

THE SHEFFIELD MUSIC SCHOOL

England & Wales · Charity number 1038515

Details

Other names SHEFFIELD MUSIC SCHOOL

Status Registered

Legal form Other

Registered 1994-06-10

Register [View on the Charity Commission register](#)

Contact

Address Manor Lodge Primary School
Manor Lane
Sheffield
S2 1UF

Phone 07749840514

Email hello@sheffieldmusicschool.co.uk

Website www.sheffieldmusicschool.org

Activities

Objects: The Trustees shall hold the trust fund and its income upon trust to apply them for the following objects ("the objects") in the City of Sheffield and its environs ("the area of benefit") being the advancement of education in the area of benefit without distinction of sex, race, nationality or disablement or of political, religious or other opinions in all aspects of choral and orchestral music and its performance and in general musicianship and music theory by the provision of supplementary education in music and musicianship with the object of producing well-rounded musicians and of enriching the musical life of the area of benefit.?

Activities: Sheffield Music school, which is held every Saturday morning, aims to offer quality music making in a fun, friendly and nurturing environment. We support pupils from Grade 1 to post Grade 8 through their individual musical journeys and pride ourselves in offering a bespoke programme of musical experiences. A number of bursaries are available.

Classification

- **How:** Provides Services
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Children/young People

Geography

- **Area of benefit:** CITY OF SHEFFIELD AND ITS ENVIRONS
- Sheffield City

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£146,493	£127,355	-	-
2023-08-31	£89,064	£88,235	-	-
2022-08-31	£52,747	£49,132	-	-
2021-08-31	£27,686	£28,190	-	-
2020-08-31	£28,896	£26,957	-	-

Trustees

Name	Role	Appointed
Adam McCulloch		2025-09-01
Bob Cuff		2024-01-11
Emma Elizabeth Margaret Ford		2025-09-01
Katherine Grigsby		2022-06-18
PETER JOHN BROOKS		2025-09-01
Rose Wilcox		2023-01-10
Stephen Blakeley		2023-03-22
Tessa Esther Sawyer		2020-02-28

THE SHEFFIELD MUSIC SCHOOL

England & Wales - Charity number 1038515

Accounts



SHEFFIELD MUSIC SCHOOL- Charity Number 1038515 Trustees' Report for the year ended 31 August 2024

The trustees present their report with the financial statements of the charity for the year ended 31 August 2024.

Objectives and Aims

- To run workshops and events promoting musical performance
- To provide ensemble and band opportunities with expert tuition
- To provide high quality general musicianship skills, including music theory and composition
- To generally promote active music making and musical learning

Achievements and Activities

The 2023/24 year saw Sheffield Music School (SMS) further embed itself within the Manor Lodge Primary School community, with the continued success of the weekly Saturday Music School. The number of students remained stable, with an average attendance of 40 young people, upholding the positive trend seen in the previous year.

Our Saturday Music School offering has evolved, reflecting the needs of the students and providing a flexible approach to engagement. The core sessions included rap and production, band skills, and songwriting, alongside group lessons in ukulele and keyboard. These sessions have been highly popular, providing a range of opportunities for young people to explore and develop their musical talents.

This year, we continued to deliver two performances at Saturday Music School, as well as offering gig opportunities in the city. One of the highlights was the Tracks band performance at The Leadmill, which also served as a fundraising event, showcasing the talents of our students.

In addition to our Saturday Music School activities, we hosted several fundraiser events across the year, which raised £2,497 and provided stronger engagement within the local community. The events were all great successes, with families and community members coming together to celebrate the musical achievements of our students.

We continued the lunch club initiative, which was well-received by both students and families. Volunteers supported this initiative, providing snacks and sandwiches and helping to supervise break times. The lunch club will continue to be a key feature of our Saturday Music School offering.

Mentoring has been established as a key focus for SMS, with two former students joining the team as volunteers, providing support and guidance to current students. These volunteers will have the opportunity for paid roles in the future, strengthening our relationship with our alumni.

In terms of one-on-one tuition, we moved away from paid lessons, instead signposting students to the Music Hub staff for private tuition. This shift has allowed us to focus on creating more accessible, group-based opportunities for our young people.

Youth Music School - Trailblazer Fund

We were delighted to receive funding from Youth Music for the Trailblazer Fund, which focuses on lyric writing and self-expression for marginalised young people. The project, which began in November 2023, ran until January 2025. The activities within this project during this year have included group workshops, one-on-one sessions, and the production of a magazine distributed to families and community settings, celebrating the young people's creative expressions.

Partnerships and Outreach

February 2024 saw the MOBO Awards come to Sheffield, and Tracks was commissioned to deliver workshops in schools in the lead-up to the Awards Ceremony. This led to an ongoing partnership, where Tracks was invited to work with Alternative Provision (AP) sites, supporting at-risk children throughout the rest of the year.

We also expanded our reach with the Virtual Schools programme, working closely with fostering services and Sheffield Social Care to offer more music opportunities for looked-after children. This included funding for additional places at Tracks for these children, as well as extending our work with the Progression Team to deliver regular Alternative Provision sessions on Thursdays.

A successful funding bid to the Violence Reduction Unit (VRU) in April 2024 enabled us to launch a new project working with children in care, using music to uplift their voices. This project includes sessions in boxing gyms, parks, and children's residential settings, creating meaningful opportunities for young people to express themselves.

Further success came with funding for the Healthy Holidays programme, supporting our Tracks sessions during school breaks, which continued to engage young people in creative activities outside of the traditional school environment.

Partnerships and Performances

SMS continued to strengthen relationships with key organisations, including Sheffield Children's Hospital, where we expanded our upscaled workshops with ArtFelt. This also led to a delivery at the hospital as part of the Tramlines Fringe Festival.

We were also honoured to receive recognition at the Exposed Awards in Sheffield, winning the 'Sarah Nulty Power of Music Award' further cementing our presence and reputation within the city.

A highlight of the year was an exciting visit from Ed Sheeran in May 2024, as part of his Foundation's involvement with Tracks. This visit sparked conversations around future funding opportunities and has provided the young people with a significant boost, inspiring them and raising the visibility of Tracks on a much wider platform.

Team Growth and Development

This year, we've expanded our staff to accommodate the growing demand for Alternative Provision services. The growth of our team has allowed us to build stronger, more meaningful relationships with the young people we work with. Lucy has transitioned to a full-time staff role, providing much-needed stability and continuity in our work.

Financial Review

SMS has moved to only invoicing pupils who have one to one music lessons, thus invoiced student income was down to £3,816. All places at Saturday morning music school are now free to families and all costs are covered by donations and grants from local trusts. In addition, music provision for looked-after children are funded through Sheffield City Council via Virtual Schools and the Music Hub's budget for Children Looked-After. Other workshops, such as sessions for young people in Pupil Referral Units, are commissioned and funded by schools.

Council funding through both the Healthy Holidays Activities and Food (HAF) initiative brought in a total of £15,536. Virtual Schools and Children Looked-after (CLA) funding brought in a total of £22,258 in grants for project work and an additional £22,461 in grants designated as support packages for specific young people.

Grants from local trusts, including VRU £9,981 and Ward Pot funding £986, and a business sponsor, B Braun funded £2,700 made up a further £13,667. Private donations and fundraising events made up

the remainder of the total income. The total income increased substantially from 2022/23; the majority of the funds were tied up in special project work, however, contingency monies were included in Virtual Schools/CLA funding and grant applications were written to include funding for projects that fit within regular Saturday morning music school. Moving forward, SMS will continue to develop sustainable income streams through Virtual Schools and local grant-makers. The Tracks holiday club funding source, HAF, is secured at least for the next financial year. In addition, a large grant for a special school's project delivered in partnership with Sheffield Music Hub is anticipated for 2024/2025.

