



# The Friends of the Caird Hall Organ

## Trustees' Report

Year ended 31<sup>st</sup> March 2024

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<br>The Friends of the Caird Hall Organ<br>Caird Hall<br>City Square<br>DUNDEE<br>DD1 3BB  |                 |  |                  |  |           |                  |           |              |
| <b>Trustees:</b>                    | <table><tr><td><b>Elected:</b></td><td>Robin Bell<br/>Derek W Buchan<br/>D Roger Clegg<br/>Alastair F Davidson<br/>Hannah B Gibson (resigned 13<sup>th</sup> June 2023)<br/>Norman J Milne<br/>Pauline A Robertson<br/>Peter W Thornton</td></tr><tr><td><b>Co-opted:</b></td><td>Andrew J R Macintosh (from 13<sup>th</sup> June 2023)<br/>Kevin A Veal (from 13<sup>th</sup> June 2023)</td></tr></table> | <b>Elected:</b> | Robin Bell<br>Derek W Buchan<br>D Roger Clegg<br>Alastair F Davidson<br>Hannah B Gibson (resigned 13 <sup>th</sup> June 2023)<br>Norman J Milne<br>Pauline A Robertson<br>Peter W Thornton | <b>Co-opted:</b> | Andrew J R Macintosh (from 13 <sup>th</sup> June 2023)<br>Kevin A Veal (from 13 <sup>th</sup> June 2023) |           |                  |           |              |
| <b>Elected:</b>                     | Robin Bell<br>Derek W Buchan<br>D Roger Clegg<br>Alastair F Davidson<br>Hannah B Gibson (resigned 13 <sup>th</sup> June 2023)<br>Norman J Milne<br>Pauline A Robertson<br>Peter W Thornton  |                 |  |                  |  |           |                  |           |              |
| <b>Co-opted:</b>                    | Andrew J R Macintosh (from 13 <sup>th</sup> June 2023)<br>Kevin A Veal (from 13 <sup>th</sup> June 2023)  |                 |  |                  |  |           |                  |           |              |
| <b>Principal Office Bearers:</b>    | <table><tr><td>Chair</td><td>Robin Bell</td></tr><tr><td>Vice-chair</td><td>Vacant</td></tr><tr><td>Secretary</td><td>Peter W Thornton</td></tr><tr><td>Treasurer</td><td>Derek Buchan</td></tr></table>  | Chair           | Robin Bell   | Vice-chair       | Vacant   | Secretary | Peter W Thornton | Treasurer | Derek Buchan |
| Chair                               | Robin Bell  |                 |  |                  |  |           |                  |           |              |
| Vice-chair                          | Vacant  |                 |  |                  |  |           |                  |           |              |
| Secretary                           | Peter W Thornton  |                 |  |                  |  |           |                  |           |              |
| Treasurer                           | Derek Buchan  |                 |  |                  |  |           |                  |           |              |
| <b>Independent Examiner:</b>        | Philip Owen<br>80 West Road<br>NEWPORT ON TAY<br>DD6 8HP  |                 |  |                  |  |           |                  |           |              |
| <b>Bankers:</b>                     | Virgin Money<br>7/8 High Street<br>DUNDEE<br>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, revised 1<sup>st</sup> May 2023. 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 or co-opted by the elected Trustees.

#### **Organisational structure**

Under the Constitution the Charity is administered by its Committee which comprises the elected Trustees and any co-opted Trustee(s) along with the Manager of the Caird Hall and the City Organist as ex-officio members. Two subcommittees, concerned respectively with Education and Finance/Fundraising, 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 – continued throughout 2023, the centenary year of the Caird Hall and its organ, and in to 2024. The Trustees met on five occasions during the year. Four newsletters were distributed to maintain contact with subscribers. At the end of the year the Charity had 207 subscribing members and one honorary member.

At the Annual General Meeting on 1<sup>st</sup> May 2023 a revised constitution was adopted, bringing the text into line with current guidance. No nominations were received for the office of Vice Chair and it remains vacant. Two previously invited members of committee have been co-opted as trustees.

