



UniBrass  
Foundation

**Registered Charity in England and Wales 1,159,359**

**A Charitable Incorporated Organisation**

# Annual Report and Accounts 2022-2023

Summary	2
Objectives for the 2022-2023 Financial Year	3
Activities and Achievements	3
Future Aims and Objectives, Challenges and Opportunities	6
Financial Review	7
Public Benefit	8
Administration and governance	9
Trustees serving during the year:	10
Accounts Statement	11
Reserves Policy	13
Declaration	20



The trustees of the UniBrass Foundation are pleased to present the Trustees Annual Report for the 2022/2023 Financial Year, which has been prepared to meet the requirements of the Charity Commission.

## Charitable Aims

As set out in its constitution, the charity seeks:

*“to advance, improve, develop and maintain public education in, and appreciation of, the art of the brass band movement, primarily but not exclusively by organising an annual University Brass Band Championship of Great Britain and Northern Ireland.”*

## Summary

The 2022/2023 Financial Year (FY) marked the UniBrass Foundation’s first full year of normality since the COVID-19 pandemic. This was a year that saw three successful UniBrass events: the UniBrass 2023 contest, with new hosts at the University of Warwick; the Artist in Association scheme, which saw three artists working directly with three university bands; and the second Band Camp, UniBrass’ summer school.

The three large projects run this year each represented comparable expenditure and income, and overall has seen both the charity’s income and expenditure increase from the last financial year. Overall, the charity’s unreserved funds have decreased a small amount, but the overall status of charity reserves remains strong. Going forward, the charity is looking forward to presenting Band Camp 2023, and is planning UniBrass 2024, and the selection of new hosts for UniBrass 2025.

