

GUILDFORD PHILHARMONIC CHOIR

**ANNUAL GENERAL MEETING**

**8.30pm, Monday 24th May 1993**

**at the  
Methodist Church Hall, Wharf Road, Guildford**

Notice is hereby given that the Annual General Meeting of the Guildford Philharmonic Choir will be held after rehearsal, at 8.30pm on Monday 24th May 1993 at the Methodist Church Hall, Wharf Road, Guildford.

The business to be transacted will be as follows:-

- 1 Agreement of the Minutes of the AGM held on 8th June 1992 (copy of minutes attached to this notice).
- 2 Matters arising from the minutes of last year's AGM.
- 3 Chairman's Report on the year.
- 4 Treasurer's Report for the year to 30th April 1993.
- 5 Election of Chairman, Secretary, Treasurer and Membership Secretary for the coming season.
- 6 Election of four Committee Members for the coming season.
- 7 Election of Part Representatives for the coming season.
- 8 Chorus Master's Report.
- 9 Recommendation to Guildford Borough Council on appointment of Chorus Master for the coming season.
- 10 Appointment of Assistant Chorus Master.
- 11 Appointment of Auditor.
- 12 Any other business.

On the conclusion of the business of the meeting Choir Members are invited to relax together in the Methodist Hall with light refreshments.

  
Maxwell New  
Chairman, Guildford Philharmonic Choir

26th April 1993

Guildford Philharmonic Office  
Guildford Borough Council  
Millmead House  
Guildford  
Surrey. GU2 5BB

## GUILDFORD PHILHARMONIC CHOIR

**MINUTES** of the Annual General Meeting held at 8.30 pm on Monday 24th May 1993 in the Methodist Church Hall, Guildford.

**PRESENT:** Maxwell New (Chairman), members of the Committee and 70 members of the Choir.

**IN ATTENDANCE:** Neville Creed (Chorus Master) and Kathy Atkins (General Manager, Guildford Philharmonic Orchestra). The Chairman welcomed Kathy Atkins and thanked her warmly for her continued help and support.

**APOLOGIES:** none.

1. **MINUTES** of the Annual General Meeting held on 8th June 1992 were confirmed and signed as a correct record.  
Proposed: Margaret Parry  
Seconded: Dawn Smith
2. **MATTERS ARISING:** none.
3. **CHAIRMAN'S REPORT** (copy available on request): the Chairman presented his report on the year's activities beginning with a tribute to Sir Charles Groves and the Memorial Concert in the Cathedral which indicated the love and esteem felt by so many people. He thanked the retiring Committee and pointed out that the new Constitution was now in operation.
4. **TREASURER'S REPORT:** John Trigg presented the Balance Sheet for the year 1st May 1992 - 30th April 1993. In thanking Chris Robinson for his assistance as Auditor, the Treasurer asked the meeting to note the accounts and agree to their referral to the Committee for formal approval of the budget for 1993/94.  
Proposed: Maggie van Koetsveld  
Seconded: Louise Barnfield  
Carried unanimously.
5. **ELECTION OF CHAIRMAN, SECRETARY, TREASURER AND MEMBERSHIP SECRETARY** for the coming season:  
  
Nominations received: Chairman: Maxwell New  
Secretary: Joy Hunter  
Treasurer: John Trigg  
Membership Secretary: Jean Radley  
Secretary:  
  
There being no other nominations, it was proposed by Michael Jeffery (Chair) that the four be elected. This was carried unanimously.
6. **ELECTION OF FOUR COMMITTEE MEMBERS** for the coming season:

Five names had been nominated: Penny Baxter, Michael Dawe, Michael Jeffery, Christine Medlow and Margaret Parry.

It was proposed by John Trigg and seconded by Nora Kennea that all five be elected but this was ruled out of order as not in accordance with the new Constitution.

It was then proposed by Chris Robinson and seconded by John Trigg that the first four names on the list (which was in alphabetical order) should be elected en bloc and the fifth name could be coopted by the new Committee. Put to the meeting, this proposal was carried by a majority with one vote against and one abstention.

