



Annual Report
For the year ended 31 January 2017

Board Report

In the opinion of the Board of Management of the Christchurch City Choir Incorporated (the Choir), the financial statements and notes on pages 5 to 15:

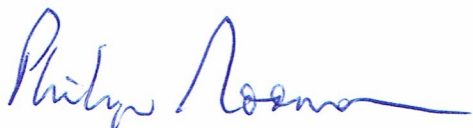
- 1: Comply with New Zealand generally accepted accounting practice and give a true and fair view of the financial position of the Choir as at 31 January 2017.
- 2: Have been prepared using appropriate accounting policies, which have been consistently applied and supported by reasonable judgements and estimates.

The Board believes that proper accounting records have been kept which enable, with reasonable accuracy, the determination of the financial position of the Choir and facilitate compliance with annual reporting to Charities Services - Tier 3 (accrual accounting). During the year the accounting records were transferred to Xero online software.

The Board considers that it has taken adequate steps to safeguard the assets of the Choir, and to prevent and detect fraud and other irregularities. Internal control procedures are also considered to be sufficient to provide reasonable assurance as to the integrity and reliability of the financial statements.

The Board is pleased to present the Annual Report, including financial statements of the Choir for the year ended 31 January 2017

For and on behalf of the Board



Philip Norman (Chairman)

Dated: 26-4-2017



Andrew Jefferies (Treasurer)

Dated: 26/4/17

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Entity Information

For the year ended 31 January 2017

Legal Name of Entity

Christchurch City Choir Incorporated

Entity Type and Legal Basis

Incorporated Society and Registered Charity

Date of Incorporation

19 December 1990

Charities Services Registration Number

CC25053

Purpose

To play a significant role in Christchurch's music and civic life by delivering a strong programme of choral music for the enjoyment of arts audiences and music lovers in the region

Structure

The Choir is run by a board of management together with a music director and various contracted staff. The Choir performs choral music - organising three to four concerts per year and additionally performing in other musical events as contracted.

Main Sources of the Choir's Cash and Resources

Revenue is derived from concert ticket sales, grants, donations, concert sponsorship, subscription fees from choir members, music hire, programme sales, fundraising by the choir and performance fees earned when the choir is hired by other entities.

Main Methods used by the Choir to Raise Funds

Applications to Gaming and other trusts, approaches to businesses and other organisations for donations and sponsorship. Choir fundraising activities for the year included weekly cake raffles and Entertainment Book sales income in addition to daffodil bulb sales and a sausage sizzle which were organised by the Special Events Committee.

Choir's Reliance on Volunteers and Donated Goods or Services

The activities of the Christchurch City Choir is almost entirely reliant on a large number of volunteers; ranging from the five members of the Board of Management, the members of the Special Events Committee and other choir members who take responsibility for tasks including managing the music library, choir registrar, new member liaison and choir steward duties. Choir members also donate the baking which is raffled each week.

Entity Information

For the year ended 31 January 2017

Board

Craig Knowles (Chairman) (resigned 10 August 2016)

Philip Norman (Chairman) (appointed 10 August 2016)

Philip Brazier (appointed 24 February 2016)

Douglas Bridges (resigned 24 May 2016)

Kate Divett

Andrew Jefferies (Treasurer)

Lucy Powell (resigned 24 May 2016)

Alison Stedman (resigned 24 May 2016)

Andrew Tait

Patron : Simon O'Neill

Music Director : John Linker (appointed 10 August 2016 - contract commencing 01 January 2017)

Choir Accompanist : Youngran (Sarah) Kang

Choir Manager : Jody Keehan (Employed 13 May 2016)

Finance Administrator : Felicity Richards

Choir Registrar : Jennifer Sutherland

Librarian : Tanja Mitrovic

Contact Details

Physical Address: 25 Harvard Avenue, Wigram, Christchurch 8042

Postal Address: PO Box 1652, Christchurch 8140

Website: www.citychoir.co.nz

Email: info@citychoir.co.nz

Telephone: 03 348 0228

Facebook: www.facebook.com/Chch-City-Choir

Statement of Service Performance For the year ended 31 January 2017

Description of the Choir's Outcomes

2016 was a year of rebuilding for the Choir. Much of the year was dedicated to auditioning and interviewing for the positions of Music Director and Choir Manager. This required the Board to dedicate considerable time and resources into the process as well as the day to day running of the Choir.

