



**THE SOUND ROOM COMMUNITY MUSIC PROJECT CIO**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**For the year ended 31 March 2021**

**Charity Number 1157494**

# **THE SOUND ROOM COMMUNITY MUSIC PROJECT CIO**

## **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2021

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The trustees are pleased to present their annual report together with the financial statements of the charity for the period ended 31 March 2021, which are also prepared to meet the requirements for a Directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

### **1. Objectives and Activities**

The Soundroom Community Music Project was founded in 2000 and became a non-profit Charitable Incorporated Organisation (CIO) in 2014. We believe that access to music and the arts greatly improves the quality of life for people in our community.

The Board of Trustees has referred to the Charity Commission's guidance on public benefit when reviewing the Charity's objectives and planning its future activities. This annual report will aim to demonstrate the link between our charitable activity and how this benefits our service users.

The Charity works for the public benefit and aims to provide a high-quality resource for the development of music and the related arts for the residents of Gateshead and surrounding areas, identify and meet musical needs of different age groups in our community; elderly people, disabled people, families, children, and young people, and focus the project on marginalised and/or vulnerable groups, including those from deprived socio-economic backgrounds.

### **2. Achievements and Performance**

We continue to strive to support some of the most vulnerable members of our community. We provide weekly social and learning activities and our dedicated group of volunteers continue to plan our programme and host many of our events.

We celebrated our 20<sup>th</sup> year anniversary year of the project on December 2020.

Through what has been a turbulent year in the charity's history, the impact of the pandemic on the organisation, and subsequent ability to continue with well-established community groups and activities has been challenging. The charity was still able to achieve completions of some well overdue repairs and building improvements, Trustee, staff, and volunteer development, provide rehearsal and recording facilities and conduct community group activities whilst adhering to covid regulations throughout.

#### **Building**

With the unknown time scale of being able to reopen the project, staff undertook a building maintenance review and established urgent building repairs and maintenance requirements. Asbestos was removed from the stage and basement rooms and redecoration of the main areas of the building began, but as restrictions around reopening became clearer, the charity took the decision to focus on further refurbishment works of the toilets, kitchen, recording and rehearsal rooms. In addition to the internal works, necessary urgent repairs were made to the roof and a damp proof course installed in the basement.

A capital grant received from NE Community Foundation led to refurbishment of the basement area of the building. This can now be used for more activities.

## THE SOUND ROOM COMMUNITY MUSIC PROJECT CIO

### TRUSTEES ANNUAL REPORT

For the year ended 31 March 2021

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After consultation with a company providing energy grants, a full green energy audit was commissioned and quotes were obtained from various companies for a replacement central heating system and LED lighting. New LED lighting was installed following a grant from Rothley Trust and further grant funding sources explored for replacing the outdated heating system

Work also began on renewing air venting systems to comply with new covid 19 safe reopening guidance.

The alarm system was upgraded and a card payment system was purchased thanks to a covid business improvement grant from Big Local Gateshead.



## **THE SOUND ROOM COMMUNITY MUSIC PROJECT CIO**

### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2021

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#### **Development Plan**

As a result of a grant from Gateshead Thrive Fund, the Trustees commissioned Connected Voice to conduct a full Business Review and support them in creating a new Development and Strategic Plan that would help the Charity to grow and achieve longevity within the community. This involved questionnaires, interviews and meetings with trustees, staff, volunteers, users of the facilities (particularly those from the local community) and research of both the local area and other similar community facilities nationally.

The conclusion of these findings culminated in the Trustees evaluating and assessing the aims and objectives of the Charity to see if they were still appropriate/relevant. Additionally, the Trustees agreed to review and act upon the recommendations as part of the development plan.

#### **Staffing**

Following on from the previous years' staff restructuring, the Charity has managed to retain the Centre Manager on reduced hours/furlough. This has only been possible with the commitment of trustees and volunteers who have given additional support when necessary.

During the summer months the charity hosted the Newcastle University MA student on placement who supported the centre manager with keeping in touch programme and digital service changes.

#### **Learning and Development**

A new trustee was received onto the board.