SMS has also become a registered alternative provider (AP) of education with Sheffield City Council which brought in £20,738 from Sheffield City Council, schools, and EOTAS (Education Other Than at School) packages. This is anticipated to increase next year as SMS becomes more established as an AP

The current account balance ending 31 August 2024 was healthy, which meant that SMS was not faced with cashflow problems moving into the new financial year. New funding applications and a fundraising drive are being developed for the financial year 2024/25.

Reserves Policy

The charity policy is to maintain £3,000 in free reserves to cover outstanding hire fees in the event of foreclosure. The Business Money Management account (deposit account) is currently used to hold free reserves to cover SMS in the event of foreclosure. The deposit account balance is currently at £1,489. Across all accounts, unrestricted funds total £11,511. The trustees will continue to monitor the unrestricted funds and designate unrestricted funds for particular purposes, which will be kept under review. The charity will continue to review the future reserves policies in light of the charity's growth.

Future Plans

Looking forward, we have exciting plans for the future, including a potential name change, moving away from Sheffield Music School to adopt the name **Tracks**. This reflects the evolving nature of our work and aligns with our ongoing mission to support young people through music.

We are also planning a strategic review to guide our long-term development, including the possibility of securing Ed Sheeran Foundation funding to support our growth. Additionally, we are working on growing our Trustee Board to bring in diverse expertise and guidance as we continue to expand our impact.

Structure, Governance and Management

The charity is controlled by its governing document, a deed of trust.

Organisation Structure

Trustees are Rose Wilcox (Chair), Kate Grigsby, John Revis, Bob Cuff, Stephen Blakeley and Tessa Sawyer.

The day-to-day running of the charity is undertaken by the Director, Lucy Revis, and Tessa Sawyer, who was given the role of General Manager. Chris Noble was Head of Seniors up until the spring term 2024, as the structure of music school has changed, there is no longer a Head of Seniors. Other tutorship roles are filled on a freelance basis as needed. All paid staff roles within the charity operate on a freelance, self-employed basis.

Governance

The trustees meet at least three times a year to agree overall strategy and check all governance matters. The trustees hold an Annual General Meeting which is open to all those associated with Sheffield Music School.

Safeguarding policies were reviewed in August 2023. Risk assessments and safeguarding amendments were undertaken periodically throughout the year to meet the requirements of specific project work.

Management

Tessa Sawyer oversees the payment process for all freelance staff, including the Director and tutors. Tessa Sawyer also provides freelance administrative and managerial support to the Director. Tessa Sawyer, Rose Wilcox and Kate Grigsby are bank signatories. The bank mandate and signatories list was updated in June 2024.

The independent examiner for the charity is Rod Ismay.

SHEFFIELD MUSIC SCHOOL - Charity Number 1038515

Statement of Financial Activities for the year ended 31st August 2024

This financial statement has been prepared to comply with the requirements set out in Part VI of the Charities Act 1993 and where appropriate the related Accounts and Report Regulations issued in 1995, 2000 and 2005.

The Accounts have been prepared on the receipts and payments basis and the following summary accounts for all money received and paid out during the financial year 2023/24. There is also a statement giving details of our assets and liabilities at the end of the year.

Tessa Sawyer – Treasurer 23/06/2025

Summary of Income and Expenditure

	2022/23 £	2023/24 £
Receipts		
Student Fees and Student Funding	32,076	26,278
Concerts	994	5,060
Grants	47,889	83,341
Donations	7,784	11,018
Contracts - Alternative Provision packages		20,738
Other Income	321	58
Total Receipts	89,064	146,493
Payments		
Staff Fees Paid	78,665	121,210
Rental for premises	247	982
Concert Expenses	3,158	2,636
Other Expenditure	6,165	2,527
Total Payments	88,235	127,355
Surplus/(Deficit)	829	19,138

Summary of Funds

	2022/23 £	2023/24 £
Total opening funds	9,175	10,004
Surplus/(Deficit)	829	19,138
Total closing funds	10,004	29,142
Assets & Liabilities at Year-end		
Current A/C	7,706	26,235
Deposit A/C	1,454	1,489
PayPal A/C	774	1,382
Cash in hand	70	35
Total funds	10,004	29,142

Restricted funds b/f	4,602	3,709
Add further restricted donations	72,955	43,763
Less Expenditure	73,848	29,841
Restricted Funds before transfers	3,709	17,631
Transfers from unrestricted fund		
Restricted funds c/f	3,709	17,631
Unrestricted funds c/f	6,295	11,511
Total funds	10,004	29,142

Summary of 2023/24

This year has seen an increase in total funds of £19,138.

The category of Student Fees and Student Funding includes funding for:

- one-to-one music lessons invoiced to parents (£3,817)
- provision commissioned by schools and organisations, such as Virtual School (£22,461).

Donations increased from 2022/23 by £3,234. Donations for 2023/24 included:

- regular monthly donations (£2,663),
- one-off donations from various fundraising events, including fundraising drives on social media, sales of Tracks merchandise, Saturday morning showcases and winter raffle (£7,016)
- donations from families that attend Saturday morning sessions (£1,339).

Concerts in 2023/24 raised a total of £5,060. Overall student numbers for Saturday music school remained stable with a register of approximately 45 students throughout the year. Holiday club project work was fully funded by the council's HAF scheme, Thursday's after school club for looked-after children was funded by Virtual School and Alternative Provision was funded through Sheffield City Council, various schools and funding packages such as EOTAS (Education Other Than at School). Across all Tracks programmes, a total of 140 children and young people were registered. Approximately 150 children and young people took part in one-off workshops and events, however the number of attendees was not collected systematically.

Grants from trusts and funding bodies are one of the charity's main funding streams with two major grants in 2023/24 from Youth Music (total grant of £21,350 of which £20,283 was paid out in 2023/24) and Violence Reduction Unit (total grant of £19,962 of which 50% was paid out in 2023/24). Further grants from local funding bodies bolstered the charity's income to cover Saturday music school expenses, including LAC Ward (£986), local business B Braun (£1,200 of the grant was allocated to Saturdays, the remaining £1,500 was allocated to live events) and Youth Services (£6,500). Continuing the partnership with Manor Lodge Primary School and Red Tape Central (through Music Hub) has kept SMS' core costs low.

Grants award from trusts and funding bodies for specific projects and activities made up the restricted funds, see table below.

Grant	Award period	Amount received in 2023/24	Spend in 2023/24	Restricted for 2024/25
HAF	Sep 2023 to Aug 2024	£13,499	£13,499	£0
Youth Music	Nov 2023 to Feb 2025	£20,283 (95% of total grant)	£9,610	£10,673
Violence Reduction Unit	Jul 2024 to Nov 2024	£9,981 (50% of total grant)	£3,023	£6,958

Due to the increase in project work, including workshops, Alternative Provision, and regular mid-week sessions, staff costs rose by £42,276, compared to 2022/23. Other expenditures decreased from £6,165 to £2,797. Expenditure was budgeted as part of the running costs for the various projects and included media and advertising costs as well as travel expenses for visiting musicians. Concert expenses included venue hire and travel costs for performing artists.

The additional Thursday sessions will continue to be fully funded by Virtual Schools. The costings for Thursdays include contingency funds to cover additional administration tasks incurred through running

the sessions and includes funding for purchasing necessary equipment. Alternative Provision is funded by the local council at a set rate. This year the charity built up relationships with schools and attracted further students, some of whom were funded by their schools, who pay an agreed rate per student, and educational packages. Smaller grants from local funding bodies, including Ward Pot funding and donations from a local business, have helped to cover staff fees for Saturday music school. Plans for a partnership working on a special school's project with Sheffield Music Hub are underway for 2024/25 which is expected to bring in a significant amount of project funding. The charity has also been invited to apply for a 3 year funding grant from the newly created Ed Sheeran Foundation in 2024/25 which will help to future proof the charity and consolidate the various strands of project work. It is anticipated that student recruitment will continue to focus on building relationships with young people attending Tracks holiday clubs, Manor Lodge Primary School and Virtual School. Funding from HAF has already been agreed in principle for 2024/25, with Tracks expected to run over Christmas, Easter and summer term breaks.