The Choir presented four concerts during the year at different venues - including the Timaru Basilica. The Choir sang a short recital at the opening of The Piano concert hall. The Choir was also contracted to sing two performances of Last Night of the Proms for the Christchurch Symphony Orchestra. During the year the Choir appointed Jody Keehan as Choir Manager and John Linker as Music Director. Philip Norman was appointed as the new Board Chairman.

Description and Quantification of the Choir's Outputs

Actual This Year

Carmina Burana Concert (Charles Luney Auditorium) 30 April 2016 Conductor Rupert D'Cruze, audience 402, choir 70 (plus Christchurch Boys' Choir)

Sonnets and Lullabies Concert (Christchurch Transitional Cathedral) 09 July 2016 Conductor John Linker, audience 224, choir 67 (plus Christchurch Boys' Choir)

Bach, Vierne, Shearing Recital (Timaru Catholic Basilica) 10 September 2016 Conductor John Linker, audience 86, choir 39

Recital (The Piano) 18 September 2016 Conductor John Linker, audience 250, choir 35

Last Night of the Proms Concerts (Isaac Theatre Royal) 04/05 November 2016 Concert Presenter Christchurch Symphony Orchestra, Conductor Brian Law, audience estimate 1,300, choir 65

Messiah Concert (Isaac Theatre Royal) 02 December 2016 Guest Conductor Brian Law, audience 649, choir 70

Music Hire ex Choir library (number of copies)	495
Choir Newsletter email communication	
Number of communications sent	56
Number of recipients	112
Email communication to sponsors and supporters	
Number of communications sent	3
Number of recipients	643
Volunteer Hours (Estimated Annual 2016/17)	
Board Members	1340
Choir ticket sales	80
Concert helpers	30
Fundraising groups	180
Music Hire + Music Distribution	200
New Members' Liaison	200
Registrar	200
Other Volunteer work	120
Total	2350

"I have been very proud to have been a performing member for so many years and to play the part I did in working to initiate and bring about the new Choir. There are so many others who have worked tirelessly to contribute to the maintenance and fundraising, supporting new members, setting up and raising the scholarships for secondary students, organising the ticketing and posters, running a cake raffle and obtaining sponsorship for the Choir. The Choir has been a great team of people to sing with and I appreciate having had the friendships (especially the second basses)" - Tony Robinson on his retirement

Statement of Financial Performance For the year ended 31 January 2017

	Note(s)	2017 \$	2016 \$
Concert Results			
Performance revenue	1, 11	80,160	92,091
Performance expenses	2, 11	(98,365)	(85,052)
		<hr/>	<hr/>
Net Concert(deficit)/surplus		(18,205)	7,039
 Non-Concert Results			
Non-concert income	3	56,413	67,688
Administration expenses	4	(52,216)	(66,477)
Depreciation & asset adjustments		(1,097)	(1,331)
		<hr/>	<hr/>
Net Non-Concert surplus/(deficit)		3,100	(120)
		<hr/>	<hr/>
Total (deficit)/surplus		(15,105)	6,919
		<hr/> <hr/>	<hr/> <hr/>

Statement of Movements in Equity For the year ended 31 January 2017

	Note	2017 \$	2016 \$
Total equity at beginning of year		32,660	25,741
Net (deficit)/surplus		(15,105)	6,919
		<hr/>	<hr/>
Total equity at end of year		17,555	32,660
		<hr/> <hr/>	<hr/> <hr/>

