



“The finest concert organ in Scotland”

The Friends of the Caird Hall Organ

Trustees’ Report

Year ended 31st March 2020

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

Website: www.focho.org email: info@focho.org

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: John Brewster
Derek Buchan
Roger Clegg
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.

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 Manager of the Caird Hall and the City Organist as ex-officio members. Walter Blair, as a member of the Education Subcommittee, 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. During the year David Gibson succeeded Richard Finch as Membership Secretary and is a member of Committee by invitation. The Committee meets at intervals throughout the year. Three subcommittees, concerned respectively with Education, Fundraising and review of the Constitution, 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.

The Friends provided financial support for Leisure & Culture Dundee’s 2019 summer series of four public organ concerts. On 9th November 2019 the Friends’ Silent Movie Matinée show attracted an audience of over 250 and featured four classic comedy films from the 1920s, with Donald MacKenzie of The Odeon, Leicester Square, London, providing improvised accompaniment on the organ. On 6th February 2020 over 900 primary school pupils and their teachers from Dundee and Angus attended Daniel Moults’ educational show *Keys, Hands, Feet & Pipes*. Daniel Moults also led a “taster” *Pedals, Pipes & Pizza* session for secondary school pupils. Events were held to foster contact among members and guests: *Soup and a Song – and More!* and *A Tour, Tunes and Tea*. As a result several new members were recruited. The Charity celebrated the tenth anniversary of its launch with a special concert on 15th March 2020 featuring The Scott Brothers Duo playing duets on organ and piano, with dual-screen projection that gave a close-up view of the players’ virtuosity. Fortunately, the date fell just before venues were shut down due to the coronavirus pandemic.

In November 2019 the Friends presented a *Visiting Organists’ Autograph Book* to the Caird Hall to enable a permanent record to be kept of recitalists and other visiting players.

In late 2019 Fugue State Films released its multi-DVD production *The English Organ*, in which the Caird Hall Organ was featured as one of the world’s outstanding instruments.

The Friends have continued to support the maintenance of the organ by the funding of additional tuning sessions during the year. Discussion has taken place with Harrison & Harrison, organ builders, about desirable maintenance work in preparation for celebration of the instrument’s centenary in 2023.

The Charity’s upgraded website went live in May 2019, providing information about its activities and about the Caird Hall Organ. Video and sound recordings of the organ on YouTube have been viewed many thousands of times. The Charity also has a presence on Facebook.

At the end of the accounting period the Charity had 216 subscribing members. The Annual General Meeting on 14th May 2019 approved an increase in the minimum annual subscription from £12 to £15, the first increase since the Charity’s inception.

The Friends of the Caird Hall Organ gratefully acknowledge grant assistance from the Alexander Moncur Trust and the RJ Larg Family Trust to support educational work, from the Walter Craig Charitable Trust and Dundee Festival Trust to support the anniversary concert and unrestricted grants from the Leach Family Charitable Trust, Leng Charitable Trust and Tay Charitable Trust.

Appreciation is expressed also to Leisure and Culture Dundee, Dundee City Council, Susan Gillan, Caird Hall Manager, 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 £2,549 was received in membership subscriptions and £792 in other unrestricted donations. Ninety nine members' subscriptions were paid by bank standing order. Grants totalling £5,500 were received from charitable bodies. A total of £4,205 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 £21,481. The Trustees also held £2,512 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

A solid black rectangular box used to redact the signature of Peter Thornton.

Peter Thornton
Secretary
27 May 2020

THE FRIENDS OF THE CAIRD HALL ORGAN: Scottish Charity SC041021

Receipts and payments account for the year to 31 March 2020

	Note	Year to 31/03/2020			Year to 31/03/2019
		Restricted Funds	Unrestricted General Fund	Total 2019/2020	Total Funds
		£	£	£	£
Receipts					
Subscriptions and donations	2,4,5,6	4,000	4,841	8,841	12,006
Gift Aid repayment		0	684	684	1,348
Gross income from fundraising events	7	0	5,445	5,445	9,645
Gross income from charitable events	8	0	115	115	380
Booklet sales & Pipe donations		0	168	168	246
Interest received		0	60	60	40
Total receipts		4,000	11,313	15,313	23,665
Payments					
Expenses of fundraising activities	7	0	7,800	7,800	8,075
Costs of charitable activities	8	0	4,205	4,205	1,898
Administrative costs and publicity	9	0	532	532	776
Website costs		0	328	328	1,968
"Making Music" (insurance and subscription)		0	407	407	231
Organ tuning		0	1,240	1,240	571
Donations		0	75	75	0
Other expenditure		0	154	154	274
Contributions to organ stepper		0	0	0	11,750
Total payments		0	14,741	14,741	25,543
Surplus/Deficit for the year		4,000	-3,428	572	-1,878
Opening Funds balances		3,504	19,917	23,421	25,299
Inter-Fund Transfers	10	-4,992	4,992	0	0
Closing Funds balances		2,512	21,481	23,993	23,421
Closing Clydesdale Bank balances				23,965	23,421
PayPal account				28	0
Closing Clydesdale Bank balances				23,993	23,421

