

Report of the Trustees and
Unaudited Financial Statements for the Period 4 January 2017 to 5 July 2017
for
Classical Sheffield

Classical Sheffield

Contents of the Financial Statements
for the Period 4 January 2017 to 5 July 2017

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Report of the Trustees for the Period 4 January 2017 to 5 July 2017

The trustees present their report with the financial statements of the charity for the period 4 January 2017 to 5 July 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

With the overarching aim of 'making more music, in more places, with more people', Classical Sheffield is a local charity committed to championing classical music-making and connecting music-makers across the city of Sheffield. Having started life as a company in 2016 it became a Charitable Incorporated Organisation (CIO) on 4th January 2017.

The Trustees, and other members of the previous Steering Group, have established Classical Sheffield's mission and vision through a process of debate and consultation with the classical music-making community of the city.

Four initial strategic aims, developed through a thorough process of discussion and debate led by the Chair of the Events Subgroup, Stewart Campbell, have been agreed and shared with prospective and new members of the CIO. They are to:

- Cultivate a platform to strengthen and develop classical music-making in Sheffield
- Be the voice of classical music-making across the city of Sheffield and beyond
- Enrich Sheffield's cultural vibrancy through shaping a high-quality classical music offer
- Actively support the vision to develop a physical home for classical music-making in Sheffield

The objects of the CIO as set out in the Constitution are 'to advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects by any means the Trustees think fit, including the presentation of festivals, events, public concerts and recitals.'

The Trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission. The benefits derive from the wealth of classical music events summarised in this report. Members of the public have been given the opportunity to attend events including free and low-cost concerts, as well as opportunities for learning and participation in workshops and master-classes. Voluntary and young music-makers across Sheffield have been provided with opportunities to collaborate with one another and with a range of professional musicians, performing a diverse range of works both old and new, conventional and innovative.

All Classical Sheffield's public information is written in plain, easy-to-understand English to enable anyone who is curious about classical music to find out more about what is on in the city and how to experience it. Anyone who is committed to the development and celebration of classical music in its widest definition can become a member of Classical Sheffield, whether an individual or a member of another group or organisation.

Annual membership fees, which help support the operation of the CIO and deliver its programme, will be collected for the first time in 2018 and have been set as low as possible to enable anyone to become a member. Individuals or groups who lack the funds to become members on application to the Classical Membership Subgroup will be offered support to do so on a 'case-by-case' basis. Groups from outside Sheffield, who can demonstrate a regular commitment to performing in the City, will be able to become members on the same basis as those in Sheffield.

Membership fees will reflect the size of participating groups and organisations and have been set at £1 per person, per year, with a minimum fee of £10 and a maximum of £100. Membership fees payable by promoters will be proportional and applied in a similar way to performing individuals and groups with a minimum of £10 and a maximum of £100, based on a proportion of annual income. The rate will be set at 0.2%. The principle of £1 per individual will apply to children and youth groups but the minimum will be reduced to £5 and the maximum set at £50. The principle of £1 per individual, minimum of £10 and a maximum of £100, will also apply to community groups.

In return for their subscription, members will be able to promote concerts, groups and organisations on the Classical Sheffield website, be included in weekly listing bulletins, feature in Classical Sheffield social media, and participate in festivals and events.

OBJECTIVES AND ACTIVITIES

Activities and Achievements 2017 Chair's Report

Having had a successful 2016 promoting a weekend of free concerts and events in October 2016, Classical Sheffield became a CIO in January 2017.

