



# The Friends of the Caird Hall Organ

## Trustees' Report

Year ended 31<sup>st</sup> March 2022

The Friends of the Caird Hall Organ, Caird Hall, City Square, Dundee DD1 3BB  
Website: [www.focho.org](http://www.focho.org) email: [info@focho.org](mailto:info@focho.org)  
Scottish Charity No. SC041021

## **The Friends of the Caird Hall Organ Reference and Administrative Details**

<b>Charity name:</b>	The Friends of the Caird Hall Organ
<b>Charity Registration Number:</b>	SC041021
<b>Contact Address:</b>	The Secretary The Friends of the Caird Hall Organ Caird Hall City Square DUNDEE DD1 3BB
<b>Trustees:</b>	Robin Bell (elected May 2021) John Brewster (until November 2021) Derek Buchan Roger Clegg Alastair F Davidson Norman Milne Marion Paton Pauline A Robertson Peter W Thornton
<b>Principal Office Bearers:</b>	
Chair	Roger Clegg (elected May 2021)
Vice-chair	Robin Bell (elected May 2021)
Secretary	Peter W Thornton
Treasurer	Derek Buchan
<b>Independent Examiner:</b>	Philip Owen 80 West Road NEWPORT ON TAY DD6 8HP
<b>Bankers:</b>	Virgin Money 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.

#### **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. 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 six 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 coronavirus restrictions.

Four newsletters were distributed to maintain contact with subscribers. Public events, concerts and educational activities were not possible but plans were prepared for holding them on future dates. As restrictions were relaxed, members of the Friends and invited guests were able to attend a “Tunes & Tea” afternoon in the hall on 20<sup>th</sup> March 2022, our first event in more than two years.

The Committee met virtually by video/audio conferencing six times during the year. A General Meeting was held by audio/video conferencing on 25<sup>th</sup> May 2021 and the business included consideration of reports and accounts covering the two years 2019-2021. The Annual Report and Accounts for the year to 31<sup>st</sup> March 2021 had been independently examined, approved by the Trustees and were subsequently submitted timeously to the Office of the Scottish Charity Regulator. They are available to view on the Charity’s website. At the General Meeting Roger Clegg succeeded to the Chair and Robin Bell was elected as Vice Chair. Norman Milne retired as a Trustee but was re-elected for a further three year term. There were resignations from the committee of John Brewster as a Trustee and Walter Blair as a member of the Education Subcommittee.

The Trustees noted with sadness the death, on 1<sup>st</sup> April 2021, of John Calderhead, Dundee City Organist from 1970-91. A tribute, in the form of a musical composition for organ, was commissioned from Thomas Hewitt Jones, and the premiere performance by Gordon Stewart, Honorary President of the Friends, is planned at the launch of the City Council’s Summer Organ Concert Series on 7<sup>th</sup> June 2022.

In July 2021 the charity became a member of the Scottish Council for Voluntary Organisations (SCVO). In preparation for resumption of educational activities, a Safeguarding Policy was adopted and twelve Children’s Educational Supporters became members of the Protection of Vulnerable Groups (PVG) Scheme.

The Friends have continued to offer support to Dundee City Council and Leisure & Culture Dundee, who are responsible for the organ’s upkeep. Two members of the Committee were able to assist with keeping the instrument’s mechanism active by playing it intermittently during the period when the hall was in use by the NHS as a Covid Vaccination Centre.

At the end of the accounting period the Charity had 200 subscribing members and one honorary member.

The Friends of the Caird Hall Organ gratefully acknowledge grant assistance from the Alexander Moncur Trust, Cookie Matheson Trust and William S Phillips Fund.

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 £2,880 was received in membership subscriptions and £540 in other unrestricted donations. 106 members' subscriptions were paid by bank standing order. Grants totalling £3,500 were received from charitable bodies. A total of £4,041 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 £16,026. The Trustees also held £5,512 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

30 May 2022

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

**Receipts and payments account for the year to 31 March 2022**

	Note	Year to 31/03/2022			Year to	Total Funds
		Restricted Funds	Designated Funds	Unrestricted General Fund	Total 2021/2022	
		£	£	£	£	£
<b>Receipts</b>						
Subscriptions and donations	2,4,5,6	3,500	0	3,420	6,920	5,300
Gift Aid repayment		0	0	713	713	744
Legacy Received	2	0	5,577	0	5,577	0
Gross income from fundraising events	7	0	0	0	0	0
Gross income from charitable events		0	0	65	65	0
Interest received		0	0	43	43	42
<b>Total receipts</b>		<b>3,500</b>	<b>5,577</b>	<b>4,241</b>	<b>13,318</b>	<b>6,086</b>
<b>Payments</b>						
Expenses of fundraising activities	7	0	0	0	0	990
Costs of charitable activities		0	0	804	804	0
Administrative costs and publicity	8	0	0	445	445	170
Website costs		0	0	142	142	315
"Making Music" (insurance and subscription)		0	0	193	193	291
Organ tuning		0	0	1,339	1,339	0
Other expenditure		0	0	118	118	52
Organ composition commission		500	0	500	1,000	0
<b>Total payments</b>		<b>500</b>	<b>0</b>	<b>3,541</b>	<b>4,041</b>	<b>1,818</b>
<b>Surplus/Deficit for the year</b>		<b>3,000</b>	<b>5,577</b>	<b>700</b>	<b>9,277</b>	<b>4,268</b>
<b>Opening Funds balances</b>		<b>2,512</b>	<b>0</b>	<b>25,749</b>	<b>28,261</b>	<b>23,993</b>
<b>Inter-Fund Transfers</b>	9	<b>0</b>	<b>10,423</b>	<b>-10,423</b>	<b>0</b>	<b>0</b>
<b>Closing Funds balances</b>		<b>5,512</b>	<b>16,000</b>	<b>16,026</b>	<b>37,538</b>	<b>28,261</b>
<b>Closing Virgin Money Bank balances</b>					<b>37,538</b>	<b>28,207</b>
<b>PayPal account</b>					<b>0</b>	<b>54</b>
<b>Closing Bank balances</b>					<b>37,538</b>	<b>28,261</b>

