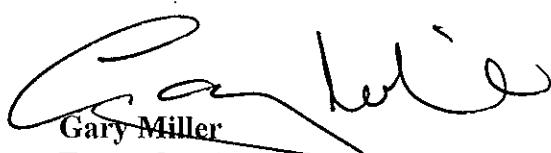
Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Gary Miller
For and on behalf of Price Bailey LLP
Causeway House
1 Dane Street
Bishop's Stortford
Hertfordshire CM23 3BT
Date: 27 March 2014

The logo consists of the word "Cantate" written in a stylized, cursive font. The letters are dark grey, and the background is white.

Financial Statement of Activities

December 31

2013

This is Cantate Youth Choirs' Financial Statement of Activities for 2013 together with the Balance Sheet and explanatory notes to support this Statement



Cantate Youth Choir

Statement of Financial Activities 31st December 2013

	2013	2012	2011	2010	2009
Income					
Subs	£44,472	£47,758	£50,349	£37,360	£33,308
Gift Aid Tax Claims					
Current Year	£9,169	£9,737	£10,311	£9,630	£8,041
Prior Years		£290	£70	£1,361	£0
Subscriptions	£53,641	£57,785	£60,730	£48,351	£41,349
Sponsorships	£0	£0	£0	£0	£0
Donations (inc Gift Aid)	£8,315	£4,033	£15,324	£11,757	£5,000
Fundraising Events	£2,134	£10,611	£13,490	£0	£0
Capital Grants Released	£853	£1,138	£1,517	£2,022	£8,125
Revenue Grants	£0	£2,350	£7,461	£1,562	£0
	£11,302	£18,131	£37,792	£15,341	£13,125
Equipment Hire	£0	£0	£0	£0	£150
Tuck Shop	£15	£385	£23	£178	£0
100 Gross Income	£1,120	£1,228	£1,468	£1,540	£1,464
Bank Interest (gross)	£470	£487	£369	£200	£64
Income before CD's etc and Concerts	£66,548	£78,016	£100,382	£65,610	£56,002
CDs	£115	£1,092	£1,703	£2,933	£2,855
Concert Dress & Leisure Wear	£625	£999	£850	£939	£1,152
Friends of Cantate	£654	£1,135	£1,077	£1,029	£1,614
Alumni	£0	£0	£0	£0	£931
Income before Concerts etc	£67,942	£81,242	£104,012	£70,511	£62,554
Concerts, Tours, Workshops	£54,894	£38,981	£59,813	£41,304	£70,714
Total Income	£122,836	£120,222	£163,825	£111,815	£133,268

Cantate

	2013	2012	2011	2010	2009
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Ongoing Expenses

Office and General Manager Salary	£29,414	£30,334	£30,417	£33,001	£34,860
Music Team and Professional Fees	£31,983	£29,634	£28,055	£27,949	£32,101
Rehearsal Rooms	£3,615	£5,404	£6,243	£5,038	£4,972
Van Expenses	£1,676	£1,254	£1,466	£1,714	£1,263
Music Costs/Hires	£3,210	£1,018	£2,241	£1,682	£2,230
Insurance	£425	£427	£490	£489	£473
Equipment & Maintenance	£52	£450	£984	£909	£1,017
Advertising & Publicity	£488	£1,237	£705	£619	£148
Alumni	£0	£0	£0	£0	£1,098
Printing, Postage, Stationery & Photocopying	£2,142	£1,647	£583	£1,577	£2,385
Telephone & Internet	£916	£1,058	£811	£1,079	£1,642
Travel - Mileage Claims	£270	£462	£415	£588	£953
Other	£0	£4	£1,001	£1,317	£879
Prior Year	£0	£0	£0	£0	£1,632
Total Ongoing Expenses	£74,191	£72,929	£73,411	£75,962	£85,653
Concert Dress & Leisure Wear	£823	£357	£823	£754	£1,171
CDs	£0	£0	£30	£2,982	£0
100 Club Prizes and Bursary Donations	£1,760	£584	£699	£708	£738
Total Expenses before Concerts & Events	£76,774	£73,870	£74,963	£80,406	£87,562
Fundraising Expenses	£188	£11,021	£7,446	£0	£0
Concerts, Tours, Workshops Expenses	£47,484	£22,268	£49,088	£32,695	£51,784
Total Expenses	£124,446	£107,159	£131,497	£113,101	£139,346
 Net Surplus/(Deficit) before Depreciation	 -£1,609	 £13,064	 £32,328	 -£1,286	 -£6,078
Depreciation	£1,260	£1,681	£2,241	£2,988	£3,163
Net Surplus/(Deficit)	-£2,869	£11,383	£30,087	-£4,274	-£9,241
Balance Brought Forward	£74,408	£63,146	£33,059	£37,333	£46,574
Funds Balance Carried Forward	£71,539	£74,408	£63,146	£33,059	£37,333

