



The Friends of the Caird Hall Organ

Trustees' Report

Year ended 31st March 2023

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: Robin Bell
Derek W Buchan
D Roger Clegg
Alastair F Davidson
Hannah B Gibson
Norman J Milne
Pauline A Robertson
Peter W Thornton

Principal Office Bearers:
Chair Roger Clegg
Vice-chair Robin Bell
Secretary Peter W Thornton
Treasurer Derek Buchan

Independent Examiner: Philip Owen
80 West Road
NEWPORT ON TAY
DD6 8HP

Bankers: 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 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. David Gibson as Membership Secretary (until November 2022), Andrew Macintosh as Webmaster, Dr Jim McKellican as Archivist and Fundraising Officer, and Sheriff Kevin Veal as adviser on constitutional matters have been members of Committee by invitation. 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 Harrison & Harrison concert organ in the Caird Hall – one of the world's finest concert organs – have picked up momentum following the relaxation of pandemic restrictions. The Trustees met on six occasions during the year. Five newsletters were distributed to maintain contact with subscribers. At the end of the year the Charity had 203 subscribing members and one honorary member.

As in previous years, the Friends continued to offer support to Dundee City Council and Leisure & Culture Dundee, who are responsible for the organ's upkeep. This included financial assistance to Leisure & Culture Dundee for Caird Hall summer organ recitals. At the first of these, Gordon Stewart, Honorary President of the Friends, gave the premiere performance of *Jubilate*, the composition that the Friends had commissioned from Thomas Hewitt Jones in memory of John Calderhead, Dundee City Organist from 1970 to 1991. The programme also included the premiere of *Meditation on Annie Laurie* by Simon Lole, which the composer had dedicated to the Friends of the Caird Hall Organ. The Friends arranged a Silent Movie Night on 11th November 2022, featuring Harold Lloyd's comedy film *Speedy* with improvised organ accompaniment by Richard Hills.

The Friends organised educational events in the Caird Hall for school pupils in co-operation with local authority music teachers. On 5th October 2022 over 400 primary school pupils from Dundee, Perthshire and Fife attended Daniel Moul's *Keys, Hands, Feet and Pipes* musical show. On 2nd November Robin Bell, the Charity's Vice Chair, led workshops focussed on the organ for pupils from three Dundee secondary schools. During the year members of the Charity who are involved with its educational initiatives undertook training relevant to safeguarding of vulnerable groups.

2023 is the centenary year of the Caird Hall and its organ and the Friends have assisted Leisure and Culture Dundee with preparations for the special year. Members of the Friends and invited guests attended a "Tunes & Tea" afternoon in the hall on 22nd January 2023. A celebrity organ concert by Anna Lapwood was held to launch the centenary celebrations on 28th January 2023; unfortunately the organ was affected adversely by atmospheric conditions, resulting in a curtailed programme. The unpredictability of the organ's behaviour led to the cancellation of a planned fundraising Organathon on 25th February 2023. The Friends have designated funds to assist with work on the organ which Harrison & Harrison have recommended to address these and other issues.

The Trustees noted with sadness the death, on 3rd February 2023, of Walter Blair, former Chair of the Charity and member of its Education Subcommittee. The Friends were represented at his memorial service in Holy Trinity Church, St Andrews.

During the year the Charity became a member of Dundee & Angus Chamber of Commerce to encourage links with other local organisations, provide opportunities for promotion of the Caird Hall Organ and assist contact with potential sources of financial support.

The Friends of the Caird Hall Organ gratefully acknowledge grant assistance from the x Trust and x 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 £2,936 was received in membership subscriptions, £9,942 in other unrestricted donations along with £4,000 in restricted donations. Grants totalling £950 were received from Lottery Funding. A total of £11,659 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 £20,911 along with designated cash funds of £20,000 The Trustees also held £7,456 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

1 May 2023

THE FRIENDS OF THE CAIRD HALL ORGAN: Scottish Charity SC041021

Receipts and payments account for the year to 31 March 2023

	Note	Year to 31/03/2023				Year to
		Restricted Funds	Designated Funds	Unrestricted General Fund	Total 2022/2023	31/03/2022 Total Funds
		£	£	£	£	£
Receipts						
Subscriptions and donations	1,3,4,5	4,000	992	11,886	16,878	6,920
Gift Aid repayment		0	0	877	877	713
Legacy Received		0	0	0	0	5,577
Gross income from fundraising events	6	0	0	4,436	4,436	0
Gross income from charitable events	7	0	0	85	85	65
Booklet Sales		0	0	24	24	0
Interest received		0	0	188	188	43
Total receipts		4,000	992	17,496	22,488	13,318
Payments						
Expenses of fundraising activities	6	0	0	5,088	5,088	0
Costs of charitable activities	7	2,056	0	2,314	4,370	804
Administrative costs, meetings, etc.	8	0	0	986	986	563
Website costs		0	0	446	446	142
"Making Music" (insurance and subscription)		0	0	239	239	193
Organ tuning		0	0	530	530	1,339
Organ composition commission		0	0	0	0	1,000
Total payments		2,056	0	9,603	11,659	4,041
Surplus for the year		1,944	992	7,893	10,829	9,277
Opening Funds balances		5,512	16,000	16,026	37,538	28,261
Inter-Fund Transfers	10	0	3,008	-3,008	0	0
Closing Funds balances		7,456	20,000	20,911	48,367	37,538
Virgin Money Accounts					48,367	37,538
PayPal account					0	0
Closing bank balances					48,367	37,538