Staff, key volunteers and trustees enhanced personal development goals by completing extensive online training. Staff and trustees have completed first aid, food hygiene and general safeguarding and level 3 safeguarding training. Additional courses include Mental Health Level 2, Health & Safety level 2 & 3 and Covid awareness and cleaning training.

In June we joined online events for Small Charity Week along with organisations from across the North East and entered a dragon's den style competition organised by Connected Voice. After submitting a short video film about The Soundroom, we were thrilled to win and accept the prize for branding support kindly donated by [altogethercreative.co.uk/](http://altogethercreative.co.uk/). We now have a wonderful new logo, designed in consultation with our service users and volunteers.

#### **Community Work**

The Soundroom had always delivered activities for the benefit of the local community, but due to the guidance of the Government and Public Health departments, in addition to the vulnerability of the clients/attendees/volunteers, many of the community group activities were suspended.

New ways of working were introduced and when the time was right, safe re-opening plans were put in place, cleaning equipment and new PPE covid safety items were purchased with grant support from Big Local Gateshead and National Lottery community fund.

The in house community programme activities were replaced in several ways:

**Music Café** - the Centre Manager and a Volunteer kept in touch with clients via phone calls, as we found many service users did not have access to the internet. Additionally, a DVD of familiar songs sung by the band was produced and distributed to service users to try and help with loneliness, thanks to the National Lottery covid recovery fund. A grant from Big Local to improve and change our services allowed us to purchase digital equipment, this meant the lead volunteer from the band had the equipment to host a Music Café Radio Request

## THE SOUND ROOM COMMUNITY MUSIC PROJECT CIO

### TRUSTEES ANNUAL REPORT

For the year ended 31 March 2021

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Show, and with a helping hand from the Star & Shadow Cinema, we created several keeping in touch radio shows using their community radio platform and licence.

**Tea Dances and Music and Memories Café** - the Centre Manager and key volunteers maintained communication via telephone and online forums.

**Youth Group** - The Youth Worker and Volunteer maintained contact with the youth via social communication apps and were able to arrange a Christmas get together via Zoom – again thanks to support from Big Local.

**Accessible Film Club** was reinstated and attended by groups of people in 'social bubbles' The sessions were attended by a local Supported Living Home for adults with learning disabilities, described as a lifeline for them being able to leave the house at last.

Unfortunately, the other community activities and partnership activities remained suspended due to covid restrictions.

### Rehearsals/Recording

The Soundroom continued to provide affordable recording and practice room hire to community groups and the general public. When public health guidance allowed we were able to provide rehearsal facilities for professional bands but under new strict covid health and safety guidelines.

We also continued to maintain relationships with the Jewish Schools and Community who had previously regularly attended for recordings and were able to conduct recordings within 'covid' guidelines later in the year, as well as provide 1:1 tuition on how to use recording equipment with our volunteer studio technician.



Despite Covid, the Soundroom engaged with over 250 people.

## **THE SOUND ROOM COMMUNITY MUSIC PROJECT CIO**

### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2021

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#### **Inclusion diversity and equality**

We continue to support inclusion, diversity and equality and have welcomed several groups to the Soundroom and will continue to do so as and when this is possible.

We aim to work with all areas of our community, regardless of age, disability, gender, race, religion and sexual or gender preference.

Also we support clients with mental health issues to express themselves; through spoken word and singing via recording sessions and CD production. A new mental health well-being band started between lockdowns, a chance for people to socialise through music participation.

#### **Volunteer Contribution**

Unfortunately, due to Covid, we were not in a position to increase our numbers of volunteers for face to face project delivery, and many of our regular volunteers were unable to attend and support us due to their own vulnerability and/or age.

We did however recruit new volunteers to help with building refurbishments and along with a small, dedicated group of volunteers and trustees we maintained links with service users of the Soundroom and started on refurbishments. They have been essential in providing support to the Centre Manager and the Charity during unprecedented times.

