

**The Guild of Church Musicians**  
(a company limited by guarantee)

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## **Trustees' Report and Financial Statements**

**For the year ended 30 September 2011**

# The Guild of Church Musicians

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## Patrons

The Most Revd and Rt Hon the Lord Archbishop of Canterbury

The Most Revd the Archbishop of Westminster

## Legal and administrative information

Charity no: 230931

Company Registration no: 83329

Registered office and principal operating address: St Katharine Cree Church  
86 Leadenhall Street  
London EC3A 3DH

Bankers: HSBC Bank plc  
122 Finchley Road  
Hampstead  
London NW3 5 JD

CCLA Investment Management Ltd  
80 Cheapside  
London EC2V 6DZ

Independent Examiner: The Revd Alan Clements MA ACIB FCIE  
15 Carleton Road  
Great Knowley  
Chorley  
Lancs  
PR6 8TQ

# The Guild of Church Musicians

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# The Guild of Church Musicians

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## Trustees' Report

for the year ended 30 September 2011

The trustees have pleasure in presenting their annual report and financial statements for the year ended 30 September 2011.

The Guild of Church Musicians was founded in 1888. It was registered in England and Wales as a company limited by guarantee (no: 83329) on 23 January 1905. The original company name was the Incorporated Guild of Church Musicians, but the name was changed to the Guild of Church Musicians on 15 December 1987. The Guild of Church Musicians was registered as a charity (no: 230931) on 18 October 1967.

The trustees under charity law, who are also the directors under company law, who served during the period up to the date of this report were:

President	Dr Mary Archer MA PhD FRSC CChem Hon DSc HonFGCM
Warden	The Very Revd Dr Richard D Fenwick MA MusB FTCL FLCM HonFGCM <i>Resigned 30 April 2011</i>
	Revd Canon Jeremy Haselock EGCLJ OMLJ MA BPhil FSA HonFGCM <i>Appointed 30 April 2011</i>
General Secretary & Company Secretary	John Ewington OBE KLJ MA(Lambeth) FGCM FGMS DipChMus(Lond) HonFCSM HonRSCM
Treasurer	Ronald W Cayless FGMS LTCL AIGCM(Chm) HonFGCM <i>Resigned 30 April 2011</i>
	Robert W Andrews MA(Mus) LTCL FASC ACIB FCIE LRPS <i>Appointed 30 April 2011</i>
Membership Secretary	Jeffrey L Conway HonGCM
Registrar	June Williams MA FGMS DipLCM HonGCM
Examinations Secretary	Dr Helen Burrows PhD BA(Hons) DipRSA HonGCM
Publications Editor	Dr Michael Walsh ThD FTCL GTCL FGMS FMCM ACertCM HonGCM

## Structure, Governance and Management

The charity is governed by its Memorandum and Articles of Association and is a company, limited by guarantee.

Membership of the charity is open to anyone with an interest in church music. At the end of the financial year there were 532 ordinary members including 89 who are domiciled overseas, 12 corporate members, plus 108 Honorary Fellows and 19 Honorary Members. Trustees are elected by members of the charity at the AGM that is normally held in April each year and serve for a three year term. Trustees may replace trustees who resign between AGMs. Trustees so appointed must stand for re-election at the following AGM.

The trustees meet three times a year to agree policy, discuss the strategic direction of the charity and to monitor progress both financially and in terms of successful delivery of its activities.

The day to day management of the charity is undertaken by the principal officers, namely the General Secretary, the Treasurer, the Examinations Secretary and the Registrar.

# The Guild of Church Musicians

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## Objectives and Activities

The objects of the charity as set out in the Year Book state "The Guild is a fellowship of those who sincerely desire to offer the best in church music to the service of the church, both amateur and professional musicians being united in a common ideal".

In furtherance of these objects the Guild encourages members to study for and take the examinations of the Archbishops' Award and Archbishops' Certificate in Church Music and the Archbishops' Certificate in Public Worship, which the Guild is entrusted to administer on behalf of the Archbishops of Canterbury and Westminster. The Guild also offers the higher level qualification of Fellow of the Guild of Church Musicians. To assist potential candidates, the Guild administers a correspondence course and from time to time runs courses at various locations. It also encourages members to attend appropriate courses run by other organisations such as the Royal School of Church Music.

The trustees have paid due attention to the Charity Commission general guidance on public benefit in respect of all the charity's activities.