Statement of Financial Position As at 31 January 2017

	Note	2017 \$	2016 \$
Total equity at end of year		17,555	32,660
		<hr/>	<hr/>
Current assets			
Cash balances	5	12,118	29,052
Receivables		719	0
GST Refund due		3,014	455
Prepayments	6	607	1,556
		<hr/>	<hr/>
		16,458	31,063
Non current assets			
Property , plant and equipment	10	5,058	5,607
		<hr/>	<hr/>
Total assets		21,516	36,670
		<hr/>	<hr/>
Current Liabilities			
Creditors and accruals		3,061	3,110
Grants in advance	9	900	900
		<hr/>	<hr/>
Total liabilities		3,961	4,010
		<hr/>	<hr/>
Total net assets		17,555	32,660
		<hr/>	<hr/>

Statement of Cash Flows

For the year ended 31 January 2017

	2017 \$
Cash Flows from Operating Activities	
Cash was received from:	
Donations, fundraising and other similar receipts	37,265
Subscriptions and levies from members	17,772
Receipts from providing services	80,757
Interest income	136
	135,930
Cash was applied to:	
Payments to suppliers and employees	149,656
GST (net payments)	2,660
	152,316
Net Cash Flows from Operating Activities	(16,386)
Cash Flows from Investing and Financing Activities	
Cash was applied to:	
Purchase of Music - Vierende: Messe Solenelle	(548)
Total (Decrease) in Cash	(16,934)
Cash Balances	
Opening Cash	29,052
Closing Cash	12,118
Net Change in cash for year	(16,934)

Statement of Accounting Policies

For the year ended 31 January 2017

Basis of Preparation

The society has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not for Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the society will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

The society is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Christchurch City Choir Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions. The Choir is registered with the Inland Revenue as a donee organisation.

Property, Plant and Equipment

All owned items of property, plant and equipment are initially recorded at cost and depreciated. Initial costs include the purchase consideration, or fair value in the case of a donated asset, and those costs directly attributed to bringing the asset to the location and condition necessary for its intended use.

Depreciation is charged to allocate costs, less any estimated residual value, over the useful life.

The depreciation rates used for the various classes of non-current asset are as follows:

Library shelving and music	10-20% diminishing value
Office furniture and equipment	14-50% diminishing value

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous year.

Notes to the Financial Statements For the year ended 31 January 2017

	2017 \$	2016 \$
1 Performance revenues summary		
Gross ticket sales	44,200	48,546
Concert funding	25,084	31,000
Programme Sales	302	857
Performance fees	3,500	6,497
Direct concert sponsorship	7,000	5,080
Sundry concert income	74	111
	80,160	92,091
2 Performance expenses summary		
Advertising and publicity	10,341	6,756
Orchestra & musician costs	30,251	21,982
Soloist costs	15,361	23,873
Other Performers (vocal)	1,000	0
Concert conductor travel & accommodation costs	1,510	0
Concert music costs	2,002	1,513
Concert recording costs	0	400
Music composition commission	0	7,500
Sponsors function/choir supper	578	569
Sundry concert expenses	982	340
Ticket agency charges	2,393	2,627
Venue and equipment costs	27,104	17,115
Programme costs	6,843	2,377
	98,365	85,052

Notes to the Financial Statements For the year ended 31 January 2017

	2017 \$	2016 \$
3 Non-concert income		
Donations - Members	12,425	3,710
Donations - Non-members	3,022	1,113
Donations - Charitable trusts	10,000	10,500
Grant - Christchurch City Council	8,000	10,000
Grant - Rata Foundation	0	20,000
Music Hire	1,240	2,392
Sundry income	9	239
Bank interest	136	678
Fundraising committee	2,231	1,656
Other fundraising	1,578	2,551
Photocopier & printing recovery	0	403
Performing members subscriptions & levies	17,772	14,446
	56,413	67,688
4 Administration expenses		
ACC levies re employees (net refund)	(33)	386
Accounting fee	650	650
Audit Fee	2,000	2,000
Bank fees and credit card charges	105	100
Computer expenses	1,129	1,253
Fundraising expenses	958	869
General Expenses	114	284
Insurance	737	687
Library Expenses	0	10
Marketing & rebranding	0	41
Memberships	492	379
Photocopier costs	1,647	2,892
Postage	164	170
Presentation costs	0	292
Recruitment costs	712	1,249
Rental - rehearsal venues	1,805	1,826
Stationery	150	62
Telephone & internet	1,387	1,564
Travel and Accommodation costs (Rehearsals)	2,314	0
Wages, salaries and staff contract payments	37,885	51,763
	52,216	66,477