### **3. Plans for Future Periods**

We continue to plan and maintain projects to further develop a greater range of services for the local community. Some of the new projects (which have been on hold) include expanding youth provision to increase the range of musical and art practises available, to extend the age range of youth we work with, to provide workshop projects for mental health groups, opportunities for young parents and children, and also provide affordable tuition for adults to learn how to play a musical instrument.

We hope to continue upgrading the premises through general decorating and maintenance, new carpets, a new heating system and secure boundaries.

#### **Emerging Stronger from COVID-19 Impact:**

We acknowledge that lockdown closures have had a huge impact upon how we delivered our services and our resources. The road back to recovery will be a challenge, we can though, state that we remain committed to being both operational and viable going forward. As an organisation we have adapted and evolved to ensure that we can overcome the challenges that a pandemic can bring.

We will be patient and remain positive that the capital improvements to our building, including our basement refurbishment will lead to revenue changes for the project and the ability to increase our capacity, which we hope, will help our recovery and get us back to our long term sustainability aims.

## THE SOUND ROOM COMMUNITY MUSIC PROJECT CIO

### TRUSTEES ANNUAL REPORT

For the year ended 31 March 2021

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#### 4. Reference and administrative details of the charity, its trustees and advisors

Charity Name                      The Sound Room Community Music Project CIO

Registered Charity Number    1157494

Operational address            Redheugh Studios,  
Cuthbert Street,  
Gateshead,  
NE8 1PH

Trustees                          Barbara Donkin  
Andrew Gimza  
Lisa Leonard  
Bradley Rochester-Smith  
Justin Hancock  
Andrew Tinkler

Independent  
Examiner                         Jim Dodds  
Connected Voice Business Services Limited  
Higham House  
Higham Place  
Newcastle upon Tyne  
NE1 8AF

Bankers                          Square

# THE SOUND ROOM COMMUNITY MUSIC PROJECT CIO

## TRUSTEES ANNUAL REPORT

For the year ended 31 March 2021

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### 5. Structure, Governance and Management

#### Governing documents

Charitable Incorporated Organisation - Foundation Model - whereby the only voting members are the charity Trustees. We have adopted the Charity Commissions Model Constitution to ensure we comply with the Charities Act 2011 (the 2011 Act) and the General Regulations. This helps us to ensure we:

- Reflect recommended best practice; and
- Are legally compliant

#### Appointment of Trustees

Trustees are appointed for their individual knowledge, experience and skills that are considered essential to ensure the charity's effective administration and its continued sustainability, growth and development. Trustees are appointed by the Board of Trustees in a properly convened meeting. Trustees are also screened using a needs and skillsets assessment. This approach enables us to:

- Ensure we have the right skills mix on the Board to meet the administrative needs of the charity
- Ensure we do have a range of Trustees from diverse professional backgrounds to build knowledge and skills
- Mitigate any potential risks or threats to the charity, as far as possible; and
- Reduce, as far as is possible, the potential for any conflicts of interest with each Trustee and their existing professional occupations.

#### Organisation

The Trustees meet each quarter and deal with the administration of the charity encompassing the strategic vision, financial accountability and risk management. The operational management of the organisation is undertaken by the paid staff team.

#### Risk management

The Trustees have examined the major risks which the Charity faces in relation to external factors, governance and management, internal operations, and business. They have considered the likelihood and the impact of risks and reviewed which systems should be in place to control and reduce those risks. Systems have been put in place, including other financial policies, updating policies and procedures, and limited accessibility to the bank accounts, a two-signatory system for expenditure, altogether a more secure and streamlined financial management system. The systems are designed to provide reasonable, but not absolute assurance, against material loss or misstatement of loss. Part of the Centre Managers role is to support the Trustees by keeping these systems up to date and aim to deal with any issues that should arise.

Risks are known and monitored periodically as part of the day to day running of the establishment.



## **THE SOUND ROOM COMMUNITY MUSIC PROJECT CIO**

### **TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2021

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## **6. Statement on Public Benefit**

The Trustees have considered the guidance produced by the Charity Commission on the provision of public benefit and they confirm that the range of activities has provided the public benefit as described above.