Cantate

Cantate Youth Choir
Balance Sheet for Year Ended 31st December 2013

	2013	2012	2011	2010	2009
FIXED ASSETS					
Van	£557	£743	£990	£1,320	£1,760
Trailer	£903	£1,204	£1,606	£2,141	£2,855
Staging	£1,542	£2,057	£2,742	£3,656	£4,875
Sound Equipment	£780	£1,039	£1,386	£1,847	£0
Music Library	£0	£0	£0	£0	£0
	£3,783	£5,043	£6,724	£8,964	£9,490
CURRENT ASSETS					
Stock	£263	£673			
Debtors	£2,102	£9,446	£13,898	£9,675	£15,773
Prepayments	£10,900	£2,598	£889	£3,714	£820
Cash at Bank	£64,250	£69,741	£51,644	£28,267	£28,709
Cash in Hand	£58	£35	£50	£50	£50
	£77,574	£82,493	£66,481	£41,706	£45,352
CURRENT LIABILITIES					
Creditors and Accruals	£1,993	£1,161	£2,523	£4,792	£11,311
Payments Recvd in Advance	£3,558	£7,240	£3,109	£6,879	£695
	£5,551	£8,401	£5,632	£11,671	£12,006
NET CURRENT ASSETS	£75,806	£79,134	£67,573	£38,999	£42,836
Represented by:-					
Restricted Funds	£3,559	£3,412	£4,550	£6,066	£5,625
Bursary Fund/Appeals Funds	£4,509				
Other Funds	£1,314	£1,314			
General Funds	£66,423	£74,408	£63,022	£32,933	£37,210
	£75,806	£79,134	£67,572	£38,999	£42,836

Supporting notes and detailed figures provided on pages 5 through 13 to the Financial Statement of Activities and Balance Sheet forms part of the Accounts.

Hon. Chairman, Chris Forster:

Date of Signature: 9th March 2014

Hon. Treasurer, Adrian Woodstock:

Date of Signature: 9th March 2014

Cantate

**Cantate Youth Choir
Balance Sheet for Year Ended 31st December 2013**

Fixed Assets

		Cost	Depreciation	Net Value
50	Van	£990.27	£433.23	£557.04
52	Trailer	£1,605.78	£702.52	£903.26
100	Sound Equipment	£1,385.56	£605.41	£780.15
1400	Staging	£2,742.08	£1,199.69	£1,542.39
		£6,723.69	£2,940.85	£3,782.84

Current Assets

		Debit	Credit	Balance
1001	Uniform Stock	£263.20		£263.20
1100	Debtors*1	£2,101.81		£2,101.81
1103	Debtors/Prepayments*2	£10,899.75	£0.00	£10,899.75
1200	General Bank Account	£15,449.00		
1205	Riga Fund	£1,000.00		
1207	100 Club Fund	£1,279.00		
1209	Bursary Fund	£5,000.00		
1210	Scottish Widows Deposit	£41,522.35		£64,250.35
1231	CYC Choir Tuck	£36.46		
1232	CTC Choir Tuck	£22.00		£58.46
		£77,573.57	£0.00	£77,573.57

Current Liabilities

2100	Creditors	£399.35		
2109	Accruals*3	£1,593.54	£1,992.89	
2210	Payments Received in Advance	£3,558.00	£3,558.00	
		£5,550.89	£5,550.89	

Net Assets

£75,805.52

Funds

3200	General Funds	£69,292.42	£2,869.42	£66,423.00
3210	Funds 2011/2012	£1,314.38		£1,314.38
3220	Restricted Funds	£3,559.13		£3,559.13
3240	Bursary	£4,393.50		£4,393.50
3250	Appeals	£115.51		£115.51
		£78,674.94	£2,869.42	£75,805.52

