



uniting local communities
transforming lives through music

**Trustees' annual report and accounts
for the year ended 30 April 2013**

www.cmia.org.uk

Contents

Charity information.....	1
Trustees' annual report	2
Accounts.....	5

Charity information

Trustees

The Trustees who acted during the year were:

Diane Aslett	Secretary	
Sarah Bolter		
Fiona Bolton	Chairperson	
Gareth Denton		(retired 12 December 2012)
Rebecca Ford		(retired 12 December 2012)
Phillippa Gillespie		(elected 12 December 2012)
Edward Gray ACA	Treasurer	
Becky Lees		
Graham McLeod		(retired 12 December 2012)
Jo Morgan		(elected 12 December 2012)
Josie Ralph		
Sarah Richardson		(elected 12 December 2012)
Gill Standeven		
Diane Thurlow		(elected 12 December 2012)

Unless otherwise detailed above, all Trustees acted for the whole year. In accordance with the constitution, all Trustees stood down prior to the first Annual General Meeting of the Charity in December 2012 and were eligible for re-election by the members.

Principal address

Community Music In Action
Rowan Cottage
Church Road
Cophorne
West Sussex
RH10 3RA

enquiries@cmia.org.uk

Bank

Barclays Bank
366 Strand
London
WC2R 0JF

Trustees' annual report

Purpose

The purpose of the Charity, as set out in the constitution, is:

- To provide (or assist in the provision of) music facilities and activities in the interests of education, recreation and social welfare for individuals in the London Borough of Bromley and neighbouring boroughs, who have need of such facilities and activities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances, with the object of improving their conditions of life.
- To promote community participation in the provision of such activities.

Governing documents

The Charity is governed by its constitution, adopted on 18 May 2011. The Charity is an association with 37 members.

Year in review

Community Music In Action (CMIA) was founded in May 2011 by members of FUNdamentally GOSPEL, a community choir in Beckenham (www.FUNdamentallyGOSPEL.co.uk). Over the course of the past financial year (May 2012–April 2013), the Charity has run four projects.

The first of these, based at Riverside School's St Mary's Cray site, began in April 2012. A group of Year 12 and 13 students with severe or profound learning difficulties worked alongside professional rapper and workshop leader Myles Dhillon, combining lyric-writing and digital music production to record tracks the students had written themselves. In order to leave a lasting legacy, the Charity also organised a training session for staff so they can include this kind of activity in their future work.

“This kind of music allows young people to express themselves verbally in a way in which they would not normally on a day to day basis. It also encourages them to think creatively in the way they speak or craft their words.”

Myles Dhillon – Workshop leader

For the second project, the Charity engaged Kim Perkins to lead a series of music sessions at the Bromley branch of the Alzheimer's Society, White Gables Day Care Centre. Kim led the centre users in performing popular, rock 'n' roll and world songs, with members of FUNdamentally GOSPEL joining them for their last session and both groups performing to each other. This project was partially funded by a grant from The Concertina Charitable Trust.

“The purpose of this fabulous project was to include people with dementia in community music; it has certainly been met enthusiastically by our clients. Music and singing provide great stimulation and are a powerful memory tool; all participants really enjoyed their afternoons with Kim.”

Anne Diamond – Manager, White Gables Alzheimer's Daycare Centre

In a brief but immersive project, the entire student population of Drumbeat ASD School in Lewisham was exposed to the wonderful work of musician and ASD (Autistic Spectrum Disorder) specialist Tina Pinder. She led gospel singing and percussion workshops with each class during December 2012, encouraging communication, collaboration and the enjoyment of singing in a group.

“Thank you Community Music In Action for such a great project. The students had a wonderful time and gained so much out of it.”

Claire Tillotson – Music Therapist, Drumbeat ASD School

Most recently, the Charity helped establish a choir at Glebe School for students with specialist educational needs in West Wickham. Music workshop leader Kim Perkins spent eight weeks during the spring term 2013 setting up and running a lunchtime choir at the school. Music staff had previously struggled to entice students to join in singing activities outside of lessons, so the project aimed to encourage enthusiasm for singing and to establish a choir that pupils enjoyed that could continue beyond the end of the CMIA-funded project. Kim recruited members through a series of singing taster sessions with different classes across the school and also supported a Year 8 music class each week, working alongside the music teacher to explore harmonies. Teachers and teaching assistants attended Kim’s sessions to learn from her so that they could take over the leading of the choir when her involvement ended. A volunteer from FUNDamentally GOSPEL choir also attended the sessions to support both the children and leaders, encourage participation and document the project.

“When I first met with Becky [Projects Officer, CMIA] to plan ‘Cool Voices’, I was concerned that it should be something that would provide a lasting legacy for the school, not just a ‘flash-in-the-pan’ project that would only benefit a few students for a short time. I think that we have succeeded in this, as there is a core group of regular attendees to our lunchtime club, and we will be able to build on this foundation.”

Margaret Hawkins – Music teacher, Glebe School

In order to assess impact and value for money, CMIA requires workshops leaders and project beneficiaries to complete evaluations after projects have finished. All projects were well received by the participants and praised by those involved. They met the objectives of the Charity as set out in its governing document by providing music activities that would not otherwise be experienced by the participants and involving members of the local community in this provision. In all cases the project partners expressed an interest in working with CMIA again in the future.



