

Registered Charity Number: 1142075 (England and Wales)  
Registered company number: 07542466

THE CHORAL FOUNDATION  
THE CHAPEL ROYAL  
HAMPTON COURT PALACE

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2014

**THE CHORAL FOUNDATION, THE CHAPEL ROYAL, HAMPTON COURT PALACE**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 AUGUST 2014**

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# THE CHORAL FOUNDATION, THE CHAPEL ROYAL, HAMPTON COURT PALACE

## COMPANY INFORMATION

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Trustees	Jonathan Round (Chairman) Peter Havelock (Treasurer) Peter Menneer Canon Denis Mulliner Richard Rothwell Deborah Fearn (appointed 14 May 2014) David Wright (appointed 14 May 2014) Barry Martin (resigned 20 December 2013) Cathleen Breeze (resigned 19 February 2014)
Secretary	Richard Champness
Company number	07542466
Charity number	1142075 (England and Wales)
Registered office and Business address	The Chapel Royal Hampton Court Palace East Molesey Surrey KT8 9AU
Independent examiners	UHY Hacker Young Quadrant House 4 Thomas More Square London E1W 1YW
Bankers	Coutts & Co 440 Strand London WC2R 0QS

# THE CHORAL FOUNDATION, THE CHAPEL ROYAL, HAMPTON COURT PALACE

## TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2014

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The Trustees present their annual report and the unaudited financial statements for the year ended 31 August 2014.

### **Legal status and reporting requirements**

The Choral Foundation, The Chapel Royal, Hampton Court Palace ("The Choral Foundation") is a company limited by guarantee, having no share capital. The registered company number is 07542466.

The Choral Foundation is a registered charity. The registered charity number is 1142075 (England and Wales).

The directors of the company for the purposes of company law are also the Trustees of the charity for the purposes of charity law, and the members of the company who have guaranteed to contribute £1 each to the assets of the company in the event of winding up.

The annual report and financial statements are presented in the format required by the Statement of Recommended Practice "Accounting and Reporting by Charities (revised 2005 and 2008)" and in accordance with the requirements of the Companies Act 2006.

### **Objectives**

**The Choral Foundation preserves and promotes the unique heritage of English choral music at the Chapel Royal, Hampton Court Palace and makes it accessible to all.**

The objects of the charity are:

- the advancement of the Christian religion in accordance with the principles of the Church of England by the maintenance and enhancement of a choir through the education and training of choristers and by maintaining the choral traditions of the Chapel Royal;
- to promote the art of choral music for the public benefit; and
- to advance the education of the choristers of the Chapel Royal for the public benefit.

### **Review of activities**

#### *Fundraising*

Fundraising activity continued successfully in the last financial year. Concerts were given featuring Christopher Herrick, the world renowned organist, Hannah Stone the official harpist to HRH The Prince of Wales, and a Baroque orchestral concert with works composed by Handel for the coronation of George II. We also launched a series of weekly Sunday lunchtime music recitals: an opportunity for visitors to experience the musical heritage of the chapel and to learn more about the work of the Choral Foundation.

Outreach and fundraising activity took place throughout the year with presentations, tours and performances for local and community groups such as Probus, arts societies, retirement homes, local schools and the visiting public. As part of this outreach work, the choir sang at a charity gala concert at the Royal Festival Hall and subsequently helped raise money at other local and national events.



## THE CHORAL FOUNDATION, THE CHAPEL ROYAL, HAMPTON COURT PALACE

### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2014

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#### **Review of activities (continued)**

Trusts and Foundations activity continued with a number of large applications submitted to cover the costs over a three year period of the outreach, development and delivery of the chorister open day and recruitment of choristers from diverse backgrounds. We also continued lower level fundraising activity with the sale of Choral Foundation Christmas cards and In Memoriam Angels, together with choristers collecting money in buckets after carol services.