How our Aims reflect the purpose of the Charity:

- We follow Charity Commission guidelines
- Our Charitable activities focus on providing accessible, affordable, and inspiring musical and creative opportunities; especially for those experiencing social exclusion, young people, and vulnerable people.
- Our management structure is that of a Board of Trustees who meet monthly and who have responsibility to oversee the direction and management of grant funds and finances. They hold an Annual General Meeting open to the general public.

## **7. Financial Review**

### **Funding Development & Income Generation**

We received a total of £14,175 from 7 trusts and foundations. Earned income from activity was just £3,359, a drop of around 90% compared to previous years.

The Centre Manager submitted several applications to trusts and foundations and covid recovery in early 2020.

The financial position for the year shows net incoming funds of £50,906 and total outgoing resources of £57,908 which with the balance from 2020 of £50,393 leaves funds of £43,391 of which £29,230 are restricted. This leaves unrestricted funds of £14,161.

Unfortunately, due to urgent building works including roof repairs, damp proofing and redecorating costs the unrestricted reserves have reduced.

### **Reserves Policy**

It is the policy of the Charity to try to build up unrestricted funds which are free reserves of the Charity, to a level that equates to approximately six months unrestricted expenditure. This will provide enough funds to cover management and administration support costs and any emergencies that may arise from time to time.

At 31 March 2021 the free reserves were £14,161 and this compares to unrestricted expenditure during the year ended 2021 of £44,390.

The Trustees are responsible for keeping proper accounting records which show with reasonable accuracy the financial position of the charity, and which enables them to ascertain that financial position and to enable them to comply with applicable law

The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**THE SOUND ROOM COMMUNITY MUSIC PROJECT CIO**

**TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2021

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**8. Statement of Trustee Responsibilities**

The charity trustees are responsible for preparing a trustees’ annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The charity trustees are required to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of incoming resources and application of resources. In preparing financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 31/01/2022 and signed on their behalf by:

NAME: Justin Hancock

POSITION: Trustee

SIGNATURE .....

## THE SOUNDROOM COMMUNITY MUSIC PROJECT

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2021

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I report on the financial statements of The Soundroom Community Music Project for the year ended 31 March 2021, which are set out on pages 11 to 21.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities 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 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

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

Jim Dodds  
Connected Voice Business Services Ltd  
Higham House  
Higham Place  
Newcastle upon Tyne  
NE1 8AF  
Date: 31/01/2022



# THE SOUNDROOM COMMUNITY MUSIC PROJECT

## STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2021

	Notes	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020 (restated)
		£	£	£	£
<b>Income from:</b>					
Donations and legacies	6	662	-	<b>662</b>	-
Charitable activities	7	36,069	14,175	<b>50,244</b>	67,658
<b>Total income</b>		<b>36,731</b>	<b>14,175</b>	<b>50,906</b>	<b>67,658</b>
<b>Expenditure on:</b>					
Charitable activities					
Operation of the charity	8	44,390	13,518	<b>57,908</b>	60,812
<b>Total expenditure</b>		<b>44,390</b>	<b>13,518</b>	<b>57,908</b>	<b>60,812</b>
<b>Net income/(expenditure)</b>		<b>( 7,659 )</b>	<b>657</b>	<b>( 7,002 )</b>	<b>6,846</b>
Transfers between funds		2,000	( 2,000 )	-	-
<b>Net income/(expenditure) and net movement of funds</b>		<b>( 5,659 )</b>	<b>( 1,343 )</b>	<b>( 7,002 )</b>	<b>6,846</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		19,820	30,573	<b>50,393</b>	43,547
<b>Total funds carried forward</b>		<b>14,161</b>	<b>29,230</b>	<b>43,391</b>	<b>50,393</b>

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 13 to 21 form an integral part of these accounts.

