



The Friends of the Caird Hall Organ

Trustees' Report

Year ended 31st March 2021

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, David Gibson 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; in the year in question meetings were held via video/audio conferencing. Three subcommittees, concerned respectively with Education, Fundraising and review of the Constitution, whose members include Trustees, normally 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 activities of the Friends to support and promote the magnificent concert organ in the Caird Hall – “the finest concert organ in Scotland” – have continued, despite restrictions due to the coronavirus pandemic.

It was disappointing that, particularly in the Charity's tenth anniversary year, it was not possible to hold events for members or the public. Concerts and educational activities that had been planned have been postponed to later dates. Four newsletters were distributed to maintain contact with subscribers.

The Scott Brothers Duo, who had given a public organ and piano concert on 15th March 2020 just before lockdown, had made recordings of the organ during their visit and three videos were released subsequently on YouTube.

In September 2020 the Dundee *Courier* published a comprehensive feature article about the Friends of the Organ, marking the Charity's tenth anniversary year.

The Trustees met virtually by video/audio conferencing on four occasions during the year. The uncertainty about planning in-person meetings led the Trustees to postpone the Annual General Meeting, which would normally have been held in May 2020. Consideration was given to holding a virtual meeting by video conferencing later but, as a significant proportion of the membership would be prevented by lack of email and internet access from participation, it was decided to hold a General Meeting in May 2021 to embrace two years' business, when it was hoped that fewer restrictions would apply. To ensure stability the existing Trustees agreed to remain in post for a further year, with elections to be held in 2021. The Annual Report and Accounts for the year to 31st March 2020 were independently examined, approved by the Trustees and submitted timeously to the Office of the Scottish Charity Regulator. They are available to view on the Charity's website.

The Friends have continued to offer support to Dundee City Council and Leisure & Culture Dundee, who are responsible for the organ's upkeep. A comprehensive report on the instrument's condition was provided by Harrison & Harrison, organ builders, in October 2020, and desirable restoration and maintenance work has been identified in preparation for celebration of the Hall's and the Organ's centenary in 2023.

At the end of the accounting period the Charity had 206 subscribing members and one honorary member.

The Friends of the Caird Hall Organ gratefully acknowledge grant assistance from the Leach Family Trust, the Leng Charitable Trust and the 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 £3,118 was received in membership subscriptions and £682 in other unrestricted donations. 107 members' subscriptions were paid by bank standing order. Grants totalling £1,500 were received from charitable bodies. A total of £1,818 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 £25,749. 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

[redacted]

Secretary

11th May 2021

THE FRIENDS OF THE CAIRD HALL ORGAN: Scottish Charity SC041021

Receipts and payments account for the year to 31 March 2021

Year to 31/03/2021				
	Note	Restricted Funds £	Unrestricted General Fund £	Total 2020/2021 £
Receipts				
Subscriptions and donations	2,4,5,6	0	5,300	5,300
Gift Aid repayment		0	744	744
Gross income from fundraising events	7	0	0	0
Gross income from charitable events		0	0	0
Booklet sales & Pipe donations		0	0	0
Interest received		0	42	42
Total receipts		0	6,086	6,086
Payments				
Expenses of fundraising activities	7	0	990	990
Costs of charitable activities		0	0	0
Administrative costs and publicity	8	0	170	170
Website costs		0	315	315
"Making Music" (insurance and subscription)		0	291	291
Organ tuning		0	0	0
Donations		0	0	0
Other expenditure		0	52	52
Contributions to organ stepper		0	0	0
Total payments		0	1,818	1,818
Surplus/Deficit for the year		0	4,268	4,268
Opening Funds balances		2,512	21,481	23,993
Inter-Fund Transfers	9	0	0	0
Closing Funds balances		2,512	25,749	28,261
Closing Clydesdale Bank balances				28,207
PayPal account				54
Closing Clydesdale Bank balances				28,261

Approved by the Trustees on 11 May 2021 and signed on their behalf by:

[redacted]

Rev 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 State 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 raised for specific purposes.

The charity has one Restricted Fund - Schools Events, which is used to provide workshops promoting the Organ to school pupils.

3 Trustee remuneration, benefits and expenses

No remuneration was paid to a charity trustee.

Notes to the accounts (continued)

4 Membership

Membership subscriptions totalling £3,118 were received from 207 Ordinary members during this accounting period. The amount has been recovered from membership fees and donations.

5 Donations

Donations totalling £682 have been received from members and well-wishers together with unrestricted Trust donations totalling £1,500.

6 Donations from Trusts

The following donations were received from Charitable Trusts:

	<u>2020/2021</u>	<u>2019/2020</u>	<u>2018/2019</u>	<u>2017/2018</u>
Alexander Moncur Trust (schools)	0	2,000	2,000	0
R J Larg Family Trust (schools)	0	500	0	0
Walter Craig Trust (Scott Brothers Concert)	0	1,000	0	0
Dundee Festival Trust (Scott Bros Concert)	0	500	0	0
Dundee Festival Trust (Come & Sing)	0	0	0	0
Leng Charitable Trust	500	500	500	0
Leach Family Trust	500	500	500	0
Tay Charitable Trust	500	500	500	0
Cookie Matheson Trust	0	0	3,000	0
D C Thomson Charitable Trust	0	0	1,000	1,000
St Katherine's Fund	0	0	700	0
R J Larg Family Trust	0	0	500	0
William S Philips Fund	0	0	500	0
Total	<u>1,500</u>	<u>5,500</u>	<u>9,200</u>	<u>1,000</u>

7 Fundraising Events

Scott Brothers Anniversary Concert

This expenditure relates to the Concert in March 2020

Caird Hall hire, stewards, piano use and tuning 990

8 Administration expenses

Administration expenses and postage 170

9 Inter-Fund Transfers

There were no transfers between Funds this year.

Independent Examiner's Report

I report on the accounts of the Charity for the year ended 31 March 2021 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 (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 require me to examine the accounts as required under section 44 (1) (c) of the 2005 Act and to state whether any 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. The examination includes a review of the accounting records kept by the charity and a comparison of the accounts 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 available 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 Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 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 obtained.

[redacted]

Name: Philip Owen

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

Date: 12 May 2021

Year to
31/03/2020

Total Funds

£

8,841
684
5,445
115
168
60
15,313

7,800
4,205
532
328
407
1,240
75
154
0
14,741

572

23,421

0

23,993

23,965

28

23,993

counting
ment of

≧ charity.
unds are

among local

d. Gift Aid has

ations of

<u>2016/2017</u>
1,000
0
0
0
600
500
0
500
0
0
0
500
0
<u>3,100</u>

rities and

ot apply. It is
er particular

2006. An
esented with
anations from
l be required in

3 Accounts

unts

o be reached.