The Friends continued to offer support, including financial assistance for Caird Hall public organ recitals, to Dundee City Council and Leisure & Culture Dundee, who are responsible for the organ's upkeep. On 6<sup>th</sup> June 2023, Gordon Stewart, Honorary President of the Friends, gave a much-appreciated recital in celebration of the organ's centenary, including performance of music composed by Alfred Hollins, the organ's designer. A successful Come and Sing event was led by Gordon Stewart on 30<sup>th</sup> September 2023 and over 120 singers had the memorable experience of participating in Fauré's Requiem on the Caird Hall stage, accompanied by City Organist Stuart Muir on the organ. An organ and piano concert by the Scott Brothers Duo, scheduled for 22<sup>nd</sup> October 2023, unfortunately had to be cancelled at short notice because of the effect of Storm Babet on travel arrangements. On 8<sup>th</sup> November 2023 a group of the Friends and members of the public travelled to Durham for an educational visit to the organ works of Harrison & Harrison and Durham Cathedral. The Friends' Silent Film Night on 10<sup>th</sup> November 2023 featured a showing of *The Flying Scotsman* with improvised accompaniment by Donald MacKenzie. *Flying Scotsman* locomotive was also celebrating its centenary in 2023. On 21<sup>st</sup> January 2024 Richard Bower presented an informal concert of music on the organ for a group of the Friends and invited members of the public.

At three educational sessions on 30<sup>th</sup> May 2023 primary school pupils, secondary school pupils and members of the public had hands-on experience of constructing and playing the *Orgelkids* miniature pipe organ under the guidance of David Shuker, professional organ builder. Discussions were begun with other interested parties in the hope that this may be the beginning of a long-term educational initiative across Scotland. Further hands-on educational sessions for secondary school pupils were held on 13<sup>th</sup> November 2023 in co-operation with local authority music teachers.

The Friends retain designated funds to assist with work on the organ which Harrison & Harrison, the firm which built and has maintained the organ continuously for more than one hundred years, have recommended to address a number of technical issues.

The Friends of the Caird Hall Organ gratefully acknowledge grant assistance from Leisure & Culture Dundee, Northwood Charitable Trust, William S Phillips Fund and The Leach Family 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 £2,877 was received in membership subscriptions and £2,718 in other unrestricted donations. Grants totalling £4,000 were received, of which £500 was unrestricted. A total of £3,468 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 £22,654 along with designated cash funds of £20,230. The Trustees also held £8,636 in restricted funds which have been provided for the purposes specified in Note 1.

### **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]**

Peter W Thornton  
Secretary

21 May 2024

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

**Receipts and payments account for the year to 31 March 2024**

|  | Note    | Year to 31/03/2024 |                  |                           |               | Year to       |
|--|---------|--------------------|------------------|---------------------------|---------------|---------------|
|  |         | Restricted Funds   | Designated Funds | Unrestricted General Fund | Total 2023/24 | 31/03/2023    |
|  |         | £                  | £                | £                         | £             | Total Funds   |
|  |         |                    |                  |                           |               | £             |
| <b>Receipts</b>                                |         |                    |                  |                           |               |               |
| Subscriptions and donations                    | 1,3,4,5 | 3,500              | 1,230            | 4,365                     | 9,095         | 16,878        |
| Gift Aid repayment                             |         | 0                  | 0                | 1,097                     | 1,097         | 877           |
| Gross income from fundraising events           | 6       | 0                  | 0                | 9,085                     | 9,085         | 4,436         |
| Gross income from charitable events            | 7       | 0                  | 0                | 65                        | 65            | 85            |
| Donations from Caird Hall Pipe / Booklet sales |         | 0                  | 0                | 126                       | 126           | 24            |
| Interest received                              |         | 0                  | 0                | 576                       | 576           | 188           |
| <b>Total receipts</b>                          |         | <b>3,500</b>       | <b>1,230</b>     | <b>15,314</b>             | <b>20,044</b> | <b>22,488</b> |
| <b>Payments</b>                                |         |                    |                  |                           |               |               |
| Expenses of fundraising activities             | 6       | 0                  | 0                | 11,713                    | 11,713        | 5,088         |
| Costs of charitable activities                 | 7       | 820                | 0                | 2,648                     | 3,468         | 4,370         |
| Administrative costs, meetings, etc.           | 8       | 0                  | 0                | 874                       | 874           | 776           |
| Website costs                                  |         | 0                  | 0                | 165                       | 165           | 446           |
| "Making Music" (insurance and subscription)    |         | 0                  | 0                | 449                       | 449           | 239           |
| Chamber of Commerce subscription               |         | 0                  | 0                | 222                       | 222           | 210           |
| Organ tuning                                   |         | 0                  | 0                | 0                         | 0             | 530           |
| <b>Total payments</b>                          |         | <b>820</b>         | <b>0</b>         | <b>16,071</b>             | <b>16,891</b> | <b>11,659</b> |
| <b>Surplus for the year</b>                    |         | <b>2,680</b>       | <b>1,230</b>     | <b>-757</b>               | <b>3,153</b>  | <b>10,829</b> |
| <b>Opening Funds balances</b>                  |         | <b>7,456</b>       | <b>20,000</b>    | <b>20,911</b>             | <b>48,367</b> | <b>37,538</b> |
| <b>Inter-Fund transfers</b>                    | 9       | <b>-1,500</b>      | <b>-1,000</b>    | <b>2,500</b>              | <b>0</b>      | <b>0</b>      |
| <b>Closing Funds balances</b>                  |         | <b>8,636</b>       | <b>20,230</b>    | <b>22,654</b>             | <b>51,520</b> | <b>48,367</b> |
| <b>Virgin Money accounts</b>                   |         |                    |                  |                           | <b>51,520</b> | <b>48,367</b> |
| <b>PayPal account</b>                          |         |                    |                  |                           | <b>0</b>      | <b>0</b>      |
| <b>Closing bank balances</b>                   |         |                    |                  |                           | <b>51,520</b> | <b>48,367</b> |