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Balance Sheet Notes and Analysis

Notes

1. Debtors

HMRC Gift Aid	£2,284.33	October-December 2013
Members Accounts	-£807.52	Overall Balances
St Paul's	£625.00	December Event Fees
	£2,101.81	

2. Prepayments

Van Insurance	£283.04	2014 Months C/fwd
Riga Flights/Hotel	£9,383.18	Costs less Members Deposits
Office Refunds	£929.00	Deposit and Rent Refund Due
St Pauls Income	£295.00	Coach Contributions Jan 2014
Hopleys	£9.53	October Event Split Due
	£10,899.75	

3. Accruals

Audit/Payroll	£600.00	Price Bailey Provision
GM Salary Increase	£247.96	Sept-Dec Increase Provision
PRS	£161.58	Event Accruals
Kickstarter Tickets	£444.00	NF Campaign C/Fwd
PL Insurance	£140.00	Provision for costs due
100 Club	£0.00	
	£1,593.54	

4. Payments Received in Advance

Subscriptions	£3,558.00	Jan 2014 Fees C/Fwd
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CANTATE YOUTH CHOIR

NOTES TO THE ACCOUNTS for the YEAR ENDED 31st December 2013

1. ACCOUNTING POLICIES

1.1 Basis of Preparation

Basis of Accounting: These accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities.

Changes in Basis of Accounting: There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

Changes to previous accounts: No changes have been made to accounts for previous years.

1.2 Incoming Resources

Income Recognition: These are included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources:-

- The trustees are virtually certain they will receive the resources;
- The monetary value can be measured with sufficient reliability.

Grants: Grants awarded to the Charity are restricted to Capital Expenditure on Fixed Assets are not recorded as income, but are instead released on an annual basis in line with the concerned asset's depreciation. The balance of the received grant is held as Restricted Funds. Grants awarded that are restricted to expenditure on current assets and services or are not stipulated are shown as income. Where the expenditure is to be made in further years, accruals are made based on anticipated spread of expenditure. Such accrued and unreleased grants are held as restricted funds where stipulated or otherwise as designated funds.

1.3 Expenditure and Liabilities

Liability Recognition: Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources

VAT: As a charity not registered for VAT, all VAT is unrecoverable. All liabilities and expenditure shown includes VAT paid.

1.4 Tangible Fixed Assets

Depreciation: Depreciation is provided on the office equipment, staging and sound equipment based on the estimated useful life of these fixed assets and their anticipated residual value at the rate of 25 per cent per annum of the residual balance

Stock: Stock is valued at the lower of cost and net realisable value.

Cantate

Cantate Youth Choir
Income Analysis for the Year Ended 31st December 2013

Subscriptions

		Debit	Credit	Balance
4000	Donations - Subscriptions		£45,272.00	
4006	Late Fees		£22.50	
4007	Bursaries	£1,881.50	£1,881.50	
4008	Sibling Discounts	£822.50		
4009	Bad Debts/Write Offs	£0.00		
		£2,704.00	£47,176.00	£ 44,472.00

4001	Gift Aid Claims	£9,168.74
		£ 53,640.74

Donations

3230	Endowment	£0.00	£0.00
4100	Grants		£1,000.00
4110	Appeals		£0.00
4002	Donations - Gift Aid		£2,400.00
4315	Donations Non Gift Aid		£4,914.67
		£0.00	£8,314.67
			£8,314.67

Fundraising

4500	Ticket Sales via Paypal	£0.00	
4501	Paypal Fees	£0.00	
4503	Ticket Sales in Door	£0.00	
4504	Auction	£0.00	
4505	Table Raffle/Games	£1,624.51	
4506	Refreshment Income	£509.98	
4507	Main Raffle	£0.00	
		£0.00	£2,134.49
			£2,134.49
			£10,449.16

Revenue Grants

4100	Grants (Released)	£3,412.00	£852.99	£852.99
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Total Fundraising, Donations and Grants

£11,302.15

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**Cantate Youth Choir
Income Analysis for the Year Ended 31st December 2013**

**Other
Income**

4200	100 Club		£1,120.00
4350	Friends of Cantate Donations	£660.00	
4351	Paypal on Donations	£6.16	£653.84
4401	Tuck Shop		£247.16
6000	Tuck Shop	£232.64	£14.52
4400	Uniform		£625.30
4410	CD Sales		£115.60
4411	Paypal on CD's	£0.42	£115.18
4804	Bank Interest Received	£470.46	£470.46
			£2,999.30

