



uniting local communities
transforming lives through music

**Trustees' annual report and accounts
for the year ended 30 April 2014**

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Charity information

Trustees

The Trustees who acted during the year were:

Diane Aslett	Secretary	
Sarah Bolter		
Fiona Bolton	Chairperson	
Phillippa Gillespie		(retired 17 July 2013)
Edward Gray ACA	Treasurer	(re-elected 17 July 2013)
Becky Lees		
Jo Morgan		
Josie Ralph		(re-elected 17 July 2013)
Sarah Richardson		
Gill Standeven		(re-elected 17 July 2013)
Diane Thurlow		
Katie Widgery		(elected 17 July 2013)

Unless otherwise detailed above, all Trustees acted for the whole year. In accordance with the constitution four trustees stood down prior to the Annual General Meeting of the Charity in July 2013 and were eligible for re-election by the members.

Principal address

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RH10 3RA

enquiries@cmia.org.uk

Bank

Barclays Bank
366 Strand
London
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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 43 members.

Year in review

Over the course of the past financial year the Charity ran four projects (2012–13: four), thereby achieving its stated aim of delivering at least one project per term.

The first of these projects, run in June in conjunction with disabled children's charity Whizz-Kidz, brought together the organisation's Bromley and Croydon Ambassador Clubs for a fun day of music-making led by professional music workshop leader Roshi Nahesi. The children not only enjoyed singing and dancing together, developing harmonies and rhythms to accompany their melodies and actions to enhance their performances, but also developed skills in listening and teamwork. The day culminated in an informal sharing session attended by over 20 parents and carers.

“You can really build a community around a musical activity. It enhances people's ability to engage with each other, increases their confidence and allows them to express themselves in a new way. I had a very nice morning and was pleased that the young people used their imagination and worked well as a team.”

Roshi Nahesi – Workshop leader

For the second project, the Charity engaged Byron Gold to lead a series of singing workshops for clients of the London Borough of Bromley's Young Carers service during the school summer holidays. The project provided a fun and creative environment in which the young carers could enjoy some respite from their everyday caring duties and socialise with other young carers, building relationships through making music together. The sessions incorporated a range of genres from singing and lyric-writing to beatboxing and body percussion, and placed a strong emphasis on team work. The project ended with a performance to a small audience of family and friends.

“Byron created a good atmosphere and knew how to engage with young people in a productive and enjoyable way.”

Tracey Parry – Young Carers Manager, Bromley Young Carers

The Charity further developed its relationships with both Carers Bromley and the local community by founding a choir for adult users of the borough's support service in partnership with Beckenham-based choir Just Voices and their Musical Director, Cathy Davies. Initially funded for a term in September 2013, the choir has gone on to become self-sufficient. It not only has a strong core membership of over 20 adult carers, but has also performed at numerous local events.

“I think singing is a great tonic both physically and emotionally. It's a real joy to come together with a group of people who you know are going through similar trials at home but with whom you can put your troubles aside for a couple of hours to do something completely different and totally uplifting.”

Liz Dore – Member, Carers Bromley Choir

The success and legacy of this project echoes that of 'Cool Voices', the choir established in 2012 by CMIA at Glebe School, West Wickham which continues to go from strength to strength.

Most recently, the Charity ran a project for under 5s and their parents at Community Vision Children and Family Centre, Penge, targeting families on a low income and vulnerable families who may need to improve parent-child interaction. Early years specialist Barbara Cavanagh spent six weeks during the spring term 2014 running music sessions which incorporated a variety of singing, instruments and sensory resources, placing an emphasis on interaction between parent and child.

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; any areas for improvement in respect of organisation or delivery were addressed accordingly. As well as meeting aims specific to each setting, the projects 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, although it is acknowledged that the extent to which the latter is achieved could and should be increased. In all cases the project partners expressed an interest in working with CMIA again in the future.