Approved by the Trustees on 27 May 2020 and signed on their behalf by:



Rev Marion Paton
FOCHO Chairman



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 now has one Restricted Fund - Schools Events (which has a balance of £2,512 comprising Trust Donation made in 2018/19 and £2,000 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 £2,549 were received from 216 Ordinary members during this accounting period. Gift Aid has been recovered from membership fees and donations.

5 Donations

Donations totalling £792 have been received from members and well-wishers together with unrestricted Trust donations of £1,500.

6 Donations from Trusts

The following donations were received from Charitable Trusts:

	<u>2019/2020</u>	<u>2018/2019</u>	<u>2017/2018</u>	<u>2016/2017</u>	<u>2015/2016</u>
Alexander Moncur Trust (schools)	2,000	2,000	0	1,000	1,000
R J Larg Family Trust (schools)	500	0	0	0	0
Walter Craig Trust (Scott Brothers Concert)	1,000	0	0	0	0
Dundee Festival Trust (Scott Bros Concert)	500	0	0	0	0
Leng Charitable Trust	500	500	0	500	500
Leach Family Trust	500	500	0	0	0
Tay Charitable Trust	500	500	0	500	0
Cookie Matheson Trust	0	3,000	0	0	2,000
D C Thomson Charitable Trust	0	1,000	1,000	0	0
St Katherine's Fund	0	700	0	0	0
R J Larg Family Trust	0	500	0	500	0
William S Philips Fund	0	500	0	0	0
Dundee Festival Trust (Come & Sing)	0	0	0	600	0
Gannochy Trust (schools)	0	0	0	0	500
Leach Family Trust (schools)	0	0	0	0	500
Total	<u>5,500</u>	<u>9,200</u>	<u>1,000</u>	<u>3,100</u>	<u>4,500</u>

7 Fundraising Events

Silent Film Night

Gross box office ticket sales and raffle	2,660
Lottery funding	950
	<u>3,610</u>

Less:

Caird Hall hire, stewards, publicity and commission	1,371
Organist	988
Audio visual	550
Royalties payments	219
Publicity, etc.	77
	<u>-3,205</u>
Surplus	<u>405</u>

Scott Brothers Anniversary Concert

Gross box office ticket sales and raffle	1,741
Programme donations	94
	<u>1,835</u>

Less:

Caird Hall hire, stewards, publicity and commission	1,525
Professional fees	2,000
Audio visual	949
Publicity, etc.	121
	<u>-4,595</u>
Deficit	<u>-2,760</u>
(Restricted) Donations from trusts	<u>1,500</u>

Notes to the accounts (continued)

8 Charitable Activities

Schools Workshops

Caird Hall and technical costs	552
Soloists' fees and expenses	963
Audio visual	650
Materials	68
	<u>2,233</u>

Soup and a Song

Caird Hall and technical costs	276
Performers' fees and expenses	391
Catering, etc.	455
	<u>1,122</u>

Less:

Contributions from members	-115
	<u>1,007</u>

Organ Concert Programme

Publicity and support	850
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9 Administration expenses

AGM expenses	126
Publicity	180
Administration expenses and postage	226
	<u>532</u>

10 Inter-Fund Transfers

Transfers were made from Restricted Funds to cover expenditure incurred in the current year by the General Fund in respect of -

Schools Event - Alexander Moncur Trust 2019 (part)	1,488
Schools Event - R J Larg Family Trust	500
Scott Brothers Anniversary Concert - Dundee Festival Trust	1,000
Scott Brothers Anniversary Concert - Walter Craig Charitable Trust	500
	<u>3,488</u>

During the year, the Trustees decided to transfer the balance of the Hollins Archive Event - created in 2014/15 - to the General Fund.

1504
<u>4,992</u>

Independent Examiner's Report

I report on the accounts of the Charity for the year ended 31 March 2020 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.

Name: Philip Owen
Address: 80 West Road, Newport-on-Tay, DD6 8HP
Date: 27 May 2020