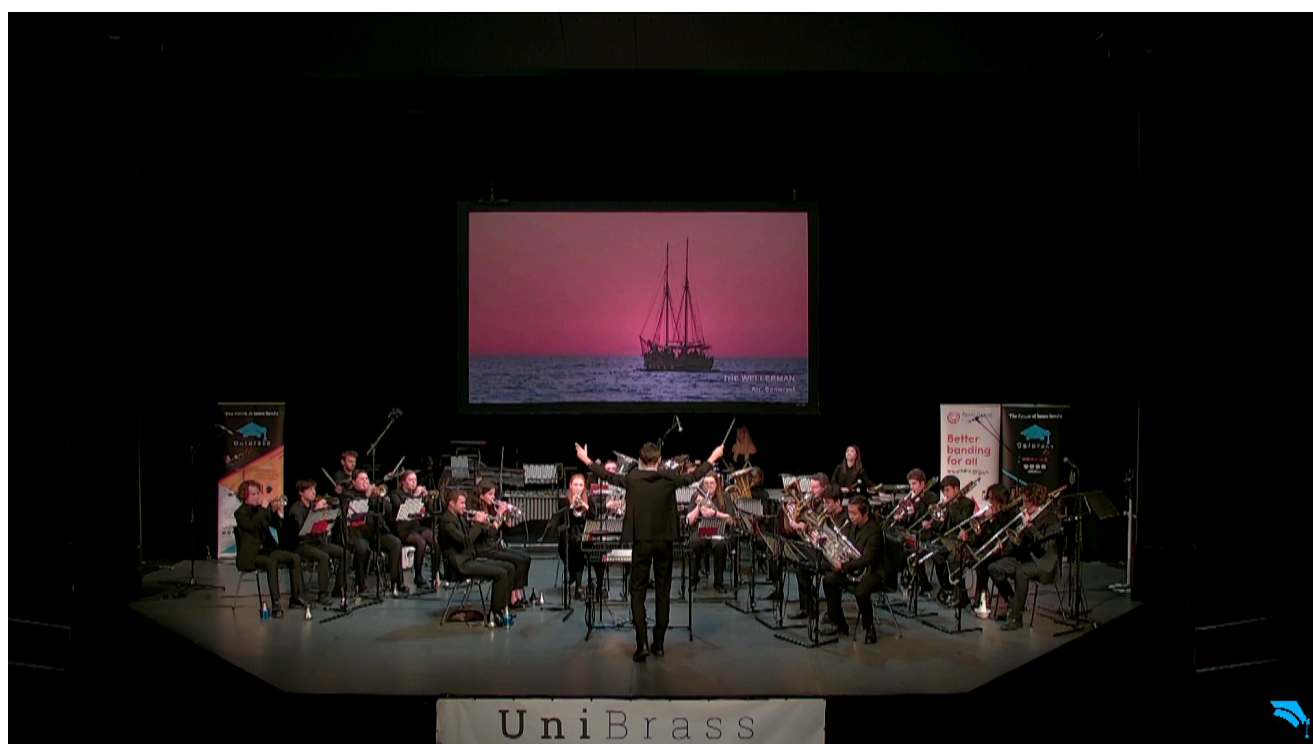


## Objectives for the 2022-2023 Financial Year

Ahead of the start of this financial year, the Board of Trustees set out a series of five year aims, each of which with deliverable objectives within the year ahead. The first of these aims was to improve engagement with university brass bands, and this financial year, the trustees aimed to run a financially, and artistically successful contest and Band Camp. Secondly, to achieve longer term sustainability in human resources and finances, the trustees aimed to increase the amount of freelance work, and have a route to employing a staff member, and improving the use of volunteers across all projects, as well as having a number of plans to diversify revenue streams. Finally, the trustees noted that an important part of UniBrass's work is to be a significant voice for the advocacy of brass banding within the arts community, and for the arts community within the wider community (including universities).

## Activities and Achievements

The UniBrass Championships is an event proudly run by university students, for students, and the trustees wish to thank the many hours of hard work by the 2023 Organising Committee. The charity also extends their thanks once again to a large number of individuals who volunteered their time to aid the Organising Committee with the preparation and exceptionally smooth running of the UniBrass Championships contest day. Their roles were diverse, from guiding visiting bands through an unfamiliar campus setting, chaperoning adjudicators, to the stewarding of concert halls, and overall providing a warm and friendly welcome to attendees.





## 2023 Contest

The UniBrass 2023 Championships was held on 11th February 2023 at the University of Warwick, in the Warwick Arts Centre with the Trophy section in the Butterworth Hall, and the Shield section in the Theatre. Twenty-two university brass bands participated in this year's championships from across the UK, with over 740 individual participants. Each participating band received bespoke critique and advice from professional and independent adjudicators, assisting bands to improve and develop their artistic performances year on year. 479 (including 124 combined gala-contest tickets) tickets to the contest were sold, supplemented by approximately 400 additional online live stream tickets in the first year of UniBrass hosting a paid-for stream on its own website. To open the results ceremony the Warwickshire and Coventry Youth Brass Band gave their debut performance to a very supportive audience. The results were announced with a fanfare from the British Army Band Tidworth Fanfare team. This year's UniBrass Social featured the University of Warwick Big Band and Heavy Beat Brass Band. Workshops were run on 12th February by members of The Cory Band and were attended by approximately 60 students.

## 2023 Gala Concert

On the evening of the UniBrass 2023 contest, the UniBrass Gala Concert featuring The Cory Band (reg. charity 1052126) took place. Over 460 students attended the concert at a subsidised price, providing exposure to the highest quality of brass band entertainment performances. In addition, tickets were sold to members of the general public, bringing the performance to a total audience of over 700 individuals.



## Band Camp

Band Camp 2022 ran from Wednesday 24th - Monday 29th August and welcomed 41 participants from universities across the UK (as well as recent graduates and school leavers). The course was once again held at Hesley Wood Scout Activity Centre (Sheffield) and led by musical director David Thornton supported by a team of tutors. As well as engaging in band rehearsals and sectionals, the National Universities Brass Band (formed of Band Camp participants) gave performances in Chapeltown Hall, Buxton Pavilion Gardens, and a course-closing concert in Sheffield Cathedral. Each concert was free to attend, maximising access for the public to brass band performances. Tutors also led workshops on rhythm and percussion, street bands, conducting, and a Q&A. There were a number of organised socials/activities including ice breakers, camp fire and ghost stories, BBQ and awards, a running club, and a bottle-xylophone making session, as well as free time and visits to local towns. Overall, Band Camp

provided students with access to expert tuition on their artistic performances, and guidance on their future musical directions, as well as building a strong brass banding community.

UniBrass Band Camp 2022 was organised and led by The UniBrass Foundation, with support from Brass Bands England, The D'Oyly Carte Charitable Trust (reg. charity no. 1112457), Ecclesfield Parish Council, and Chapeltown Band, as well as significant donations from generous individuals.

### **UniRun Fundraiser**

Following the success of previous Christmas fundraisers the third UniRun saw six competitors run 111km (the distance between Sheffield SU and the Warwick Arts Centre) throughout December 2022. Each participant had the goal of raising at least £250 in sponsorship. This year was the first time that participants were sourced from beyond the Trustee board, with incentives (such as a reduced price ticket to Band Camp, or free entry for the competitor's university to UniBrass) offered to encourage participation. Over £1,200 was raised in support of the UniBrass Foundation's continued work to provide student musicians a national platform.