Our second Classical Weekend festival in March 2017 (the first took place in October 2015) exceeded our expectations, and we achieved:

- 7,261 attenders at 42 short concerts in 8 venues, including Kelham Island Industrial Museum & Yellow Arch Studios
- 37 free events in 6 other venues: 17 concerts in the Winter Garden, 9 in Sheffield's Antiques Quarter, 5 on the Moor and 6 open rehearsals in Virgin Money Lounge
- 5 new commissions from Platform 4, Sheffield-based composers' collective, including 1 for 5 choirs
- 2 UK premieres, a Pierre Boulez strand + 5 concerts of Chinese and other culturally diverse music
- 8 educational and participatory sessions, engaging 526 people
- 15 collaborations involving professional, amateur and young musicians
- 12 concerts by children and young people
- New income streams and recommendations for longer-term funding for Classical Sheffield

We kept the ticket prices low, sold 431 festival passes (19 short of our 450 target), and 1,698 single tickets almost reaching our box office target of £15,000 (excluding 1,125 Halle tickets) The balance of high and medium to low engaged audiences changed from 54:46 in 2015 to 50:50 in 2017.

We successfully developed the artistic programming of the festival, offering participants and audiences both opportunities and support to extend the range of music they make and listen to. It was a more culturally diverse festival, with more work by children and young people and a greater level of input by internationally renowned professional musicians including Lizzie Ball, Oliver Coates, Matthew Odel, Zhan Yong Ming, Huo Yonggang, Dai Xialian, Li Jingxia and Xia Jing.

Local press and media engagement, particularly online, was more extensive than in 2015, and we achieved national coverage for the first time. Social media and print marketing continue to strike the informal, open tone which is intrinsic to the Classical Sheffield brand, and our Marketing Officer achieved far higher levels of cross-promotion than anticipated. Email sign-ups increased by 164 to 542, and audience feedback was even more positive, as exemplified by the following statements.

" Never listened to classical music before but loved most of it - brilliant"

" I appreciated the range of music and genres and the way that events mixed different genres and styles together; e.g. Sunday morning a cello concerto and a jazzy contemporary piece for (detuned!) cello and electric piano and the use of local musicians and singers both young and old was joyous and a high standard; e.g. Carmina Burana, Sheffield Music Academy piece for seven or eight cellos and the fun and capriciousness of some of the events; e.g. palindromic operas and the drinking and hooting event. A weekend ticket is outstanding value and under 18s free is exemplary"

" the fantastic value of the weekend pass and brilliant programming with shorter concert times, also tempted me to be more adventurous than usual. Otherwise, I might not have gone to some of the contemporary music, which made the greatest impression on me."

" That was an absolutely brilliant weekend. Many congratulations. All the concerts I attended (9) and took part in (1) were to such a high standard. It's a real credit to the people who teach and make music in the City. and everything seemed to run really smoothly with very friendly and helpful staff/volunteers."

OBJECTIVES AND ACTIVITIES

Activities and Achievements 2017 Chair's Report

"It was pretty much my first experience of live classical music. I am not at all young. I spent the whole of Saturday in Upper Chapel, a fantastic space and acoustic, and learned a lot. I love Bach, detest Beethoven and got very excited by Karl Jenkins and Villa-Lobos. The whole weekend was great - accessible, very affordable (I got a weekend pass) and a delight."

Following the success of the Festival Weekend, we organized a number of events during October 2017, including drop-in classical music events for children and families during the Fun Palaces weekend at the Crucible, engaging around 500 people. Two weeks later we held a series of free concerts in Virgin Money Lounge on the Saturday and in the popular Winter Garden the next day, together with 'pop-ups' in various venues alongside a Music in the Round concert and a 'five choirs' concert in St Marie's Cathedral, engaging around 3,000 members of the public. In December we arranged a Carol Singing Flash Mob in Fargate open-air shopping precinct, and a late-night Messiah in the Upper Chapel, a collaboration of the Chamber Choir with the Sheffield Music Academy for young people.

In October 2017 a new website was launched, simpler to navigate and far more accessible, making it easy for members of the public to find out what is happening in Sheffield on a regular basis. More than 50 groups and soloists' events are featured on the website. We are grateful to our Marketing Officer, Gina Walters, and to the Chair of the Strategic Advocacy and PR Subgroup, Fraser Wilson, as well as web developer Ian Parr, for their tremendous efforts to get this up and running in time for the weekend of activities in October.

