

THE VOICE PROJECT LIMITED

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2021**

REGISTERED IN ENGLAND AND WALES

COMPANY NO. 06571713

THE VOICE PROJECT LIMITED

COMPANY NUMBER	06571713 (ENGLAND AND WALES)
MANAGEMENT COMMITTEE	J.P.A. BAKER S.E. CROOSE
SECRETARY	S.E. CROOSE
REGISTERED OFFICE	90 UPPER ST GILES STREET NORWICH NORFOLK NR2 1LT
REGISTERED CHARITY NUMBER	1127925
REPORTING ACCOUNTANT	ACCOUNTANCY 121 56 ST WILLIAMS WAY THORPE ST ANDREW NORWICH NR7 0AP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE VOICE PROJECT LIMITED

I report on the accounts of the company for the year ended 31st March 2021, which are set out on pages 1 to 5.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43 (2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:-

- examine the accounts under section 43 of the 1993 Act;
to follow the procedures laid down in the general Directions given by the Charity Commission
- under section 43 (7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

ACCOUNTANCY 121
56 ST WILLIAMS WAY
NORWICH
NR7 0AP

THE VOICE PROJECT LIMITED

REPORT OF THE DIRECTORS

The Directors present their annual report and accounts for the year ended 31st March 2021.

PRINCIPAL ACTIVITY

The principal activity of the company is to advance the education of the public in the arts and to promote health through involvement in health activity.

DIRECTORS

The Directors who served during the year were:-

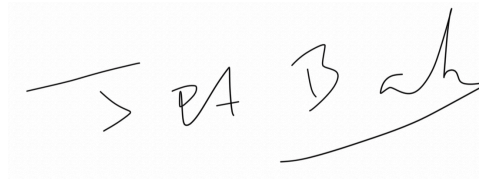
J.P.A. Baker
S.E. Croose

STATUS

The company is limited by guarantee and does not have a share capital.
The company is a registered charity.

In preparing the above report, the Directors have taken advantage of special exemptions applicable to small companies.

SIGNED ON BEHALF OF THE BOARD
OF DIRECTORS:

A handwritten signature in black ink, appearing to read 'J.P.A. Baker', is written over a light grey rectangular background.

J.P.A. BAKER
DIRECTOR

Approved by the Board:

27th August 2021

Directors' Report to 31 March 2021

Introduction

The Voice Project is an innovative new-music organisation based in Norwich, providing cultural opportunity in England, creating large-scale, site-responsive choral performances of new music for arts festivals and special events since 2008. We create several performances each year and work with open-access, non-auditioned choirs and a team of exceptional professional artists and production staff to produce award-winning work.

We work in partnership with key arts organisations, to produce work of a very high standard that engages communities and inspires audiences.

'The Voice Project is a unique arts organisation in the UK. Its practise is radically inventive, inclusive and memorable.' William Galinsky, Director, Norfolk & Norwich Festival 2012 to 2017

We are based in the middle of a large rural county and, while working in other parts of the country and abroad, we have premiered every work in Norfolk and built a community of participants and audiences who have benefitted from the cultural engagement opportunities we have created. Many of our members are older and socially isolated and the pandemic has exacerbated that.

Our work is grounded in the ethos that participation in the arts contributes to the well-being of the individual and the community, and the opportunity to create secular work that addresses 'big questions' is a crucial part of our practice. Every project is built around an open-access choir of up to 150 singers.

Organisational Development

As a result of our Cultural Recovery Funding, we worked with consultants Winster Marsh to create *The Voice Project: A new positioning*, a major review/evaluative process to look at how we re-purpose, refine our systems, investigate new partnerships and make a new funding and business plan. This has enabled us to start to plan for the next 3 years. We have employed a new Project Co-Ordinator, Steph Potts, who has a huge amount of experience in Arts Management/Fundraising and PR, and drafted a fundraising strategy for 2021-23. Alex Darbyshire has been engaged as a Creative Ambassador to support new relationships with venues and professional networks. Steve Forster PR has been working with us on marketing and PR and Nathan Clarke has created a set of 10 promotional films for release over the next 6 months on social media.

