

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

Trustees' Report and Financial Statements

For the year ended 30 September 2015

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: St Michael's Church
St Michael's Alley
London EC3V 9DS

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
15 Carleton Road
Great Knowley
Chorley
Lancs
PR6 8TQ

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The Guild of Church Musicians

Trustees' Report

for the year ended 30 September 2015

The trustees have pleasure in presenting their annual report and financial statements for the year ended 30 September 2015.

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 (until AGM - 2 May 2015) No longer a director, but remaining as President of the Guild
Warden	Revd Canon Jeremy Haselock
Sub-Warden	Revd Fr Peter Allan CR (From AGM - 2 May 2015)
General Secretary & Registrar	June Williams
Acting General Secretary & Company Secretary	John Ewington OBE (deceased 15 August 2015) (Company Secretary until AGM - 2 May 2015)
Treasurer, Membership Secretary & Company Secretary	Robert W Andrews (also Company Secretary from AGM - 2 May 2015)
Chairman Academic Board & Fellowship Director	Dr Hugh Benham (From AGM - 2 May 2015)
Fellowship Secretary	Edward Scott (From AGM - 2 May 2015)
Examinations Secretary	Dr Helen Burrows
Publications Editor	Dr Michael Walsh
Webmaster	Robert Leach (From AGM - 2 May 2015)
Representative of Religious Orders and the RC Church	Sister Avril Foster OP (From AGM - 2 May 2015)
Academic Board Secretary	Roger Wilkes (From AGM - 2 May 2015)
Other directors without specific responsibility	Carl Jackson MVO (From AGM - 2 May 2015) Dr Alan Thurlow (From AGM - 2 May 2015)

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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 436 ordinary members, 17 corporate members, 25 life members, plus 131 Honorary Fellows and 23 Honorary Members, of these 104 are domiciled overseas.

During the year a working party set up by the Warden reviewed the governance structure of the Guild. Previously only the principal officers of the Guild were appointed as directors and trustees. At the AGM on 2 May 2015 members accepted the working party's recommendation that the Guild Council should be reduced in numbers, but all Council members would be appointed as directors and trustees of the Guild

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 and Examinations Secretary.

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 Oxford in May was a great success with members attending from around the world, including representatives from Europe, Australia, New Zealand and South Africa. The new format for Laudate, the Guild's journal, has been well received. We are disappointed that few candidates are currently seeking the Guild's qualifications. A series of short courses have been run during the year covering various subjects of interest to church musicians and have been considered a success.

Financial review

The accounts show a deficit of £2,421 (Surplus of £646 in 2014). There has been a net reduction of £820 in membership subscriptions mainly because no subscriptions have been received during 2015 from Australian members. In previous years the Australian branch of the Guild has collected subscriptions locally and remitted £20 per member to the UK, mainly to cover the cost of printing and mailing editions of Laudate. Following the introduction of the new format Laudate, production and mailing costs have increased substantially, therefore it is now sent electronically to Australia where it is printed and distributed locally.

The Warden's Working Party on Governance incurred expenses of approximately £500. The Guild Council met on four occasions during the year, but only two occasions during 2013-14. The Guild Council and Academic Board now meet together in a single meeting with fewer members overall. Although the costs

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incurred during the year were £1,115 more than last year, the average cost per meeting has fallen from £627 to £592.

In an attempt to increase the profile of the Guild advertising costs increased by nearly £700. This included advertising in The Church Times and also in the RSCM magazine CMQ.

Following the untimely death of John Ewington it was revealed that there are some historic funds of the Guild under his guardianship that have never been reported in the Guild's accounts. These consist of an account at NatWest Hove branch with a balance of approximately £4,200 and 3,219 shares in the CBF Church of England Fixed Interest Securities Fund, valued at approximately £5,300. Given the lateness of this discovery, just before the year end, no entries have been included in this year's accounts, but they will be fully reported in the 2016 accounts.

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.

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 2011. The Revd Alan Clements 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 24 November 2015 and signed on their behalf by:



Revd Canon Jeremy Haselock
Warden

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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 2015, 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 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: 8 December 2015

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Statement of Financial Activities

(Incorporating an Income and Expenditure Account)

For the year ended 30 September 2015

	Note	Unrestricted funds £	Restricted funds £	Total Funds 2014-15 £	Total Funds 2013-14 £
Incoming resources					
Voluntary Income	2	10,128	150	10,278	11,098
Income from Charitable Activities	3	4,441	-	4,441	3,733
Income from Investments	4	640	37	677	938
Total incoming resources		15,209	187	15,396	15,769
Resources expended					
Cost of Charitable Activities	5	13,538	-	13,538	12,354
Administration Costs	6	1,610	-	1,610	1,578
Governance Costs	7	2,669	-	2,669	1,191
Total resources expended		17,817	-	17,817	15,123
Net incoming (outgoing) resources		(2,608)	187	(2,421)	646
Total funds b/f 1 October 2014		95,385	12,735	108,120	107,474
Total funds c/f 30 September 2015		92,777	12,922	105,699	108,120