We are extremely grateful to funders who supported our activities, especially Arts Council England, Sheffield Business Improvement District, Sheffield City Council, Sheffield Town Trust, JG Graves Trust, Freshgate Foundation and individual donors. We are also indebted to all those organisations who gave considerable support in kind, especially Virgin Money and the Sheffield Music Hub.

FINANCIAL REVIEW

Financial position

The total income for the period to 5 July 2017 amounted to £59,410 including grant funding of £17,500 and ticket sales of £14,288

Total expenditure amounted to £45,129.

Thus resulting in a surplus of £14,281

Our expenditure on all charitable activity is subject to tight budgetary control and was kept in line with incoming resources. All other expenditure is kept to a minimum and this period amounted to £250.

A loan of £100, which was used in the initial stages, has been fully repaid.

Grants for ongoing activities include £6,000 from Sheffield Business Improvement District, £1,500 from Freshgate Foundation and £2,000 from Sheffield Culture Consortium's Cultural Destinations fund.

Reserves policy

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity. The Board of Trustees has assessed that the minimum level of £12,500 is desirable to maintain its ongoing operation. This is based on approximately 25% of current annual income but is continually being monitored and the amount will be reviewed annually

The free reserves at present are above this level and the Trustees are continuing to monitor the position in the light of planned activity.

FUTURE PLANS

We plan to hold the third Classical Weekend festival in March 2019, using a theme of 'Future Makers' and focusing very much on young people and new, innovative works. Our plans are for the Festival to help celebrate International Women's Day on 8 March by featuring music by women composers, but also to highlight diversity by involving music and music makers from across a range of cultures.

Despite the extensive planning required to organise a successful festival we are keen to keep the momentum going during 2018. For example, in March 2018 we will run pop-up French-themed musical events in city centre public spaces and shops, and a weekend of French music based in the Winter Garden, following a Youth Music Weekend featuring musicians from the Music Hub and Sheffield Music Academy. May 2018 will feature similar fringe events, this time focused around Sheffield Chamber Music Festival events, organised by Music in the Round. September will feature a Classical Sheffield Choir at The University of Sheffield Concert's 'Sounds of the Antarctic' project.

In October 2018 we will hold another weekend of largely free, short classical music events, followed at Christmas by another seasonal flash mob type activity.

I would like to acknowledge the huge effort put in by Classical Sheffield's Administrator, Steve Terry who keeps the organisation on track, ensuring that our meetings are efficiently run, and that all the Trustees are thoroughly informed, and to thank our Finance Officer, William Clarke and the Chair of the Finance Subgroup, Anne Adams, for their careful monitoring of our finance, Judith Sunderland for her meticulous work as Chair of the Membership Subgroup, and all the Trustees who have put so much work into the achievements of Classical Sheffield to date.

Deborah Chadbourn, Chair
28 February 2018

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Classical Sheffield officially became a CIO (Charitable Incorporated Organisation) on 4th January 2017 and was entered onto the Register of Charities

The limited company, Classical Sheffield, that was incorporated on 6th July 2016 with the company number 10264934, was wound up with a termination date of 4th July 2017 and all assets and bank accounts were transferred to Classical Sheffield (CIO). We are extremely grateful to Judith Sunderland for her hard work in leading us through this process.

The Constitution, which was drawn up on 16th December 2016, is based on the Charity Commission's model constitution for a CIO with voting members other than Trustees (the 'Association' model). The Constitution will be presented for acceptance at the first AGM on 23rd March 2018, and can thereafter only be amended at a meeting of the members.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

In its first period of operation, the Board of Trustees was drawn from Classical Sheffield Limited Company's Steering Group. The first group of Trustees will stand down at the first AGM. Election to the Board of Trustees will be open to all members of Classical Sheffield who wish to be considered as long as they are eligible under the Charity Commission requirements. Trustees will then normally be elected at the AGM, but may also be appointed by the existing Trustees during the course of the year.