The year concluded with the announcement of participation in the development and delivery of a number of aspects of the celebrations for the 500<sup>th</sup> anniversary of Hampton Court Palace, including the Choral Foundation's involvement in national TV and radio broadcasts.

Continuing our development programme, another public open day was held in September 2013 to recruit new choristers, attended by over 100 people, and successfully attracting six new choristers. We are unique in the fact that we attract choristers from diverse backgrounds, and 80% of attendees were from local state schools.

Overall, the Choral Foundation raised a further £100,000 in pledges over this year, taking us to a total pledged sum of £975,000 – 65% of our original target.

#### *Operations*

The team continues to perform at a high standard. Michele Price continued in post as manager with responsibility for fundraising, administration, governance, development, operations and outreach. An events intern was also employed during the period to provide logistical and operational support for all events including fundraising concerts, outreach and development events, presentations and receptions. Monthly bookkeeping activities were conducted with the assistance of a volunteer accountant and the charity moved towards an online banking system with Coutts Bank to reduce administration. A volunteer committee supports fundraising activities.

During the financial year, a new database system was procured and installed. This will meet the demands of the increasing range of fundraising activity and all forms of support through regular donations, grants from trusts and foundations, legacies, sponsorship and major donors.

The Choral Foundation continues to develop a successful working relationship with Historic Royal Palaces on an operational and planning level.

#### *Charitable Grants*

On the successful completion of the refurbishment of the organ, an inaugural recital was given by James O'Donnell. This was an opportunity to thank all those who donated towards its restoration, and to develop a fund for its maintenance. The overhauled organ has been awarded recognition with Grade II listing as being an instrument of importance to the national heritage, and one deserving careful preservation for the benefit of future generations, by the British Institute of Organ Studies.

## **THE CHORAL FOUNDATION, THE CHAPEL ROYAL, HAMPTON COURT PALACE**

### **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 AUGUST 2014**

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The Choral Foundation continues to make grants totalling some £15,000 per annum made up of bursaries to each chorister towards the cost of music lessons and charitable grants to support the Director of Music, organist and organ scholar.

We continue to deliver the commitments we have made in our objects.

#### **Governance and management**

The Choral Foundation is governed by a Board of seven Trustees who are committed to the objects of the charity. Board member expertise includes finance, investment, risk, management, religion, music, and information technology. The Chairman, the Company Secretary and Trustee Canon Denis Mulliner are members of The Executive Fundraising Committee. The Campaign Manager reports to the Chairman.

The Trustees have had due regard for the guidance on the public benefit requirement published by the Charities Commission, as required by section 4(6) of the Charities Act 2006.

#### **Risk management**

The Trustees review risk management annually. This involves identifying the types of risk the charity faces, prioritising them in terms of potential impact and likelihood of occurrence and identifying means of mitigating the risks. As part of this process the Trustees keep the adequacy of the charity's internal controls under review.

#### **Disclosure of information to examiner**

Each of the persons who is a Trustee as at the date of approval of this report confirms that:

- so far as the Trustee is aware, there is no relevant information of which the charitable company's examiner is unaware; and
- the Trustee has taken all the steps that he/she ought to have taken as a Trustee in order to make himself/herself aware of any relevant information and to establish that the charitable company's examiner is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of section 418 of the Companies Act 2006.

#### **Trustees' responsibilities**

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.


**THE CHORAL FOUNDATION, THE CHAPEL ROYAL, HAMPTON COURT PALACE**

**TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED 31 AUGUST 2014**

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The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.



Jonathan Round  
**Chair**  
11 February 2015



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE CHORAL FOUNDATION, THE CHAPEL ROYAL, HAMPTON COURT PALACE**

I report on the accounts of the company and its subsidiary for the year ended 31 August 2014, which are set out on pages 6 to 12.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.


**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with 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 386 of the Companies Act 2006; and
  - to prepare accounts with accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.

