



UniBrass
Foundation

Registered Charity in England and Wales 1,159,359

A Charitable Incorporated Organisation

Annual Report and Accounts 2023-2024

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The trustees of the UniBrass Foundation are pleased to present the Trustees Annual Report for the 2023/2024 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

This report details the activities of the Financial Year from 1st April 2023 to 31st March 2024. This was a year that saw two successful major UniBrass events: the UniBrass 2024 contest returning to the University of Warwick; and Band Camp, UniBrass' summer school, alongside a number of smaller events and projects. This year, we have been particularly pleased to offer new performance opportunities to top bands from each contest section.

The 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 2024, and is planning UniBrass 2025.



Objectives for the 2023-2024 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 is to improve engagement (and the diversity of that engagement) with university brass bands, increasing participation through supporting the creation of new bands, and existing ones. Specific objectives to support this aim included assessment of the contest hosting bids for 2025/26, running a successful contest and band camp, and have improved knowledge of engagement with bands. Secondly, to achieve longer term sustainability in human resources and finances, the trustees aimed to have employed a member staff, or have a specific plan in place to do so, which was achieved with support of funding from the Backstage Trust (reg. charity 1445887), supporting a fundraising development coordinator. Additionally, trustees aimed to diversify and improve revenue streams, and continue the coach sharing scheme for the contest to improve the environmental impact of the contest. Finally, the trustees noted that an important part of UniBrass' 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



UniBrass 2024 Contest

The UniBrass 2024 Championships were held on Saturday 17th February 2024 at the University of Warwick, in the Warwick Arts Centre. The Trophy section in the Butterworth Hall, with 12 bands competing was won by the Royal Birmingham Conservatoire Brass Band, whilst the Shield Section saw 11 bands compete in the Theatre, won by Lancaster University Brass Band. A record number of universities and participants engaged in the contest, with over 800 participants representing over 40 universities. As well as an opportunity to create and perform innovative and entertaining programmes, each participating band benefitted from receiving bespoke critique and advice from professional and independent adjudicators.

541 tickets to the contest were sold, supplemented by approximately 400 additional online live stream tickets. Once again, the contest was supplemented by other musical experiences. To open the results ceremony the Warwickshire and Coventry Youth Brass Band gave a performance to a very supportive audience, and the results were announced with a fanfare from the British Army Band Tidworth Fanfare team. This year's event also featured a series of smaller workshops throughout the day as part of a new Community Hub, including sessions on composing, and use of fanfare trumpets.

As an event run proudly by university students, for university students, UniBrass continues to be a focal point in the calendar for university brass players, in turn, acting to keep students playing during their transition between youth and adult brass bands. 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 2024 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.

During the financial year, trustees concluded the bidding process for the 2025 UniBrass Championships, which has been awarded to Cardiff University.

UniBrass 2024 Gala Concert

On the evening of the UniBrass 2024 contest, the UniBrass Gala Concert from the Foden's Band (reg. charity 1168556) with guest soloist James Fountain. In addition to 228 audience tickets, the concert was attended by over 550 participants at a subsidised price. This charitable subsidy provides exposure to the highest quality of brass band entertainment performances to many students who have not previously had the opportunity to experience this standard of brass band.





Brass in Concert and European Youth Brass Band Championships performances

This year, UniBrass was able to offer performance opportunities in collaboration with Brass in Concert (reg. charity 1138309), and Brass Bands England to highly ranked bands in each section of the 2022 contest. The University of Chichester Brass Band was invited to compete in the European Youth Championship (Premier Section) on Sunday 5th May 2024, whilst Oxford University Brass Band were invited to perform a well-received extended version of their UniBrass programme on the concourse of the Glasshouse International Centre for Music as audience members arrived for the Brass in Concert Championships on Saturday 18th November 2023. Whilst the European Youth Brass Band Championships performance took place after the end of the financial year reported here, trustees were pleased to report that the University of Chichester Brass Band came 2nd place at that performance.