Financial review

The Charity generated £7,663 of receipts in the year (2012: £4,181), and made payments of £2,309 (2012: £1,110). Total project spend in the year was £2,700, (2012: £600), £1,200 of which had not been invoiced as at the year end date. The Charity's income has been generated principally through donations from commercial organisations (£2,403) and income from FUNdamentally GOSPEL concerts and performances (£2,119), the costs of which the Charity meets in return for the income, and from additional fundraising activities. At the year end the Charity had £8,425 in cash reserves (2012: £3,071), all of which was unrestricted.

It is the policy of the Charity to maintain a minimum of six months' net receipts (excluding direct fundraising expenses) in reserves. The Charity was compliant with this policy at the year end. The Trustees believe that the Charity has sufficient funds to continue to meet its charitable purpose for the foreseeable future.

The Charity is below the threshold for requiring an audit or independent examination of the accounts.

Outlook for 2013–14

The Charity aims to maintain the pattern of at least one project per term established this year and, having successfully increased fundraising over the year, will seek to increase the scope, depth and impact of the projects in a similar manner to the recent project at Glebe School which involved 150 participants and left a lasting legacy at the school.

The Charity will also actively seek opportunities to work with a variety of target groups. Since the year end date the Charity has commissioned a project in conjunction with the local branch of children's charity Whizz Kidz. It is also planning projects with Carers Bromley and Young Carers Bromley, both of which will take place before the end of the calendar year.

The Charity will continue to promote greater community involvement in the provision of projects by encouraging support and participation from other local community music groups. It will also seek to develop relationships with local businesses and organisations who are interested in supporting the Charity's work.

Approved on behalf of the Trustees



Fiona Bolton
Chairperson

30 June 2013

Accounts

Receipts and payments for the year ended 30 April 2013

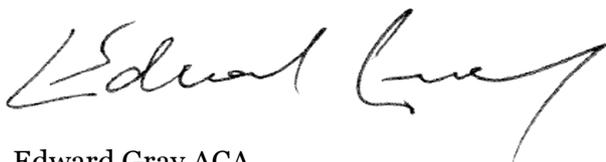
	Notes	2013 £	2012 £
<u>Concerts and related activity</u>			
Income and donations	2, 7	2,447	1,857
Expenses	2	(809)	(510)
Net concert receipts		1,638	1,347
<u>Fundraising and other receipts</u>			
Grants		–	100
Donations	3, 7	4,703	2,224
Other income	4, 7	513	–
Total other receipts		5,216	2,324
<u>Projects and related activity</u>			
Total project payments	5	(1,500)	(600)
<u>Administrative and other payments</u>			
Total other payments	6	–	–
Net receipts		5,354	3,071
Opening cash funds		3,071	–
Closing cash funds at 30 April		8,425	3,071

Statement of assets and liabilities as at 30 April 2013

	Notes	2013 £	2012 £
Cash funds			
Cash at bank		8,345	3,051
Petty cash		80	20
Total cash funds		8,425	3,071
Other assets			
Concert refreshments		16	–
Publicity banners		–	–
Total other assets	8	16	–
Liabilities			
Workshop music leader fees	5	(1,200)	–
Total liabilities		(1,200)	–

All funds at 30 April 2013 are unrestricted.

Approved on behalf of the Trustees



Edward Gray ACA
Treasurer

30 June 2013

Notes to the accounts

1. Basis of preparation

The accounts have been prepared on a receipts and payments basis, as permitted for small charities by the Charities Act 2011.

2. Concert income and expenses

The Charity paid for concert expenses and received income from tickets sales, refreshments and donations at three FUNdamentally GOSPEL concerts in the year.

3. Donations

Donations received in the year are categorised as follows:

	2013	2012
	£	£
Donations in respect of other performances by FUNdamentally GOSPEL	481	1,374
Other donations from commercial organisations	2,403	530
Other private donations	1,819	320
Total donations	4,703	2,224

4. Other income

Other income received in the year comprised of:

	2013	2012
	£	£
Gift aid reclaimed on donations	506	–
Interest income	7	–
Total donations	513	–

5. Project expenses

Project expenses of £1,500 incurred in the year (2012: £600) related to workshop music leader fees for three of the four projects delivered in the year (see Trustees' report for further details). At the year end, the Charity had a liability of £1,200 for the Glebe School project.

6. Administrative expenses

The Charity made no payments for administrative expenses in the year. Running expenses including telephone, postage, and internet costs were borne primarily by Trustees. Trustees are entitled to reclaim expenses incurred on behalf of the Charity however all Trustees waived that right during the year. The estimated benefit to the Charity of these waived expenses is £50.

The Charity also benefitted from the use of a room at Christ Church Beckenham for the purpose of committee meetings, which was provided at no cost. The estimated benefit-in-kind to the Charity is £90.

7. Gift Aid

The Charity reclaimed gift aid of £506 in the year (2012 £nil) on £2,018 of donations (including concert donations). Gift aid has not yet been reclaimed on £301 of eligible donations received in the year. The gift aid on these donations is currently worth 25% of the donated amount (£75). An asset in respect of the claim is not recorded in the accounts.

8. Other Assets

The Charity provided refreshments at three concerts in the year. Surplus refreshments valued at £16 were held at the year end (2012: £nil). This total included refreshments purchased both by the Charity and donated by Elliston and Southwick Fine Wines. Donated refreshments are included in the accounts at nil value.

The Charity also owns a banner which is used at Charity events. This was donated by Peach Design and is included in the accounts at nil value.

9. Formation of the Charity

The Charity was formed on 18 May 2011 with donations from FUNdamentally GOSPEL (£1,030) and from two private donors (total £255).