**BALANCE SHEET**

As at 31 March 2021

	Notes	£	Total 2021 £	£	Total 2020 £
<b><u>Current assets</u></b>					
Cash at bank and in hand	15	44,328		51,863	
<b>Total current assets</b>		<b>44,328</b>		<b>51,863</b>	
<b>Creditors:</b> amounts falling due within one year	16	<b>( 937 )</b>		<b>( 1,470 )</b>	
<b>Net current assets</b>			<b>43,391</b>		<b>50,393</b>
<b>Total assets less current liabilities</b>			<b>43,391</b>		<b>50,393</b>
<b>Total net assets or liabilities</b>			<b>43,391</b>		<b>50,393</b>
<b><u>Funds of the charity</u></b>					
Unrestricted income funds			14,161		19,820
Restricted income funds			29,230		30,573
<b>Total funds</b>			<b>43,391</b>		<b>50,393</b>

The notes on pages 13 to 21 form an integral part of these accounts.

These financial statements were approved by the Board on: 31/01/2022

and are signed on its behalf by: Justin Hancock  
Trustee



# THE SOUNDROOM COMMUNITY MUSIC PROJECT

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

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### 1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

### 2 Basis of accounting

#### 2.1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Soundroom Community Music Project meets the definition of a public benefit entity under FRS 102.

#### 2.2 Preparation of the accounts on a going concern basis

The financial statements have been prepared on a going concern basis. In making their assessment the trustees have reviewed and considered relevant information, including their annual budget and future cash flows. In response to the COVID-19 pandemic, the trustees have revised their forecasts to take into account measures that they can take with the current resources available to mitigate the impact of the current adverse conditions. The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern.

### 3 Income

#### 3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

#### 3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

#### 3.3 Grants and donations

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

#### 3.4 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

# **THE SOUNDROOM COMMUNITY MUSIC PROJECT**

## **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2021

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### **3.5 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

### **3.6 Income from membership subscriptions**

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

### **3.7 Investment gains and losses**

This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

### **3.8 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

## **4 Expenditure and liabilities**

### **4.1 Liability recognition**

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

### **4.2 Charitable activities**

All expenditure is accounted for on an accrual basis. Expenditure on charitable activities includes the costs of music activities and other activities undertaken to further the purposes of the charity and their associated support costs.

### **4.3 Governance and support costs**

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

### **4.4 Irrecoverable VAT**

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

### **4.5 Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

# **THE SOUNDROOM COMMUNITY MUSIC PROJECT**

## **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2021

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### **4.6 Provisions for liabilities**

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

### **4.6 Pensions**

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

## **5 Assets**

### **5.1 Tangible fixed assets for use by the charity**

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a reducing balance basis:

The Charity currently has no tangible fixed assets over £1,000.



## The Soundroom Community Music Project

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

#### Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>6 Donations and legacies</b>				
Donations	662	-	<b>662</b>	-
	<u>662</u>	<u>-</u>	<u><b>662</b></u>	<u>-</u>
<b>7 Charitable activities</b>				
<u>Grant income</u>				
Awards 4 All	-	-	-	9,617
Community Foundation				
- Performing Arts	-	-	-	2,750
- Community Infrastructure Levy	-	4,404	<b>4,404</b>	-
- Akzo Nobel International Paint	-	1,561	<b>1,561</b>	-
- Gateshead Thrive	-	-	-	10,000
D'Oyly Carte	-	3,350	<b>3,350</b>	-
Foyles Foundation	-	-	-	6,000
GMBC - Covid Recovery	21,885	-	<b>21,885</b>	-
HMRC CJRS Grant	10,825	-	<b>10,825</b>	-
NAREC	-	1,079	<b>1,079</b>	-
National Lottery	-	1,903	<b>1,903</b>	-
St Chads - Covid Recovery Digital	-	1,628	<b>1,628</b>	-
St Chads - Stage School	-	-	-	3,320
Other	-	250	<b>250</b>	1,468
<u>Other income</u>				
Rehearsal	749	-	<b>749</b>	12,005
Recording	178	-	<b>178</b>	7,778
Rent/Storage	427	-	<b>427</b>	1,381
Refreshments	38	-	<b>38</b>	1,772
Other	1,967	-	<b>1,967</b>	11,567
	<u>36,069</u>	<u>14,175</u>	<u>50,244</u>	<u>67,658</u>

Income was £50,906 (2020: £67,658) of which £36,731 was unrestricted or designated (2020: £34,503) and £14,175 was restricted (2020: £33,155).

