

Music Alive

Annual report and accounts

June 1 2006 – May 31 2007

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Reference and Administrative Details

Trustees

All Trustees are also Directors of the Limited Company.

Tim Evans	Chair (from June 07)
Jason Keene	Secretary
Andrew Lewis	Treasurer (from Sept 07)
Sandra Pearce	
Dave Pike	(resigned 31 Jan 07)
Paul Taylor	Treasurer (from Jan 07)
Steve Warner	Treasurer (to Jan 07), Chair (Jan - June 07)
Yvette Wyatt	Chair (to Jan 07)

Secretary

Jason Keene

Registered Office

Bentham House,
Purton,
Swindon,
Wiltshire
SN5 4HZ
01793 770699

Tel

admin@music-alive.org.uk
www.music-alive.org.uk

Registered Charity Number 1093868

Company Limited by Guarantee Number 4441222 (England and Wales)

Accountants

Monahans
Chartered Accountants
Registered Auditor
38 – 42 Newport Street
SWINDON
Wiltshire
SN1 3DR

Principal Activity

The principal activity of the company in the year under review was that of a charity supporting disabled people to make and appreciate music.

Structure, governance and management

Music Alive was founded in February 2002 by Memorandum and Articles of Association and is a registered charity and company limited by guarantee. Trustees are recruited through a number of routes including through Music Alive's service users and their support network and the local business community.

Employees

Debbie Wolfsohn

Ian Smith

Wendy Tucker (to June 06)

Sue Mead (Jul-Aug 06)

Mel Hopkins (from Aug 06)

Musical Director

Volunteer Facilitator (to Jan 07)

Administrator

Administrator

Administrator

Freelance Consultants (remunerated)

Carl Concannon

Dave Foster (from Dec 06)

Val Foster (from Dec 06)

Judith Robinson

Fundraiser

IT

Finance

Projects Coordinator

Patrons

David Jacobs

Paul Robertson

Advisors

Clare Smith, Voluntary Consultant

Mark Johnson, Retired Charity Administrator - voluntary consultant

Lease Guarantors

Patricia Hearn

David Laudat

Objectives and Activities

Status

Music Alive is a company limited by guarantee with charitable status and as such it is bound by its Memorandum and Articles of Association.

Purpose

To offer opportunities and support for disabled people to make and appreciate music in Wiltshire and the surrounding area.

Aims

- To improve access to music for disabled people.
- To initiate and develop creative music making with disabled and non-disabled musicians.
- To support disabled people who wish to achieve more independent, fulfilled and integrated lives.

Objectives

- To provide access to Music Alive's resource of well-equipped Music Rooms and information.
- To provide opportunities for disabled people who wish to participate in the cultural life of the community.
- To provide professional development and training opportunities for musicians and those who work with disabled people.
- To enable people with disabilities create and perform music.
- To complement the work of other organisations and individuals who support people with disabilities.

Activities

Music Alive's activities can be split into the following headings:

- Regular music sessions for adults
- Music Sessions for children and young people
- Work with volunteers
- Special projects
- Live music events

Details of the activity and achievements made are detailed in the next section.

Achievements and performance: Review of 2006 – 2007

Chairperson's Report

The last year for Music Alive has been a very busy one but also a very productive one and I am delighted with the overall progress that has been made within the organisation. Throughout the year the extremely valuable client sessions have continued to be delivered, the levels of external funding have been maintained and the overall management and control of the organisation has been dramatically improved with the introduction of new staff, volunteers, technology, processes and procedures and a new accounting system. The combination of these factors has put Music Alive in an excellent position from which to move forward from and to deliver even greater benefits to its clients in the coming year and beyond, and to start to realise the organisation's ambitions within its three year development plan.

There have been ups and downs throughout the year and turnover of staff has resulted in new learning curves for some and additional workload for others but we ended the year with a very strong and resilient core team in place and one that really does work as a team and is fully committed to the aims of the organisation. Debbie Wolfsohn, our Director/Community Musician has continued to drive and energise the organisation and I would like to make special mention of Val Foster whose efforts have made a real difference to the day to day running of Music Alive. I would like to thank Debbie, Val and the rest of the staff together with the excellent musicians who support the sessions, the many dedicated volunteers that make such a valuable contribution and my fellow Trustees who, together have all worked fantastically to deliver another very successful year for Music Alive.