## Achievements and Performance

The annual conference held at Cambridge in April was a great success with a record number of members attending, including representatives from Australia, New Zealand and South Africa. We were delighted that our Warden, the Very Revd Dr Richard Fenwick was consecrated as Bishop of St Helena, but we were sad to lose him as a trustee. By means of a special collection members of the Guild were able to present Dr Fenwick with his bishop's pectoral cross. There have been fewer members seeking Guild qualifications. Unfortunately the arrangement that we had with Canterbury Christ Church University to provide external validation of our qualifications has come to an end, but we feel that our qualifications are sufficiently well established to stand on their own. The Guild's qualifications are now validated by our two Archbishop patrons. We have not arranged any training courses during the year, other than our correspondence course that continues to be popular.

## Financial review

The accounts show a surplus of £3,915. This was after allowing for the following exceptional items.

- As stated above the academic arrangement with Canterbury Christ Church University came to an end. They agreed to refund £4,000 that we had paid them in administration fees over the past four years. This one off payment is shown in the accounts as negative expenditure.
- Previous year's accounts have shown a stock figure of £1,250. This originally represented the purchase of ties and other regalia, but has not been updated since at least 2006. The trustees are unable to identify how much, if any, of this stock remains in saleable condition therefore it was considered prudent to write off the stock figure of £1,250.
- The tangible fixed assets represent computer equipment that was to be depreciated over six years. Given the rapid changes in technology the trustees feel that it would be prudent to depreciate computer equipment over three years, therefore depreciation of £840 has been charged reducing the value of tangible fixed assets to nil.

Without these exceptional items the accounts would have shown a surplus of £2,005 (2009-10: deficit £7,271). The surplus this year can be attributed mainly to improved attendance at the annual conference and less activity with courses and examinations. Income from subscriptions has declined although membership numbers have remained constant. It is disappointing that 48 members had not paid their 2011 subscription by 30 September. No allowance has been made in the accounts for unpaid subscriptions due.

Reserves policy - The Guild has built up substantial free reserves in excess of £90,000 during its one hundred and twenty three year history. To maintain the integrity of its examination programme it is important that the Guild has sufficient resources to ensure that it can continue as a going concern. The trustees commit to expenditure on courses and conferences up to two years in advance therefore they consider that it is prudent to maintain a minimum of two years expenditure i.e. approximately £50,000 as free reserves. The balances of the Restricted funds and surplus cash not required for day to day transactions are invested in

# The Guild of Church Musicians

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deposit accounts held with CCLA Investment Management Ltd. The trustees believe that they offer a balance of safety with higher interest rates.

## Trustees' Responsibilities

Company law requires the trustees, who are the directors under company law, to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company at the year-end and of the net incoming/(outgoing) resources of the charitable company for the year then ending. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies
- 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 financial statements
- Prepare financial statements on a going concern basis unless it is inappropriate to assume that the company will continue on that basis

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable it to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Independent Examiner

The trustees decided to take advantage of the changes brought in by the Companies Act 2006 in respect of the audit requirements for small companies and opted to have an Independent Examination in accordance with the Charities Act 1993. The Revd Alan Clements MA, ACIB, FCIE was appointed to serve as Independent Examiner.

## Small company special provisions

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

This report was approved by the trustees on 22 October 2011 and signed on their behalf by:

*John Ewington*

John Ewington OBE  
General Secretary

# The Guild of Church Musicians

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## Independent Examiner's Report

Independent examiner's report to the trustees of The Guild of Church Musicians, a charitable company.

I report on the accounts of the company for the year ended 30 September 2011, which are set out on pages 5 to 11.

### Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility:

- to examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the 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 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have 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.

*Alan A Clements*

The Revd Alan Clements

Relevant professional qualification:

Fellow of the Association of Charity Independent Examiners

Address:

15 Carleton Road  
Great Knowley  
Chorley  
Lancs  
PR6 8TQ

Date: 15 November 2011

# The Guild of Church Musicians

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## Statement of Financial Activities

(Incorporating an Income and Expenditure Account)

For the year ended 30 September 2011

	Note	Unrestricted funds £	Restricted funds £	Total Funds 2010-11 £	Total Funds 2009-10 £
Incoming resources					
Voluntary Income	2	14,126	-	14,126	13,124
Income from Charitable Activities	3	5,259	-	5,259	6,116
Income from Investments	4	633	47	680	575
Total incoming resources		20,018	47	20,065	19,815
Resources expended					
Cost of Charitable Activities	5	10,497	200	10,697	20,522
Administration Costs	6	3,741	-	3,741	3,661
Governance Costs	7	1,712	-	1,712	2,903
Total resources expended		15,950	200	16,150	27,086
Net incoming (outgoing) resources		4,068	(153)	3,915	(7,271)
Total funds b/f 1 October 2010		93,979	12,893	106,872	114,143
Total funds c/f 30 September 2011		98,047	12,740	110,787	106,872

All the charitable company's operations are classed as continuing and recognised gains and losses and movement on reserves are shown above.