Concert, Tours and Workshops

4600	Concert Ticket Sales Paypal		£8,159.30
4601	Paypal	£174.46	
4602	Ticket Sales via Choirs		£7,041.00
4603	Ticket Sales on Door		£2,538.00
4604	Concert Revenue Splits		£5,679.49
4610	Transport Payments		£1,235.00
4650	Programme Sales		£630.01
4655	Programme Advertising		£0.00
4657	Concert Income Performing		£0.00
4680	Autumn Music Works 1 Day		£230.00
4681	Autumn Music Works 2 Day		£5,820.00
4682	Autumn Music Works 2 Day		£0.00
4690	Spring Music Works		£3,625.00
4700	Tour 2013		£20,110.86
		£174.46	£55,068.66 £54,894.20

**Total
Income**

£122,836.39


Cantate Subscription Analysis 2013

Subscriptions	Gross	Bursaries	Siblings	Net	Terms
Jan	£3,956	-£174	-£71	£3,711	
Feb	£3,956	-£174	-£71	£3,711	
Mar	£3,956	-£174	-£71	£3,711	
Apr	£3,956	-£174	-£71	£3,711	£14,846
Sub Total Jan to April Period	£15,825	-£695	-£285	£14,846	£14,846
May	£3,849	-£202	-£71	£3,575	
Jun	£3,822	-£202	-£71	£3,548	
Jul	£3,822	-£202	-£71	£3,548	
Aug	£3,183	-£159	-£51	£2,973	£13,644
Sub Total May to August Period	£14,675	-£766	-£265	£13,644	£28,490
Sep	£3,682	-£84	-£80	£3,518	
Oct	£4,381	£88	-£37	£4,432	
Nov	£3,545	-£170	-£84	£3,291	
Dec	£3,164	-£256	-£71	£2,837	£14,078
Sub Total September to December Period	£14,772	-£422	-£272	£14,078	£42,568
Subscriptions Income 2013	£45,272	-£1,882	-£822	£42,568	82%
Gift Aid Claims				£9,169	18%
Total Subscription Income				£51,737	100%
Office Rent and Rates				£2,140	4%
General Managers Salary and On Costs				£28,374	55%
Total Fixed Costs				£30,514	59%
Music Directors Costs - Rehearsals Only				£18,279	
Accompanist Costs - Rehearsals Only				£6,029	
Venue Hires for Rehearsals Only				£3,078	
Music Team Costs				£27,385	53%
Total Fixed and Music Team Operating Costs				£57,899	112%
Subscriptions Shortfall in 2013				-£6,162	-12%

The above shortfall excludes the need to cover other running costs; accounting, insurances, music, professional fees, PRS stationary, van expenses, IT and web site

Student Membership 2013	
Student Membership at start of 2013	132
Joiners during the year	12
Leavers during the year	34
Student Membership at end of 2013	110
Bursary Members	3.50
Student Members Paying Subscriptions	106.50

Cantate

Concerts, Tours and Workshops 2013 Summaries							
2013	Events	Income	Costs	Balance	GM Costs	Balance	Days
Jan	Fun Sing	£30	£425	-£395	£122	-£517	1
Mar	HRC Amici	£2,120	£2,082	£38	£610	-£572	5
Mar	Mid Somerset Festival	£580	£1,422	-£842	£122	-£964	1
Mar	Herts County	£2,339	£2,278	£61	£610	-£549	5
May	Music Works	£3,625	£3,773	-£148	£610	-£758	5
May	Standon	£1,934	£1,957	-£23	£610	-£633	5
July	Noye's Flodde	£14,956	£11,194	£3,762	£1,830	£1,932	15
July	Hopleys	£2,915	£1,779	£1,136	£610	£526	5
July	French Tour	£20,111	£20,502	-£391	£1,342	-£1,733	11
Oct	Music Works	£6,050	£6,157	-£107	£610	-£717	5
Oct	Ashdans	£1,286	£1,197	£89	£610	-£521	5
Nov	West Road	£2,822	£2,713	£109	£610	-£501	5
Dec	Hockerill	£2,389	£2,194	£195	£610	-£415	5
Dec	Hockerill	£2,402	£1,893	£509	£610	-£101	5
Dec	St Pauls	£1,085	£440	£645	£122	£523	1
	Totals	£64,644	£60,006	£4,638	£9,638	-£5,000	79