Our financial management systems have worked to manage all the variations in income, expenditure and cash-flow effectively.

We continued to employ Greg Tebble, an independent financial consultant, on a freelance basis to supervise our accounting systems and ensure effective reporting to the Trustees

and funding bodies as well as statutory reporting to Companies House and The Charity Commission. Due to ill health Greg retired in June 2021 and very sadly passed away in August. He was a loyal, professional and generous supporter of the Voice Project and will be very much missed. Joseph Nemeth has taken over as financial consultant/accountant.

Policy Updates

In October of 2020 it was brought to our attention that a freelance member of our core team had behaved inappropriately towards a member of the public. Although this was not a work-related incident, we felt it necessary to stop working with this individual. The matter was carefully considered by the Directors and Board, reported to the Charity Commission, who advised us that no further action was needed in relation to this matter. We have revised and updated all our Safeguarding and Recruitment Policies to reflect the learning that we as an organisation engaged in as a result of this unfortunate incident.

Funding

Our turnover almost doubled from the previous financial year. Three successful funding bids: Arts Council Emergency Fund, Cultural Recovery support, plus a successful Arts Council Project Grant, and the maintenance of previous years' participants fees, ensured that the organisation was able to offer a comprehensive programme, provide work for our associate artists and core team, undertake some really important development work and upgrade equipment.

The challenge for the coming year will be to maintain this level of support and continue to find new sources of revenue.

Sponsorship/Charitable Giving/Support in Kind

We have had generous donations from individuals as well as support in kind from local partners Norwich Arts Centre and charitable support from the Leche Trust.

We have continued to offer a donation rate that participants can pay when signing up to a project and this has been a successful part of our fundraising strategy

The Programme

The Recording Choir

This Norwich/Brighton-based project was suspended due to the pandemic. At the time of writing the project has been re-launched online and will be completed by December 2021. Women's Voices was also paused and will be delivered when we can safely return to in person singing.

Arc of the Sky April – October 2020

Arc of the Sky was planned to be a live performance project.

When lockdown happened in March 2020, the directors had to quickly adapt the project



Arc of the Sky Videography Nathan Clarke

into one that was suitable for the times. We reimagined the project as a film. The members of the choir adapted quickly to the demands of rehearsals held on Zoom and the Voice Project organisation was quick to help support the rapid digital learning required. Music was composed by Jonathan Baker, Sian Croose and Orlando Gough.

Visuals were filmed, collected and curated by Nathan Clarke and Sal Pittman.

The choir was instructed in how to use phones both for audio recording and filming themselves. They were taught how to upload the files via FTP so that the directors, filmmaker and art director could edit these and assemble them into a film which became the 27 minute *Arc of the Sk*. This premiered at St Mary's Works, Norwich, with six COVID-19-safe screenings, in October 2020. The film is now on YouTube and has been viewed over 4,000 times worldwide.

The funding enabled our organisation to survive, adapt and innovate as well as reach a much bigger, worldwide audience. It has encouraged participants to learn and practice new creative skills and generated enthusiasm and confidence for the next project, which we have just started. This will add creative writing and movement to the range of art forms that we are offering to participants as well as continuing to sing and perform new choral music. The Arc of the Sky film and soundtrack is a truly-collaborative artistic piece: a moving community-arts document charting the past six months - our relationship with nature and solitude and our connections to each other.

We believe that our project contributed significantly to the lives of all its participants, in both professional and community terms. Accounts of the huge impact Arc of the Sky had, from the regular inspiring and supportive contact it provided, the exploration and acquisition of new creative skills and the expression and production of meaningful art, assure us that this work is vital and its provision essential.

'It has reduced my sense of isolation and increased my access to creative arts, singing and keeping connected.' - (choir member)

We have continuity and evolution in our community; some people have been in every project, new members join each time, and online our choir is now nationwide, bringing people together from across the country to create together.

Each member of the group was invited to contribute original material, supported by expert artists, but with a creative licence that was born out of the circumstances that we found ourselves in. The choir members became storytellers, filmmakers, designers. Feedback from many of the group confirmed that people realised creative potential they didn't know they had, and the project encouraged them to continue to practice these new-found skills.