Approved by the Trustees on 01 May 2023 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 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. Specific donations totalling £992 were received during the year and the trustees approved that a transfer of £3,008 be made from the General Fund which arrives at a total of £20,000.

	Organ Upgrade
Opening balance	16,000
Donations received during year	992
	<hr/>
	16,992
Transfer from General Fund	3,008
Closing balance	<hr/> <hr/>
	20,000

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 has two restricted funds - "Primary Schools Events" (which is used to provide workshops promoting the Organ among local primary school pupils) and "Organ Upgrade" (which received funds towards the forthcoming major upgrade).

	Primary Schools Events	Organ Upgrade	TOTAL
Opening balance	4,512	1,000	5,512
Receipts during year	2,000	2,000	4,000
	<hr/>	<hr/>	<hr/>
	6,512	3,000	9,512
Expenditure during year	-2,056	0	-2,056
Closing Balance	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	4,456	3,000	7,456

Notes to the accounts (continued)

2 Trustee remuneration, benefits and expenses

Remuneration was paid to the following Trustees for services performed at an educational event for Secondary School pupils held in the Caird Hall on 4 November 2022 - Robin Bell (£100), Hannah Gibson (£160), Peter Thornton (£240). No expenses were paid to charity trustees.

3 Membership

Membership subscriptions totalling £2,936 were received from 203 Ordinary members during this accounting period. Gift Aid has been recovered from qualifying membership fees and donations.

4 Donations

Donations totalling £2,442 have been received from members and well-wishers, together with Trust donations of £11,500.

5 Donations from Trusts

The following donations were received from Charitable Trusts:

	<u>2022/2023</u>	<u>2021/2022</u>	<u>2020/2021</u>	<u>2019/2020</u>	<u>2018/2019</u>
Alexander Moncur Trust (Primary Schools)	2,000	2,000	0	2,000	2,000
Walter Craig Trust (Organ Upgrade)	1,000	0	0	0	0
William S Philips Fund (Organ Upgrade)	1,000	1,000	0	0	0
Cookie Matheson Trust (Organ Commissi	0	500	0	0	0
Dundee Festival Trust (Scott Bros Concer	0	0	0	500	0
R J Larg Family Trust (Schools)	0	0	0	500	0
Walter Craig Trust (Scott Brothers Concer	0	0	0	1,000	0
Leach Family Trust	500	0	500	500	500
Leng Charitable Trust	5,000	0	500	500	500
Tay Charitable Trust	2,000	0	500	500	500
Cookie Matheson Trust	0	0	0	0	3,000
D C Thomson Charitable Trust	0	0	0	0	1,000
R J Larg Family Trust	0	0	0	0	500
St Katherine's Fund	0	0	0	0	700
William S Philips Fund	0	0	0	0	500
Total	11,500	3,500	1,500	5,500	9,200

6 Fundraising Events

Following the lifting of Covid-19 restrictions, we were able to hold one fundraising event this year.

Silent Film Night

Gross box office ticket sales and raffle	3,486
Lottery funding	950
	<u>4,436</u>

Less:

Caird Hall hire, stewards, publicity and commission	2,055
Organist fees and expenses	1,054
Audio visual	525
Royalties payments	1,129
Publicity, etc.	95
	<u>-4,858</u>
Deficit	<u>-422</u>

Come and Sing 2023 - Advance Expenditure

Purchase of Music	<u>230</u>
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7 Charitable Activities

Schools Workshops

	<u>Primary</u>	<u>Secondary</u>
Caird Hall and technical costs	455	336
Soloists' fees and expenses	951	340
Audio visual	650	240
Materials	0	22
	<u>2,056</u>	<u>938</u>

Organ Concert Programme

Publicity and support	<u>450</u>
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Tea and Tunes

Caird Hall and technical costs	312
Soloists fees and expenses	463
Catering	151
	<u>926</u>
Donations received	<u>85</u>

8 Administration, etc. expenses

Purchase of equipment	155
Chamber of Commerce subscription	210
AGM and meeting expenses	263
Administration expenses, postage, etc.	358
	<u>986</u>

9 Inter-Fund Transfers

£3,008 was transferred from the General Fund into the Organ Upgrade Fund during the year.

10 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.

Independent Examiner's Report

I report on the accounts of the Charity for the year ended 31 March 2023 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: 01 May 2023