Classical Sheffield has established a series of 'task and finish' subgroups to enable it to address the progress of the CIO in achieving its charitable objectives in the following areas:

- Membership
- Events (Planning, Programming and Publicity)
- Strategic PR and Advocacy
- Finance and Funding

Each subgroup has a Chair, nominated from the current Board of Trustees and a Vice Chair. Subgroups other than the Finance and Funding subgroup have recruited members from outside the Board of Trustees to support the achievement of our initial aims. Subgroups each have a specific remit and operate within an agreed Terms of Reference and Standard Operations and Guidance document. The purpose and longevity of each Subgroup, apart from Finance and Funding, and Membership, will be reviewed annually by the Board of Trustees.

The Trustees plan what Classical Sheffield does, ensuring it benefits the public by fulfilling its charitable objects. They use guidance documents produced by the Charity Commission to help them understand and meet their responsibilities as Trustees of a CIO. In 2018 a Trustee Pack will be circulated to Trustees following election or re-election at the AGM in March 2018.

The Trustees are responsible for appointing freelance officers to enable Classical Sheffield to meet its charitable objectives including in 2017, Festival and Events Managers, Rebecca Phillips and Chris Bell; Marketing Officer Gina Walters; Fundraising Consultant Rachel Ireland; Web Developer Ian Parr and a number of Venue Managers and Assistant Venue Managers who helped deliver the March 2017 Festival. A group of dedicated and enthusiastic volunteers has supported the CIO to deliver its programme of activity in a number of ways during 2017 and the Trustees are very grateful for their commitment and hard work in helping achieve the success of Classical Sheffield for this period.

Risk management

The Trustees have worked together to identify the major risks to which the charity is exposed, reviewed the current systems and policies that mitigate the risks and implemented a number of changes to further reduce the risks. The Trustees are committed to monitoring a risk register and to taking action to constantly improve the management of the charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1170970

Principal address

4th Floor
Sheffield Central Library
Sheffield
S1 1XZ

Classical Sheffield

Report of the Trustees for the Period 4 January 2017 to 5 July 2017

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

Deborah Chadbourn
Stewart Campbell
Steve Terry
William Clarke
Judith Sunderland
Roger Watkin
Robert Webb
Anne Adams
Fraser Wilson
Ruth Bacon
Gareth Lloyd

Independent examiner

D Mangles FCA
Institute of Chartered Accountants in England and Wales
Heather Lea Business Services
49 Heather Lea Avenue
Sheffield
S17 3DL

STATEMENT OF TRUSTEES RESPONSIBILITIES

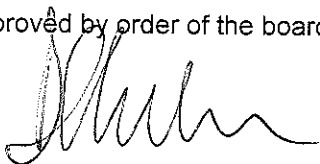
The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees 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 incoming resources and application of resources, including the income and expenditure, 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;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

Approved by order of the board of trustees on 28 February 2018 and signed on its behalf by:



Deborah Chadbourn - Trustee

**Independent Examiner's Report to the Trustees of
Classical Sheffield**

Independent examiner's report to the trustees of Classical Sheffield

I report to the charity trustees on my examination of the accounts of the Classical Sheffield (the Trust) for the period ended 4 January 2017 to 5 July 2017.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

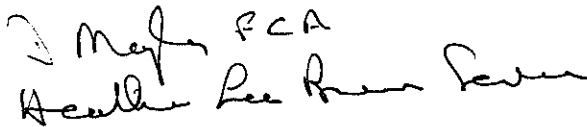
I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.


