

The British Flute Society

Charitable Incorporated Organisation

**Report of the Trustees and
Unaudited Financial Statements for the Period 8 May 2018 to 31 December 2018**



The British Flute Society

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for the Period 8 May 2018 to 31 December 2018

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The British Flute Society

Report of the Trustees

for the Period 8 May 2018 to 31 December 2018

The trustees present their report with the financial statements of the charity for the period 8 May 2018 to 31 December 2018. 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

The objects of the charity as stated in the governing document or constitution are, at section 3, "to advance the education of the public in the art and science of music and in particular the art and science of flute playing in all its aspects by such ways as the Charity through the charity's trustees shall determine from time to time".

Significant activities

The following are the main activities of The British Flute Society (BFS), which are being undertaken by the charitable incorporated organisation from 1 January 2019:

The British Flute Society Competitions (annual)

Biennial Convention or Festival

Regional Flute Days

BFS Journal, "Pan" and website

BFS Premier Flautist Recital Series

Public benefit

Membership of The British Flute Society is open to anyone, worldwide, on payment of an annual membership subscription. There are reduced rates for students and other concessions and the trustees have not increased the membership subscription for several years. Events such as the Festival are open to the public, as are recitals in the Premier Flautist Series.

The BFS YouTube video channel, which is freely available to all, contains 50 brief videos each dealing with an aspect of flute-playing. The British Flute Society is grateful to the Musicians' Union for the production of these videos.

The trustees have had regard to the Charity Commission guidance on public benefit.

Volunteers

The charity benefits considerably from the contributions of volunteers, from the performers at Festivals, Conventions and other events, and those writing articles and reviews for "Pan", to the Council Members and others who organise and run the Competitions and events. None of its charitable activities could be undertaken without these contributions.

The charity is also very grateful to the Independent Examiner, who has kindly waived any fee for his work.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The activities of The British Flute Society are being undertaken by the charitable incorporated organisation with effect from 1 January 2019.

FINANCIAL REVIEW

Financial position

The charitable incorporated organisation was registered on 8 May 2018 following the approval of the restructuring of The British Flute Society (BFS) by members of the unincorporated charity at a Special General Meeting on 11 June 2017.

With effect from the very end of the BFS financial year ended 31 December 2018, the net assets and operations of the unincorporated charity were transferred to the charitable incorporated organisation. This transfer appears as Other income in the following Statement of Financial Activities.

The British Flute Society

Report of the Trustees

for the Period 8 May 2018 to 31 December 2018

FINANCIAL REVIEW

Reserves policy

The charity's unrestricted reserves amounted to £23,472 at 31 December 2018. The Council reviews the charity's ongoing costs and income, together with special requirements, and aims to maintain an appropriate level of unrestricted reserves at all times.

Financial Statements

The financial statements have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published on 16 July 2014.

Charities (Accounts and Reports) Regulations 2008

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

FUTURE PLANS

The Council has taken initial steps to improve communications with members and others and plans to do more. It is also continuing the process of transferring contracts and setting up new banking arrangements for the charitable incorporated organisation.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The British Flute Society (BFS) is a charitable incorporated organisation, which was registered on 8 May 2018. It is a membership charity, governed by its constitution. The charity's trustees are its Council Members, appointed by the members.

The British Flute Society, charitable incorporated organisation, is the successor to The British Flute Society, unincorporated charity, charity registered number 326473, which was registered on 30 May 1984. The net assets and operations of the unincorporated charity were transferred to the charitable incorporated organisation on 31 December 2018.

Recruitment and appointment of new trustees

Trustees (Council Members) are elected by the members of The British Flute Society. There must be at least five and no more than seventeen. Each year one third of the trustees retires by rotation, and are eligible for re-election. The Council may co-opt additional Council Members, up to the maximum of seventeen.

Organisational structure

The following are engaged by the trustees to provide specific services (from 1 January 2019):

Carla Rees - editorial services in connection with the BFS journal, "Pan".

Rachel Shirley - charity secretarial and event management services.

Sophie McGrath - communications and advertising management services.

The British Flute Society

Report of the Trustees

for the Period 8 May 2018 to 31 December 2018

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Council has identified the following to be the principal risks facing the charity:

- 1) There is insufficient regular income to meet both the net production and distribution costs of a quarterly BFS journal and the charity's core costs.
- 2) Membership numbers have been declining.
- 3) Our systems and website are in need of upgrading.

"Pan", which was historically a quarterly publication, has been reduced to three issues (March, July and November) since 2016, and the charity's biennial event has subsequently taken the form of a Festival, rather than a Convention. The trustees are looking at ways to raise funds and increase the membership of the Society, and have recently conducted a survey among members and others, to identify what people would like to see in BFS events.

Members' and Council Meetings

Ordinary meetings of trustees or Council Members took place at the Royal Academy of Music in London on 24 June and 14 October 2018.