Band Camp

Band Camp, the annual brass band summer school designed for university students, ran from Wednesday 23rd - Monday 28th August 2023. Building on the successes of previous years, this year welcomed a record 45 participants from across the UK, who were a mixture of current students, 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, who worked through the week to provide artistic development for the participants. As well as engaging in band rehearsals and sectionals, the National Universities Brass Band (formed of Band Camp participants) gave performances in the community at Chapeltown's Newton Memorial Hall, Dewsbury Market square, and a course-closing concert in Sheffield Cathedral. Each concert was free to attend, maximising access for the public to brass band performances, and reached over 320 audience members at the Memorial Hall and Cathedral. Other workshops included:

- Marching and playing Fanfare Brass instruments, led by the The Band of the Prince of Wales
- A workshop on British Sign Language and Working with the Deaf in music
- Q&A with the tutors, providing guidance on future musical directions, and artistic development

There were a number of organised socials/activities including ice breakers, a camp fire and ghost stories, BBQ and awards, and a running club, 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 2023 was organised and led by The UniBrass Foundation, with support from Brass Bands England, Ecclesfield Parish Council, and Denis Wick, as well as significant donations from generous individuals.

Fundraising Activities

Following the success of previous UniRun Christmas fundraisers, UniRun 2023 saw five runners take part in a 'Twelve Runs of Christmas' challenge throughout December 2023. Each participant had the goal of running a total of 78 km (starting with a 1 km run and building up incrementally to 12 km) and raising at least £250 in sponsorship, with incentives (such as reduced price ticket to Band Camp, or free entry for the competitor's university to UniBrass) offered to encourage participation. Although



a slightly lower number of runners taking part compared to the 2022 fundraiser (five rather than six), meant there was a marginally reduced total raised (£1100, down from £1247 excl. Gift Aid), the average amount raised per runner, as well as average number of donations per runner were both up compared to 2022 and suggest that UniRun remains a successful fundraising medium for the charity.

UniBrass volunteers also provided refreshments at the Midlands Area Brass Band Championships over two weekends in March 2024, which as well as raising funds for the charity, was also successful in raising the profile of our work.



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 2023-2024 Financial Year, trustees updated their existing 5 year plan, around the four themes of Engagement and Events, Staff, Sustainability, and Advocacy. Trustees also undertook an exercise of setting the UniBrass Foundation's Values, which can be accessed on our [website](#).

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, arts at universities, and for students and arts within the wider community.

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 2023 to 31st March 2024. 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 will be 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. A corporation tax filing has been requested by HMRC for this period.

Review

Overall, the Foundation continues to operate prudently when managing project budgets. Most projects completed in this period generated small surpluses. When taking into account ongoing charity operation costs, and fundraising, the charity's reserves grew by £3,040 (with an additional £8,770 of profit within restricted funds).

The charity also received support from Brass Bands England (registered charity 1148331), the UniBrass Foundation values the partnership between our two organisations and thanks Brass Bands England for their continued support and guidance. A grant from the Backstage Trust (reg. charity 1445887), has supported a fundraising development coordinator over the period of 3 years. Brass Bands England and Ecclesfield Parish Council both provided support for Band Camp, the University of Warwick Retired Staff Association supported the 2024 Contest. 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 income for the charity. Of this net income, £8,774 is restricted to spending on the new Fundraising Development Coordinator in future years. A further £2,997 has been added to the charity's unrestricted reserves. For this review, the 2022/23 financial period has been used as the comparison period in all reported metrics.

On an absolute basis, the total receipts in this period have increased by 25% compared to the 2022/23 FY, this is primarily due to a grant from the Backstage Trust to fund a fundraising development coordinator. The largest category of income was Event Ticket Sales which accounted for 32% of this year's income. This was evenly split between the UniBrass Championships 2024 and Band Camp 2023. The second largest category of income was Trade and Sponsorship, primarily from Merchandise Income, accounting for 23% of the total. The remaining significant categories for receipts were non-governmental grants accounting for 17%, donations at 15%, Championship entry fees at 6% and Participant overnight accommodation at 5%.