Core staff for Saturday music school and Thursday sessions remained relatively stable from previous years with the addition of staff members for the Alternative Provision. Holiday clubs and project work engaged various freelance staff, most of whom had previously worked at Tracks as well as some new staff. Due to the nature of the Tracks and other short-term project work, freelance staff will continue to be engaged as and when needed.

Rod Ismay has kindly agreed to review our accounts. He has made no charge for this service, and I would like to thank him on behalf of the Trustees and Director for his generosity.

Tessa Sawyer
Treasurer
23/06/2025



Section A

Independent Examiner's Report

Report to the trustees/ members
of

Sheffield Music School

On accounts for the year ended

31 August 2024

Charity no

1038515

Set out on pages

1 to 7

**Responsibilities and basis of
report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 August 2024**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's
statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

23 June 2025

Name:

Rod Ismay

Relevant professional qualification(s) or body (if any): FCA. Fellow of the Institute of Chartered Accountants in England and Wales

Address: c/o Sheffield Music School, Manor Lodge Primary, Manor Lane, Sheffield, S2 1UF

Section B Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A

THE SHEFFIELD MUSIC SCHOOL

England & Wales - Charity number 1038515

Accounts



SHEFFIELD MUSIC SCHOOL- Charity Number 1038515 Trustees' Report for the year ended 31 August 2023

The trustees present their report with the financial statements of the charity for the year ended 31 August 2023.

Objectives and Aims

- To run workshops and events promoting musical performance
- To provide ensemble and band opportunities with expert tuition
- To provide high quality general musicianship skills, including music theory and composition
- To generally promote active music making and musical learning

Achievements and activities

The year 2022/23 saw Sheffield Music School establish itself within the Manor Lodge Primary School community space. Our register of students has stabilised at approximately 45 children and young people. Our Saturday offer included a small, senior ensemble and jazz band, a beginner ensemble of mixed instruments, beginner keyboard and ukulele groups, rap class, rock band and pop choir. The celebration performance in May featured performances by individuals and ensembles. It included a whole school adapted performance of Stormzy's song *Hide and Seek*, with the choir performing the original chorus; the rap class wrote their own lyrics for the rap sections backed by the ensembles and rock bands. The performance was well-attended, creating a special buzz for the whole community.

Outreach initiatives in 2022/23 included Tracks events, funded through Sheffield Council's Healthy Holidays and Activities Fund, during the Christmas and Easter term breaks and during the summer holidays. These events have been very well received and future funding is anticipated to run Tracks again in 2023/24. In summer of 2023, SMS/Tracks performed at the Sharrow Festival children's stage and at the Tramlines Fringe event.

Tracks has also led to a connection with Virtual Schools, who provide and fund activities for looked-after children. Virtual Schools funded additional places at Tracks for looked-after children and some follow-up funding for looked-after children attending on a Saturday morning. From January 2023, Virtual Schools funded SMS/Tracks to run music sessions from Red Tape Central for looked-after children on Thursday afternoons.

A successful funding bid to the Violence Reduction Unit (VRU) enabled SMS to continue the band and artist mentorship programme. The VRU project focused on original songwriting and learning performance skills. Young people took part in a live performance at the Leadmill in January 2023 and a final celebration performance at Yellow Arch in March 2023.

In the Spring of 2023, The Sarah Nulty Foundation Power of Music funded a song-writing project, Home from Home, with Ukrainian refugees. The project ran for 8 weeks in which the young people wrote original songs, which were recorded and showcased on our YouTube channel.

In response to the growing cost of living crisis, Saturday music school moved to offer more free spaces and started a free lunch club, extending the morning session to 12:15pm. Volunteers provided the additional support needed to run the lunch club, making snacks and sandwiches and helping to supervise break times. The success of the lunch club means that SMS will continue to offer this into 2023/24, working towards increasing the number of volunteers for Saturday mornings. As SMS expands through project work, Saturday Music School remains the primary focus as a community hub of musical activity.

Financial Review

SMS pupil invoiced income decreased from the previous year, from £13,769 down to £9,724, reflecting a deliberate move to offer more free spaces supported by donations and grants from local trusts. In addition, music provision for looked-after children are funded through Sheffield City Council via Virtual Schools and the Music Hub's budget for Children Looked-After. Other workshops, such as sessions for young people in Pupil Referral Units, are commissioned and funded by schools. To reflect this growth in student funding, the categorisation in the financial summary has been changed to "Student Fees and Student Funding".

Council funding through both the Healthy Holidays Activities and Food (HAF) initiative brought in a total of £32,350, however, an underspend in summer Tracks meant that £3,556 was left over and will be used for the next Tracks in Christmas 2023. Virtual Schools and Children Looked-after (CLA) funding brought in a total of £25,261. Grants from local trusts, including VRU, Sarah Nulty, Coop Foundation and Ward Pot funding, made up a further £14,892. Private donations and fundraising events made up the remainder of the total income. The total income increased substantially from 2021/22; the majority of the funds were tied up in special project work, however, contingency monies were included in Virtual Schools/CLA funding and grant applications were written to include funding for projects that fit within regular Saturday morning music school. Cashflow problems were therefore lessened in comparison to previous years. Moving forward, SMS will continue to develop sustainable income streams through Virtual Schools and local grant-makers. The Tracks holiday club funding source, HAF, is secured at least for the next financial year but is unlikely to continue past 2024 as it is a central government initiative designed with a limited timescale.

The current account balance ending 31 August 2023 was healthy, which meant that SMS was not faced with cashflow problems moving into the new financial year. Various funding applications and a fundraising drive are being developed for the financial year 2023/24.

Reserves Policy

The charity policy is to maintain £3,000 in free reserves to cover outstanding hire fees in the event of foreclosure. The Business Money Management account (deposit account) is currently used to hold free reserves to cover SMS in the event of foreclosure. The deposit account balance is currently at £1,454. However, across all accounts, unrestricted funds total £6,295. The trustees are now in a position to designate the unrestricted funds for particular purposes which will be kept under review. The charity will continue to review the future reserves policies in light of the charity's growth.

Future Plans

Future plans are focused on developing Saturday Music School to meet the changing needs and interests of the students. The focus is on increasing our presence within the local community and online to ensure our offer is visible and accessible. Numbers in Senior music school ensembles are very low however rap/production has proved popular, as have the rock bands.

Upcoming project work includes developing an Alternative Provision offer to fit in with the Thursday sessions. Alternative Provision will be funded through Sheffield City Council.

Tracks is planned to run again during the Christmas term break of 2023, Easter 2024 and summer 2024.

As SMS is becoming less reliant on paying families, the charity introduced pay-as-you-feel donations for Saturday mornings rather than a formal bursary scheme. This relieved the pressure of chasing unpaid invoices and removed the need for a formal bursary scheme, thereby improving equality of access for all young people. Students wanting one to one lessons will continue to be invoiced at the rate of £17 for 30 minute lessons. Moving towards a donation-based approach will also allow the charity to explore Gift Aid. The charity will also explore corporate sponsorship.

Structure, Governance and Management

The charity is controlled by its governing document, a deed of trust.

Organisation Structure

Trustees are Rose Wilcox (Chair), Kate Grigsby, John Revis, Sam Olley and Tessa Sawyer.

Rose Wilcox took on the role of chairperson in January 2023.

