

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

Trustees' Report and Financial Statements

For the year ended 30 September 2014

The Guild of Church Musicians

Patron

The Most Revd and Rt Hon the Lord Archbishop of Canterbury
His Eminence the Cardinal Archbishop of Westminster

Legal and administrative information

Charity no: 230931

Company Registration no: 83329

Registered office and principal operating address: "Hillbrow"
Godstone Road
Blechingley
Surrey RH1 4PJ

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

CCLA Investment Management Ltd
Senator House
85 Queen Victoria Street
London EC4V 4ET

Virgin Money
Jubilee House
Gosforth
Newcastle upon Tyne
NE3 4PL

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

Trustees' Report

for the year ended 30 September 2014

The trustees have pleasure in presenting their annual report and financial statements for the year ended 30 September 2014.

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	Dame Mary Archer DBE MA PhD CChem FRSC Hon DSc HonFGCM
Warden	Revd Canon Jeremy Haselock EGCLJ OMLJ MA BPhil FSA HonFGCM
General Secretary & Company Secretary	Dr Simon Lindley DUniv FRCO(Chm) GRSM FTCL LRAM ARCM HonFGCM HonFGMS <i>(Until AGM - 3 May 2014)</i>
Acting General Secretary & Company Secretary	John Ewington OBE KLJ MA(Lambeth) FGCM FGMS DipChMus(Lond) HonFCSM HonRSCM <i>(From AGM - 3 May 2014)</i>
Treasurer & Membership Secretary	Robert W Andrews MA(Mus) LTCL ACIB FCIE LRPS
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 447 ordinary members, 17 corporate members, 26 life members, plus 133 Honorary Fellows and 23 Honorary Members, of these 105 are domiciled overseas. A further 44 members have been suspended because their subscription is more than twelve months in arrears. During the year 9 members resigned and we were informed of the death of 6 members.

Trustees are elected by members of the charity at the AGM that is normally held in May 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 normally 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 Warden, General Secretary, Treasurer, Examinations Secretary and the Registrar.

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".

The Guild of Church Musicians

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 Bury St Edmunds in May was a great success with members attending from around the world, including representatives from Europe, Australia, New Zealand and South Africa. We are disappointed that few candidates are currently seeking the Guild's qualifications. 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 £646 (deficit of £5,584 in 2013). There has been a reduction in membership subscriptions received representing a net reduction of about 20 members. The main item of expenditure is production of Laudate and the Guild's Yearbook which equates to approximately 75% of subscription income. The examination programme and the annual conference were largely self-funding. During the year the Guild's website was completely rewritten at a cost of £850. The new site will be much easier and less costly to manage and will offer additional facilities. There is no Independent Examiner's fee shown in the accounts. In 2013 a fee of £100 was accrued, but Fr Alan Clements actually charged only £50 and the balance was carried forward to cover his 2014 fee. The Guild Council and Academic Board met on only two occasions during the year, rather than the normal three, which accounts for the reduction in these costs. Had they met as normal it is likely that the accounts would have shown a small deficit.

Reserves policy - The Guild has built up substantial free reserves in excess of £90,000 during its one hundred and twenty four 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 deposit accounts held with CCLA Investment Management Ltd and with Virgin Money.

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.

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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 17 October 2014 and signed on their behalf by:

Jeremy Haselock

Revd Canon Jeremy Haselock
Warden

The Guild of Church Musicians

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 2014, 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 144(2) of the Charities Act 2011 (the 2011 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 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 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: 9 December 2014

The Guild of Church Musicians

Statement of Financial Activities

(Incorporating an Income and Expenditure Account)

For the year ended 30 September 2014

	Note	Unrestricted funds £	Restricted funds £	Total Funds 2013-14 £	Total Funds 2012-13 £
Incoming resources					
Voluntary Income	2	11,098	-	11,098	12,351
Income from Charitable Activities	3	3,733	-	3,733	5,794
Income from Investments	4	901	37	938	929
Total incoming resources		15,732	37	15,769	19,074
Resources expended					
Cost of Charitable Activities	5	12,354	-	12,354	21,370
Administration Costs	6	1,578	-	1,578	1,441
Governance Costs	7	1,191	-	1,191	1,847
Total resources expended		15,123	-	15,123	24,658
Net incoming (outgoing) resources		609	37	646	(5,584)
Total funds b/f 1 October 2013		94,776	12,698	107,474	113,058
Total funds c/f 30 September 2014		95,385	12,735	108,120	107,474

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

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

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Balance Sheet

as at 30 September 2014

	Note	Unrestricted funds £	Restricted funds £	Total Funds 2013-14 £	Total Funds 2012-13 £
Current assets					
Stock	10	280	-	280	280
Debtors and prepayments	11	2,066	-	2,066	200
Bank and cash		93,129	12,735	105,864	107,944
		<u>95,475</u>	<u>12,735</u>	<u>108,210</u>	<u>108,424</u>
Creditors:					
Amounts falling due within one year	12	(90)	-	(90)	(950)
Net assets		<u>95,385</u>	<u>12,735</u>	<u>108,120</u>	<u>107,474</u>
Funds					
Restricted income funds		-	12,735	12,735	12,698
Unrestricted income funds					
General fund		95,385		95,385	94,776
		<u>95,385</u>	<u>12,735</u>	<u>108,120</u>	<u>107,474</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 2013 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 17 October 2014 and signed on their behalf by:

Jeremy Haselock

Robert Andrews

Revd Canon Jeremy Haselock
Warden

Robert William Andrews
Treasurer

Company no: 83329

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

The Guild of Church Musicians

Notes to the accounts

for the year ended 30 September 2014

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 2013-14 £	Total Funds 2012-13 £
Voluntary income				
Subscriptions	9,968	-	9,968	10,307
Donations	312	-	312	1,143
Income tax recovered on Gift Aid	818	-	818	901
	<u>11,098</u>	<u>-</u>	<u>11,098</u>	<u>12,351</u>

3. Income from Charitable activities

	Unrestricted funds £	Restricted funds £	Total Funds 2013-14 £	Total Funds 2012-13 £
Income from Charitable activities				
Examination fees received	1,107	-	1,107	1,040
Course income	-	-	-	60
Publications	234	-	234	234
Annual conference income	2,362	-	2,362	4,280
Sale of ties and badges	30	-	30	180
	<u>3,733</u>	<u>-</u>	<u>3,733</u>	<u>5,794</u>

4. Income from investments

	Unrestricted funds £	Restricted funds £	Total Funds 2013-14 £	Total Funds 2012-13 £
Income from investments				
Bank interest	<u>901</u>	<u>37</u>	<u>938</u>	<u>929</u>

5. Cost of Charitable activities

	Unrestricted funds £	Restricted funds £	Total Funds 2013-14 £	Total Funds 2012-13 £
Cost of Charitable activities				
Examination costs	1,031	-	1,031	1,126
Course costs	-	-	-	55
Academic Board expenses	563	-	563	825
Annual award ceremony costs	-	-	-	575
Annual conference costs	2,398	-	2,398	4,442
Yearbook and Laudate	7,471	-	7,471	7,287
Publicity	891	-	891	260
Donations	-	-	-	6,800
	<u>12,354</u>	<u>-</u>	<u>12,354</u>	<u>21,370</u>

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6. Administration costs

	Unrestricted funds £	Restricted funds £	Total Funds 2013-14 £	Total Funds 2012-13 £
Administration costs				
Postage	136	-	136	181
Stationery and office expenses	420	-	420	434
General expenditure	172	-	172	48
Bank charges	-	-	-	-
Website development and maintenance	850	-	850	88
Gifts	-	-	-	690
	<u>1,578</u>	<u>-</u>	<u>1,578</u>	<u>1,441</u>

7. Governance costs

	Unrestricted funds £	Restricted funds £	Total Funds 2013-14 £	Total Funds 2012-13 £
Governance costs				
AGM expenses	500	-	500	500
Independent Examiner's fee	-	-	-	100
Trustee expenses	691	-	691	1,247
	<u>1,191</u>	<u>-</u>	<u>1,191</u>	<u>1,847</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. Out of pocket expenses for stationery and postage were reimbursed and are shown as administration expenses.

Typesetting 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 cost of £600 is included in the Yearbook and Laudate expenditure item.

Dr Helen Burrows, Examinations Secretary, was paid £20 plus travelling expenses for conducting a practical examination on behalf of the Guild. This was a commercial transaction paid at standard rates agreed by the other trustees and the academic board.

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9. Tangible fixed assets

The Guild currently has no tangible fixed assets.

10. Stock

Cost

At 1 October 2013	280
Additions during the year	-
less Sales during the year	-
At 30 September 2014	<u>280</u>

Stock represents fifty Guild brooches, at cost, purchased in September 2012 and 49 copies of Psalm 150 by Colin Mawby purchased in May 2013. There have been no other stock movements during the year.

11. Debtors and prepayments

	2013-14	2012-13
	£	£
Trade debtors	20	-
Prepayment:		
Printing October 2014 Laudate	1,846	
Deposit for Oxford conference 2015	200	200
	<u>2,066</u>	<u>200</u>

12. Creditors: amounts falling due within one year

	2013-14	2012-13
	£	£
Independent examiner's fee	50	100
Trade creditors	-	-
Membership fees for subsequent years		
- From members in Australia	-	810
- From members in USA	20	-
- From members in St Helena	20	40
	<u>90</u>	<u>950</u>

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13. Movement of Funds

	at 1 October 2013 £	Incoming resources £	Resources Expended £	at 30 September 2014 £
Unrestricted funds				
General fund	94,776	15,732	15,123	95,385
Restricted funds				
Diploma fund	5,466	-	-	5,466
John Clayton Memorial fund	789	4	-	793
Centenary Bursary fund	4,301	22	-	4,323
Anthony Harvey Memorial fund	2,142	11	-	2,153
	<u>107,474</u>	<u>15,769</u>	<u>15,123</u>	<u>108,120</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 2014 was 646.