Approved by the Trustees on 21 May 2024 and signed on their behalf by:

[redacted]  
**Robin Bell**  
FOCHO Chairman

[redacted]  
**Derek Buchan**  
FOCHO Treasurer

The following notes form part of these accounts

**Notes to the accounts**

**1 Funds**

**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 two **restricted funds**: 1. "Primary Schools Events" (which is used to provide workshops promoting the Organ among local primary school pupils). 2. "Organ Upgrade" (which received funds towards a future major upgrade).

During the year, a donation of £2,000 was received from the Northwood Charitable Trust, to be applied equally towards the Silent Film Night concert and the Scott Brothers concert (which had to be cancelled due to Storm Babet; this funding has been carried forward). In addition, £500 was received from the Dundee Music Project towards the Come and Sing event.

|                                 | Primary Schools |              | Organ         |  | Total        |
|---------------------------------|-----------------|--------------|---------------|--|--------------|
|                                 | Events          | Upgrade      | Event Funding |  |              |
| Opening balance                 | 4,456           | 3,000        | 0             |  | 7,456        |
| Receipts during year            | 0               | 1,000        | 2,500         |  | 3,500        |
|                                 | 4,456           | 4,000        | 2,500         |  | 10,956       |
| Expenditure/Applied during year | -820            | 0            | -1,500        |  | -2,320       |
| Closing Balance                 | <b>3,636</b>    | <b>4,000</b> | <b>1,000</b>  |  | <b>8,636</b> |

**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 two **designated funds**: 1. "Organ Upgrade", which will accumulate income to be utilised for a future major upgrade of the Organ. Specific donations totalling £230 were received during the year. 2. Secondary Schools Education for which a donation of £1000 was received during the year.

Notes to the accounts (continued)

|                                | Organ<br>Upgrade | Secondary<br>Schools<br>Education | Total  |
|--------------------------------|------------------|-----------------------------------|--------|
| Opening balance                | 20,000           | 0                                 | 20,000 |
| Donations received during year | 230              | 1,000                             | 1,230  |
|                                | 20,230           | 1,000                             | 21,230 |
| Applied during the year        | 0                | -1,000                            | -1,000 |
| Closing balance                | 20,230           | 0                                 | 20,230 |

**2 Trustee remuneration, benefits and expenses**

Andrew Macintosh and Peter Thornton both received fees of £270, and Robin Bell received £130, in regard to the Secondary Schools Event. No trustees have received reimbursement of expenses.

**3 Membership**

Membership subscriptions totalling £2,877 were received from 207 Ordinary members during this accounting period. Gift Aid has been recovered from qualifying membership fees and donations.

**4 Donations**

Donations totalling £2,218 have been received from members and well-wishers, together with Trust donations of £4000.

**5 Donations from Trusts**

The following donations were received from Charitable Trusts:

|  | <u>2023/2024</u> | <u>2022/2023</u> | <u>2021/2022</u> | <u>2020/2021</u> | <u>2019/2020</u> |
|--|------------------|------------------|------------------|------------------|------------------|
| Leisure and Culture Dundee: Dundee Music Project Grant (Come and Sing) | 500              |                  |                  |                  |                  |
| Northwood Charitable Trust (Events)                                    | 2,000            |                  |                  |                  |                  |
| William S Philips Fund (Organ Upgrade)                                 | 1,000            | 1,000            | 1,000            |                  |                  |
| Alexander Moncur Trust (Primary Schools)                               |                  | 2,000            | 2,000            |                  | 2,000            |
| Walter Craig Trust (Organ Upgrade)                                     |                  | 1,000            |                  |                  |                  |
| Cookie Matheson Trust (Organ Commission)                               |                  |                  | 500              |                  |                  |
| Dundee Festival Trust (Scott Bros Concert)                             |                  |                  |                  |                  | 500              |
| R J Larg Family Trust (Schools)  |                  |                  |                  |                  | 500              |
| Walter Craig Trust (Scott Brothers Concert)                            |                  |                  |                  |                  | 1,000            |
| Leach Family Trust   | 500              | 500              |                  | 500              | 500              |
| Leng Charitable Trust  |                  | 5,000            |                  | 500              | 500              |
| Tay Charitable Trust   |                  | 2,000            |                  | 500              | 500              |
| <b>Total</b>   | 4,000            | 11,500           | 3,500            | 1,500            | 5,500            |

**6 Fundraising Events**

**Silent Film Night**

|  |       |
|--|-------|
| Gross box office ticket sales and raffle | 3,748 |
| Northwood Charitable Trust grant         | 1,000 |
|  | 4,748 |

**Less:**

|   |        |
|---|--------|
| Caird Hall hire, stewards, publicity and commission | 2,665  |
| Organist fees and expenses                          | 1,043  |
| Audio visual  | 550    |
| Royalties payments                                  | 525    |
| Publicity, etc.                                     | 166    |
|   | -4,949 |
| Deficit   | -201   |

**Come and Sing**

|                                    |      |
|------------------------------------|------|
| Gross Box Office                   | 235  |
| Participants fees, score hire, etc | 3042 |
| Dundee Music Project Grant         | 500  |
|                                    | 3777 |

**Less:**

|   |        |
|---|--------|
| Caird Hall Hire, stewards, box office, etc. | 1008   |
| Piano Tuning                                | 204    |
| Catering                                    | 1003   |
| Performers fees and expenses                | 1036   |
| Advertising                                 | 238    |
| Printing and postage                        | 440    |
| Other                                       | 341    |
|   | -4,270 |
| Deficit                                     | -493   |

**Scott Brothers Concert (cancelled)**

|   |      |
|---|------|
| Recovery of costs from Insurance Policy | 2060 |
|---|------|

**Less:**

|                                    |        |
|------------------------------------|--------|
| Caird Hall Hire                    | 0      |
| Caird Hall staffing and box office | 434    |
| Piano and organ tuning             | 793    |
| Advertising                        | 977    |
| Publicity                          | 138    |
| Audio visual                       | 40     |
| Travel                             | 112    |
|                                    | -2,494 |
| Deficit                            | -434   |

## Notes to the accounts (continued)

### 7 Charitable Activities

#### Schools Workshops

|                                | Primary    | Secondary  |
|--------------------------------|------------|------------|
| <b>Orgelkids</b>               |            |            |
| Caird Hall Hire                | 270        | 270        |
| Professional fees and expenses | 375        | 375        |
| Transport for pupils           | 175        | 175        |
| Total expenditure              | <u>820</u> | <u>820</u> |

#### Other secondary educational workshop

|                      |     |                   |
|----------------------|-----|-------------------|
| Individual donations |     | 1000              |
| <b>Less:</b>         |     |                   |
| Caird Hall Hire      | 336 |                   |
| Presenters fees      | 670 |                   |
| Printing             | 11  |                   |
|                      |     | <u>-1,017</u>     |
| Net cost             |     | <u><u>-17</u></u> |

#### Tea and Tunes

|                                |     |                    |
|--------------------------------|-----|--------------------|
| Donations received             |     | 65                 |
| <b>Less:</b>                   |     |                    |
| Caird Hall and technical costs | 312 |                    |
| Soloists fees and expenses     | 260 |                    |
| Catering                       | 239 |                    |
|                                |     | <u>-811</u>        |
| Net cost                       |     | <u><u>-746</u></u> |

### 8 Administration, etc. expenses

|  |  |            |
|--|--|------------|
| AGM and meeting expenses               |  | 412        |
| Administration expenses, postage, etc. |  | 462        |
|  |  | <u>874</u> |

### 9 Inter-Fund Transfers

During the year, £1,000 and £500 were transferred from the Event Funding to the General Fund in respect of the grants received towards the Silent Film Night and Come and Sing respectively. £1,000 was transferred from the designated Secondary Schools Education Fund with regard to the costs of the workshop.

### 10 Basis of preparation of accounts

The accounts have been prepared under the historical cost convention and have been prepared on the Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

### Independent Examiner's Report

I report on the accounts of the Charity for the year ended 31 March 2024 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: 21 May 2024