Steve Warner, Chair of the Trustees

November 2007

Musical Director's report

Introduction

First of all I would like to thank all of the staff, volunteers and trustees who have supported the work of Music Alive this year. Without their hard work and long hours, we would not be able to achieve all the wonderful things that happen in our music sessions.

My next pleasant task is to thank our funders who have again shown great faith in Music Alive. Their generosity is vital if we are to continue our work. A full list of funders is on the back page.

In the Music Alive office, staff have worked hard to complete the process of setting up a new accounting system which is now working well. We have also implemented a transfer of administrative systems over to a web-based system to facilitate good communication between staff and volunteers, including those who work remotely.

This year was the first year covered by the Development Plan we wrote in early 2006, which detailed our plans to develop and extend the impact of our work in a sustainable and manageable way. The plan has 5 key aims:

1. Expand activity on a sustainable basis (including geographical and quantitative);
2. Increase earned income;
3. Improve marketing;
4. Develop an active membership;
5. Plan for new permanent premises.

We have made progress as follows:

1. This year, we have increased the number of people we have worked with, and in particular the number of children and young people. This is partly due to the input of volunteers who have been able to undertake additional sessions. This is a positive outcome of the Volunteer Development Project which began this year thanks to an award from the Big Lottery Fund.

2. Earned income has remained static this year, although new financial procedures are now in place to ensure that all participants are invoiced systematically.
3. The website has been kept updated and is often the route by which volunteers find out about us. It was also an extremely useful tool whilst recruiting for the Volunteer Facilitator post this year. In addition, we have maintained some profile in the local press and have created specific leaflets to recruit more volunteers.
4. Music Alive prides itself in the close relationships it develops with our service users, and the way in which we are able to respond to their interests and needs. We have not formalised these relationships into a membership scheme at the present time.
5. We have been aware for some time that the owner of Bentham House, where Music Alive is based, is likely to wish to sell the property. As we enter the new financial year, this likelihood has become more pressing. A challenge for the next year will therefore be to explore new partnerships and locations in order to find a new home.

One of Music Alive's strengths is the creativity which it brings to the regular music sessions and the drive to work with new people and in new ways. As we begin our sixth year of operation, the need for full-time office cover is now urgent and funding is being sought to cover the costs. Full-time office management will enable Music Alive to expand its music activity, serving more disabled people, developing new relationships and bringing a degree of financial sustainability to the organisation, enabling the creativity to flourish in the process.

Music Alive has worked with over 186 children and adults with disabilities in 524 group and individual sessions. The number of individuals we have worked with is 13% greater than last year, and the number of sessions has remained stable. In addition, Music Alive has supported an increased number of volunteers – both disabled and able-bodied – through our Volunteer Development Project, and there are currently almost 50 volunteers in our pool. These volunteers have provided invaluable support to our activities, gaining valuable skills and experience in the process.

Regular music sessions for adults

This area of work has remained our core activity, with sessions running in blocks of eight during term-times. These sessions are often the highlight of the participants' week and the majority continue to attend over long periods of time, enabling them to benefit from long-term development of music-based skills as well as gaining in social skills and self-esteem. Music Alive worked with 9 disabled adults in 96 individual sessions. A further 50 attended in 8 groups, receiving 151 sessions in total. This makes a total of 59 adults attending a total of 247 sessions this year. The increase in groups is partly due to a number of volunteers who were able to undertake sessions themselves, including Choir Chang, a trainee music therapist.

Music Alive Futures: Music sessions for children and young people

This year, our work with children and young people increased significantly (up 63%), mainly due to our core group of around 40 attending more sessions. All sessions were offered during school holidays, with the summer holidays and autumn ½ term being particularly busy. Time and time again, parents tell us how much they value being able to access music sessions that are specifically for children with disabilities.

Celebrating Achievements

During the February 2007 Music Alive Futures sessions, two young disabled people made significant progress in developing their independence skills.