## The Soundroom Community Music Project

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

#### Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>8 Charitable activities</b>				
<u>Direct costs</u>				
Project staff	234	370	<b>604</b>	2,720
Management staff costs	22,869	3,210	<b>26,079</b>	34,080
Training	-	175	<b>175</b>	-
Project costs	494	1,669	<b>2,163</b>	1,094
Volunteer expenses	-	95	<b>95</b>	70
<u>Support costs</u>				
Rent & Utilities	3,488	-	<b>3,488</b>	6,696
Telephone and IT	353	146	<b>499</b>	409
Equipment	590	542	<b>1,132</b>	3,501
Maintenance and repairs	11,592	6,112	<b>17,704</b>	6,268
Cleaning	310	-	<b>310</b>	190
Security	1,820	-	<b>1,820</b>	986
Insurance	497	-	<b>497</b>	846
Bank charges	7	-	<b>7</b>	-
Licenses	340	-	<b>340</b>	209
Sundry expenses	-	-	<b>-</b>	2,743
<u>Governance costs</u>				
Independent examiner's fees for reporting on the accounts	552	-	<b>552</b>	500
Other professional services	1,244	1,200	<b>2,444</b>	500
	<u>44,390</u>	<u>13,518</u>	<u><b>57,908</b></u>	<u>60,812</u>

Expenditure on charitable activities was £57,908 (2020: £60,812) of which £44,390 was unrestricted or designated (2020: £44,615) and £13,518 was restricted (2020: £16,197)

#### 9 Fees for examination of the accounts

	2021 £	2020 £
Independent examiner's fees for reporting on the accounts	<b>552</b>	500
Other accountancy services paid to the examiner	<b>2,540</b>	500
	<u><b>3,092</b></u>	<u>1,000</u>

## The Soundroom Community Music Project

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

#### 10 Analysis of staff costs and the cost of key management personnel

	2021 £	2020 £
Salaries and wages	23,861	30,245
Social security costs	1,295	3,373
Pension costs (defined contribution pension plan)	367	462
	<u>25,524</u>	<u>34,080</u>

No employee received remuneration above £60,000 (2020: nil)

The key management personnel of the charity, comprise the trustees. The total benefits of the key management personnel of the charity were £0 (2020: £0).

#### 11 Staff numbers

The average monthly head count was 2 staff (2020: 3 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2021 Number	2020 Number
The parts of the charity in which the employee's work		
Charitable activities	1.0	1.5
	<u>1.0</u>	<u>1.5</u>

#### 12 Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The employer's pension costs represent contributions payable by the charity to the fund and amount to £367 (2020: £462).

#### 13 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity (2020: £nil).

##### Trustees' expenses

No trustee expenses have been incurred in the year.

##### Transaction(s) with related parties

There have been no related party transactions in the reporting period.

#### 14 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

## The Soundroom Community Music Project

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

#### 15 Cash at bank and in hand

	2021 £	2020 £
Cash at bank and in hand	44,328	51,863
	<b>44,328</b>	<b>51,863</b>

#### 16 Creditors and accruals (payable within 1 year)

	2021 £	2020 £
Other creditors	-	620
Accruals		
Independent examination of accounts	552	500
Other tax and social security	385	350
	<b>937</b>	<b>1,470</b>

#### 17 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

#### 18 Analysis of charitable funds

##### Analysis of movements in unrestricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
<b>Unrestricted funds</b>					
General unrestricted fund	19,820	36,731	( 44,390 )	2,000	<b>14,161</b>
<b>Totals</b>	<b>19,820</b>	<b>36,731</b>	<b>( 44,390 )</b>	<b>2,000</b>	<b>14,161</b>