### **Artist in Association**

The Artist in Association pilot project featured three artists (Ryan Watkins, Stephanie Binns and Ian Porthouse) each working directly with a university brass band (York, Durham and Bristol respectively) for an extended period of dedicated rehearsal time. The project culminated in a public performance alongside a local youth band and community band. An independent project manager boosted the project providing logistical and marketing support for the participating bands. The project had the following objectives:



- to support artistic development, creative performance idea generation and upskill the amateur musicians
- attract a wider audience than would usually attend a university brass band concert, opening up the performance to a new audience and encouraging people to attend future concerts.

The project was very successful in achieving these objectives and we hosted three well received artist placements and final performances. Each band worked with the artist to identify areas of focus for the project. The bands all feedback that they not only enjoyed being part of the wider project but that working with the artists was inspiring, challenging and fun. The bands provided universally positive overall feedback, commenting on 'immediate changes' and improvements in the playing and conducting.

Over half, 55%, of the concert attendees surveyed had never attended a university brass concert before which showed that our marketing and communications had managed to reach a wider audience that would have normally attended these concerts. The final concerts were rated excellent or very good by 95% of attendees.



## **Future Aims and Objectives, Challenges and Opportunities**

The UniBrass Foundation has been remarkably successful during the years since incorporation, with the continued trend of increased participation now through multiple events each year. Its principal charitable objects have, therefore, been met continuously. During the 2022-2023 Financial Year, trustees updated their existing 5 year plan, around the four themes of Engagement and Events, Staff, Sustainability, and Advocacy.

### **Engagement and Advocacy**

The trustees aim to move towards a position where we are a significant voice for the advocacy of brass banding within the arts community, and for the arts community within the wider community (including universities).

### **Engagement and Events**

The trustees aim to improve the offer presented to existing bands by engaging with them more frequently, and for those engaged to be more representative of the student population's demographics. Demographic surveys of participants have helped the charity understand which demographics are underrepresented at its events. The trustees added an additional aim this year to also achieve audiences representing the demographics of the UK population.

### **Staff**

Over the past couple of years, an increase in the number and scope of projects has posed challenges around workload. Trustees are looking at various pathways to funding staff members to support the charity's work.

### **Sustainability**

In order to ensure the charity's long-term viability, trustees are working to increase income from a variety of revenue streams, and to engage with volunteers for a greater range of current projects, as well as considering environmental sustainability of our operations.

## **Financial Review**

This accounting period runs from 1st April 2022 to 31st March 2023 and represents the first “normal” post-pandemic financial year. The UniBrass Foundation’s income for this FY has surpassed the threshold required for an independent examination but is not required by law to complete a full audit. The board of trustees has elected for an independent examination of this year’s accounts and the treasurer has verified the charity meets the requirements for this. The board of trustees has followed the charity commission guidance in choosing the independent examiner (CC31), and believe the appointed examiner has the required skills with no conflicts of interest. The independent examiners report is attached to this submission. The statement of accounts for this period has been prepared by the charity treasurer, and have been reviewed and approved by the board of trustees. The reserves policy in place for this period is also attached to this submission. This policy was reviewed and amended for the start of this period. No corporation tax filing has been requested by HMRC for this period, and the charity has not incurred any corporation tax, hence it is not required to complete a return.

## **Review**

Overall, the Foundation continues to operate prudently when managing project budgets. Most projects completed in this period broke even, or generated small surpluses, with one project running at a net cost. Most of this loss was covered by the small surpluses on other projects, and by the charity’s ongoing fundraising, whilst around £3,000 was allocated from reserves.

This period saw continued funding from Arts Council England with project grant funding supporting the Artist in Association Scheme (around £8,800 of this was carried over from the previous financial year). The charity also received support from Brass Band’s England (registered charity 1148331), the UniBrass Foundation values the partnership between our two organisations and thanks Brass Band’s England for their continued support and guidance. The D’Oyly Carte Charitable Trust (reg. charity no. 1112457), Ecclesfield Parish Council both provided support for Band Camp, the University of Warwick Retired Staff Association supported the 2023 Contest, and support from the Norman Jones Trust for the 2022 Gala Concert was received during this period. The board of trustees would also like to thank the charity’s various other benefactors for their continued generosity and support of the UniBrass Foundation.