Financial review

The Charity generated £4,262 of receipts in the year (2013: £7,663), of which £1,180 was a grant relating to a project which has not yet been delivered, and made payments of £3,662 (2013: £2,309). Total project spend relating to the year was £1,880 (2013: £2,700), excluding a payment of £1,200 which was incurred but related to a project delivered in the prior year. The Charity's income has been generated principally through donations (£1,238) and income from FUNdamentally GOSPEL concerts (£1,267), the costs of which the Charity meets in return for the income. At the year end the Charity had £9,026 in cash reserves (2013: £8,425), 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 2014–15

The Charity will continue to seek opportunities to work with a variety of target groups and is currently liaising with Phoenix Children's Resource Centre (Bromley), St Hugh's Community Centre (Anerley), Living Well at Holy Trinity Beckenham, Demelza Hospice (Eltham), and local branches of Mencap, Mind and the YMCA with a view to commissioning projects over the coming twelve months.

Where appropriate, the Charity will place an emphasis on developing projects which have the potential to create a lasting impact in the community.

The Charity aims to increase effective communication with its members and to engage them in the work of the Charity to a greater extent. It will continue to promote greater community involvement in the provision of projects by encouraging support from and participation by other local 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

11 June 2014

Accounts

Receipts and payments for the year ended 30 April 2014

	Notes	2014 £	2013 £
<u>Concerts and related activity</u>			
Income and donations	2	1,827	2,447
Expenses	2	(559)	(809)
Net concert receipts		1,267	1,638
<u>Fundraising and other receipts</u>			
Grants	3	1,180	–
Donations	4	1,238	4,703
Other income	5	18	513
Total other receipts		2,436	5,216
<u>Projects and related activity</u>			
Total project payments	6	(3,080)	(1,500)
<u>Administrative and other payments</u>			
Total other payments	7	(23)	–
Net receipts		600	5,354
Opening cash funds		8,425	3,071
Closing cash funds at 30 April		9,026	8,425

A Grant received of £1,180 is restricted and may be used only for a specific purpose as agreed with the Grantor (see Note 3).

Statement of assets and liabilities as at 30 April 2014

	Notes	2014 £	2013 £
Cash funds			
Cash at bank		8,946	8,345
Petty cash		80	80
Total cash funds		9,026	8,425
Other assets			
Concert refreshments		20	16
Publicity banners		–	–
Total other assets	8	20	16
Liabilities			
Workshop music leader fees		–	(1,200)
Total liabilities		–	(1,200)

£1,180 of the cash held at 30 April 2014 is restricted, for use only for a specific purpose as agreed with the Grantor (see Note 3). All other funds are unrestricted.

Approved on behalf of the Trustees



Edward Gray ACA
Treasurer

11 June 2014

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 two (2013: three) FUNDamentally GOSPEL concerts in the year.

3. Grants

A grant of £1,180 was received in the year from The London Community Foundation. This was given in respect of the St Hugh's Community Centre project which the Charity will deliver in July/August 2014.

4. Donations

Donations received in the year are categorised as follows:

	2014	2013
	£	£
Donations in respect of other performances by FUNDamentally GOSPEL	–	481
Other donations from commercial organisations	648	2,403
Other private donations	590	1,819
Total donations	1,238	4,703

5. Other income

Other income received in the year comprised of:

	2014	2013
	£	£
Gift Aid reclaimed on donations	–	506
Interest income	18	7
Total donations	18	513

Donations eligible for a Gift Aid claim were received in the year. As at the year-end date the eligible Gift Aid (25% of the donated amount) had not been reclaimed and is therefore not included in the accounts.

6. Project expenses

Project expenses incurred of £3,080 (2013: £1,500) relate to workshop music leader fees for four projects delivered in the year (see Trustees' report for further details) and also, for one project, room hire. Project expenses include £1,200 relating to one project from 2013 which had been invoiced but not paid as at the previous year end.

7. Administrative expenses

Administrative expenses of £23 (2013: nil) relate to refreshments provided at the Charity Annual General Meeting 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.

8. Other Assets

The Charity provided refreshments at two concerts in the year. Surplus refreshments valued at £20 were held at the year end (2013: £16).

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.