  
Jack Easton FCA  
UHY Hacker Young  
London

11 February 2015



THE CHORAL FOUNDATION, THE CHAPEL ROYAL, HAMPTON COURT PALACE

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2014

	Note	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary income		135,124	-	135,124	114,417
Activities for generating funds		37,376	-	37,376	23,444
Investment income		355	-	355	805
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total incoming resources</b>	2	172,855	-	172,855	138,666
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Resources expended</b>					
Costs of generating funds		39,345	-	39,345	13,186
Charitable activities		57,262	-	57,262	140,814
Governance costs		1,000	-	1,000	480
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total resources expended</b>	3	97,607	-	97,607	154,480
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net income/(expenditure) for the year</b>		75,248	-	75,248	(15,814)
Total funds brought forward		114,112	14,200	128,312	144,126
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds carried forward 31 August 2014</b>	7	189,360	14,200	203,560	128,312
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

There are no recognised gains and losses other than those in the statement of financial activities. Therefore no statement of total recognised gains and losses has been prepared. All the above amounts relate to continuing activities.

The notes on pages 8 to 12 form part of these financial statements.

THE CHORAL FOUNDATION, THE CHAPEL ROYAL, HAMPTON COURT PALACE

**BALANCE SHEET**  
**AS AT 31 AUGUST 2014**

	Note	2014 £	2013 £
<b>Fixed assets</b>			
Intangible assets	4	4,232	-
<b>Current assets</b>			
Debtors	5	16,836	16,908
Cash at bank		183,554	139,501
		200,390	156,409
<b>Liabilities</b>			
Creditors: amounts falling due within one year	6	1,062	28,097
<b>Net current assets</b>		199,328	128,312
<b>Total assets less current liabilities</b>		203,560	128,312
<b>The funds of the charity</b>			
Unrestricted funds		189,360	114,112
Restricted funds		14,200	14,200
<b>Total funds</b>	7	203,560	128,312

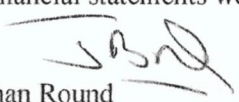
For the financial year ended 31 August 2014, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

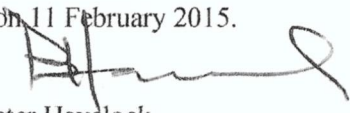
Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on 11 February 2015.

  
Jonathan Round  
Chair

  
Peter Havelock  
Treasurer

The notes on pages 8 to 12 form part of these financial statements.  
Company Registration Number: 07542466

# THE CHORAL FOUNDATION, THE CHAPEL ROYAL, HAMPTON COURT PALACE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2014

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### 1. Accounting policies

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the financial statements.

#### a) Basis of preparation

The financial statements have been prepared under the historic cost convention and in accordance with the Companies Act 2006, the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" and applicable accounting standards.

#### b) Accounting reference period

The financial statements cover the year ended 31 August 2014. The comparative figures cover the year ended 31 August 2013.

#### c) Cash flow statement

The charity, as a small reporting entity, is exempt from the requirement to prepare a cash flow statement under Financial Reporting Standard 1 (Revised) "Cash Flow Statements".

#### d) Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the charitable objectives of the charity.

Restricted income funds are funds subject to specific restrictions imposed by donors. The purpose and use of the restricted funds are set out in the notes to the financial statements.

#### e) Incoming resources

All income is accounted for as soon as the charity has entitlement to the income, there is certainty of receipt and the amount is quantifiable.

The value of services provided by volunteers is not incorporated into these financial statements. Further details of the contribution made by volunteers can be found in the Trustees' Annual Report.

#### f) Resources expended

All expenditure is accounted for on an accruals basis and has been listed under headings that aggregate all the costs related to that activity. Where costs cannot be directly attributed they have been allocated to activities on a basis consistent with the use of the resources.

Governance costs are those incurred in connection with the charity's compliance with its constitutional and statutory requirements.



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NOTES TO THE FINANCIAL STATEMENTS  
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g) VAT

Where appropriate, expenditure includes irrecoverable value added tax.

h) Intangible assets

Intangible assets include the purchase of database software. This asset has been capitalised as an intangible asset at cost and will be amortised over its useful life once it has been brought into use.