Approved by the Trustees on 30 May 2022 and signed on their behalf by:

[redacted]

**Roger Clegg**  
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.

**Notes to the accounts (continued)**

**2 Funds**

Unrestricted funds are expendable at the discretion of the trustees in furtherance of the objects of the charity. If parts of the unrestricted funds are earmarked at the discretion of the trustees for a particular purpose, they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the trustees' discretion to apply the fund.

The charity has one designated fund - "Organ Upgrade", which will accumulate income to be utilised for a forthcoming major upgrade of the Organ. The trustees approved that a transfer of £10,423 be made from the General Fund which, along with the Legacy of £5,577, arrives at a total of £16,000.

	<b>Organ Upgrade</b>
Opening balance	0
Receipts during year	5,577
	<u>5,577</u>
Transfer from General Fund	10,423
Closing balance	<u><u>16,000</u></u>

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 previously had one restricted fund - "Primary Schools, etc., Events", which is used to provide workshops promoting the Organ among local school pupils. During this year, two new funds were opened - "Organ Upgrade" (which received funds towards the forthcoming major upgrade) and "Organ Composition" (which records the grant received towards the overall cost of the composition commissioned by the charity in memory of the late John Calderhead).

	<b>Primary Schools Events</b>	<b>Organ Upgrade</b>	<b>Organ Composition</b>	<b>TOTAL</b>
Opening balance	2,512	0	0	2,512
Receipts during year	2,000	1,000	500	3,500
	<u>4,512</u>	<u>1,000</u>	<u>500</u>	<u>6,012</u>
Expenditure during year	0	0	-500	-500
Closing Balance	<u><u>4,512</u></u>	<u><u>1,000</u></u>	<u><u>0</u></u>	<u><u>5,512</u></u>

**3 Trustee remuneration, benefits and expenses**

No remuneration was paid to a charity trustee.

**4 Membership**

Membership subscriptions totalling £2,880 were received from 200 Ordinary members during this accounting period. Gift Aid has been recovered from membership fees and donations.

**5 Donations**

Donations totalling £540 have been received from members and well-wishers, together with restricted Trust donations of £3,500.

**6 Donations from Trusts**

The following donations were received from Charitable Trusts:

	<u>2021/2022</u>	<u>2020/2021</u>	<u>2019/2020</u>	<u>2018/2019</u>	<u>2017/2018</u>
Alexander Moncur Trust (Primary Schools)	2,000	0	2,000	2,000	0
Cookie Matheson Trust (Organ Commission)	500	0	0	0	0
William S Philips Fund (Organ Upgrade)	1,000	0	0	0	0
R J Larg Family Trust (Schools)	0	0	500	0	0
Walter Craig Trust (Scott Brothers Concert)	0	0	1,000	0	0
Dundee Festival Trust (Scott Bros Concert)	0	0	500	0	0
Leach Family Trust	0	500	500	500	0
Leng Charitable Trust	0	500	500	500	0
Tay Charitable Trust	0	500	500	500	0
Cookie Matheson Trust	0	0	0	3,000	0
D C Thomson Charitable Trust	0	0	0	1,000	1,000
St Katherine's Fund	0	0	0	700	0
R J Larg Family Trust	0	0	0	500	0
William S Philips Fund	0	0	0	500	0
<b>Total</b>	<u><u>3,500</u></u>	<u><u>1,500</u></u>	<u><u>5,500</u></u>	<u><u>9,200</u></u>	<u><u>1,000</u></u>

**7 Fundraising Events**

Due to the ongoing Covid-19 pandemic, no fundraising activities were held during 2020/21 or 2021/22.

**8 Charitable Activities**

**Tea and Tunes**

Caird Hall and technical costs	312
Soloist's fees and expenses	362
Catering	130
	<u>804</u>
Donations received	<u>65</u>

**9 Administration expenses**

Administration expenses and postage 445

**9 Inter-Fund Transfers**

£10,423 was transferred from the General Fund into the Organ Upgrade Fund during the year.

**Independent Examiner's Report**

I report on the accounts of the Charity for the year ended 31 March 2022 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 (as amended).

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: 30 May 2022