



The Friends of the Caird Hall Organ

Trustees' Report

Year ended 31st March 2019

The Friends of the Caird Hall Organ, Caird Hall, City Square, Dundee DD1 3BB
Website: www.focho.org email: cairdfriends@live.com
Scottish Charity No. SC041021

The Friends of the Caird Hall Organ Reference and Administrative Details

Charity name:	The Friends of the Caird Hall Organ
Charity Registration Number:	SC041021
Contact Address:	The Secretary The Friends of the Caird Hall Organ Caird Hall City Square DUNDEE DD1 3BB
Trustees:	Walter Blair (until 15 th May 2018) John Brewster Derek Buchan Roger Clegg (elected 15 th May 2018) Alastair F Davidson Norman Milne Marion Paton Pauline A Robertson Peter W Thornton
Principal Office Bearers:	
Chair	Marion Paton
Vice-chair	Roger Clegg
Secretary	Peter W Thornton
Treasurer	Derek Buchan
Independent Examiner:	Philip Owen 80 West Road NEWPORT ON TAY DD6 8HP
Bankers:	Clydesdale Bank plc 7/8 High Street DUNDEE DD1 1SS

The Friends of the Caird Hall Organ

Trustees' Annual Report

Structure, Governance and Management

Governing Document

The Charity is administered in accordance with its Constitution, adopted on 4th November 2009. Charitable status was granted on 10th November 2009.

Recruitment and appointment of Trustees

Trustees are nominated from among the subscribing members of The Friends of the Caird Hall Organ and elected at General Meetings.

At the Annual General Meeting of the Charity on 15th May 2018 Roger Clegg was elected as Vice Chair and Trustee.

Organisational structure

Under the Constitution the Charity is administered by its Committee which comprises the elected Trustees and any co-opted member(s) along with the Halls & Music Development Manager of Leisure & Culture Dundee and the City Organist as ex-officio members. Walter Blair, as a member of the Education Subcommittee, Richard Finch, as Membership Secretary, Andrew Macintosh, as Webmaster, Dr Jim McKellican, as Archivist and Fundraising Officer, and Sheriff Kevin Veal as adviser on constitutional matters are members of Committee by invitation. The Committee meets at intervals throughout the year. Three subcommittees, concerned respectively with Education, Fundraising and review of the Constitution, and whose members include Trustees, meet from time to time and report to the Committee.

Objects

The Charity's objects are:

- (i) the advancement of education of the public in the field of organ music and
- (ii) the advancement of the arts, heritage and culture through the preservation of the Caird Hall Organ and the promotion thereof to the public and in furtherance thereof but not otherwise the Society shall undertake the following activities:-
 - (a) fostering contact among all those interested in the Caird Hall Organ
 - (b) promoting the use of the Caird Hall Organ in recitals, concerts and other musical and educational activities by a wide variety of groups
 - (c) increasing financial security for the future of the Caird Hall Organ
 - (d) supporting specific projects

The Friends of the Caird Hall Organ Trustees' Annual Report (continued)

Achievements and Performance

The Friends have continued to support and promote the magnificent concert organ in the Caird Hall – “the finest concert organ in Scotland”. The Trustees met on seven occasions during the year.

At the Annual General Meeting on 15th May 2018 Roger Clegg was elected as Vice-chair and Trustee.

The Friends provided financial and practical support for the Annual Conference of the Scottish Federation of Organists, held in Dundee on 4th-5th May 2018, at which the public celebrity recital was given on the Caird Hall Organ by Martin Baker, Master of the Music at Westminster Cathedral, London. The Friends also supported Leisure & Culture Dundee's 2018 summer organ recital series. A *Come and Sing with Paul Mealor* event on 29th September 2018 attracted singers from across a wide area to perform Vivaldi's *Gloria*, Parry's coronation anthem *I was Glad* and Mealor's own *Let all the World in every corner sing*. On 9th November 2018 a Silent Movie Night featured the public showing of Buster Keaton's classic 1928 film *Steamboat Bill Jr* and Laurel & Hardy in *Big Business*, with Richard Hills providing improvised accompaniment on the Organ. A successful six-hour Organathon on 23rd February 2019 raised a significant sum and new members were recruited.