The day-to-day running of the charity is undertaken by the Director, Lucy Revis, and Tessa Sawyer, who was given the role of General Manager. Chris Noble remains Head of Seniors. Other tutorship roles are filled on a freelance basis as needed. All paid staff roles within the charity operate on a freelance, self-employed basis.

Governance

The trustees meet at least three times a year to agree overall strategy and check all governance matters. The trustees hold an Annual General Meeting which is open to all those associated with Sheffield Music School.

Safeguarding policies were reviewed in December 2021. Risk assessments and safeguarding amendments were undertaken periodically throughout the year to meet the requirements of specific project work.

Management

Tessa Sawyer oversees the payment process for all freelance staff, including the Director, Head of Seniors, and tutors. Tessa Sawyer also provides freelance administrative and managerial support to the Director. Tessa Sawyer, Lesley Blyth and Peter Hurst remain bank signatories. The bank mandate and signatories will need to be updated in 2023/24.

The independent examiner for the charity is Rod Ismay.

SHEFFIELD MUSIC SCHOOL - Charity Number 1038515

Statement of Financial Activities for the year ended 31st August 2023

This financial statement has been prepared to comply with the requirements set out in Part VI of the Charities Act 1993 and where appropriate the related Accounts and Report Regulations issued in 1995, 2000 and 2005.

The Accounts have been prepared on the receipts and payments basis and the following summary accounts for all money received and paid out during the financial year 2022/23. There is also a statement giving details of our assets and liabilities at the end of the year.

Tessa Sawyer – Treasurer 25/06/2024

Summary of Income and Expenditure

	2021/22 £	2022/23 £
Receipts		
Student Fees and Student Funding	13,769	32,076
Fees from previous year	0	0
Concerts	318	994
Grants	36,849	47,889
Donations	1,409	7,784
Other Income	402	321
Total Receipts	52,747	89,064
Payments		
Staff Fees Paid	43,382	78,665
Rental for premises	172	247
Concert Expenses	2,388	3,158
Other Expenditure	3,190	6,165
Total Payments	49,132	88,235
Surplus/(Deficit)	3,615	829

Summary of Funds

	2021/22 £	2022/23 £
Total opening funds	5,560	9,175
Surplus/(Deficit)	3,615	829
Total closing funds	9,175	10,004
Assets & Liabilities at Year-end		
Current A/C	7,412	7,706
Deposit A/C	1,296	1,454
PayPal A/C	397	774
Cash in hand	70	70
Total funds	9,175	10,004

Restricted funds b/f	4,436	4,602
Add further restricted donations	35,591	72,955
Less Expenditure	35,425	73,848
Restricted Funds before transfers	4,602	3,709
Transfers from unrestricted fund		
Restricted funds c/f	4,602	3,709
Unrestricted funds c/f	4,573	6,295
Total funds	9,175	10,004

Summary of 2022/23

This year has seen an increase in total funds of £829.

The category of student fees has been changed to *Student Fees and Student Funding* to include funding for music workshops and provision commissioned by schools and organisations, such as Virtual Schools. In the summer term, the charity moved to pay-as-you-feel donations for pupils attending Saturday music school, with the exception of pupils that have one-to-one instrumental lessons. Fee paying pupils therefore reduced from 26 to 5. This change meant donations increased from £2,167 in 2021/22 to £7,784. Of the total donations, £1,586 were from regular, monthly donations. Other donations were raised one-off donations from fundraising drives on social media and through selling Tracks merchandise. Concerts in 2022/23 raised a total of £994. Overall student numbers for Saturday music school remained stable with a register of approximately 45 students throughout the year. Student funding Holiday club project work, Tracks, was fully funded by the council's HAF scheme. Across all three Tracks programmes, a total of 143 young people attended.

Further changes in the charity's main funding streams are reflected in the increase in grants from trusts and funding bodies. The category of grants, donations and awards has therefore been made into two separate categories of *Grants* and *Donations*. By recategorizing, these separate funding streams are made clear.

The stability of the charity's financial situation greatly improved through working directly with Virtual Schools and a substantial funding grant of £11,835 from the Violence Reduction Unit (VRU). Further grants from local funding bodies bolstered the charity's income to cover Saturday music school expenses. Continuing the partnership with Manor Lodge Primary School and Red Tape Central (through Music Hub) has kept SMS' core costs low.

Due to the variety of project work undertaken, staff costs rose by £35,283, compared to 2021/22, and other expenditures also increased, from £3,190 to £6,165. This increase was budgeted as part of the running costs for the various projects and included media and advertising costs as well as travel expenses for visiting musicians. Concert expenses included gigs at the Leadmill and Yellow Arch, as part of the VRU funded project.

The additional Thursday sessions will continue to be fully funded by Virtual Schools. The costings for Thursdays include contingency funds to cover additional administration tasks incurred through running the sessions and includes funding for purchasing necessary equipment. Plans for becoming an Alternative Provision provider are underway. Alternative Provision is funded by the local council at a set rate. Building up relationships with schools to attract students will take time but the hope is that Alternative Provision will provide a steady income stream that will, in time, become profitable enough to help subsidise other areas of the charity's work. Smaller grants from local funding bodies, including the Coop Community Fund and Ward Pot funding, have helped to cover staff fees for Saturday music school. Moving forward, applications will be made to Youth Music and other funding bodies to try and secure funding to cover core costs over the longer term. It is anticipated that student recruitment will continue to focus on building relationships with young people attending Tracks holiday clubs and Manor Lodge Primary School. Funding from HAF has already been agreed in principle for 2023/24, with Tracks expected to run over Christmas, Easter and summer term breaks.

Regular staff for Saturday music school remained unchanged from the previous year. New freelance staff were engaged for the regular Thursday Virtual School/CLA music sessions. Tracks project work engaged various freelance staff, most of whom had previously worked at Tracks as well as some new staff. Due to the nature of the Tracks and other short-term project work, freelance staff will continue to be engaged as and when needed.

Rod Ismay has kindly agreed to review our accounts. He has made no charge for this service, and I would like to thank him on behalf of the Trustees and Director for his generosity.

Tessa Sawyer
Treasurer
25/06/2024



Section A Independent Examiner's Report

Report to the trustees/ members of Sheffield Music School

On accounts for the year ended 31 August 2023 **Charity no** 1038515

Set out on pages 1 to 5

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 August 2023**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").


I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:  **Date:** 25 June 2024

Name: Rod Ismay

Relevant professional qualification(s) or body (if any):	FCA. Fellow of the Institute of Chartered Accountants in England and Wales
Address:	c/o Sheffield Music School, Manor Lodge Primary, Manor Lane, Sheffield, S2 1UF

Section B Disclosure

	Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
Give here brief details of any items that the examiner wishes to disclose.	N/A

THE SHEFFIELD MUSIC SCHOOL

England & Wales - Charity number 1038515

Accounts



SHEFFIELD MUSIC SCHOOL- Charity Number 1038515 Trustees' Report for the year ended 31 August 2022

The trustees present their report with the financial statements of the charity for the year ended 31 August 2022.

Objectives and Aims

- To run workshops and events promoting musical performance
- To provide ensemble and band opportunities with expert tuition
- To provide high quality general musicianship skills, including music theory and composition
- To generally promote active music making and musical learning

Achievement and activities

In September 2021 we returned to in-person music school at our regular Sheffield High School. The register of students remained below 20 students, creating financial difficulty particularly with regard to paying venue fees. The decision was made to relocate to a building with lower rates and in a community-based location. For the spring term of 2022, Saturday music school moved to its new location of Manor Lodge Primary School.