- A 9 year old with Autism attended a Specialist Music Session without his Mum thanks to the support of an 8 year old volunteer
- A 17 year old wheel chair user made his own way home after a Music Alive session, thanks to Dial-a-Ride.

Congratulations to you both.

Work with volunteers

Thanks to an award from the Big Lottery Fund, Music Alive was able to begin its Volunteer Development Project with the appointment of its Volunteer Facilitator in June 2006. In his eight months with us, our first Volunteer Facilitator did some excellent work, almost doubling the pool of volunteers and numbers of volunteer visits per week, making new contacts, developing new activities with volunteers and supporting their work. In the remaining four months of the year, Music Alive's Musical Director was able to sustain some elements of the work, in particular ensuring that volunteers continued their commitments to visit and continue their voluntary input. Music Alive was not able to appoint a new Volunteer Facilitator after a first round of recruitment, although a new replacement has now been found. We are confident that, with a new staff member in post, the Volunteer Development Programme can gain new momentum in the next financial year.

Music Alive Volunteers

Theo Altieri, John Ball, Tracey Bijok, Christina Blackmore, Dominic Brotton, Elizabeth Brotton, David Chalk, Chier Chang, Lindsay Devine, Dave Foster, Myles Foster, Patrick Foster, Erin Goodfellow, Peter Gardner, Laurence Gibson, Nicholas Girard, John Green, Melanie Hopkins, Robert Hunt, Trisha Hunt, Ian James, Dr Joel, Dominic Johnson, Mark Johnson, Martin Kelly, Natalie Kimber, Peter Mead, Vera Mortimer, Matt Oxley, Dee Perera, Adam Smith, Cath Smith, Charlie Spence, Lee Staples, Will Taylor, Helen Trowbridge, Wal, Mark West, Josh Wolfsohn, Pat Wolfsohn.

Special Projects

Drum Circles project

This year saw the start of a new Drum Circles project based at Community Crossroads in central Swindon. The aim of the project is to provide music sessions that are open to both disabled and able-bodied people, thus providing opportunities for people with disabilities to create music and socialise in an integrated setting. To date, the sessions have been run by Music Alive's Musical Director, although we are currently fundraising so that a number of specialist percussionists can work with the group. The new setting offers Music Alive the possibility of reaching a new group of disabled people.

Music & Skills project

Music & Skills is an innovative project piloted by Music Alive in 2005/06 that involved the delivery of basic skills through music. Musical Director Debbie Wolfsohn has always strongly believed in the power of music activities to also deliver additional benefits such as social and communication skills, and empower learning in areas such as literacy, numeracy and IT. This project was funded by a one-off grant from Progress 2, part of the European Social Fund. After a "year off", this project will be starting up again in the next financial year, thanks to a new partnership with Swindon College, through which we will be able to draw down funding from the Learning and Skills Council.

Live music events

The regular Monday night jam sessions have continued this year, with the group becoming more independent thanks to the input of a number of key volunteer musicians. The sessions are now taking place in four local venues, rotating on a weekly basis, and these are supported by an active Yahoo forum where musicians and participants share information, music and sound files.

Plan for future periods

The Trustees plan to continue the work of Music Alive within the current aims and objectives, using the Development Plan agreed in May 2006 as a basis for a sustainable expansion of our services to disabled children and adults in Wiltshire and the surrounding area.

Debbie Wolfsohn, Musical Director

September 2007

Financial Report

Report of the Directors for the Year Ended 31 May 2007

The directors present their report with the financial statements of the company for the year ended 31 May 2007.

Statement of Directors' Responsibilities

The directors are responsible for preparing the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to Disclosure of Information to Auditors

So far as the directors are aware, there is no relevant audit information (as defined by Section 234ZA of the Companies Act 1985) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Auditors

The auditors, Monahans, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

Financial Review

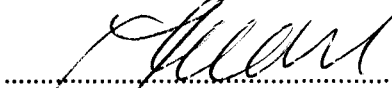
The trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission. A minimum desirable level of reserves has been agreed of £12,000. This approximates to three months running costs. The trustees believes that reserves should be at least at this level to ensure the charity can run efficiently and meet the needs of the beneficiaries.