##### Purpose of unrestricted funds

General unrestricted fund      The 'free reserves' of the charity

# The Soundroom Community Music Project

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

### Analysis of movement in restricted funds

Restricted funds	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Awards 4 All	6,379	-	( 370 )	-	<b>6,009</b>
Building Maintenance	1,615	-	-	-	<b>1,615</b>
Catherine Cookson	250	-	( 250 )	-	-
Community Foundation				-	
- Performing Arts	1,661	-	-	-	<b>1,661</b>
- Community Infrastructure Levy	-	4,404	( 2,847 )	-	<b>1,557</b>
- Akzo Nobel International Paint	-	1,561	( 750 )	-	<b>811</b>
- Gateshead Thrive	10,000	-	( 1,375 )	-	<b>8,625</b>
D'Oyly Carte	-	3,350	-	-	<b>3,350</b>
Foyles Foundation	6,000	-	( 3,210 )	( 2,000 )	<b>790</b>
GMBC - Capacity Building Fund	1,060	-	( 1,060 )	-	<b>0</b>
Hadrian	80	-	-	-	<b>80</b>
Local Giving	8	-	-	-	<b>8</b>
NAREC	-	1,079	( 1,079 )	-	-
National Lottery	-	1,903	( 2,038 )	-	<b>( 135 )</b>
St Chads - Covid Recovery Digital	-	1,628	( 539 )	-	<b>1,089</b>
St Chads - Stage School	3,320	-	-	-	<b>3,320</b>
Warburtons Community Grants	-	250	-	-	<b>250</b>
WH Smith Trust	200	-	-	-	<b>200</b>
<b>Totals</b>	<b>30,573</b>	<b>14,175</b>	<b>( 13,518 )</b>	<b>( 2,000 )</b>	<b>29,230</b>

### Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor.

Awards 4 All	To fund the Community program.
Building Maintenance	To fund building maintenance.
Catherine Cookson	To fund a new carpet for the community room space.
Community Foundation-	
- Performing Arts	To fund an after school music, dance and drama club for children aged 5-11.
- Community Infrastructure Levy	To fund the refurbishment of the basement into an additional space for community use.
- Akzo Nobel International Paint	To fund digital equipment for live music and workshop streaming to reach out to the most vulnerable customers.
- Gateshead Thrive	To fund business review planning, capacity building and development work across the charity.
D'Oyly Carte	To fund youth music sessions and equipment for economically disadvantaged children in the area.

## The Soundroom Community Music Project

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2021

#### Purpose of restricted funds continued

Foyles Foundation	To fund costs towards the post of a Youth and Community Manager role.
GMBC - Capacity Building Fund	To fund charity development works.
Hadrian	To fund equipment for Early Years Music group.
HMRC CRS Grant	To fund the retention of staff during the Covid pandemic.
Local Giving	To fund tea dances.
NAREC	To fund green energy improvement with LED lighting.
National Lottery	
St Chads - Covid Recovery Digital	To fund Covid business recovery and performance costs.
St Chads - Stage School	To fund an after school music, dance and drama club for children aged 5-11.
Warburtons Community Grants	To fund afterschool theatre and performing arts group equipment and end of term party for local children.
WH Smith Trust	To fund new and replacement music project equipment.

#### Transfers between funds

	Reason for transfer	Amount £
From Foyles Foundation into Unrestricted	This expenditure was expensed to the Unrestricted Fund instead of the Foyles Foundation in the prior year accounts.	2,000

#### 19 Capital commitments

As at 31 March 2021, the charity had no capital commitments (2020 -£nil)

#### 20 Guarantee

There have been no guarantees given by the charity at 31 March 2021.

#### 21 Debt

There is no debt outstanding which is owed by the charity and which is secured by an excess charge on any of the assets of the charity at 31 March 2021.

#### 22 Governing document

The organisation is a Charitable Incorporated Organisation - Foundation registered on 17 June 2014 as a body corporate under part 11 of the Charities Act 2011.

#### 23 Reason for restatement

Prior period adjustment for treatment of fund transfer.

For the year ended 31 March 2020 the account were misstated, this was due to the treatment of the fund transfer being recognised through the profit and loss account rather than through the fund transfer note.

This treatment is not permitted in charity accounting and results in an overstatement of income and expenditure.

The restatement results in both income and expenditure for the year ended 2020 being reduced by £3,096.











# The Soundroom accounts 2021 - Signed

Final Audit Report

2022-01-31

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