## **Summary of accounts**

This financial period reported an overall net deficit for the charity. A significant amount of restricted funds for the Artist in Association project were carried over and spent during this period, and represent £8,798 of this overall deficit. In addition, £3,203 was spent from unrestricted reserves during this period. For this review, the 2021/22 financial period has been used as the comparison period in all reported metrics. However, that period reported an unusually high activity due to two contests (coming out of the pandemic), band camp, and grant income for the Artist in Association scheme that year.

On an absolute basis, the total receipts in this period have decreased by 14% compared to the 2021/22 FY, as previously outlined this is primarily due to the significant increase in major projects



being run by the charity in this financial period. The largest category of income was Event Ticket Sales which accounted for 36% of this year's income. 87% of this was from the UniBrass Championships 2023, 10% from Band Camp and 2% from the Artist in Association Scheme. The second largest category of income was Trade and Sponsorship, primarily from Merchandise Income, accounting for 19% of the total. The remaining significant categories for receipts were Donations accounting for 16%, Government grants at 5%, other grants at 7%, Championship entry fees at 6% and Participant overnight accommodation at 5%. The UniBrass Foundation received Gift Aid returns of £1,658.

Expenditure for this period increased by 29% compared to the 2021/22 FY. The largest category of expenditure was professional services which accounted for 31% (39% of which from restricted funds) of this period's expenditure. 32% of this professional services was incurred for the Artist in Association scheme, 66% for the UniBrass championships, and the remainder for Band Camp. The second largest category of expenditure was Venue & Equipment hire which accounted for 23% of this period's expenditure. 38% of this category was attributed to Band Camp 2022, 55% to the UniBrass Championships 2023, and 8% to the Artist in Association scheme. The remaining significant categories of expenditure were Workshop Leader Fees and Expenses accounting for 11%, Travel & Subsistence at 10%, Trade and Sponsorship at 9%, Accommodation and Administrative Expenses, each at 4%.

In summary, this year saw the Foundation return to a state beyond its pre-pandemic output. Overall, the charity reported a net deficit, but maintaining strong charity reserves that will enable the charity to continue to meet the charity's aims. At the end of this financial period, the charity retains £19,750 in unrestricted reserves, ~50% of the current total reserves target set out in the charity's reserves policy. The charity endeavours to grow its unrestricted reserves to meet the target set out in its reserves policy. Overall, the charity retains funds to support all projects currently planned for the 2023/24 financial period.

## **Public Benefit**

In planning the charity's activities for the year the Board of Trustees and its sub-committees have kept in mind the Charity Commission's guidance on public benefit at their respective meetings.

To the trustees' knowledge, the UniBrass Championships remains the only event of its kind worldwide, and Band Camp is unique in its appeal to the student community. The wider general public benefit from access to a unique student arts events of national scale that they may attend either in person or online, driving engagement with the brass band movement. It also raises awareness of and facilitates access to opportunities, also available to the general public, to enhance their personal development by involving themselves with the brass banding community. Through a variety of free public Band Camp performances, the trustees have continued to provide this public benefit. Finally, the Artist in Association project delivered three concerts, where UniBrass provided marketing support to maximise engagement from (and therefore benefit to) the public.





## **Administration and governance**

### **Governing Document**

The charity is governed by a constitution that was adopted on 6th November 2014, as amended 23rd August 2017 and then subsequently on 24th April 2018, 22nd February 2019, 14th September 2019, 24th November 2019, 23rd February 2020, 4th April 2020, 2nd August 2020, 12th January 2022, 8th November 2022 and most recently on 19th February 2023.

This constitutes the charity as a Charitable Incorporated Organisation (CIO) governed by a Board of Trustees which manages the day-to-day operations of the charity. They also supervise a sub-committee which is mandated to run the charity's main annual event: the University Brass Band Championships of Great Britain and Northern Ireland (also known simply as 'UniBrass'). This sub-committee is composed of students of the institution (university) that hosts the UniBrass Championships. The Chair and one other member of this sub-committee are invited to sit on the Board of Trustees as ex-officio appointments.

The trustees have established an Expenses Policy that determines reasonable and appropriate travel expenses; this policy also applies to contractors and volunteers engaged by the charity. The UniBrass Foundation is also guided by its Safeguarding Policy, Equal Opportunities and Diversity Policy, Health and Safety Policy, Internal Procedures Policy, and Privacy Notice, Grant Giving Policy, and four Bye-laws. These policies are reviewed at least annually as required, and the current versions of all policies, bye-laws and the constitution are available on the [UniBrass website](#).