As a company, we are committed to continuing to provide innovative, life-enhancing creative adventures for our community, a community that expands, evolves and develops with each work of art we produce.



Arc of the Sky Videography Nathan Clarke

The Distance Between Us October 2020 – March 2021

The Distance Between Us is a film chronicle of Autumn/Winter 20/21 that engaged over 150 community participants from across the UK over 6 months. As a sequel to Arc of the Sky it focused on how we spent our time during the second lockdown period and included sessions with poet Esther Morgan and dancer/choreographer Dane Hurst, as part of the programme of activities we provided for the choir.



Image from The Distance Between Us

We have developed our online/digital offer as *The Voice Project Open Voices* offering skills classes and free daily warm-ups. Take-up is UK wide. Upgrading our equipment has enabled the production of professional content and to make the transition back to some in-person work when we can while maintaining the digital offer, as we livestream sessions when guidelines allow. In short, we have survived and thrived and are looking forward to continuing our work.

Future Plans

We are planning a return to live activity with workshops and rehearsals in late January 2022. Based on what is happening elsewhere and conversations with some past participants we know many people want to get back to live events, although there are concerns about staying safe. By postponing live activity until 2022 we hope that the situation will have improved and evidence will show that it is safe to sing together and attend large events. If necessary we can switch to online events as we have done previously, and postpone live events .

Plans include:

Live performances of Arc of the Sky at Blythburgh Church, Suffolk and Alfriston Church, Sussex in June/July 2022

Winter 2022 project in partnership with The Halls, Norwich and All Saints, Brighton

Open Voices - workshops and courses

Participants and Audience

Working online has offered us the possibility of extending our reach, nationally and internationally, and has brought us opportunities and connections that we would previously miss. As we return to in-person activity over the next few months, we aim to maintain these and expand the scope of our projects.

As the Voice Project evolves, singers have the opportunity to contribute and develop a whole range of skills and are becoming more involved in the creative process.

Conclusion

Despite the challenges we, and everyone, have faced in the past 18 months, we are really proud of the work we have produced and the connection we have maintained with our creative team, community of singers and audience members and supporters. We have fundraised successfully, worked with new artists, committed to increasing the diversity of the organisation and developed an exciting programme for the future.

Sian Croose and Jonathan Baker, Directors

October 2021

THE VOICE PROJECT LIMITED

Balance Sheet - 31st March 2021

	Notes	2021	2020
Fixed Assets			
Tangible Assets	2	5,090	-
Current Assets			
Debtors and Prepayment		359	796
Cash at Bank and in Hand		39,094	5,956
		<hr/>	<hr/>
		39,453	6,752
		<hr/>	<hr/>
Creditors: Amounts falling due within one year			
Creditors and Deferred Income		30,616	5,150
		<hr/>	<hr/>
Net Current Assets		8,837	1,602
		<hr/>	<hr/>
Net Assets		£ 13,927	£ 1,602
		<hr/>	<hr/>
Financed by:-			
Profit and Loss Account	10	£ 13,927	£ 1,602
		<hr/>	<hr/>

For the year ending 31st March 2021 the company was entitled to an exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' Responsibilities:

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The Directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Signed on behalf of the
Board of Directors:



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JPA Baker
Director

Approved by the Board: 27th August 2021

The Notes on pages 3 to 5 form part of these Accounts

THE VOICE PROJECT LIMITED

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

	Notes		2020/21		2019/20
		Unrestricted Funds	Restricted Funds	Total Funds	
Income and Expenditure					
Incoming Resources					
Event Income		1,104	-	1,104	56,239
Participant Fees		24,786	-	24,786	-
Grant and Sponsorships	1d	77,505	-	77,505	4,499
Trusts and Foundations		4,200	-	4,200	-
Donations		9,248	-	9,248	-
Online Courses		7,755	-	7,755	-
Total Incoming Resources		124,598	-	124,598	60,738
Resources Used					
Direct Charitable Expenditure					
Artist Fees and Casual Labour		23,377	-	23,377	21,898
Commission Fees		12,500	-	12,500	-
Project Facilitation		20,116	-	20,116	4,842
Directors' Fees		16,950	-	16,950	-
Production, Film & Stage Management		6,000	-	6,000	-
Fundraising		1,000	-	1,000	-
		79,943	-	79,943	26,740
Other Expenditure					
Administration and Management	3	30,633	-	30,633	33,863
Depreciation	2	1,697	-	1,697	-
		32,330	-	32,330	33,863
Total Resources Used		112,273	-	112,273	60,603
Net Incoming Resources		12,325	-	12,325	135
Balances brought forward as at 1st April 2020		1,602	-	1,602	1,467
Balances carried forward as at 31st March 2021		£ 13,927	-	£ 13,927	£ 1,602

