



# The Friends of the Caird Hall Organ

## Trustees' Report

Year ended 31<sup>st</sup> March 2018

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:** SC041021

**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  
Alastair F Davidson  
Norman Milne  
Marion Paton           elected 23 May 2017  
Pauline A Robertson  
Peter W Thornton

**Principal Office Bearers:**

Chairman	Walter Blair
Vice-chair	Marion Paton
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 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 23<sup>rd</sup> May 2017 Rev. Marion Paton 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. Richard Finch, as Membership Secretary, Andrew Macintosh, as Webmaster, Dr Jim McKellican, as Archivist and Fundraising Officer, and Sheriff Kevin Veal as President of the Scottish Federation of Organists 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 six occasions during the year.

At the Annual General Meeting on 23 May 2017 Rev. Marion Paton was elected as Vice-chair and Trustee.

The Friends provided financial support, in association with St Andrews Organ Week, for a special recital in Leisure & Culture Dundee's 2017 summer organ recital series replicating the programme that had been played on the Organ by the celebrated French organist, Marcel Dupré, in 1924. On 24<sup>th</sup> November 2017 a successful Silent Movie Night featured the showing of the 1924 film of J M Barrie's *Peter Pan*, with Donald MacKenzie of The Odeon, Leicester Square, London providing improvised accompaniment on the Organ.

An educational session on 8<sup>th</sup> November 2017 was attended by pupils from Arbroath Academy, who were able to enjoy the experience of hearing, learning about and, in some cases, playing the organ. Discussions have been held with representatives of secondary school staff on how this initiative may be taken forward in future. On 13<sup>th</sup> February 2018 the Friends arranged a performance of Daniel Moul's engaging show *Keys, Hands, Feet and Pipes* which was appreciated by an audience of over 340 primary school pupils and received welcome television coverage on STV News.

The Friends have continued to support the maintenance of the organ by the funding of additional tuning sessions during the year. A substantial grant of £11,750 from the Friends enabled the installation of an upgraded stop control mechanism including the provision of a stepper device.

During the year the Friends were pleased to be associated with the development and launch of the City of Dundee's Music Strategy 2017-2020.

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

At the end of the accounting period the Charity had 182 subscribing members.

The Friends of the Caird Hall Organ gratefully acknowledge grant assistance received from the DC Thomson Charitable Trust to support their charitable work.

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 £2,196 was received in membership subscriptions and £2,102 in other unrestricted donations, of which £1,000 was received from a Trust. Ninety one members' subscriptions were paid by bank standing order. £3,937 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 cash funds of £25,299.

### **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  
15 May 2018

**THE FRIENDS OF THE CAIRD HALL ORGAN: Scottish Charity SC041021**

**Receipts and payments account for the year to 31 March 2018**

	Note	Year to 31/03/2018			Year to
		Restricted Funds	Unrestricted General Fund	Total 2017/2018	31/03/2017
		£	£	£	Total Funds
Receipts					
Subscriptions and donations	2,4,5,6	0	4,298	4,298	6,520
Gift Aid repayment		0	1,528	1,528	2,243
Gross income from fundraising events	7	0	3,154	3,154	11,405
Gross income from charitable events	8	0	0	0	0
Booklet sales & Pipe donations		0	127	127	453
Other Income		0	115	115	0
<b>Total receipts</b>		<b>0</b>	<b>9,222</b>	<b>9,222</b>	<b>20,621</b>
<b>Payments</b>					
Expenses for fundraising activities	7	0	3,960	3,960	7,807
Costs of charitable activities	8	2,901	1,036	3,937	1,754
Administrative costs and publicity	9	0	592	592	1,366
Website costs		0	461	461	210
"Making Music" (insurance and subscription)		0	281	281	219
Organ tuning		0	1,104	1,104	0
Donation towards new humidifier		0	0	0	2,208
Other donations		0	900	900	0
Expenses of 2018 fundraising		0	346	346	0
<b>Total payments</b>		<b>2,901</b>	<b>8,680</b>	<b>11,581</b>	<b>13,564</b>
<b>Surplus/Deficit for the year</b>		<b>-2,901</b>	<b>542</b>	<b>-2,359</b>	<b>7,057</b>
<b>Opening Funds Balances</b>		<b>2,504</b>	<b>25,154</b>	<b>27,658</b>	<b>20,601</b>
<b>Transfer between Funds</b>	10	<b>1,901</b>	<b>-1,901</b>	<b>0</b>	<b>0</b>
<b>Closing Funds Balances</b>		<b>1,504</b>	<b>23,795</b>	<b>25,299</b>	<b>27,658</b>
<b>Closing Clydesdale Bank Balance</b>				<b>25,299</b>	<b>27,658</b>

Approved by the Trustees on 15 May 2018 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.

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 £1,000 from a Trust Donation made last year which has been offset against expenditure incurred in this year's workshops).

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

No remuneration was paid to a charity trustee.

**4 Membership**

Membership subscriptions totalling £2,196 were received from 183 Ordinary members during this accounting period. Gift Aid recovery from membership fees and donations which was received during the previous year covered that year and the previous year.

**5 Donations**

Donations totalling £1,102 have been received from members and well-wishers and an unrestricted Trust donation of £1,000.

**6 Donations from Trusts**

The following donations were received from Charitable Trusts:

	<u>2017/2018</u>	<u>2016/2017</u>	<u>2015/2016</u>	<u>2014/2015</u>	<u>2013/2014</u>
D C Thomson Charitable Trust	1,000	0	0	1,000	1,000
Leng Charitable Trust	0	500	500	0	0
R J Larg Family Trust	0	500	0	0	500
Tay Charitable Trust	0	500	0	500	500
Cookie Matheson Trust	0	0	2,000	0	2,000
Dundee Festival Trust (Come & Sing)	0	600	0	1,000	0
Alexander Moncur Trust (schools)	0	1,000	1,000	1,000	0
Gannochy Trust (schools)	0	0	500	0	0
Leach Family Trust (schools)	0	0	500	500	0
<b>Total</b>	<u>1,000</u>	<u>3,100</u>	<u>4,500</u>	<u>4,000</u>	<u>4,000</u>

**7 Fundraising Events****Dupre Concert**

Gross box office ticket sales 572

**Less:**

Caird Hall hire, stewards, publicity and commission 456

Audio visuals 400

Royalties payments 63

-919

Deficit

-347

**Silent Film Night**

Gross box office ticket sales and raffle 2,582

**Less:**

Caird Hall hire, stewards, publicity and commission 1,475

Organist 750

Audio visuals 525

Royalties payments 76

Publicity, etc. 215

-3,041

Deficit

-459

Notes to the accounts (continued)

8 Charitable Activities

**Primary Schools Events (Restricted Fund)**

Caird Hall and technical costs	1,829
Materials, etc.	131
Soloists' fees and expenses	941
	<u>2,901</u>

NB A Trust donation of £1,000 was received in 2016/17 towards these costs.

**Secondary Schools Events**

Caird Hall and technical costs	246
Soloists' fees and expenses	300
	<u>546</u>

**Organ Concert Programme**

Publicity	<u>490</u>
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9 Administration expenses

AGM expenses	45
Purchase of badges	171
Conferences & events	30
Administration expenses and postage	346
	<u>592</u>

10 Transfers between funds

A transfer of £1,901 was made from the General Fund to meet the net costs of the Primary Schools Events.

Independent Examiner's Report

I report on the accounts of the Charity for the year ended 31 March 2018 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: 15 May 2018