In the past year, Music Alive has focused on setting up an administrative structure that can support an expanded service, which has depleted our reserves to a level which is lower than the stated policy. The trustees aim to increase them over the next two years.

A list of funders who have kindly donated this year is included at the end of this report.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD:


.....
J Keene - Director

Date:

..... 2/1/08

Report of the Independent Auditors to the Members of Music Alive

We have audited the financial statements of Music Alive for the year ended 31 May 2007 on pages six to eleven. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

The directors' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out on page two.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Report of the Directors is consistent with the financial statements.

In addition, we report to you if, in our opinion, the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and other transactions is not disclosed.

We read the Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the company's affairs as at 31 May 2007 and of its loss for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Report of the Directors is consistent with the financial statements.



Monahans
Chartered Accountants
Registered Auditor
38 - 42 Newport Street
SWINDON
Wiltshire
SN1 3DR

Date: 16th January 2008

Statement of Financial Activities For the year ended 31 May 2007

	Unrestricted Funds £	Restricted Funds £	Total 2007 £	Total 2006 £
Incoming Resources				
Incoming resources from generated funds:				
Voluntary income:				
Donations and gifts	1,136		1,136	10,856
Activities for generating funds				
Deposit interest	287		287	110
Miscellaneous income	56		56	3,451
Incoming resources from charitable activities				
Activities in furtherance of the charity's objects:				
Grants	21,550	10,000	31,550	63,635
Session fees	9,985		9,985	13,430
BIG Lottery Fund		48,863	48,863	
	33,014	58,863	91,877	91,482
Resources expended				
Cost of generating funds				
Fundraising and publicity	8,233		8,233	7,605
Charitable activities				
Provision of music sessions	41,009	12,069	53,078	59,070
Volunteer Development		30,017	30,017	
Governance costs				
	3,652		3,652	880
Total resources expended	52,894	42,086	94,980	67,555
Net incoming resources before transfers and other recognised gains	-19,880	16,777	-3,103	23,927
Transfers				0
	-19,880	16,777	-3,103	23,927
Fund balances brought forward at 1 June	29,254	3,650	32,904	8,977
Fund balances carried forward at 31 May	9,374	20,427	29,801	32,904

Continuing Operations

None of the companies activities were acquired or discontinued during the current or previous year.

The notes form part of these financial statements

Balance Sheet
31 May 2007

	Notes	2007 £	£	2006 £	£
FIXED ASSETS					
Tangible assets	5		8,268		6,895
CURRENT ASSETS					
Debtors	6	12,955		-	
Cash at bank and in hand		<u>20,687</u>		<u>29,897</u>	
		33,642		29,897	
CREDITORS					
Amounts falling due within one year	7	<u>12,109</u>		<u>3,887</u>	
NET CURRENT ASSETS			<u>21,533</u>		<u>26,010</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>29,801</u>		<u>32,905</u>
RESERVES					
Restricted funds	8		20,427		3,650
Unrestricted funds	8		<u>9,374</u>		<u>29,255</u>
			<u>29,801</u>		<u>32,905</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Board of Directors on 21/08
and were signed on its behalf by:


.....
J Keene - Director

The notes form part of these financial statements

Notes to the Financial Statements for the Year Ended 31 May 2007

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

Incoming Resources

Incoming resources are included in the statement of financial activities when the charity is entitled to the income.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write down each asset over its estimated useful life.

Equipment	- 20% on straight line basis
Musical instruments	- 20% on straight line basis
Computer equipment	- 33% on straight line basis

Only those assets costing more than £100 are capitalised. Items costing less than £100 are written off in the year of acquisition.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease.

Resources expended

Expenditure is recognised on the accruals basis as the liability is incurred.

Costs of generating funds includes expenditure on attracting voluntary income.

Charitable expenditure is made up of costs incurred in delivering the charitable activities undertaken by the charity.

Governance costs are made up of expenditure on meeting the charity's statutory responsibilities.