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 2015

	Note	Unrestricted funds £	Restricted funds £	Total Funds 2014-15 £	Total Funds 2013-14 £
Current assets					
Stock	10	756	-	756	280
Debtors and prepayments	11	-	-	-	2,066
Bank and cash		93,705	12,922	106,627	105,864
		<u>94,461</u>	<u>12,922</u>	<u>107,383</u>	<u>108,210</u>
Creditors:					
Amounts falling due within one year	12	(1,684)	-	(1,684)	(90)
Net assets		<u>92,777</u>	<u>12,922</u>	<u>105,699</u>	<u>108,120</u>
Funds					
Restricted income funds		-	12,922	12,922	12,735
Unrestricted income funds					
General fund		92,777		92,777	95,385
		<u>92,777</u>	<u>12,922</u>	<u>105,699</u>	<u>108,120</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 2015 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 24 November 2015 and signed on their behalf by:

J M Haselock

R W Andrews

Revd Canon Jeremy Haselock
Warden

Robert William Andrews
Company Secretary

Company no: 83329

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

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Notes to the accounts

for the year ended 30 September 2015

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 preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective 1 January 2015)

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

The Guild does not anticipate holding fixed assets. If a situation should arise where it is appropriate to account for fixed assets they will be capitalised and the trustees will decide an appropriate period over which they should be depreciated.

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2. Voluntary income

	Unrestricted funds £	Restricted funds £	Total Funds 2014-15 £	Total Funds 2013-14 £
Subscriptions	9,148	-	9,148	9,968
Donations	157	150	307	312
Income tax recovered on Gift Aid	823	-	823	818
	<u>10,128</u>	<u>150</u>	<u>10,278</u>	<u>11,098</u>

3. Income from Charitable activities

	Unrestricted funds £	Restricted funds £	Total Funds 2014-15 £	Total Funds 2013-14 £
Examination fees received	840	-	840	1,107
Course income	360	-	360	-
Publications	290	-	290	234
Annual conference income	2,898	-	2,898	2,362
Sale of ties and badges	53	-	53	30
	<u>4,441</u>	<u>-</u>	<u>4,441</u>	<u>3,733</u>

4. Income from investments

	Unrestricted funds £	Restricted funds £	Total Funds 2014-15 £	Total Funds 2013-14 £
Bank interest	<u>640</u>	<u>37</u>	<u>677</u>	<u>938</u>

5. Cost of Charitable activities

	Unrestricted funds £	Restricted funds £	Total Funds 2014-15 £	Total Funds 2013-14 £
Examination costs	151	-	151	1,031
Course costs	720	-	720	-
Academic Board expenses	250	-	250	563
Annual award ceremony costs	530	-	530	-
Annual conference costs	2,842	-	2,842	2,398
Yearbook and Laudate	7,487	-	7,487	7,471
Publicity	1,558	-	1,558	891
	<u>13,538</u>	<u>-</u>	<u>13,538</u>	<u>12,354</u>

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6. Administration costs

	Unrestricted funds £	Restricted funds £	Total Funds 2014-15 £	Total Funds 2013-14 £
Postage	163	-	163	136
Stationery, printing and office expenses	593	-	593	420
General expenditure	611	-	611	172
Website development and maintenance	-	-	-	850
Gifts	243	-	243	-
	<u>1,610</u>	<u>-</u>	<u>1,610</u>	<u>1,578</u>

7. Governance costs

	Unrestricted funds £	Restricted funds £	Total Funds 2014-15 £	Total Funds 2013-14 £
AGM expenses	500	-	500	500
Independent Examiner's fee	50	-	50	-
Trustee meeting expenses	2,119	-	2,119	691
	<u>2,669</u>	<u>-</u>	<u>2,669</u>	<u>1,191</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 £1,000 is included in the Yearbook and Laudate expenditure item.

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9. Tangible fixed assets

The Guild has no tangible fixed assets.

10. Stock

Cost	£
At 1 October 2014	280
Additions during the year	728
less Sales during the year	<u>243</u>
At 30 September 2015	<u><u>765</u></u>

Stock represents fifty Guild brooches, at cost, purchased in September 2012, 49 copies of Psalm 150 by Colin Mawby purchased in May 2013 and 4 new design Guild hoods purchased during the year. The stock was in the care of John Ewington at the time of his death and a full stocktake has not been undertaken. If any adjustments are required they will be made in the 2016 accounts.

11. Debtors and prepayments

	2014-15	2013-14
	£	£
Trade debtors	-	20
Prepayment:		
Printing October 2014 Laudate	-	1,846
Deposit for Oxford conference 2015	-	200
	<u>-</u>	<u>2,066</u>

12. Creditors: amounts falling due within one year

	2014-15	2013-14
	£	£
Independent examiner's fee	50	50
Trade creditors	1,634	-
Membership fees for subsequent years		
- From members in Australia	-	-
- From members in USA	-	20
- From members in St Helena	-	20
	<u>1,684</u>	<u>90</u>

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13. Movement of Funds

	at 1 October 2014 £	Incoming resources £	Resources Expended £	at 30 September 2015 £
Unrestricted funds				
General fund	95,385	15,209	17,817	92,777
Restricted funds				
Diploma fund	5,466	-	-	5,466
John Ewington Memorial fund	-	150	-	150
John Clayton Memorial fund	793	4	-	797
Centenary Bursary fund	4,323	22	-	4,345
Anthony Harvey Memorial fund	2,153	11	-	2,164
	<u>108,120</u>	<u>15,396</u>	<u>17,817</u>	<u>105,699</u>

14. Purpose of Funds

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

John Ewington Memorial fund - Various donations are being received in memory of John Ewington. When all the money has been collected the trustees will decide on how this fund will be used

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 2015 was 632.