### **Trustee appointment, induction and training**

Trustees are typically appointed or reappointed for three year terms by the incumbent board of trustees at a properly convened meeting of the trustees. In addition, there are two ex-officio trustees representing the UniBrass Organising Committee, who hold office for the duration that they hold the positions of UniBrass Organising Committee Chair and Treasurer. At the end of each contest, subject to the needs of the charity, one member of the Organising Committee is offered an appointment to the board of trustees for a one year term. The Foundation also maintains strong links with Brass Bands England in part through a nominated (non-voting) board member on the charity board.

Upon appointment to the Board of Trustees, each trustee receives a welcome pack which introduces them to their legal obligations as a trustee, key charity policies and governing documents, the expectations that the UniBrass Foundation has of its trustees, and an overview of how the charity is run.

## Trustees serving during the year:

	Name	Dates acted as trustee (if not for whole year)
<b>Trustees appointed by the charity trustees</b>		
1	Thomas Hicken	-
2	Andrew Baldacchino	-
3	Samuel Hartharn-Evans	-
5	Voirrey Baker	-
6	Sebastian Hamilton	26/11/2022 to -
7	Katharine Slater	06/11/2022 to -
8	Peter Baumann	06/11/2022 to -
9	Sam Kail-Dyke	27/11/2022 to -
10	Michelle Edmands	10/01/2023 to -
11	James Everitt	12/02/2023 to -
<b>Ex-officio trustees holding an appointed office</b>		
12	James Everitt	- to 12/02/2023
13	Sidney Pycroft	- to 12/02/2023
14	Angus Currie	12/02/2023 to -
<b>Board member appointed by Brass Bands England (reg. no. 1,148,331)</b>		
15	Alex Parker	-
<b>Trustees who stood down during the year</b>		
16	Andy Straiton	- to 12/02/2023
17	Abigail Grocock	- to 31/12/2022
18	Brett Baker	- to 01/09/2022
19	Ewan Saunders	- to 16/07/2022
20	Megan Bousfield	- to 27/11/2022

The current trustees wish to thank Andy, Abi, Brett, Ewan, Megan and Sidney for their work to further the aims of the UniBrass Foundation.

## Officers:

**Chair** Thomas Hicken

**Treasurer** Andrew Baldacchino

**Vice Chair** Abi Grocock (until 31/12/2022)  
Andrew Baldacchino (from 12/02/2023)

**Secretary** Sam Hartharn-Evans



## Receipts and payments

	Unrestricted funds (nearest £)	Restricted funds (nearest £)	Endowment funds (nearest £)	Total funds (nearest £)	Previous period (nearest £)	Notes
<b>A1 Receipts</b>						
Donations	7,888	1,000	-	8,888		
Governmental grants	-	2,713	-	2,713	32,338	1
Other grants	-	4,000	-	4,000		
Gift Aid	1,658	-	-	1,658	468	
Event ticket sales	19,589	-	-	19,589	19,133	
Lottery Proceeds	715	-	-	715	847	
Trade & sponsorship	10,281	-	-	10,281	4,527	
Championship entry fees	3,194	-	-	3,194	3,820	
Participant overnight accommodation	2,826	-	-	2,826	1,144	
Bank Interest	13	-	-	13	6	
Miscellaneous	82	-	-	82	189	
<b>SUB-TOTAL</b>	<b>46,245</b>	<b>7,713</b>	<b>-</b>	<b>53,958</b>	<b>62,471</b>	
<b>A2 Asset and investment sales</b>						
Current assets	-	-	-	-	-	
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total receipts</b>	<b>46,245</b>	<b>7,713</b>	<b>-</b>	<b>53,958</b>	<b>62,471</b>	
<b>A3 Payments</b>						
Travel & Subsistence	6,579	71	-	6,650	3,348	
Accommodation	2,388	500	-	2,888	4,287	
Cost of Sales	426	167	-	593	525	
Venue & Equipment hire	9,310	6,006	-	15,316	11,947	
Professional services	12,568	7,880	-	20,448	19,022	
Insurance	153	-	-	153	145	
Legal & licensing fees	20	-	-	20	199	
Trade & sponsorship	5,831	-	-	5,831	3,838	
Publicity	875	888	-	1,763	85	
Adjudicator Fees & Expenses	1,432	-	-	1,432	1,808	
Organisational memberships	73	-	-	73	107	
Workshop Leader Fees & Expenses	6,710	500	-	7,210	2,084	
Administrative Expenses	2,536	-	-	2,536	2,619	
Trophies & Prizes	548	-	-	548	563	
<b>SUB-TOTAL</b>	<b>49,448</b>	<b>16,011</b>	<b>-</b>	<b>65,459</b>	<b>50,577</b>	
<b>A4 Asset and investment purchases</b>						
Current assets	-	-	-	-	-	
<b>SUB-TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total payments</b>	<b>49,448</b>	<b>16,011</b>	<b>-</b>	<b>65,459</b>	<b>50,577</b>	
NET	-	3,203	-	11,501	11,894	
A5 Transfers between funds	500	-	500	-	-	
A6 Cash funds last year end	22,453	8,798	-	31,251	19,411	
Correction on previous accounting period	-	-	-	-	54	
<b>Cash funds this year end</b>	<b>19,750</b>	<b>-</b>	<b>-</b>	<b>19,750</b>	<b>31,251</b>	