Notes to the Financial Statements For the year ended 31 January 2017

	2017 \$	2016 \$
5 Cash Balances		
Petty Cash	87	66
Westpac Bank Special Events Account	1,168	1,166
Westpac Bank Cheque Account	2,326	907
Westpac Bank Online Call Account	8,537	26,913
	<hr/> 12,118 <hr/>	<hr/> 29,052 <hr/>
6 Prepayments		
Music Hire re future concerts	17	345
Domainz - website name fees to January 2018	31	62
Weebly - website hosting to September 2017	64	160
Goldsmith Fox - Xero charges to December 2017	495	-
Crombie Lockwood - insurance to December 2016	-	737
Airfare re rehearsal February 2016	-	252
	<hr/> 607 <hr/>	<hr/> 1,556 <hr/>
7 Commitments		
The Choir is leasing a photocopier from Sharp Corporation of New Zealand. Details of the ongoing commitments are as follows		
Date of Lease	06 January 2016	
Term of Lease	3 years	
Amount payable under the lease as at 31 January 2017 is \$2,371 - payable:		
12 months and under	\$1,185	
13 to 24 months	\$1,186	
There are no capital commitments as at 31 January 2017 (2016 \$NIL)		
8 Contingent assets and liabilities		
There are no contingent assets or liabilities at 31 January 2017 (2016 \$NIL)		
9 Grants in Advance		
Lottery Grants Board paid an amount of \$10,000 December 2014 towards commissioning a new work for choir and band for a World War 1 public commemoration concert which was performed November 2015. Expenditure under the Grant totalled \$9,100. The balance of \$900 was recently requested to be reimbursed to the Lottery Grants Board.		

Notes to the Financial Statements For the year ended 31 January 2017

10 Property, plant and equipment

Purchase Date		Opening Book Value	Additions	(Disposal)	Depn Recov.	Capital Profit	Cost re Disposal	Depn Value	Mths	Depreciation Rate DV	Amount	Original Cost	Accum Depn	Closing Book Value	
Office Furniture and Equipment															
Nov'1997		17						17	12	14.4%	2	295	280	15	
Jan'2006		4						4	12	48.0%	2	2,958	2,956	2	
Aug'2011	PC Computer 4GB (3.3GHz)+ 19" Monitor PC Computer 4GB (3.3GHz)+ 19" Monitor QuickBooks Software Patronbase Software	74						74	12	50.0%	37	1,598	1,561	37	
Oct'2011		85					85	12	50.0%	43	1,649	1,607	42		
		1					1	12	48.0%	0	446	445	1		
Feb'2008		70					70	12	48.0%	34	13,000	12,964	36		
Total Office Furniture and Equipment		251	-	-	-	-	-	251				118	19,946	19,813	133
Library Shelving and Music															
Jan'2012	Shelving - Rack It Music Music	1,378						1,378	12	20.0%	276	3,421	2,319	1,102	
		1,732					1,732	12	10.0%	173	20,839	19,280	1,559		
		32					32	12	20.0%	6	1,999	1,973	26		
Dec'1999		32					32	12	20.0%	6	2,049	2,023	26		
Mar'2011	Music-Around the Curve of the World	642						642	12	20.0%	128	1,918	1,404	514	
Mar'2011	Music-Missa Gaia - Choral Scores x 148	75						75	12	20.0%	15	225	165	60	
Mar'2013	Music-Missa Gaia - Instrumental Parts	318						318	12	20.0%	64	609	355	254	
Jul'2013	Music-Russian Sacred Music (3) x 70 sets	282						282	12	20.0%	56	499	273	226	
Jan'2014	Music-Halley - Freedom Trilogy x 80	498						498	12	20.0%	100	791	393	398	
May'2014	Music-Chilcott - A Little Jazz Mass x 50	367						367	12	20.0%	73	540	246	294	
May'2016	Music-Brahms - Liebeslieder Waltzes x 35	0	548					548	9	20.0%	82	548	82	466	
	Music-Vierne - Messe Solennelle x 120														
Total Library Shelving and Music		5,356	548	-	-	-	-	5,904				979	33,438	28,513	4,925
Grand Total		5,607	548	-	-	-	-	6,155				1,097	53,384	48,326	5,058

This statement is to be read in conjunction with the notes to the financial statements.