2. Incoming resources

	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
Voluntary income:				
Individual donations	74,624	-	74,624	80,957
Donations from charitable trusts	55,500	-	55,500	33,460
Legacies	5,000	-	5,000	-
	<hr/>	<hr/>	<hr/>	<hr/>
	135,124	-	135,124	114,417
Activities for generating funds:				
Choral events	37,376	-	37,376	23,444
Investment income:				
Interest receivable	355	-	355	805
	<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources	<u>172,855</u>	<u>-</u>	<u>172,855</u>	<u>138,666</u>

THE CHORAL FOUNDATION, THE CHAPEL ROYAL, HAMPTON COURT PALACE

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2014

3. Resources expended

	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
Costs of generating funds:				
Fundraising consultancy	5,346	-	5,346	-
Design and advertising	5,112	-	5,112	2,771
Costs of choral events	28,887	-	28,887	10,415
	<hr/>	<hr/>	<hr/>	<hr/>
	39,345	-	39,345	13,186
	<hr/>	<hr/>	<hr/>	<hr/>
Governance costs:				
Auditors' remuneration	-	-	-	480
Examiner's remuneration	1,000	-	1,000	-
	<hr/>	<hr/>	<hr/>	<hr/>
Charitable activities:				
Organ refurbishment costs	-	-	-	101,738
Tuition costs	8,546	-	8,546	8,013
General support costs	48,716	-	48,716	31,063
	<hr/>	<hr/>	<hr/>	<hr/>
	57,262	-	57,262	140,814
	<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended	<u>97,607</u>	<u>-</u>	<u>97,607</u>	<u>154,480</u>

4. Intangible assets

	Database software £	2014 total £
<b>Cost</b>		
At 1 September 2013	-	-
Additions in the period	4,232	4,232
	<hr/>	<hr/>
At 31 August 2014	4,232	4,232
	<hr/>	<hr/>
<b>Amortisation</b>		
At 1 September 2013 and 31 March 2014	-	-
	<hr/>	<hr/>
<b>Net book value</b>		
At 31 March 2014	<u>4,232</u>	<u>4,232</u>

THE CHORAL FOUNDATION, THE CHAPEL ROYAL, HAMPTON COURT PALACE

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2014

5. Debtors

	2014 £	2013 £
Gift Aid receivable	16,836	16,908

6. Creditors: Amounts falling due within one year

	2014 £	2013 £
Other creditors	1,000	27,555
Accruals and deferred income	62	542
	1,062	28,097

7. Total funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the charitable objectives of the charity.

The Trustees intend to secure an endowment fund, the income from which will fund the choristers' music lessons and the Gentlemen's (professional musicians') fees. The restricted funds have been provided for eventual inclusion in the endowment fund.

Fund balances as at 31 August 2014 are represented as follows:

	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
Intangible fixed assets	4,232	-	4,232	-
Debtors	16,836	-	16,836	16,908
Cash at bank	169,354	14,200	183,554	139,501
Creditors	(1,062)	-	(1,062)	(28,097)
	189,360	14,200	203,560	128,312



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NOTES TO THE FINANCIAL STATEMENTS  
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8. Trustees and employees

No Trustee received a salary or any reimbursement of expenditure.

The average monthly number of employees during the year was:

	2014 Number	2013 Number
Administration	1	-
<b>Employment costs</b>		
	£	£
Wages and salaries	10,299	-
Social security costs	2,558	-
	12,857	-

9. Charitable status

The Choral Foundation, The Chapel Royal, Hampton Court Palace is a charity registered under the Charities Act 1993, no. 1142075. As such the charity is entitled to take advantage of the exemptions granted under section 478 of the Corporation Tax Act 2010.

10. Related party transactions

There were no related party transactions during the year.

11. Capital commitments

As at 31 August 2014 there were no capital commitments.