## Statement of assets and liabilities at end of period

	Unrestricted funds (nearest £)	Restricted funds (nearest £)	Endowment funds (nearest £)	Total funds (nearest £)	Previous period (nearest £)
<b>B1 Cash funds</b>					
Cash at bank	19,671	-	-	19,671	31,173
Cash float	78	-	-	78	78
<b>Total Cash Funds</b>	<b>19,750</b>	<b>-</b>	<b>-</b>	<b>19,750</b>	<b>31,251</b>
<b>B2 Other monetary assets</b>					
Debtors	-	-	-	-	1,133
			Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>					
				-	-
<b>B4 Assets retained for the charity's own use</b>					
UniBrass Trophy			Unrestricted funds	3,250	-
UniBrass Shield			Unrestricted funds	1,500	-
Retained merchandise			Unrestricted funds	-	1,670
			Fund to which liability relates	Amount due	When due
<b>B5 Liabilities</b>					
Creditors (refunds retained on account)			Unrestricted	-	< 1yr

Signed by two trustees on behalf of all the trustees

Signature

Name

Date of approval

*Sam Hartharn-Evans*

Sam Hartharn-Evans

29/01/2024

*James Everitt*

James Everitt

29/01/2024



## Notes to the accounts

- 1 The category "Donations & Grants" has this year been separated into Donations, Governmental Grants, and Other Grants.
- 2 A grant of £500 was received from The Norman Jones Trust in April 2022. This was to support the UniBrass 2022 Gala concert. As this had already taken place in the previous financial year, the funds are moved from restricted to unrestricted.



# **Reserves Policy**

## **1. Overview**

### **Objective**

The objective of this policy is to establish a framework for good governance of funds held by the UniBrass Foundation. These funds, directed by this policy, will enable the charity to take advantage of new opportunities as they arise, or ride out unexpected setbacks, and accommodate unexpected expenditure or losses of funding.

This will also demonstrate to the general public that all funds coming into the Foundation's care are being used appropriately, for the purposes of the charity and its objects.

### **Scope**

This policy applies to all unrestricted funds held as general funds of the UniBrass Foundation, and establishes guidelines for its review and amendment. This policy forms a key element of the strategic plan of the charity, and feeds into the budgeting and decision-making processes.

This policy will be reviewed on an annual basis at a meeting designated by the Trustees following the charity AGM. The review will be conducted as part of the charity's usual planning processes.

### **Policy**

The UniBrass Foundation will hold in reserve sufficient funds to secure and sustain the charity's viability, and to capitalise on new opportunities as they are presented. It is the responsibility of each Trustee to ensure that this policy is considered when budgeting and event planning decisions are discussed.

It is the responsibility of each Trustee to read, understand, and comply with this policy.

The UniBrass Foundation reserves the right to change this policy at any time.

## **2. Major charitable activities**

The UniBrass Foundation currently operates several activities and events in fulfilment of its charitable objects. These are summarised below along with their associated income and liabilities.

The flagship event for the Foundation is the UniBrass Championships and Gala Concert which typically take place at a host University in February. Currently, the contest and gala concert changes host University every 2 years. This regular cadence has demonstrated a cycle where the second year at a given host university is more profitable than the first. The charity should aim to make a profit across a host universities 2 year cycle, allowing for a break even or slight net negative in a host universities first year. As a result, the charity should retain reserves to support an initial negative cash flow across this cycle.

### **UniBrass Championships**

The annual Championships are the largest public event run by the charity; these and other associated events constitute the primary income stream for the Foundation. The Championships also generate significant costs over the financial year, totalling approximately £20,000.

### **UniBrass Gala Concert**

The gala concert was introduced at the University of Warwick in 2014 and it primarily should aim to generate income for the Foundation. Income derived from the contest is used to support the solvency of the UniBrass Championships in the first instance, and then further projects organised by the Foundation after this. It has therefore become a major contributor to the charity's reserves. When planning the Gala concert, consideration should be given to the viability of any planned Gala concert reviewing factors like venue size and 'pull factor' of proposed performers in order to maximise potential revenue.