2. STAFF COSTS

	2007	2006
	£	£
Wages and salaries	46,787	30,480
Social security costs	<u>3,542</u>	<u>-</u>
	<u>50,329</u>	<u>30,480</u>

The average monthly number of employees during the year was as follows:

	2007	2006
Trustees and directors	7	7
Other staff	<u>3</u>	<u>2</u>
	<u>10</u>	<u>9</u>

The notes form part of these financial statements

**Notes to the Financial Statements - continued
for the Year Ended 31 May 2007**

5. TANGIBLE FIXED ASSETS

	Equipment	Musical instruments Totals	Computer equipment	
	£	£	£	£
COST				
At 1 June 2006	280	11,121	4,623	16,024
Additions	<u>2,136</u>	<u>199</u>	<u>2,697</u>	<u>5,032</u>
At 31 May 2007	<u>2,416</u>	<u>11,320</u>	<u>7,320</u>	<u>21,056</u>
DEPRECIATION				
At 1 June 2006	128	6,950	2,051	9,129
Charge for year	<u>465</u>	<u>874</u>	<u>2,320</u>	<u>3,659</u>
At 31 May 2007	<u>593</u>	<u>7,824</u>	<u>4,371</u>	<u>12,788</u>
NET BOOK VALUE				
At 31 May 2007	<u>1,823</u>	<u>3,496</u>	<u>2,949</u>	<u>8,268</u>
At 31 May 2006	<u>152</u>	<u>4,171</u>	<u>2,572</u>	<u>6,895</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2007	2006
	£	£
Trade debtors	666	-
Prepayments and accrued income	1,300	-
Big Lottery Fund Grant	<u>10,989</u>	-
	<u>12,955</u>	-

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2007	2006
	£	£
Trade creditors	3,260	-
Taxation and social security	1,271	-
Other creditors	<u>7,578</u>	<u>3,887</u>
	<u>12,109</u>	<u>3,887</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 May 2007**

8. RESERVES

ANALYSIS OF MOVEMENT OF FUNDS

Restricted Funds	As at 1 June 2006	Incoming Resources	Outgoing Resources	As at 31 May 2007
MAF (Work with Children)	3,347	5,000	8,347	-
Lloyds TSB		5,000	3,722	1,278
BIG Lottery Fund	303	48,863	30,017	19,149
	<u>3,650</u>	<u>58,863</u>	<u>42,086</u>	<u>20,427</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Current assets	Current liabilities	Total net assets
Restricted Funds				
MAF				
Lloyds TSB		1,278		1,278
BIG Lottery Fund	2,697	16,452		19,149
	2,697	17,730	-	20,427
Unrestricted funds	5,571	15,912	12,109	9,374
	<u>8,268</u>	<u>33,642</u>	<u>12,109</u>	<u>29,801</u>

PURPOSES OF FUNDS

MAF - work with children.

Lloyds TSB - grant to fund salary of office manager.

BIG Lottery Fund - grant from BLF for project to develop volunteer programme.

Music Alive is grateful to the following funders for their generous financial contributions in support of our work:

A & S Lass Charities Ltd.
Andrew & Catherine Carter Trust
Arimathea Charitable Trust
Big Lottery Fund
Bruce Wake Charitable Trust
Chichester Charitable Trust
HDH Wills 1965 Charitable Trust
Hiscox Foundation Charitable Trust
John and Susan Bowers Fund
Lloyds TSB Foundation
Marshall Amplification PLC
Millfield Trust
Mrs K Lawrence Charitable Trust
N.Smith Charitable Settlement
Odin Charitable Trust
Pamella & Jack Maxwell Foundation
Russell and Mary Foreman Charitable Trust
The Azima Foundation
The Betterware Foundation
The Clifford Charity Oxford
The Coutts Charitable Trust
The David Solomons Charitable Trust
The Elkhaven Charitable Trust
The Ellerdale Trust
The Elmgrant Trust
The Fitton Trust
The Helen Hamlyn Trust
The Hillcote Trust
The Roger Brooks Charitable Trust
The Sir Jules Thorn Charitable Trust
The William Doc Couch Trust
Truemark Trust
Walter Guinness Charitable Trust
Wolseley Charitable Trust