An educational session on 7th November 2018 was attended by pupils from St Paul's Academy, Dundee, who were able to enjoy the experience of hearing, learning about and, in some cases, playing the organ. Discussions continue with representatives of secondary school staff from Dundee and Angus on how this initiative may be taken forward in future.

The Friends have continued to support the maintenance of the organ by the funding of additional tuning sessions during the year.

The charity's website has undergone major revision during the year to make it more informative and improve its appeal to users. Video recordings of the organ are now available via YouTube.

At the end of the accounting period the Charity had 209 subscribing members.

During the year, banking arrangements have been reviewed and revised to increase security and guard against fraud. A Data Protection Policy in line with current legislation has been implemented.

The Friends of the Caird Hall Organ gratefully acknowledge grant assistance from the Alexander Moncur Trust to support educational work, and unrestricted grants from the Cookie Mathieson Charitable Trust, Leng Charitable Trust, RJ Larg Family Trust, William S Phillips Fund, St Katharine's Fund, Leach Family Charitable Trust, DC Thomson Charitable Trust and Tay Charitable Trust.

Appreciation is expressed also to Leisure and Culture Dundee, Dundee City Council, Susan Gillan, Halls & Music Development Manager, the Caird Hall staff and Stuart Muir, City Organist for their support of the organ and of the Friends.

The Friends of the Caird Hall Organ Trustees' Annual Report (continued)

Financial Review

During the period under review £2,077 was received in membership subscriptions and £7,929 in other unrestricted donations. Ninety eight members' subscriptions were paid by bank standing order. Grants totalling £9,200 were received from charitable bodies. A total of £22,568 was spent on charitable activities.

Reserves Policy

It is the Trustees' policy to hold reserves adequate to meet anticipated expenditure and to accumulate funds to support future developments for the organ. At the end of the accounting period the Charity held unrestricted cash funds of £27,639. The Trustees also held £3,504 in restricted funds which have been provided for the purposes specified in Note 2.

Statement of Trustees' Responsibilities

The Trustees must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the Charity during the accounting period. The Trustees are responsible for keeping proper accounting records which, on request, must reflect the financial position of the Charity at that time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the Charity and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

Declaration

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Charity's Trustees by

[redacted]

Secretary
14th May 2019

THE FRIENDS OF THE CAIRD HALL ORGAN: Scottish Charity SC041021

Receipts and payments account for the year to 31 March 2019

	Note	Year to 31/03/2019			Year to
		Restricted Funds	Unrestricted General Fund	Total 2018/2019	31/03/2018
		£	£	£	Total Funds
					£
Receipts					
Subscriptions and donations	2,4,5,6	2,000	10,006	12,006	4,298
Gift Aid repayment		0	1,348	1,348	1,528
Gross income from fundraising events	7	0	9,645	9,645	3,154
Gross income from charitable events	8	0	380	380	0
Booklet sales & Pipe donations		0	246	246	127
Interest received		0	40	40	0
Other Income		0	0	0	115
Total receipts		2,000	21,665	23,665	9,222
Payments					
Expenses of fundraising activities	7	0	8,075	8,075	3,960
Costs of charitable activities	8	0	1,898	1,898	3,937
Administrative costs and publicity	9	0	776	776	592
Website costs		0	1,968	1,968	461
"Making Music" (insurance and subscription)		0	231	231	281
Organ tuning		0	571	571	1,104
Other expenditure		0	274	274	0
Other donations		0	0	0	900
Expenses of 2018 fundraising		0	0	0	346
Contributions to organ stepper		0	11,750	11,750	0
Total payments		0	25,543	25,543	11,581
Surplus/Deficit for the year		2,000	-3,878	-1,878	-2,359
Opening Funds balances		1,504	23,795	25,299	27,658
Closing Funds balances		3,504	19,917	23,421	25,299
Closing Clydesdale Bank balances				23,421	25,299

Approved by the Trustees on 14 May 2019 and signed on their behalf by:

[redacted]

Marion Paton
FOCHO Chairman

[redacted]

Derek Buchan
FOCHO Treasurer

The following notes form part of these accounts

Notes to the accounts

1 Basis of preparation of accounts

The accounts have been prepared under the historical cost convention and are in accordance with applicable accounting standards, the Charities Accounts (Scotland) Regulations 2006 and Accounting and Reporting by Charities Statement of Recommended Practice (SORP) issued in 2005.