Expenditure for this period decreased by 15% compared to the 2022/23 FY, largely due to the Artist in Association scheme not running in this financial year and no workshops being run at the Championships. The largest category of expenditure was professional services which accounted for 26% (8% of which from restricted funds) of this period's expenditure. Over 90% of this spending was on the 2024 UniBrass championships. The second largest category of expenditure was Venue & Equipment hire which accounted for 23% of this period's expenditure. Spending in this category was split roughly equally between Band Camp 2023 and the UniBrass Championships 2024. The remaining significant categories of expenditure were Travel & Subsistence at 13%, Accommodation at 12%, Trade and Sponsorship at 11% and Workshop Leader Fees and Expenses accounting for 6%.

Overall, the charity reported a net surplus, growing its already strong charity reserves enabling the charity to continue to meet the charity's aims. At the end of this financial period, the charity retains £22,747 in unrestricted reserves, ~55% of the current total reserves target set out in the charity's reserves policy. In addition the charity holds £8,774 funds restricted for use on the Fundraising Development Coordinator. 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 2024/25 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 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. The role of UniBrass in continuing student's engagement and development with the arts for years to come will continue to provide public benefit, through future performances those participants take part in.

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, 19th February 2023, 18th October 2023 and most recently on 2nd March 2024.

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 three 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 their committee positions. 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)
Trustees appointed by the charity trustees		
1	Thomas Hicken	-
2	Andrew Baldacchino	- to 31/08/2023 10/01/2024 to -
3	Samuel Hartharn-Evans	-
5	Voirrey Baker	-
6	Sebastian Hamilton	-
7	Katharine Slater	-
8	Peter Baumann	-
9	Sam Kail-Dyke	-
10	Michelle Edmands	- to 19/05/2023
11	James Everitt	-
12	Louisa Armitage	20/05/2023 to -
Ex-officio trustees holding an appointed office		
13	Angus Currie	- to 18/02/2024
14	Henry Austin	09/05/2023 to 18/02/2024
15	Ianto Williams	18/02/2024 to -
Board member appointed by Brass Bands England (reg. no. 1,148,331)		
15	Alex Parker	- to 03/11/2023
16	Kenny Crookston	12/11/2023 to -

The current trustees wish to thank Alex, Michelle, Angus, and Henry for their work to further the aims of the UniBrass Foundation.

Officers:

Chair Thomas Hicken

Treasurer Andrew Baldacchino (until 01/08/2023)
James Everitt (from 01/08/2023)

Vice Chair Andrew Baldacchino (until 31/08/2023)
Louisa Armitage (from 14/10/2023)

Secretary Sam Hartharn-Evans



Receipts and payments

	Unrestricted funds (nearest £)	Restricted funds (nearest £)	Endowment funds (nearest £)	Total funds (nearest £)	Previous period (nearest £)	Notes
A1 Receipts						
Donations	9,447	1,000	-	10,447	8,888	
Governmental grants	-	300	-	300	2,713	
Other grants	1,000	10,800	-	11,800	4,000	
Gift Aid	-	-	-	-	1,658	
Event ticket sales	21,369	-	-	21,369	19,589	
Lottery Proceeds	741	-	-	741	715	
Trade & sponsorship	15,560	-	-	15,560	10,281	
Championship entry fees	4,197	-	-	4,197	3,194	
Participant overnight accommodation	3,136	-	-	3,136	2,826	
Bank Interest	48	-	-	48	13	
Miscellaneous	132	-	-	132	82	
SUB-TOTAL	55,630	12,100	-	67,730	53,958	
A2 Asset and investment sales						
Current assets	-	-	-	-	-	
SUB-TOTAL	-	-	-	-	-	
Total receipts	55,630	12,100	-	67,730	53,958	
A3 Payments						
Travel & Subsistence	7,345	56	-	7,401	6,650	
Accommodation	5,442	1,000	-	6,442	2,888	
Cost of Sales	589	-	-	589	593	
Venue & Equipment hire	11,680	1,100	-	12,780	15,316	
Professional services	13,092	1,170	-	14,262	20,448	
Insurance	207	-	-	207	153	
Legal & licensing fees	115	-	-	115	20	
Trade & sponsorship	6,082	-	-	6,082	5,831	
Publicity	570	-	-	570	1,763	
Adjudicator Fees & Expenses	1,500	-	-	1,500	1,432	
Organisational memberships	105	-	-	105	73	
Workshop Leader Fees & Expenses	3,607	-	-	3,607	7,210	
Administrative Expenses	1,691	-	-	1,691	2,536	
Trophies & Prizes	512	-	-	512	548	
SUB-TOTAL	52,538	3,326	-	55,864	65,459	
A4 Asset and investment purchases						
Current assets	-	-	-	-	-	
SUB-TOTAL	-	-	-	-	-	
Total payments	52,538	3,326	-	55,864	65,459	
NET	3,092	8,774	-	11,866	-	11,501
A5 Transfers between funds	-	-	-	-	-	-
A6 Cash funds last year end	19,750	-	-	19,750	31,251	-
Accounting discrepancy	- 56	-	-	- 56	-	-
Cash funds this year end	22,786	8,774	-	31,560	19,750	