The first Annual General Meeting of the charitable incorporated organisation will be held at the Royal Academy of Music on June 30, 2019.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1178279

Principal address

153 Western Road
Sheffield
S10 1LD

Trustees

Lisa Nelsen	Chair - appointed 18.8.18
Catharine Coghlan (Kate Hill)	Vice-Chair - appointed 8.5.18
Malcolm Pollock	Chair - appointed 8.5.18 - resigned 27.1.19
Julie Butler	Treasurer - appointed 8.5.18
Abigail Charles	Membership Secretary - appointed 8.5.18
Hugh Phillips	- appointed 8.5.18
Kate Cuzner	- appointed 8.5.18
Anne Hodgson	- appointed 8.5.18 - resigned 14.10.18
Carole Jenner-Timms	- appointed 8.5.18 - resigned 18.8.18
Rachel Smith	- appointed 8.5.18
Andy Findon	- appointed 8.5.18 - resigned 18.8.18
Julie Twite	- appointed 8.5.18
Alena Walentin	- appointed 8.5.18
Jonathan Rimmer	- appointed 18.8.18

The British Flute Society

Report of the Trustees
for the Period 8 May 2018 to 31 December 2018

REFERENCE AND ADMINISTRATIVE DETAILS

Independent examiner

Jeremy Ellis FCCA
La Houquette
Pleinheume Lane
Vale
Guernsey
Channel Islands
GY6 8NP

Approved by order of the board of trustees on 5 June 2019 and signed on its behalf by:

Lisa Nelsen - Trustee

Independent Examiner's Report to the Trustees of
The British Flute Society

I report on the accounts for the period ended 31 December 2018 set out on pages 6 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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 required.

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 examiner's statement

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 statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met.

Your attention is drawn to the fact that the charity has prepared the accounts (financial statements) in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

No other matter has come to my attention in connection with my examination to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Jeremy Ellis FCCA
La Houquette
Pleinheume Lane
Vale
Guernsey
Channel Islands
GY6 8NP

7 June 2019

The British Flute Society

Statement of Financial Activities
for the Period 8 May 2018 to 31 December 2018

	Note	Unrestricted fund £
INCOME AND ENDOWMENTS FROM		
Other income		<u>23,472</u>
Total		<u>23,472</u>
NET INCOME		<u>23,472</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>23,472</u></u>

The notes form part of these financial statements

The British Flute Society

Balance Sheet

At 31 December 2018

	Note	Unrestricted fund £
CURRENT ASSETS		
Stocks	3	172
Debtors	4	48,336
Prepayments and accrued income		<u>1,377</u>
		49,885
CREDITORS		
Amounts falling due within one year	5	(15,955)
		<u>33,930</u>
NET CURRENT ASSETS		
		<u>33,930</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		33,930
ACCRUALS AND DEFERRED INCOME	6	(10,458)
		<u>23,472</u>
NET ASSETS		
		<u>23,472</u>
FUNDS	7	
Unrestricted funds		<u>23,472</u>
TOTAL FUNDS		<u>23,472</u>

The financial statements were approved by the Board of Trustees on 5 June 2019 and were signed on its behalf by:

Lisa Nelsen - Trustee

Julie Butler - 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.

At the end of the financial period, in accordance with a Resolution of the Members of the unincorporated charity at a Special General Meeting held on 11 June 2017, the trustees transferred the operations and net assets of that charity to The British Flute Society, charitable incorporated organisation, without any disruption to the Society's charitable activities.

The balances on the unincorporated charity's bank accounts, at 31 December 2018 and subsequently, will continue to be held on behalf of the charitable incorporated organisation while the practical aspects of the transfer are completed.

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

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.

Annual and six-year membership subscriptions are credited to income over the period to which they relate. Life memberships are credited to income over a period of fifteen years. Any Gift Aid associated with membership subscriptions is credited to income in the year in which the relevant subscriptions are received.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

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. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 31 December 2018.

Trustees' expenses

There were no trustees' expenses paid for the period ended 31 December 2018.

3. STOCKS

BFS Merchandise

£
172

4. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Trade debtors	1,162
Other debtors	<u>47,174</u>
	<u>48,336</u>

Other debtors at 31 December 2018 includes the amount due from the unincorporated charity, £43,932.

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Trade creditors	23
Other creditors	<u>15,932</u>
	<u>15,955</u>

Other creditors at 31 December 2018 includes the current element of membership deferred income and entry fees received in advance of the following year's Competitions.

6. ACCRUALS AND DEFERRED INCOME

	£
Deferred Income - Life Memberships	3,360
Deferred Income - 6 for 5 Memberships	<u>7,098</u>
	<u>10,458</u>

7. MOVEMENT IN FUNDS

The charity has received no restricted income in the period to 31 December 2018.

8. RELATED PARTY DISCLOSURES

The only related party transaction in the period ended 31 December 2018 is the transfer of the net assets from The British Flute Society, unincorporated charity. This is the amount of £23,472, shown in the Statement of Financial Activities as Other charitable income.