### **UniBrass Band Camp**

The inaugural UniBrass Band Camp was held in August 2021. This was funded primarily by a project grant from Arts Council England with the remaining revenue coming from participant fees. Turnover for this event was £25,000 and it was approximately cost neutral. The trustee board were very pleased with the event and this was supported by the very positive feedback received from attendees. The Foundation has therefore decided to continue to run this as a recurring project, with the second band camp planned for August 2022. This event becoming a recurring project will require additional thought to ensure the continued solvency of the Foundation, as the charity will now aim to run two comparatively large scale events in each fiscal year. The trustee board should annually review the viability of this project and the financial risk it poses to the charity whilst it remains in its infancy; the trustee board's view currently is that the UniBrass championships remains the flagship project for the charity and takes precedence over all other projects.

The funding model for this project in the short term will remain for a significant portion of income coming from grants or sponsorship, with the remainder coming from participant fees. In the medium to long term, the aim is to reduce the reliance on grant funding for this project, whilst avoiding significantly increasing the participant fee level above inflation.

### **3. Review of current/future funds**

The UniBrass Foundation is primarily funded through public events organised by the charity, and maintains two secondary funding streams via fundraising/donations and from direct grants from organisations. These funding organisations typically operate on a 12 month time horizon, with applications for new grants usually being made half-way through this window.

At present the Foundation holds restricted funds in the form of grant money received from Arts Council England to support the UniBrass Artists in Association scheme. All other reserves held by the charity are held as unrestricted funds. The structure of the reserves fund is outlined in section 4 and summarised in Appendix 1. The Foundations two large projects have cash flow requirements at two separate times in the year: the Championships cash flow requirements typically run from October to April with peak outgoings in February, and Band Camp's run typically from February to September peaking in August. These periods of peak outgoings are the charity's most at risk periods and so the charity should plan to ensure enough liquidity during these periods. At present, this is managed through a combination of charity reserves, strategic fundraising, and the realisation of income associated with each project. The charity also mitigates some financial risk through a recurring monthly income received from the UniBrass Lottery, the trustee board should aim to continue to grow this as an income stream for the Foundation.

The trustee board continues to explore other one-off projects, the Foundation is currently pursuing its Artists in Association scheme which will conclude in June 2022. The cash flow considerations for these such projects are considered during the project planning phase.

## **4. Level of reserves**

### **Justification**

The UniBrass Foundation will hold in reserve sufficient funds to mitigate the risk posed by unforeseen emergencies, unexpected circumstances or to support events in abnormal circumstances which require additional funding to meet the Foundation's charitable objectives. The Trustees have identified that a significant proportion of funds are received via grants from external bodies that are not guaranteed year-to-year, and have incorporated this into the level of reserves set.

Due to the timing of most major cash flows concerned with the charity's work, funds are also held in reserve to cover short-term deficits in the budget. The Trustees also recognise that moving the Foundation's activities to a new venue is likely to result in a loss in the first year, and have set aside a provision for this.

### **Range & level of reserves**

In the April 2022 policy review, a new fund was created to account for the adoption of Band Camp as a recurring project. This fund was set to £5,000. This reserves policy sets out five funds to dedicate reserves. In total, this policy recommends a total reserves fund of £29,750 split into the following funds:

#### **Operations**

To provide the liquidity required to facilitate the day-to-day operational costs of planning and running charitable activities carried out by the UniBrass Foundation a reserve fund of £2,000 has been established. This will be held in the charity's current account, and will be replenished from savings regularly if it is in deficit.

#### **UniBrass Championships**

The Foundation will build up and hold in reserve sufficient funds to support one year of activities independent of external funding sources. The Trustees have identified that this should be set at £20,000 as this is representative of previous recent championships.

#### **UniBrass Band Camp**

A fund has been established to support the UniBrass Band Camp project. This fund has been allocated £5,000 primarily to support any required deposits for venues prior to revenue being received for the project. These monies should be repaid to this fund once sufficient revenue has been generated by the project.

#### **Fundraising**

A reserve level of £500 has been established to cover expenses associated with charity personnel travelling to and staying overnight at the annual carolling location, and insurance costs associated with the collection of monies at all fundraising events. These costs will usually be met directly out of the collections themselves after the fact; any surplus will be used to maintain the fund at the above level.

#### **Ongoing & Recurring Projects**

This fund supports any ongoing and recurring projects organised by the Foundation. Presently there is one project supported by this fund. This project is the UniBrass Lottery which has a fund set at £250. This covers the recurring cost for licence renewal, and some marketing to grow the number of participants.