Outreach initiatives in 2021-2022 included Tracks events, funded through the Sheffield Council's Healthy Holidays and Activities Fund, during the Christmas and Easter term breaks and during the summer holidays. These events have been very well received and future funding is anticipated to run Tracks again in 2022/23. SMS also partnered with the Royal Philharmonic Orchestra for a special song-writing workshop and performance at the Sheffield City Centre Fan Zone celebrating the UEFA Women's EURO 2022.

Tracks has also led to a connection with Virtual Schools, who provide and fund activities for looked-after children. Virtual Schools funded additional places at Tracks for looked-after children and some follow-up funding for looked-after children attending on a Saturday morning. There are plans in place to work more closely with Virtual Schools from Jan 2023 to develop our offer for looked-after children and young people.

The band mentorship scheme has continued and as well as rehearsal support, SMS has provided gigging and recording opportunities for the band, Sunburst along with an interview in Exposed magazine. Mentorship of female identifying young musicians has had a slower uptake, however, through continued work with Tracks we hope to establish a female group within the mentorship scheme for 2022/23.

After the move to Manor Lodge school, we worked to develop our links to the community through the school. We offered bursary places to children from the school, increasing our provision to include small group beginner keyboard and ukulele classes alongside a pop choir. We hope to build on these community ties into 2022/23.

Since moving to Manor Lodge, the register has grown to over 40 students, many of these being new starters as the Seniors group has reduced significantly after the move. This decrease was due partly to the move, as former students decided not to follow us to the new location, but was also due to students in their GCSE year deciding to cut back on activities. The new joiners are a mixture of students who attended Tracks, were invited through Manor Lodge Primary School, and some who found us through our webpage. New joiners are predominantly joining through our bursary scheme rather than fee payers, as was traditionally the case. Increasing our funding to continue to expand our

bursary offer into 2022/23 will provide a challenge but also demonstrates that we are succeeding in widening the musical opportunities available to children and young people in Sheffield.

Financial Review

SMS pupil invoiced income improved somewhat from the previous year, up from £10,566 to £13,769, however invoices were no longer the principal funding source. Council funding through both the Healthy Holidays Activities and Food (HAF) initiative and Children Looked-after funding brought in a total of £25,820. Grants from local trusts made up a further £10,271. Private donations and fundraising events made up the remainder of the total income. While the total income nearly doubled from 2020/2021, the majority of the funds were tied up in special project work and so funding for the day-to-day running of SMS, including the regular Saturday morning music school, remained precarious. Cashflow problems were, however, lessened in comparison to the previous year. Moving forward, SMS must begin to build up free reserves through developing a sustainable income structure. The main funding source, HAF, is secured at least for the next financial year but is unlikely to continue past 2023/2024 as it is a central government initiative designed with a limited timescale.

The current account balance ending 31 August 2022 was significantly better than originally forecasted, though some of the monies are restricted to cover outstanding invoices from the HAF summer project. Various funding applications were submitted over the summer, the outcomes for which should be confirmed by October/November 2022. In addition to a fundraising drive for 2022/2023, there will be a continued focus on developing the bursary fund and recruitment.

Reserves Policy

The charity policy is to maintain £3,000 in free reserves to cover outstanding hire fees in the event of foreclosure. Free reserves are currently at £1,296. The charity is not yet in a financial position to rejuvenate the free reserves. This situation will be kept under review.

Future Plans

Future plans are focused on developing Saturday Music School to meet the changing needs and interests of the students. For Junior music school, small group beginner ukulele and keyboard classes have proven popular and the choir is continuing to grow. Numbers in Senior music school are very low though the rap/production class has been a good addition to Saturday mornings, with potential to grow over the coming year.

Upcoming project work includes expanding the mentorship programme, though this is dependent on funding bids submitted over the summer. Young people for the mentorship programme will be recruited through the Tracks programme as well as from Flourish, the mental health charity, and general enquiries from our website or word of mouth.

Tracks is planned to run again during the Christmas term break of 2022, Easter 2023 and summer 2023.

Online music theory has proved less popular now that face to face work has been fully reinstated. Online teaching will therefore not continue into the new term.

Recruitment for the bursary scheme through Manor Lodge Primary School and Tracks has been largely successful and will continue into the coming year.

The ensemble offer to adult amateur musicians has been less popular and is no longer financially viable and will not continue for the foreseeable future.

Structure, Governance and Management

The charity is controlled by its governing document, a deed of trust.

Organisation Structure

Trustees are Lesley Blyth (Chair), Peter Hurst, Sam Olley and Tessa Sawyer.

Two new trustees joined at the AGM in June 2022; Kate Grigsby and John Revis. Lesley Blyth stepped down as a trustee and John Revis was nominated as an interim chair while the charity works to recruit a permanent trustee to take on the role of chair.

The day-to-day running of the charity is undertaken by the Director, Lucy Revis, and Tessa Sawyer, who was given the role of General Manager in 2021 in recognition of the increased responsibilities she was undertaking in her role with the charity. There is no longer a Head of Juniors as Tim Page stepped back from this role, there are no plans to recruit for this position as Junior music school has been significantly restructured. Chris Noble remains of Head of Seniors. Other tutorship roles are filled on a freelance basis as needed. All paid staff roles within the charity operate on a freelance, self-employed basis.

Governance

The trustees meet at least three times a year to agree overall strategy and check all governance matters. The trustees hold an Annual General Meeting which is open to all those associated with Sheffield Music School.

Safeguarding policies were reviewed in December 2021. Risk assessments and safeguarding amendments were undertaken periodically throughout the year to meet the requirements of specific project work.

Management

Tessa Sawyer oversees the payment process for all freelance staff, including the Director, Head of Seniors, and tutors. Tessa Sawyer also provides freelance administrative and managerial support to the Director. Tessa Sawyer, Lesley Blyth and Peter Hurst are bank signatories.

The independent examiner for the charity is Rod Ismay.

SHEFFIELD MUSIC SCHOOL - Charity Number 1038515

Statement of Financial Activities for the year ended 31st August 2022

This financial statement has been prepared to comply with the requirements set out in Part VI of the Charities Act 1993 and where appropriate the related Accounts and Report Regulations issued in 1995, 2000 and 2005.

The Accounts have been prepared on the receipts and payments basis and the following summary accounts for all money received and paid out during the financial year 2021/22. There is also a statement giving details of our assets and liabilities at the end of the year.

Tessa Sawyer – Treasurer 19 June 2023

Summary of Income and Expenditure

	2020/21 £	2021/22 £
Receipts		
Student Fees	10,566	13,769
Fees from previous year	0	0
Concerts	0	318
Grants, Awards and Donations	17,120	38,258
Other Income	0	402
Total Receipts	27,686	52,747
Payments		
Staff Fees Paid	24,480	43,382
Rental for premises	762	172
Master Classes	966	0
Music	0	0
Concert Expenses	0	2,388
Other Expenditure	1,982	3,190
Total Payments	28,190	49,132
Surplus/(Deficit)	(504)	3,615

Summary of Funds

	2020/21 £	2021/22 £
Total opening funds	6,064	5,560
Surplus/(Deficit)	(504)	3,615
Total closing funds	5,560	9,175
Assets & Liabilities at Year-end		
Current A/C	4,088	7,412
Deposit A/C	1,296	1,296
PayPal A/C	106	397
Cash in hand	70	70
Total funds	5,560	9,175

Restricted funds b/f	2,180	4,436
Add further restricted donations	12,700	35,591
Less Expenditure	10,444	35,425
Restricted Funds before transfers	4,436	4,602
Transfers from unrestricted fund		
Restricted funds c/f	4,436	4,602
Unrestricted funds c/f	1,124	4,573
Total funds	5,560	9,175

Summary of 2021/22

This year has seen an increase in total funds of £3,615.