**Notes to the Financial Statements
For the year ended 31 January 2017**

11 Results by Concert	Carmina 2016	Sonnets 2016	Timaru 2016	LNOP CSO	Messiah	Total
	30 Apr 2016	09 Jul 2016	10 Sep 2016	4/5 Nov 2016	02 Dec 2016	
	\$	\$	\$	\$	\$	\$
Concert Income/Performance Fees						
<i>Ticket Sales</i>						
Booking Agency/Door	6,437	2,900	587	-	19,865	29,789
Choir	5,880	2,444	-	-	6,087	14,411
<i>Concert Funding</i>						
Four Winds Foundation	-	-	-	-	2,000	2,000
Govan Property Group Ltd	-	-	-	-	8,000	8,000
Pub Charity	-	-	-	-	6,000	6,000
The Southern Trust	-	-	-	-	5,000	5,000
Supplier Discounts - Fairfax Media (Net)	1,000	-	-	-	1,005	2,005
Supplier Discounts - Frontier Technology	1,750	-	-	-	213	1,963
Supplier Discounts - Other	94	-	-	-	22	116
<i>Concert Sponsorship</i>						
ASB Community Grant	-	-	-	-	3,000	3,000
Ballantynes	-	-	-	-	4,000	4,000
Performance Fee	-	-	-	3,500	-	3,500
Programme Sales	179	123	-	-	-	302
Sundry Concert Income	5	-	69	-	-	74
Total Concert/Performance Fee Income	15,345	5,467	656	3,500	55,192	80,160
Less Concert Expenses						
Booking Agency Charges	223	106	-	-	2,064	2,393
<i>General</i>						
Choir Transport	-	-	856	-	-	856
Gifts for Soloists/Conductor	126	-	-	-	-	126
<i>Music Costs</i>						
Music Hire	345	333	-	-	-	678
Music Purchases	307	-	-	-	-	307
Music Royalties	1,017	-	-	-	-	1,017
<i>Concert Conductor Costs</i>						
Concert Accommodation and Travel	1,317	-	193	-	-	1,510
<i>Orchestra and Musician costs</i>						
Performance Fees	5,950	650	350	-	19,471	26,421
Instrument Costs	1,684	-	-	-	289	1,973
Organist Fees	196	1,000	661	-	-	1,857
Other Performers (Vocal)	200	300	150	-	350	1,000
<i>Programme Expenses</i>						
Design	954	746	-	-	1,505	3,205
Printing	1,433	751	-	-	1,454	3,638
Publicity	4,204	1,083	-	-	5,054	10,341
<i>Soloists' Costs</i>						
Soloists' Expenses	240	-	-	-	-	240
Soloists' fees	3,688	750	-	-	9,000	13,438
Soloists' Travel and Accommodation	1,036	-	-	-	647	1,683
Supper Costs.	268	-	-	-	310	578
<i>Venue Costs</i>						
Equipment - Risers/Lighting/Sound/Chairs	4,097	2,131	-	-	5,037	11,265
Insurance	-	-	-	-	135	135
Stage Management	2,250	-	-	-	425	2,675
Venue Staff Costs	-	-	-	-	2,957	2,957
Venue Rental	2,700	1,000	122	-	6,250	10,072
Total Concert Expenses	32,235	8,850	2,332	-	54,948	98,365
Net Concert/Performance Fee (Loss)/ Profit	(16,890)	(3,383)	(1,676)	3,500	244	(18,205)