## **New and Expanded Projects**

The trustee board is continually exploring potential other one-off projects to expand the scope and impact of the Foundation. The charity should retain an amount of reserves in order to facilitate these new projects. Projects utilising these funds should aim to be, at a minimum, cost neutral, allowing income received from the project to restore reserves to this fund. The reserves level for this fund will be set at £2,000. Should a project become a recurring event, it will have a separate reserves level established in the Ongoing & Recurring Projects fund in a subsequent policy review.

## **Establishing the reserves**

Reserve funds have been established primarily from income accrued from previous Championship events and donations received from other sources. Beginning in the 2020/21 FY, reserves have also been accrued from the UniBrass Lottery, with the aim to expand this income stream in subsequent years.

Beyond this any further funds will be built up gradually from surpluses generated by the charity's events, and via targeted fundraising. As income is received, the Trustees will have regard to the proximity of any major charity event and the severity of any deficit when deciding which funds to allocate this to.

## **Investing reserves**

All reserves will initially be held in the charity's savings account, which the Trustees have identified as the most efficient way of investing the charity's funds. They will review this account regularly, and remain vigilant to the prevailing market for other alternatives which may be more advantageous.

When total cash reserve levels across all funds reach approximately £25,000, the Trustees will investigate the possibility of investing a portion of these cash funds in longer-term vehicles. It is expected that any event necessitating a drawdown against a fund will become clear far enough in advance that, if required, long-term investments can be liquidated in good time.

## **5. Policy review**

### **Frequency of review**

As part of the charity's usual planning processes, focussed reviews of this policy will be carried out on an annual basis. In depth reviews will take place once every two or three years, or as the charity trustees feel necessary, in response to changing charitable or financial conditions and needs. Any trustee may call for a review where they reasonably believe conditions necessitate it. The guidelines established as part of this policy should form the basis of the review, alongside current and projected funding streams.

The level of reserves held will be monitored throughout the year as part of normal budget management.

### **Conducting the review**

Trustees will initiate the review by determining what funds the charity holds, how they are allocated, and any restrictions placed on the use of those funds.

Analysis will be made of current projects and activities organised by the charity, and those planned for the future. A consideration will be made on future forms of funding, in light of this and the prevailing financial environment at the time of the review.

Any committed expenditure will be reviewed, including the timing of this and its impact on cash flows. Where possible this should be matched with income; otherwise reserves will be required.

An investigation of any perceived risks to which the charity is exposed, and the reliability of its income, will be undertaken.

## Appendix 1. Table of Reserves Funds

Reserve Fund	Amount
Operations	2,000
UniBrass Championships	20,000
Fundraising	500
Ongoing and Recurring Projects	250
New and Expanded Projects	2,000
<b>TOTAL</b>	<b>£ 29,750</b>

Threshold for Investing Funds: £25,000. Funds above this threshold will be invested up to the Total Reserves Fund. All other monies held by the charity will be spent in furtherance of the charities objectives

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:



Sam Hartharn-Evans  
UniBrass Foundation Secretary



James Everitt  
UniBrass Foundation Treasurer

DATE: 29th January 2024

## UniBrass Foundation

Registered Charity in England and Wales 1, 159, 359

### Registered Office:

Unit 12 Maple Estate  
Stocks Lane  
Barnsley  
S75 2BL



# Independent examiner's report to the trustees of the UniBrass Foundation

Financial Year ending: 31 March 2023

I report to the trustees on my examination of the accounts of the UniBrass Foundation for the financial year ended 31 March 2023.

## Responsibilities and basis of report

As the charity trustees of the UniBrass Foundation 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 UniBrass Foundation's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all of the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act. As the UniBrass Foundation is a Charitable Incorporated Organisation (CIO), which is not a company, I have followed the guidance for non-company charities.

## 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the UniBrass Foundation as required by section 130 of the Act; or
2. the accounts do not accord with those records.

In carrying out my examination I noted that the electronic accounting records at the end of the reporting period were inconsistent with the closing bank statements. Consequently, in the initial report & accounts you provided to me the gross income was over-stated by approximately £1,800. You confirmed that this was caused by a single duplicated transaction in the accounting records, which you rectified before producing and approving a new set of accounts. Furthermore, you confirmed you have implemented a new control to prevent a recurrence of this in the future.

I confirm there are no other matters in connection with the examination to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



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Dr Oliver Newton

Zygmunta Modzelewskiego 58A/80  
Warszawa  
02-679  
Poland

31 January 2024