Notes to the above table:-

Noyes Fludde event income includes £6,096 in donations and £3,335 net contribution from Thaxted
 Adjustment for NF and other Concert Splits of £319 reconciles with Concert Income of £54,894
 Cantate employs a full time General Manager so her time and costs are assigned to each event
 Overall 2013 Events have resulted in a loss of £5,000 after taking all actual costs into account

General Managers Assigned Costs at Budgeted Day Rate

	Days	Day Rate	Costs	%
Events	79	£122	£9,638	34.05%
Rehearsals	62	£122	£7,564	26.72%
Administration	91	£122	£11,102	39.22%
Totals	232		£28,304	100.00%

General Managers Actual Costs 2013 Breakdown

GM Salary and NHI		£27,273	96.12%
Telephone and Broadband		£549	1.94%
Mileage Claims		£270	0.95%
Payroll Charges		£282	0.99%
Total Employment Costs	232	£28,374	100.00%

Notes to the above tables:-

This shows the assignment of the General Manager's time and costs to three operational areas

Cantate

Cantate Youth Choir
Fundraising, Concerts, Tours and Workshops Details for Year Ended 31st December 2013

Fundraising

		Debit	Credit	Balance
6100	Fundraising Venue Hire	£187.50	£0.00	
6101	Fundraising Entertainment	£0.00	£0.00	
6102	Fundraising Catering	£0.00		
6104	Fundraising Gift Bags	£0.00		
6105	Fundraising Raffles	£0.00		
6109	Fundraising Misc	£0.00		
		£187.50	£0.00	£187.50

Other Costs

6200	Uniforms	£823.08
4201	100 Club Prizes and Donations	£1,760.00
		£2,583.08

Concert, Tours and Workshops

7002	Venue Hire Concerts	£2,923.90
7004	Venue Hire Musicworks	£3,031.00
7005	Stage Hires and Props	£301.47
7006	Catering Concerts	£967.41
7201	Coach Hires	£3,695.39
7202	Hotels	£8,309.77
7203	Ents and Catering on Tour	£1,264.44
7205	Overseas Travelling	£6,266.58
7306	Programmes	£226.50
7307	Tickets	£432.08
7308	Poster Printing Concerts	£552.89
7605	Volunteer Welfare	£206.66
7821	Assistant Music Directors	£10,940.00
7822	Accompanists	£6,051.00
7823	Vocal and Dance Coaches	£2,315.00
7903	Professional Fees	£0.00
		£47,484.09

Cantate

**Cantate Youth Choir
Operating Expenses for the Year Ended 31st December 2013**

Office and General Management		
7000 Rent and Services	£1,919.24	
7003 General Rates	£220.92	
7800 Gross Wages	£24,922.76	
7806 Employers NHI	£2,350.65	
7810 SSP	£0.00	£29,413.57
Professional Fees		
7820 Music Directors	£31,095.00	
7900 Legal Fees	£6.00	
7901 Accounting Fees	£881.52	£31,982.52
Rehearsal Rooms		
7001 Venue Hire	£3,615.00	
7004 Venue Hire not SM	£0.00	£3,615.00
Motor Expenses		
7504 Van Expenses		£1,676.46
Music Costs/Hires		
7007 Music Hires Purchase		£3,210.42
Insurance		
7604 Insurances		£425.00
Equipment and Maintenance		
7400 Equipment Hire		£52.00
Advertising and Publicity		
7309 General Advertising	£189.00	
7310 Recruitment Advertising	£299.19	£488.19
Printing, Photocopying and Stationary		
7300 Photocopier	£1,075.19	
7301 Postage and Carriage	£263.99	
7304 Office Stationary	£39.65	
7311 Printing	£763.09	£2,141.92
Telephone and Internet		
7302 Telephone	£450.33	
7303 Broadband	£99.00	
7312 IT Web Site Costs	£367.15	£916.48
Travel		
7200 Mileage		£269.65
Depreciation		
8001 Music and Sound	£259.02	
8002 Staging	£514.17	
8003 Van	£486.74	£1,259.93
		£75,451.14