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## Balance Sheet

as at 30 September 2011

	Note	Unrestricted funds £	Restricted funds £	Total Funds 2010-11 £	Total Funds 2009-10 £
Fixed assets					
Tangible fixed assets	9	-	-	-	840
Current assets					
Stock	10	-	-	-	1,250
Debtors and prepayments	11	350	-	350	-
Bank and cash		98,258	12,740	110,998	105,451
		<u>98,608</u>	<u>12,740</u>	<u>111,348</u>	<u>106,701</u>
Creditors:					
Amounts falling due within one year	12	(561)	-	(561)	(669)
Net current assets		<u>98,047</u>	<u>12,740</u>	<u>110,787</u>	<u>106,032</u>
Net assets		<u>98,047</u>	<u>12,740</u>	<u>110,787</u>	<u>106,872</u>
Funds					
Restricted income funds		-	12,740	12,740	12,893
Unrestricted income funds					
General fund		98,047		98,047	93,979
		<u>98,047</u>	<u>12,740</u>	<u>110,787</u>	<u>106,872</u>

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies. For the year ended 30 September 2011 the company was entitled to total exemption under Section 477(2) of the Companies Act 2006 and no notice has been deposited under section 476(1).

Approved by the trustees on 22 October 2011 and signed on their behalf by:

*John Ewington*

*Robert W Andrews*

John Ewington OBE  
General Secretary

Robert William Andrews  
Treasurer

Company no: 83329

The notes on pages 7 to 11 form part of these accounts

## Notes to the accounts

for the year ended 30 September 2011

### 1. Accounting policies

These accounts are prepared in accordance with relevant law, applicable accounting standards and follow the recommendations in Statement of Recommended Practice: Accounting and Reporting by Charities (SORP) issued in March 2005.

#### **Incoming Resources**

Incoming resources are recognised in the statement of financial activities when entitlement has passed to the charitable company and the amounts are certain and measurable. Any incoming resources received in an accounting period that relate exclusively to future periods are deferred on the Balance Sheet.

#### **Resources Expended**

Expenditure is recognised in the statement of financial activities when a liability is incurred or increased without a commensurate increase in recognised assets or a reduction in liabilities.

#### **Allocation of costs**

Direct activity costs and payments comprise those costs that contribute directly to an activity and are allocated to the relevant activity.

Governance costs are those costs incurred to meet statutory and constitutional requirements.

Administration costs comprise those costs that are necessary to deliver an activity but in themselves do not produce or deliver an activity.

#### **Funds**

##### *Restricted Funds*

These represent income received that is subject to specific restrictions for use determined by the donor which are narrower than the charitable company's general objects.

##### *General Funds*

These represent all other funds held for the general purposes of the charitable company.

##### *Fixed Assets*

Items of a capital nature over £1,000 are capitalised and depreciated in equal instalments over their expected useful life as follows:

- Furniture and Equipment - 5 years
- Computer Equipment - 3 years

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## 2. Voluntary income

	Unrestricted funds £	Restricted funds £	Total Funds 2010-11 £	Total Funds 2009-10 £
Voluntary income				
Subscriptions	10,634	-	10,634	11,196
Donations	2,563	-	2,563	1,103
Income tax recovered on Gift Aid	929	-	929	825
	<u>14,126</u>		<u>14,126</u>	<u>13,124</u>

## 3. Income from Charitable activities

	Unrestricted funds £	Restricted funds £	Total Funds 2010-11 £	Total Funds 2009-10 £
Income from Charitable activities				
Examination fees received	1,025	-	1,025	1,755
Course income	230	-	230	3,226
Publications	5	-	5	-
Annual conference income	3,891	-	3,891	865
Sale of ties and badges	108	-	108	270
	<u>5,259</u>		<u>5,259</u>	<u>6,116</u>

## 4. Income from investments

	Unrestricted funds £	Restricted funds £	Total Funds 2010-11 £	Total Funds 2009-10 £
Income from investments				
Bank interest	633	47	680	575