Student fees, including the bursary scheme, increased by 30% (£3,203). There was an increase in fee paying students, from 20 to 26, and overall student numbers for Saturday music school have increased to a total of 42 students, with 16 new starters on full bursaries. The bursary funds were boosted substantially in May 2022 by £2,000 financial contribution from Manor Lodge Primary School to allow any child from the school to attend Saturday Music School for free. Term time project work, Tracks, was fully funded by the council's HAF scheme. Across all three Tracks programmes, a total of 122 young people attended.

The financial situation was somewhat precarious throughout the year but especially so in the winter term when student fees only covered about half the staff fees and none of the venue hire fees. This was offset by grants from local funding bodies but the situation was clearly unsustainable. The winter term was shorter than the normal 10-week term in an effort to keep rent affordable. However, rent costs at Sheffield High School were still too high. Partnering with Manor Lodge Primary School by moving Saturday music school to the new location in the spring of 2022 removed rent costs, thus significantly reducing SMS' core costs.

Due to the commissioned Tracks project work, staff costs rose by 77% (£18,970), compared to 2020/21, and other expenditures also increased, from £1,982 to £3,190. This increase was budgeted as part of the running costs for the out-of-term Tracks projects and included media and advertising costs as well as travel expenses for visiting musicians. Concert expenses included a special gig at the Leadmill as part of the Tracks summer 2022.

The increase in reliance on grants, private donations, and council funding has significantly changed the way SMS operates financially. While this has increased the total income, it has also meant that large parts of SMS income are reserved for Tracks and mentorship project work. Securing funding for core costs and regular Saturday music school has been stubbornly difficult. Smaller grants from local funding bodies, including the Coop Community Fund and Sheffield Town Trust, have helped to cover staff fees for Saturday music school. Moving forward, applications will be made to Youth Music and other funding bodies to try and secure funding to cover core costs over the long term. It is anticipated that student recruitment will continue to focus on widening participation with bursary students joining from Tracks and Manor Lodge Primary School. Funding from HAF has already been agreed in principle for 2022/23, with Tracks expected to run over Christmas, Easter and summer term breaks in 2022/23.

The winter term concert in December 2021 raised a total of £318. One of the mentee bands performed at the Sharrow Festival as part of a mentorship programme commissioned by the Sharrow Community Forum with a grant of £6,854.

Regular staff for Saturday music school remained unchanged from the previous year, with the exception of Tim Page who left music school in February 2022. Tracks project work engaged various freelance staff, some of whom had previously worked at Tracks as well as some new staff. Due to the nature of the Tracks and other short-term project work, freelance staff will continue to be engaged as and when needed.

Rod Ismay has kindly agreed to review our accounts. He has made no charge for this service, and I would like to thank him on behalf of the Trustees and Director for his generosity.

Tessa Sawyer
Treasurer
19-June-2023



Section A Independent Examiner's Report

Report to the trustees/ members of

On accounts for the year ended **Charity no**

Set out on pages

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 August 2021**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: **Date:**

Name:

Relevant professional qualification(s) or body (if any):

FCA. Fellow of the Institute of Chartered Accountants in England and Wales

Address:

74 Silverdale Road, Sheffield, S11 9JL

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A

THE SHEFFIELD MUSIC SCHOOL

England & Wales - Charity number 1038515

Accounts



SHEFFIELD MUSIC SCHOOL- Charity Number 1038515 Trustees' Report for the year ended 31 August 2021

The trustees present their report with the financial statements of the charity for the year ended 31 August 2021.

Objectives and Aims

- To run workshops and events promoting musical performance
- To provide ensemble opportunities with expert tuition
- To provide high quality general musicianship skills, including music theory and composition
- To generally promote active music making and musical learning

Achievement and activities

Early plans to trial in-person music school in September/October at an alternative venue, Mount St. Mary's, were put back as lockdown measures were once again put in place to manage the ongoing Covid-19 pandemic. This necessitated that music school operate online for the majority of the year, with a return to in-person music school at our regular Sheffield High School venue for the final part of the summer 2021 term.

In the spring 2021 term we ran the Musical Pathways BBC Philharmonic workshops online. The workshops included talks by special guests Simon Webb and Linton Stephens, a composition workshop with Anna Appleby and BBC players, Elinor Gow and Gary Farr, who workshopped and recorded student compositions.

A Mentorship scheme for young people age 14+ was trialled with two up-and-coming bands in 2020-2021. The scheme received excellent feedback from the young people and mentors involved and is set to be further developed with an emphasis on widening opportunities, particularly for female identifying young musicians.

In July, SMS were commissioned by Sheffield Music Hub to run a weeklong music programme for secondary age students out of Red Tap Central. The programme was funded through the Sheffield Council's Healthy Holidays and Activities Fund for young people on pupil premium. Music Hub also provided supporting staff as help-in-kind. The programme was a huge success and a short documentary video of the week, produced by Fly Girl Films, received high praise from the Hub and the funders, who passed the video on to their colleagues at the Department of Education. Plans are in place to provide additional mentorship opportunities for Tracks' students and a follow-up Tracks programme during the Christmas 2021 term break.

The bursary programme received additional funding at the end of the summer term and SMS is preparing to welcome a number of new bursary students for the winter term.

Financial Review

The principal funding source, SMS pupil invoices, remained low due to the reduced student numbers throughout the year. Donations were also low throughout the year as it was not possible to undertake the fundraising activities, such as concerts and bag packing, due to the social distancing and lockdown restrictions. High demands on trust funds meant that SMS funding applications throughout the winter and spring terms were unsuccessful. Despite lower operating and staffing costs, by the summer term the financial position was precarious. Throughout the summer term a number of funding applications

were successful, which alleviated cashflow problems though losses still need to be recouped to improve SMS' overall financial position.

The current account balance ending 31 August 2021 was significantly better than originally forecasted, though monies raised through student fees is forecasted to only cover half of the staff fees in the winter term. In addition to a fundraising drive for 2021/2022, there will be a continued focus on developing the bursary fund and recruitment.

Reserves Policy

The charity policy is to maintain £3000 in free reserves to cover outstanding hire fees in the event of foreclosure. Free reserves were at £1700 in September 2020 and cashflow problems in summer 2021 reduced the free reserves down to £1200. The charity is not yet in a financial position to rejuvenate the free reserves. This situation will be kept under review.

Future Plans

Future plans are focused on developing Saturday Music School to meet the changing needs and interests of the students. For Junior music school, new joiners tend to have lower previous musical skill and knowledge and interest in keyboards and guitars. For the winter term we will be trialling group keyboard classes and potentially expanding to include group guitar classes.

Upcoming project work includes a collaboration with Open Door Music, a charity with a dedicated music project supporting young people and adults with mental ill health.

The mentorship scheme is planned to develop bands. Young people will be recruited through the Tracks programme as well as through our website and general enquiries.

Tracks is planned to run again during the Christmas term break of 2021 and potentially during the Easter break of 2022.

Online music theory will also continue to run during term time with recruitment through the website and encouraging music school students to attend where appropriate.

Recruitment for the bursary scheme will be furthered through building stronger partnerships with the Music Hub, Create Sheffield, local schools and private music teachers.

The charity will look to renew and develop the ensemble offer to adult amateur musicians.

Structure, Governance and Management

The charity is controlled by its governing document, a deed of trust.

Organisation Structure

Trustees are Lesley Blyth (Chair), Julian McDonough, Peter Hurst, Gemma Page, Sam Olley and Tessa Sawyer.

Julian McDonough and Gemma Page will both be stepping down for 2021/2022 and the charity will begin advertising for new trustees.

The day-to-day running of the charity is undertaken by the Director, Lucy Revis and Tessa Sawyer, who was given the role of General Manager in 2021 in recognition of the increased responsibilities she was undertaking in her role with the charity. Tim Page is the Head of Juniors and Chris Noble was

appointed Head of Seniors in 2021. Other tutorship roles are filled on a freelance basis as needed. All paid staff roles within the charity operate on a freelance, self-employed basis.