7. **ELECTION OF PART REPRESENTATIVES** for the coming season:  
since this was a matter for the members of the four singing parts to elect from amongst their own numbers, it was agreed that this election should rightly take place at the next rehearsal.
8. **CHORUS MASTER'S REPORT:** the membership was healthy in terms of the singers and the numbers although it was important to be always on the look out for recruiting new members. The standard of the Choir had improved and this had resulted in some of the extra rehearsals planned for the year proving unnecessary. Reviewing the year: the Faure concert in Holy Trinity had been good and had made a profit. The Mozart Requiem in memory of Sir Charles had been a very moving occasion and the Brahms Requiem with members of Freiburg Choir went very well; Hans Buerle had been very pleased and was looking forward to the GPC return to Freiburg in November. Although the size of the audience was rather **disappointing**, Tim West and Jean Boht gave a professional touch to the Carol Concert which was much appreciated. The Choral Workshop in January had been very successful and would be repeated in February 1994. Both Neville and Brian Wright had been very pleased with the performance of Belshazzar's Feast and a very good season had ended with the Paukenmesse. Neville thanked the Choir for working hard to make it so successful. Looking ahead, Neville outlined the following programme:  
In July, the Rossini Messe Solennelle; in November, Britten's War Requiem (6th in Guildford Cathedral; 14th Freiburg Stadthalle);  
5th December, Carol Concert; 5th February, Choral Workshop;  
5th March, Vaughan-Williams' Sancta Civitas with Vernon Handley;  
7th May, Carmina Burana with Sir David Willcocks. Depending on the financial situation, it was hoped to do an Opera Hits concert on 2nd July and all this gave the Choir a fantastic year to look forward to. It was a tremendous advantage having visiting celebrities like Sir David Willcocks and Vernon Handley. Neville concluded by thanking the Committee for their support and work throughout the year and also thanking Kathy Atkins and the staff at the Office for all they did on the Choir's behalf.
9. **RECOMMENDATION TO GUILDFORD BOROUGH COUNCIL** on the appointment of Chorus Master for the coming season:  
  
The appointment of Neville Creed was proposed by Michael Longford, seconded by John Britten and carried unanimously.  
  
At this point, Kathy Atkins thanked the Choir on behalf of the Borough particularly for the Sir Charles Groves Memorial Concert which raised over £4000. This money would start a fund for a young musician and this year Amanda Hirton, a young pianist, was the recipient. Kathy also reminded the members that the Borough does pay between £20,000 and £25,000 a year for the Guildford Philharmonic Orchestra.
10. **APPOINTMENT OF ASSISTANT CHORUS MASTER:**

The appointment of Peter White was proposed by Norman Carpenter, seconded by Jackie Alderton and carried unanimously.

**11. APPOINTMENT OF AUDITOR:**

The appointment of Chris Robinson was proposed by Michael Jeffery, seconded by Andrew Reid and carried unanimously. The Chairman expressed the Choir's gratitude for the auditor's help.

**12. ANY OTHER BUSINESS:**

- (a) Chris Robinson raised the point that the meeting had not appointed an accompanist and proposed Jeremy Filsell. This was seconded by Leslie Harfield and carried unanimously. The Chairman expressed the Choir's appreciation of Jeremy's skill.
- (b) the Treasurer and Auditor made the point that they needed more time between the end of the financial year and the Annual General Meeting in which to prepare the Accounts for presentation and asked that this be taken into consideration when fixing the date for 1994.
- (c) it was suggested that 8.30 pm was too late to start an Annual General Meeting and that, in future, a separate evening should be set aside for this event which would also allow more time for socialising.
- (d) the Meeting passed a unanimous vote of thanks to Maxwell New for his work as Chairman.

The Meeting closed at 9.30 pm.

## GPC Accounts - Report from the Auditor

1992

### Introduction

1. The purpose of this report to Committee is to suggest ways in which procedures could be changed to simplify the tasks of Treasurer and/or Auditor and to improve the flow of information to Committee and Members. The suggestions derive from this year's Audit and have been discussed and agreed with both the incoming and outgoing Treasurers. They should in no way be seen as a criticism of the outgoing Treasurer who has, in often difficult circumstances, both boosted the reserves and maintained accurate, detailed if rather complex records.

### Account Format

2. I understand that traditionally a Receipts and Payments format has been adopted. For the last two years an income and expenditure account was also provided, but only at the expense of considerable additional complexity to relate the two. This year an Income and Expenditure format has been adopted and the amount of detail provided has been reduced. Last year's accounts have also been shown in the same format and presentation.
3. All the information is and will of course continue to be available to the Auditors. The new format concentrates on the key information that members need for monitoring performance and, by simplifying and reducing the volume, should help them to focus attention on that which matters. Further information will always be provided by the Treasurer in answer to any questions at the AGM but the new format should be more easily understood.
4. The new format retains a complication. The Income/Expenditure format more accurately reflects the financial position than does a Receipts/Payment format in that the former does but the latter does not reflect the Creditor/Debtor position. The complication is attributable to the difference between the accounting year 1 May to 30 April and the Concert/Membership year 1 September to 31 August. Allowance is made for instance in the accounts for that proportion of the subscriptions received during the year that are strictly attributable to the period 1 May to 31 August. In the past, when the financial year ended on 31 August, there was time for all the outstanding bills to come in during the summer, and the membership subscription year matched the financial year. There were thus few items where money was received in one financial year which related to the next, or where debts had to be estimated because the bills had not been received. Now there are many more.
5. At present a proportion of subscriptions and of money received for future 100 Club draws is carried forward each year in the accounts. They become a deduction or liability in the current year and an addition or asset in the following year. Estimates are also made of outstanding debts, which become a deduction in one year and a credit in the next (which will be balanced by the real bills, once received, being debited in the next year). Because the sums crossing the year end are large (over £4,000 this year) it is probably necessary to continue this approach if income/ expenditure accounts are to be representative of the underlying financial position each year. However, it would help to simplify the calculation where possible, in particular for the 100 Club.