## 5. Cost of Charitable activities

	Unrestricted funds £	Restricted funds £	Total Funds 2010-11 £	Total Funds 2009-10 £
Cost of Charitable activities				
Examination costs	619	-	619	2,894
Course costs	45	-	45	5,648
Academic Board expenses	832	-	832	-
Canterbury Christ Church University fee	(4,000)	-	(4,000)	1,000
Annual award ceremony costs	665	-	665	1,120
Ties and badges	-	-	-	678
Annual conference costs	4,180	-	4,180	2,308
Yearbook and Laudate	6,580	-	6,580	6,324
Publicity	743	-	743	-
Donations	833	-	833	100
Bursary payments	-	200	200	450
	<u>10,497</u>	<u>200</u>	<u>10,697</u>	<u>20,522</u>

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## 6. Administration costs

	Unrestricted funds £	Restricted funds £	Total Funds 2010-11 £	Total Funds 2009-10 £
Administration costs				
Postage	177	-	177	1,110
Stationery and office expenses	407	-	407	985
General expenditure	564	-	564	195
Bank charges	20	-	20	12
Website development and maintenance	483	-	483	1,210
Depreciation	840	-	840	149
Stock written off	1,250	-	1,250	-
	<u>3,741</u>	<u>-</u>	<u>3,741</u>	<u>3,661</u>

## 7. Governance costs

	Unrestricted funds £	Restricted funds £	Total Funds 2010-11 £	Total Funds 2009-10 £
Governance costs				
Accountancy fees	284	-	284	670
AGM expenses	497	-	497	-
Independent Examiner's fee	120	-	120	-
Trustee expenses	811	-	811	2,233
	<u>1,712</u>	<u>-</u>	<u>1,712</u>	<u>2,903</u>

## 8. Trustee expenses, remuneration and related party transactions

No payments were made to any trustee in respect of their role as a trustee. Travelling expenses were reimbursed to trustees and are shown as a governance expense.

Production and printing of the Guild Yearbook and Laudate was undertaken by The Better Books Company, a trading name of Dr Michael Walsh. This was a commercial transaction approved by the other trustees and the costs are reported in the accounts.

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## 9. Tangible fixed assets

	Fixtures, fittings and equipment £
<b>Cost</b>	
At 1 October 2010	6,902
Additions during the year	-
At 30 September 2011	<u>6,902</u>
<b>Depreciation</b>	
At 1 October 2010	6,062
Charge for the year	840
At 30 September 2011	<u>6,902</u>
<b>Net book value</b>	
At 1 October 2010	<u>840</u>
At 30 September 2011	<u>-</u>

## 10. Stock

Stock was believed to consist of Guild ties and other regalia. The figure of £1,250 has been shown in the accounts since at least 2005-6. It would appear that subsequent sales of stock items have been accounted for as income, rather than being recorded as a reduction in the stock figure. Whilst some stock remains the trustees believe that it is of minimal value therefore they consider it prudent to write off the stock figure in this year's accounts. Any future sales of remaining stock items will be accounted for as income.

## 11. Debtors and prepayments

	2010-11 £	2009-10 £
Trade debtors	50	-
Prepayment: Deposit for Chichester conference 2012	<u>300</u>	<u>-</u>
	<u>350</u>	<u>-</u>

## 12. Creditors: amounts falling due within one year

	£	£
Accountant's fee	270	669
Independent examiner's fee	120	-
Trade creditors	11	-
Membership fees for subsequent years		
- From members in South Africa	80	-
- From members in St Helena	<u>80</u>	<u>-</u>
	<u>561</u>	<u>669</u>

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## 13. Movement of Funds

	at 1 October 2010 £	Incoming resources £	Resources Expended £	at 30 September 2011 £
<b>Unrestricted funds</b>				
General fund	93,979	20,018	15,950	98,047
<b>Restricted funds</b>				
Diploma fund	5,466	-	-	5,466
John Clayton Memorial fund	772	5	-	777
Centenary Bursary fund	4,359	28	-	4,387
Anthony Harvey Memorial fund	2,296	14	200	2,110
	<u>106,872</u>	<u>20,065</u>	<u>16,150</u>	<u>110,787</u>

## 14. Purpose of Funds

*Diploma fund* - This fund was set up to finance the costs of the Fellowship programme.

*John Clayton Memorial fund* - This fund provides prizes for the highest marks obtained by a singer in the ACertCM examination.

*Centenary Bursary fund* - This fund is available at the trustees' discretion, to provide financial support to candidates preparing for the Guild's examinations. It may be used towards the costs of courses and tuition fees, but not for books or examination fees.

*Anthony Harvey Memorial fund* - This fund provides prizes to the candidate with the highest marks in the Fellowship examinations.

## 15. Liability of Members

The liability of members is limited by guarantee. In the event of the charity being wound up during the period of membership or in the following year, members would be required to contribute an amount not exceeding £1. Total number of members at 30 September 2011 was 671.