



# The Friends of the Caird Hall Organ

## Trustees' Report

Year ended 31<sup>st</sup> March 2017

The Friends of the Caird Hall Organ, Caird Hall, City Square, Dundee DD1 3BB

Website: [www.focho.org](http://www.focho.org) email: [cairdfriends@live.com](mailto: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:** SCO41021

**Contact Address:** The Secretary  
The Friends of the Caird Hall Organ  
Caird Hall  
City Square  
DUNDEE  
DD1 3BB

**Trustees:** Walter Blair  
John Brewster  
Derek Buchan elected 24<sup>th</sup> May 2016  
Alastair F Davidson  
Donald N Gordon until 24<sup>th</sup> May 2016  
Norman Milne  
Pauline A Robertson  
Peter W Thornton  
Kevin A Veal

**Principal Office Bearers:**

Chairman	Walter Blair	
Vice-chairman	Kevin A Veal	
Secretary	Peter W Thornton	
Treasurer	Donald N Gordon	until 24 <sup>th</sup> May 2016
	Derek Buchan	elected 24 <sup>th</sup> May 2016

**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 4<sup>th</sup> November 2009. Charitable status was granted on 10<sup>th</sup> 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 24<sup>th</sup> May 2016 Sheriff Kevin Veal was elected as Vice Chair and Trustee, Derek Buchan was elected as Treasurer and Trustee; Dr Peter Thornton was re-elected as Secretary and Trustee; John Brewster, Alastair Davidson and Pauline Robertson were re-elected as Trustees.

#### **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. Richard Finch, as Membership Secretary, Andrew Macintosh, as Webmaster, and Dr Jim McKellican, as Archivist and Fundraising Officer, are members of Committee by invitation. The Committee meets at intervals throughout the year. Two subcommittees, concerned respectively with Education and Fundraising 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 eight occasions during the year.

The Friends were pleased to provide financial support for an additional recital in Leisure & Culture Dundee's 2016 summer organ recital series. The profile of the organ was raised further by the uploading on YouTube of video recordings of David Aprahamian Liddle playing music by Alfred Hollins, William Wolstenholme and Liddle himself which have now been viewed several hundred times. A “Come and Sing” event on Saturday 17<sup>th</sup> September 2016, led by the celebrated composer and choir director Paul Mealor, attracted over 140 singers from around the country and was received enthusiastically. Donald MacKenzie, organist of The Odeon, Leicester Square, London, returned to the Caird Hall on 4<sup>th</sup> November 2016 to provide improvised organ accompaniment to Harold Lloyd's classic silent comedy *Safety Last*; the programme also included a screening of *Dundee Courier – production of a great daily newspaper* by kind permission of DC Thomson and *The Courier*. On Saturday 25<sup>th</sup> February 2017 a successful Fundraising Organathon was attended by an audience of over 300, with six hours of music from a relay of organists, choirs and instrumentalists. The event raised more than £3,500 through sponsorship and donations for the work of the Friends.

Educational sessions including “hands-on” opportunities for secondary school pupils from Braeview and St Paul's Academies and St John's High School, held on 9<sup>th</sup> November 2016, were greatly appreciated by the participants.

The Friends have continued to support the maintenance of the organ by the funding of additional tuning sessions during the year. A substantial grant was provided for the installation, in November 2016, of a new humidification unit to help protect against adverse atmospheric effects.

The Charity's Fundraising Officer, Dr Jim McKellican, was nominated for an award in the new Fundraising Excellence category of Arts & Business Scotland's Annual Awards and it was a tribute to the success of his endeavours that, although the principal award went elsewhere, the nomination reached the shortlist.

A website is maintained, providing information about the organ and the Friends' activities.

At the end of the accounting period the Charity had 190 subscribing members.

The Friends of the Caird Hall Organ gratefully acknowledge grant assistance received from the following Trusts: Dundee Festival Trust, Tay Charitable Trust, Leng Charitable Trust, Moncur Trust and R J Larg 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 £2,090 was received in membership subscriptions and £3,430 in other unrestricted donations. Seventy eight members' subscriptions were paid by bank standing order. Grants totalling £3,100 were received from Trusts. A total of £1,754 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 £25,985 . The Trustees also held £1,673 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  
23 May 2017