## Records

6. The present Treasurer maintains a single complex spreadsheet for both income and expenditure, entries to which are not necessarily in date order. I feel that it would be advantageous if two separate analysis books were maintained. One for Payments in the format:

- Date    Cheque no./Voucher no.    Amount    Attribution Heads

and one for Receipts in the format:

- Date    Paying in no./Voucher no.    Amount    Attribution Heads

If a single book is used for both the ease of checking, separate columns should be used for Payments and Receipts of Credits and Debits throughout.

7. If more than one cheque book or paying in book is in use at the same time, then those using them must be required to supply the Treasurer as soon as may be with details of payments/receipts to ensure the maintenance in so far as possible of the date order. Only then can the Treasurer effectively manage the cash flow and ensure that surplus funds are kept on deposit and not on current account.

## 100 Club

8. The tasks of Treasurer and Auditor have been made much more complex by the introduction of the 100 Club. Of the 73 cheques paid, 32 were for the 100 Club. Of the 109 receipts, 48 were for the 100 Club and of these 37 related to normally £1 or £2 payments. I would suggest that the Committee require annual or half yearly payment as a minimum. This would also simplify year end accounting for the 100 Club (point 4 above).
9. The Treasurer has checked the 100 Club paperwork. I have not audited them. I suggest that the 100 Club organiser be asked to produce an annual statement of club members showing the amount received for each during the course of the year to support the credits, and showing the monthly prize winners to support the payments in the Treasurer's books. I understand much of this information is available already and will only need minor adjustments to show the financial information.

## Membership

10. In the same way the Membership Secretary should produce a list of members and subscriptions received for each to support the credits in the Treasurer's books, in a form suitable for auditing. As with the 100 Club, much of the information is available already.

## General

11. All entries in the books should otherwise be supported by specific invoices or receipts or by copy bills issued. Explanatory notes are needed for unclear items.
12. 25% interest is currently deducted by the bank. This need no longer apply, given changes in tax rules, and arrangements should be made with the bank.
13. The Committee should be clear as to what budget or financial statements they want from the Treasurer during the course of the year, and when. I recommend that a draft budget is always prepared by the previous Treasurer at the year end, ready for the first meeting of the new Committee, to assist the new Treasurer and Committee.

## BALANCE SHEET FOR YEAR 1/5/92 - 30/4/93

CHOIR93.XLS

<b>INCOME</b>		<b>92/93</b>	<b>91/92</b>
	£	£	
<b>SUBSCRIPTIONS</b>			
received	7502.50		
Borough grant	3200.00		
brought forward +	1700.00		
	12402.50		
carried forward -	-3085.00	<b>9317.50</b>	5269.20
<b>100 CLUB</b>			
received	947.00		
brought forward +	471.00		
	1418.00		
prizes -	675.00	<b>743.00</b>	158.00
<b>FUND RAISING ( net )</b>			
sweatshirts	264.37		
ticket sales	349.25		
other	284.98	<b>898.60</b>	1205.74
<b>SOCIAL EVENTS ( net )</b>			
Loseley party	2.00		
others	287.75	<b>289.75</b>	118.07
<b>CHORAL EVENTS</b>			
Choral Workshop	216.47		
Faure Requiem	872.78	<b>1089.25</b>	42.18
bank interest	511.87		244.20
miscellaneous	254.43	<b>766.30</b>	0.00
<b>TOTAL INCOME</b>		<b>13104.40</b>	10038.60
<b>EXPENDITURE</b>			
rehearsal fees	6526.00		8483.05
hall hire charges	2879.31		
presentations ( net )	-19.20		48.49
Philharmonic Soc subs	315.00		429.50
publicity	596.90		
administration	72.50		24.65
bank charges	56.23		
miscellaneous	10.00		
<b>TOTAL EXPENDITURE</b>		<b>10436.74</b>	8985.69
<b>EXCESS INCOME</b>		<b>2667.66</b>	1052.91

<b>BALANCE SHEET</b>			
<b>ASSETS</b>			
Premium account	9370.45		7358.58
Current	351.37		989.83
cash	11.70		173.50
debtors	0.00		0.00
<b>TOTAL</b>		<b>9733.52</b>	<b>8521.91</b>
<b>LIABILITIES</b>			
subscriptions in advance	3085.00		1700.00
100 club	0.00		471.00
creditors	0.00		2370.05
		3085.00	4541.05
<b>net current assets</b>		<b>6648.52</b>	<b>3980.86</b>
<b>FINANCED BY</b>			
reserves at 1/5/92	3980.86		
excess income	2667.66		
<b>reserves at 30/4/93</b>		<b>6648.52</b>	<b>3980.60</b>