D Mangles FCA
Heather Lea Business Services

D Mangles FCA
Institute of Chartered Accountants in England and Wales
Heather Lea Business Services
49 Heather Lea Avenue
Sheffield
S17 3DL

28 February 2018

Classical Sheffield

Statement of Financial Activities
for the Period 4 January 2017 to 5 July 2017

	Notes	Unrestricted fund £
INCOME FROM		
Donations and legacies	2	45,122
Charitable activities	3	
Events 2017		<u>14,288</u>
Total		59,410
EXPENDITURE ON		
Raising funds		1,400
Charitable activities	4	
Events 2017		<u>43,729</u>
Total		<u>45,129</u>
NET INCOME		<u>14,281</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>14,281</u></u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

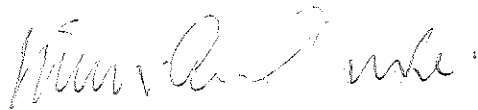
The notes form part of these financial statements

Classical Sheffield

**Balance Sheet
At 5 July 2017**

	Notes	Unrestricted fund £
CURRENT ASSETS		
Debtors	6	200
Cash at bank		<u>14,531</u>
		14,731
CREDITORS		
Amounts falling due within one year	7	(450)
		<u>14,281</u>
NET CURRENT ASSETS		
		<u>14,281</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>14,281</u>
NET ASSETS		<u>14,281</u>
FUNDS	8	
Unrestricted funds		<u>14,281</u>
TOTAL FUNDS		<u>14,281</u>

The financial statements were approved by the Board of Trustees on 28 February 2018 and were signed on its behalf by:



William Clarke -Trustee



Deborah Chadbourn -Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. DONATIONS AND LEGACIES

Donations	£
Surplus transferred from Classical Sheffield Ltd	941
Grants	13,181
Sponsorship	17,500
Grants for ongoing activities	4,000
	<u>9,500</u>
	<u>45,122</u>

Grants received, included in the above, are as follows:

Arts Council England	£
	<u>17,500</u>

3. INCOME FROM CHARITABLE ACTIVITIES

Ticket sales	Activity	£
	Events 2017	<u>14,288</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs	Totals
	£	£	£
Events 2017	<u>43,479</u>	<u>250</u>	<u>43,729</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 5 July 2017.

Trustees' expenses

There were no trustees' expenses paid for the period ended 5 July 2017.

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Other debtors	<u>£</u> <u>200</u>
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7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Other creditors	<u>£</u> <u>450</u>
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8. MOVEMENT IN FUNDS

	Net movement in funds £	At 5.7.17 £
Unrestricted funds		
General fund	14,281	14,281
TOTAL FUNDS	<u>14,281</u>	<u>14,281</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	59,410	(45,129)	14,281
TOTAL FUNDS	<u>59,410</u>	<u>(45,129)</u>	<u>14,281</u>

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the period ended 5 July 2017.

Classical Sheffield

**Detailed Statement of Financial Activities
for the Period 4 January 2017 to 5 July 2017**

	£
INCOME	
Donations and legacies	
Donations	941
Surplus transferred from Classical Sheffield Ltd	13,181
Grants	17,500
Sponsorship	4,000
Grants for ongoing activities	<u>9,500</u>
	45,122
Charitable activities	
Ticket sales	<u>14,288</u>
Total incoming resources	59,410
EXPENDITURE	
Raising donations and legacies	
Fundraisers costs	1,400
Charitable activities	
Festival Programme Costs	
Musicians	14,502
New music commission fee	1,700
Festival Producer's fee	500
Festival Manager's fee	4,000
Venue Managers' fees	2,276
Marketing Manager's fee	3,600
Insurance	433
Hire of venues	3,467
Piano hire	600
Volunteer costs	229
Marketing Costs	
Advertising	2,047
PR costs	600
Publicity, design and print	3,492
Distribution	1,388
Copywriting	300
Poster photography	750
Event photography	1,000
Banners	522
Website costs	600
Audience research	240
Tee Shirts	230
Merchandise	90
Festival Administration Costs	
Bookkeeping	700
Administration and legal	79
Paper, copying and postage	<u>134</u>
	43,479

This page does not form part of the statutory financial statements

Classical Sheffield

Detailed Statement of Financial Activities
for the Period 4 January 2017 to 5 July 2017

Support costs

Governance costs

Accountancy

£

250

Total resources expended

45,129

Net income

14,281

This page does not form part of the statutory financial statements