Governance

The trustees meet at least three times a year to agree overall strategy and check all governance matters. The trustees hold an Annual General Meeting which is open to all those associated with Sheffield Music School.

Safeguarding policies were updated in October 2021. Risk assessments and safeguarding amendments were undertaken periodically throughout the year to meet the Government guidelines related to Covid-19 advice and regulations. In-person classes did not resume until the end of the Summer term 2021.

Management

Tessa Sawyer oversees the payment process for all freelance staff, including the Director, Head of Juniors, Head of Seniors, and tutors. Tessa Sawyer also provides freelance administrative and managerial support to the Director. Tessa Sawyer, Lesley Blyth and Pete Hurst are bank signatories.

The independent examiner for the charity is Rod Ismay.

SHEFFIELD MUSIC SCHOOL - Charity Number 1038515

Statement of Financial Activities for the year ended 31st August 2021

This financial statement has been prepared to comply with the requirements set out in Part VI of the Charities Act 1993 and where appropriate the related Accounts and Report Regulations issued in 1995, 2000 and 2005.

The Accounts have been prepared on the receipts and payments basis and the following summary accounts for all money received and paid out during the financial year 2020/21. There is also a statement giving details of our assets and liabilities at the end of the year.

Tessa Sawyer – Treasurer 20 June 2022

Summary of Income and Expenditure

	2019/20 £	2020/21 £
Receipts		
Student Fees	21,698	10,566
Fees from previous year	0	0
Concerts	540	0
Grants, Awards and Donations	6,613	17,120
Other Income	45	0
Total Receipts	28,896	27,686
Payments		
Staff Fees Paid	22,562	24,480
Rental for premises	3,200	762
Master Classes	326	966
Music	108	0
Concert Expenses	0	0
Other Expenditure	761	1,982
Total Payments	26,957	28,190
Surplus/(Deficit)	1,939	(504)

Summary of Funds

	2019/20 £	2020/21 £
Total opening funds	4,125	6,064
Surplus/(Deficit)	1,939	(504)
Total closing funds	6,064	5,560
Assets & Liabilities at Year-end		
Current A/C	4,199	4,088
Deposit A/C	1,795	1,296
PayPal A/C	0	106
Cash in hand	70	70
Total funds	6,064	5,560

Restricted funds b/f	198	2,180
Add further restricted donations	2,350	12,700
Less Expenditure	368	10,444
Restricted Funds before transfers	2,180	4,436
Transfers from unrestricted fund		
Restricted funds c/f	2,180	4,436
Unrestricted funds c/f	3,884	1,124
Total funds	6,064	5,560

Summary of 2020/21

This year has seen a decrease in total funds of £504.

Student fees reduced by 51% (£11,132) though the number of families attending Music School remained relatively stable, with 23 students attending Saturday music school regularly and a further 12 attending online theory classes. However, due to the uncertainties regarding Covid-19 lockdowns, the winter term was delayed until November, impacting on the funds raised through student fees. Music School continued to operate fully online until the second half of the summer term. Student recruitment during this year was therefore greatly impacted.

The financial situation was difficult throughout the year, with fundraising activities restricted by government regulations on social distancing and high demand on national and local trust funds resulting in a number of unsuccessful applications to funding bodies. However, at the end of the summer term there were a number of successful funding applications for our bursary scheme and mentorship work (£2,700). In addition, Sheffield Music Hub commissioned SMS to run project work (Tracks) for young people in receipt of free school meals. Tracks was funded entirely through a £10,000 grant from Sheffield Council's Healthy Holidays and Activities fund (HAF).

Due to the commissioned project work, staff costs rose by 8.5% (£1,918), compared to 2019/20, and other expenditures also increased, from £761 to £1,982. Masterclasses also saw a significant increase in expenditure from £326 to £966 due to project work with the BBC Philharmonic in the spring term and Tracks in the summer term.

The increase in grants and donations, with the major increase attributed to the HAF project work, is changing the way Sheffield Music School operates, moving from raising revenue predominantly through student fees towards raising funds from trusts and private donations for bursaries and project work. Moving forward, it is anticipated that student recruitment will be focused on widening participation with bursary students joining from Tracks and other project work. Funding from HAF has already been agreed in principle for, with Tracks expected to run over Christmas, Easter and summer term breaks in 2021/22.

Rent appears to have decreased for a second year in a row, however, this is once again due to continued Covid-19 lockdowns and operating online for the majority of the year. The plan is to return to fully in-person Saturday music school from September 2021, though a return to full rent payments will put significant strain on the budget and a change in venue to cut rent costs may need to be considered.

There were no concerts in 2020/21 due to the social restrictions in place throughout the year.

Regular staff for Saturday music school remained unchanged from the previous year, however, a significant number of new freelance staff were engaged to cover the Tracks project work. It is likely that freelance staff will continue to be recruited specifically for Tracks and other project work.

The bursary programme funded three students to attend regular Saturday music school who would otherwise have been financially excluded.

Rod Ismay has kindly agreed to review our accounts. He has made no charge for this service, and I would like to thank him on behalf of the Trustees and Director for his generosity.

Tessa Sawyer
Treasurer
20 June 2022



Section A Independent Examiner's Report

Report to the trustees/ members of

On accounts for the year ended **Charity no**

Set out on pages

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 August 2021**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: **Date:**

Name:

Relevant professional qualification(s) or body (if any):

FCA. Fellow of the Institute of Chartered Accountants in England and Wales

Address:

74 Silverdale Road, Sheffield, S11 9JL

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A

THE SHEFFIELD MUSIC SCHOOL

England & Wales - Charity number 1038515

Accounts



Sheffield Music School

Trustees' Report for the year ended 31 August 2020

The trustees present their report and financial statements of the charity for the year ended 31 August 2020.

Objectives and Aims

- To run workshops and events promoting musical performance
- To provide ensemble opportunities with expert tuition
- To provide high quality general musicianship skills, including music theory and composition
- To generally promote active music making and musical learning

Achievement and activities

Special events include the Concerteenies workshop and concert with Polly Ives, the whole school Christmas concert, the folk workshop with Jon Boden and the Musical Pathways speaker series. A number of students also took part in the Coop bag-packing and busking fundraiser.

The charity reacted swiftly to the Covid-19 lockdown and successfully moved to an online format, enabling Music School to continue to operate and provide continuity and support to as many students as needed it. The online platform received positive feedback from both parents and students and resulted in new student collaborations for composition, songwriting and media classes. Virtual ensemble performances were edited in lieu of a summer concert. The lockdown session concert featured accomplished amateur and professional musicians who donated time and expertise to film performances especially for Music School students.

Financial Review

The principal funding source, SMS pupil invoices, waned due to a reduction in student numbers, an issue compounded by the Covid-19 lockdown for the summer term. This was countered by reducing the hours offered to freelance tutors and a fundraising drive. Additional reserved funds from charitable trusts were raised for the Musical Pathways Project, including a BBC Philharmonic workshop, which has been postponed until 2020-2021.

The current account balance ending 31 August 2020 has improved from the opening balance in September 2019. However, capitalising on this improvement will require a significant increase in student numbers and continued efforts in fundraising and grant applications.

Plans for 2020-2021 remain flexible. The Music Department facilities at Sheffield High School are not available for hire until January 2021, at the earliest. The Director has negotiated an alternative venue, Mount St Mary's, at a reduced hire rate for October through December. This reduction is an effort to offset the costs of keeping student numbers low to adhere to Government social distancing guidelines.

Reserves Policy

The charity policy is to maintain £3000 in free reserves to cover outstanding hire fees in the event of foreclosure. Free reserves were reduced to £1700 in October 2019 and the charity is not yet in a financial position to rejuvenate the free reserves. This situation will be kept under review.