THE FRIENDS OF THE CAIRD HALL ORGAN: Scottish Charity SC041021

Receipts and payments account for the year to 31 March 2017

	Note	Year to 31/03/2017			Year to
		Restricted Funds	Unrestricted General Fund	Total 2016/2017	31/03/2016
		£	£	£	£
<b>Receipts</b>					
Subscriptions and donations	2,4,5,6	1,000	5,520	6,520	9,948
Gift Aid repayment		0	2,243	2,243	0
Gross income from fundraising events	7	0	11,405	11,405	242
Gross income from charitable events	8	0	0	0	1,431
Booklet sales		0	453	453	266
<b>Total receipts</b>		<b>1,000</b>	<b>19,621</b>	<b>20,621</b>	<b>11,887</b>
<b>Payments</b>					
Expenses for fundraising activities	7	0	7,807	7,807	0
Costs of charitable activities	8	831	923	1,754	6,504
Administrative costs and publicity	9	0	1,366	1,366	272
Website costs		0	210	210	124
"Making Music" (insurance and subscription)		0	219	219	215
Organ tuning		0	0	0	3,482
Donation towards new humidifier		0	2,208	2,208	0
<b>Total payments</b>		<b>831</b>	<b>12,733</b>	<b>13,564</b>	<b>10,597</b>
<b>Surplus for the year</b>		<b>169</b>	<b>6,888</b>	<b>7,057</b>	<b>1,290</b>
<b>Opening Funds Balances</b>		<b>1,504</b>	<b>19,097</b>	<b>20,601</b>	<b>19,311</b>
<b>Closing Funds Balances</b>		<b>1,673</b>	<b>25,985</b>	<b>27,658</b>	<b>20,601</b>
<b>Closing Clydesdale Bank Balance</b>				<b>27,658</b>	<b>20,601</b>

Approved by the Trustees on 23 May 2017 and signed on their behalf by:

[redacted]

Walter Blair  
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. During the year, a donation of £1,000 was received towards the cost of the Schools' Events.

**3 Trustee remuneration, benefits and expenses**

No remuneration was paid to a charity trustee. Accommodation expenses of £61 were reimbursed to one trustee to allow him to attend the 2017 Arts & Business Awards Ceremony in Glasgow.

**Notes to the accounts (continued)****4 Membership**

Membership subscriptions totalling £2,090 were received from 169 Ordinary members during this accounting period. Gift Aid recovery from membership fees and donations received during the current year covered the current year and the previous year.

**5 Donations**

Donations totalling £1,789 have been received from members and well-wishers, and unrestricted Trust donations of £1,641.

**6 Donations from Trusts**

The following donations were received from Charitable Trusts:

	<u>2016/2017</u>	<u>2015/2016</u>	<u>2014/2015</u>	<u>2013/2014</u>	<u>2012/2013</u>
Alexander Moncur Trust (schools)	1,000	1,000	1,000	0	1,000
Leng Charitable Trust	500	500	0	0	500
R J Larg Family Trust	500	0	0	500	750
Tay Charitable Trust	500	0	500	500	500
Cookie Matheson Trust	0	2,000	0	2,000	0
D C Thomson Charitable Trust	0	0	1,000	1,000	0
Dundee Festival Trust (Come & Sing)	600	0	1,000	0	0
Gannochy Trust (schools)	0	500	0	0	500
Leach Family Trust (schools)	0	500	500	0	500
<b>Total</b>	<u>3,100</u>	<u>4,500</u>	<u>4,000</u>	<u>4,000</u>	<u>3,750</u>

**7 Fundraising Events****Come & Sing**

Income from participants, spectators, etc.

3,247

Donations

600

3,847

**Less:**

Caird Hall hire, stewards, publicity and commission

1,726

Musicians, music hire, etc.

1,103

Publicity and donation

413

-3,242

Surplus

605

**Silent Film Night**

Gross box office ticket sales and raffle

3,469

**Less:**

Caird Hall hire, stewards, publicity and commission

931

Organist

816

Audio visuals

525

Royalties payments

477

Publicity and donation

815

-3,564

Deficit

-95

**Organathon**

Sponsorship and donations

4,089

**Less:**

Caird Hall hire, advertising, etc.

-1,001

Surplus

3,088

Notes to the accounts (continued)

8 Charitable Activities

**Schools Events**

Donation from Charitable Trust		1,000
<u>Less:</u>		
Caird Hall and technical costs	310	
Materials	59	
Soloists' fees and expenses	462	
		<u>-831</u>
Excess income during year		<u>169</u>

9 Administration expenses

AGM expenses (2015 & 2016)		188
Purchase of new projector		280
Conferences & events		636
Administration expenses and postage (2 years)		262
		<u>1,366</u>

**Independent Examiner's Report**

I report on the accounts of the Charity for the year ended 31 March 2017 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: 23 May 2017