The Notes on pages 3 to 5 form part of these Accounts

THE VOICE PROJECT LIMITED

Notes to the Accounts for the year ended 31st March 2021

1. Accounting Policies

(a) Basis of Accounting

The accounts have been prepared under the historical cost accounting convention and in accordance with the Financial Reporting Standard for Smaller Entities and incorporate the results of the principal activity which is described in the Directors' Report and which is continuing.

(b) Cash Flow

The accounts do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash Flow Statements".

(c) Depreciation

Depreciation is calculated to write down the cost of all tangible fixed assets, over their estimated useful lives at the following annual rate:-

Office Equipment	25% reducing balance
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(d) Grants and Sponsorships

Grants and Sponsorships are credited to the Profit and Loss account in accordance with the accruals concept.

(e) Unrestricted Funds

These are funds available to the charity for its general purposes, and use of such funds remains at the discretion of the charity's management committee.

(f) Restricted Funds

These are funds subject to the conditions proposed by the donor or by the specific terms of the appeal under which the funds are realised.

2. Tangible Assets

	Office Equipment	Total
Cost - 31.03.2020	1,711	1,711
Additions	6,787	-
	<hr/>	<hr/>
Cost - 31.03.2021	8,498	1,711
	-----	-----
Depreciation - 31.03.2020	1,711	1,711
Charge in the year to 31.03.2021	1,697	-
	<hr/>	<hr/>
Depreciation - 31.03.2021	3,408	1,711
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Net Book Value - 31.03.2020	-	-
Net Book Value - 31.03.2021	5,090	5,090

THE VOICE PROJECT LIMITED

Notes to the Accounts for the year ended 31st March 2021

3. Administration and Management

	2021	2020
Room and Venue Hire	314	6,434
Coordinator and Administrator Fees	13,934	8,718
Bookkeeping & Accounting Fees	1,800	1,650
Organisational Development	4,825	9,600
Insurance	435	456
Travelling, Accommodation and Subsistence	30	3,243
Marketing & Promotion	5,550	2,016
Web Maintenance and IT Costs	1,764	-
Hire of Equipment	486	-
Sundry	1,063	683
Stationery, Postage and Office Consumables	432	1,063
	<hr/>	<hr/>
	£ 30,633	£ 33,863
	<hr/>	<hr/>

4. Surplus on Ordinary Activities is stated after Charging:-

	2021 £	2020 £
Depreciation - Owned Assets	1,697	-
Directors' Remuneration	-	-
	<hr/>	<hr/>

5. Taxation

The company is a registered charity and is not subject to Corporation Tax.

6. Creditors Due within one year

	2021	2020
Deferred Income	-	3,925
Creditors	30,616	1,225

7. Contingent Liabilities

There were no Contingent Liabilities

8. Capital Commitments

At the end of the financial period the Directors have neither contracted for nor authorised the commitment of any capital expenditure.

THE VOICE PROJECT LIMITED

Notes to the Accounts for the year ended 31st March 2021

9. Company Status

The company is limited by guarantee and does not have a share capital.

10. Profit and Loss Account

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
Balance at 1 st April 2020	1,602	-	1,602	1,467
Surplus/(Deficit) for the year	7,315	5,010	12,325	-
	<hr/>	<hr/>	<hr/>	<hr/>
Balance at 31 st March 2021	£ 8,917	£ 5,010	£ 13,927	£ 1,467
	<hr/>	<hr/>	<hr/>	<hr/>