Future Plans

Future plans are being structured around the shifting Government guidelines for social distancing and the possibility of future local or national lockdowns.

The charity's Musical Pathways project, including the BBC Philharmonic Workshop, is set to continue through 2020-2021. Sufficient funds have already been raised for this project.

A Mentorship scheme for young people age 14+ will be rolled out in 2020-2021. The scheme will increase the charity's connections within the music industry and will provide guidance and support to young musicians interested in a musical career.

Recruitment for the bursary scheme will be furthered through building stronger partnerships with the Music Hub, Create Sheffield, local schools and private music teachers.

The charity will develop the new ensemble offer to adult amateur musicians.

Structure, Governance and Management

The charity is controlled by its governing document, a deed of trust.

Organisation Structure

Trustees are Lesley Blyth (Chair), Julian McDonough, Peter Hurst, Gemma Page, Sam Olley and Tessa Sawyer.

External trustee training with BHP was undertaken by Lesley Blyth and Tessa Sawyer in July 2020.

The day-to-day running of the charity is undertaken by the Director, Lucy Revis, appointed in September 2019, and the administrator, Tessa Sawyer, who was appointed in September 2019 in the newly created administrative support role. Tim Page is the Head of Juniors, other tutorship roles are filled on a freelance basis. All paid staff roles within the charity operate on a freelance, self-employed basis.

Governance

The trustees meet at least three times a year to agree overall strategy and check all governance matters. The trustees hold an Annual General Meeting which is open to all those associated with Sheffield Music School.

The trustees applied to the charity commission to make an amendment to the Objects from the 1994 Declaration of Trust. The upper age limit of 19 was removed from the Objects clause, as agreed unanimously by the trustees after a small-scale consultation, suitable for making a minor change to the trust deed. Removing the upper age limit enables Sheffield Music School to meet our goal to produce well-rounded musicians with a lifelong commitment to music making, thereby further enriching the area of benefit. Formal consent from the Charity Commission was granted on 28 May 2020. The resolution was passed at the AGM on 17 June 2020.

Safeguarding policies were updated in October 2019. Risk assessments and safeguarding amendments were undertaken to meet the Government guidelines during the Covid-19 lockdown period. All classes were moved to an online platform from the beginning of the lockdown to the end of the Summer term 2020.

Management

Tessa Sawyer oversees the payment process for all freelance staff, including the Director, Head of Juniors, and tutors. Tessa Sawyer also provides freelance administrative support to the Director. Tessa Sawyer, Lesley Blyth and Pete Hurst are bank signatories.

The independent examiner for the charity is Rod Ismay.

SHEFFIELD MUSIC SCHOOL - Charity Number 1038515
Statement of Financial Activities for the year ended 31st August 2020

This financial statement has been prepared to comply with the requirements set out in Part VI of the Charities Act 1993 and where appropriate the related Accounts and Report Regulations issued in 1995, 2000 and 2005.

The Accounts have been prepared on the receipts and payments basis and the following summary accounts for all money received and paid out during the financial year 2019/20. There is also a statement giving details of our assets and liabilities at the end of the year.

Tessa Sawyer – Treasurer 08 June 2021

Summary of Income and Expenditure

	2018/19	2019/20
	£	£
Receipts		
Student Fees	26,625	21,698
Fees from previous year	0	0
Concerts	1,610	540
Grants, Awards and Donations	50	6,613
Other Income	6	45
Total Receipts	28,291	28,896
Payments		
Staff Fees Paid	24,980	22,562
Rental for premises	3,900	3,200
Master Classes	0	326
Music	0	108
Concert Expenses	433	0
Other Expenditure	839	761
Total Payments	30,152	26,957
Surplus/(Deficit)	(1,861)	1,939

Summary of Funds

	2018/19	2019/20
	£	£
Total opening funds	5,986	4,125
Surplus/(Deficit)	(1,861)	1,939
Total closing funds	4,125	6,064
Assets & Liabilities at Year-end		
Current A/C	305	4,199
Deposit A/C	3,790	1,795
Cash in hand	30	70
Total funds	4,125	6,064

Restricted funds b/f	442	198
Add further restricted donations	50	2,350
Less Expenditure	294	368
Restricted Funds before transfers	198	2,180
Transfers from unrestricted fund	0	0
Restricted funds c/f	198	2,180
Unrestricted funds c/f	3,927	3,884
Total funds	4,125	6,064

Summary of 2019-20

This year has seen an increase in total funds of £1,939.

Student fees reduced by 19% (£4,927) with the number of families attending Music School dropping from 60 to 26. A gradual reduction in students numbers occurred between the winter and spring terms, though this was partially offset by the introduction of adult sessions. However, the Covid-19 lockdown throughout the summer term precipitated a dramatic drop in students. Music School moved to a fully online platform during this time, however, many students were not able to make this change.

The drop in income was mitigated somewhat by a drop in staff costs, which fell by 10% (£2,418), though these remained relatively high due to the increased demand on key staff members to manage the move to online learning for the summer term. A significant increase in grants and donations, up from £50 to £6,613, offset the drop in student fees.

The increase in grants and donations was reflected in the end of year surplus (£1,939). However, it is important to note that where restricted funds accounted for only 5% of total funds in 2018/2019 (£198), this rose to 36% (£2,180) of total funds in 2019/2020. This increase is due to raising £2,350 from local trusts to cover the costs of our Musical Pathways project, due to run from May 2020 to May 2021.

Total expenditure also increased from 2018/2019. This is due to an increase in Master Classes, which include the Concerteenies programme (£34), the folk workshop with Jon Boden (£250) and Musical Pathways guest speakers (£170). Other expenditure included the purchase of a laptop (£219) for administrative purposes, fees related to the webpage and domain (£305) and a subscription fee to JustGiving (£72) for fundraising purposes. These expenses are directly linked to developing PR through our online presence and increasing our funding through private donations. Though student numbers dropped, the online presence is driving traffic to the webpage, resulting in new student enquiries. Looking ahead, student recruitment is likely to come increasingly through our online presence. Additionally, some of the website administration costs are included in the grants' advertising budget.

Rent appears to have reduced, however, this is due to the cancellation of the summer term bookings due to the Covid-19 lockdown. The reduction in rent due to music school being delivered online is partly offset by a one-off damage deposit of £500.

The significant decrease in net income from concerts (entry and refreshment donations less expenses) was due to the cancellation of the spring and summer term concerts.

There were several staff changes this year, but we had 7 regular staff throughout, including the newly appointed position of administrator, as well as a number of guest tutors who provided cover, lead workshops and taught the adult groups.

The bursary programme funded one student who would otherwise have been financially excluded. Unfortunately, donations from the Coop fund designated for the bursary programme were reappropriated to cover running costs during the lockdown. Despite this, fund raising for the bursary programme is ongoing and moving forward, it is hoped that grants and donations raised will enable a recruitment programme aimed specifically at widening participation.

Rod Ismay has kindly agreed to review our accounts. He has made no charge for this service, and I would like to thank him on behalf of the Trustees and Director for his generosity.

Tessa Sawyer
Treasurer
08 June 2021



Section A Independent Examiner's Report

Report to the trustees/ members of	Sheffield Music School		
On accounts for the year ended	31 August 2020	Charity no (if any)	1038515
Set out on pages	1 to 4 <small>(remember to include the page numbers of additional sheets)</small>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2020.

Responsibilities and basis of report As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:  **Date:** 8th June 2020

Name: Rod Ismay

Relevant professional qualification(s) or body (if any): FCA. Fellow of the Institute of Chartered Accountants in England and Wales

Address: 74 Silverdale Road, Sheffield, S11 9JL

Section B Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose. N/A