2 Funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

The charity has two Restricted Funds - Hollins Archive Event (created in 2014/15 and has a balance of £1,504) and Primary Schools Events (which has a balance of £2,000 from a Trust Donation made this year).

Notes to the accounts (continued)**3 Trustee remuneration, benefits and expenses**

No remuneration was paid to a charity trustee.

4 Membership

Membership subscriptions totalling £2,077 were received from 183 Ordinary members during this accounting period. Gift Aid has been recovered from membership fees and donations.

5 Donations

Donations totalling £729 have been received from members and well-wishers together with unrestricted Trust donations of £7,200.

6 Donations from Trusts

The following donations were received from Charitable Trusts:

	<u>2018/2019</u>	<u>2017/2018</u>	<u>2016/2017</u>	<u>2015/2016</u>	<u>2014/2015</u>
Cookie Matheson Trust	3,000	0	0	2,000	0
D C Thomson Charitable Trust	1,000	1,000	0	0	1,000
Leach Family Trust (unrestricted)	500	0	0	0	0
Leng Charitable Trust	500	0	500	500	0
R J Larg Family Trust	500	0	500	0	0
St Katherine's Fund	700	0	0	0	0
Tay Charitable Trust	500	0	500	0	500
William S Philips Fund	500	0	0	0	0
Alexander Moncur Trust (schools)	2,000	0	1,000	1,000	1,000
Gannochy Trust (schools)	0	0	0	500	0
Leach Family Trust (schools)	0	0	0	500	500
Dundee Festival Trust (Come & Sing)	0	0	600	0	1,000
Total	<u>9,200</u>	<u>1,000</u>	<u>3,100</u>	<u>4,500</u>	<u>4,000</u>

7 Fundraising Events**Come and Sing**

Gross box office ticket sales and participants' fees 2,672

Less:

Caird Hall hire, stewards, publicity and commission 1,442

Royalties payments, music hire, performers, etc. 926

Catering, etc. 1,074

-3,442

Deficit

-770

Silent Film Night

Gross box office ticket sales and raffle 2,963

Lottery funding 853

3,816

Less:

Caird Hall hire, stewards, publicity and commission 1,505

Organist 814

Audio visuals 525

Royalties payments 799

Publicity, etc. 215

-3,858

Deficit

-42

Organathon

Sponsorship and donations 3,157

Less:

Caird Hall hire, advertising, etc. 775

-775

Surplus

2,382

Notes to the accounts (continued)

8 Charitable Activities

Secondary Schools Workshops

Caird Hall and technical costs	273
Materials	59
Soloists' fees and expenses	400
	<u>732</u>

Soup and a Song

Caird Hall and technical costs	200
Catering, etc.	404
Soloists' fees and expenses	380
	<u>984</u>

Less:

Contributions from members	-380
	<u>604</u>

Organ Concert Programme

Publicity	<u>182</u>
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9 Administration expenses

AGM expenses	106
Publicity	451
Administration expenses and postage	219
	<u>776</u>

Independent Examiner's Report

I report on the accounts of the Charity for the year ended 31 March 2019 as set out above.

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The charity's trustees consider that the audit requirement of Regulation 10 (1) (d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section 44 (1) (c) of the 2005 Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

An examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In the course of 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 44 (1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and

- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations 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.

[redacted]

Name: Philip Owen

Address: 80 West Road, Newport-on-Tay, DD6 8HP

Date: 14 May 2019