Statement of assets and liabilities at end of period

	Unrestricted funds (nearest £)	Restricted funds (nearest £)	Endowment funds (nearest £)	Total funds (nearest £)	Previous period (nearest £)
B1 Cash funds					
Cash at bank	22,758	8,774	-	31,532	19,671
Cash float	28	-	-	28	78
Total Cash Funds	22,786	8,774	-	31,559	19,750
B2 Other monetary assets					
Debtors	-	-	-	-	-
			Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				-	-
B4 Assets retained for the charity's own use					
UniBrass Trophy			Unrestricted funds	3,250	-
UniBrass Shield			Unrestricted funds	1,500	-
Retained merchandise			Unrestricted funds	-	1,417
			Fund to which liability relates	Amount due	When due
B5 Liabilities					
Creditors (refunds retained on account)			Unrestricted	-	< 1yr

Signed by two trustees on behalf of all the trustees

Signature	Name	Date of approval
	James Everitt	12/11/2024
	Sam Hartharn-Evans	12/11/2024

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. 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 or has historically operated several activities and events in fulfilment of its charitable objects. Activities which may be run by the charity are summarised below along with useful financial information.

The flagship event for the Foundation is the UniBrass Championships which typically takes place at a host university in February. Currently, the contest 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, with significant variation dependent on location. The range of typical values is approximately £20,000-40,000.

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 concert is used to support the solvency of the UniBrass Foundation. 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 approximately £25,000 and it was approximately cost neutral. In the second year the turnover was approximately £15,500, and the project received considerably less grant income. The trustee board should annually review the viability of this project and the financial risk it poses to the charity with the aim of reducing the dependency on grant income over the medium term.

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.

In general, the charity holds mainly unrestricted reserves, unless in receipt of grant funding for a specific activity. Any restricted funds received will be recorded in a ledger with details of the restrictions, and updated when the funds are spent. Restricted funds will be reported in the Annual Report of the charity. The Foundation's 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. Cash flow for new projects must be considered at the project planning stage.

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. Significant funds are received via grants from external bodies that are not guaranteed year-to-year, and these considerations are incorporated 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. Moving the Foundation's activities to a new venue is likely to result in reduced income in the first year, and provision is set aside for this. The restrictions (or lack thereof) below are subject to following proper procedures as set out in the charities governing documents.

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 cash charity accounts where access is possible on a short timeframe. They will review these accounts 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 £15,000, 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.

Range & level of reserves

Below is detailed charity activities for which specific reserves are held. In total, this policy recommends a reserves fund of £41,000.

Operations

Amount: £4,000

Reason: The Foundation will hold in reserves sufficient funds to operate the charity at the current level for one financial year. This allows for protection against short-term reductions in income, or to wind down the charity if it were to be deemed that the charity must cease to exist.

Spending restrictions: There are no specific restrictions on how or when reserves from this fund can be spent, however costs under this category may include day-to-day management of the charities activities, fundraising, IT systems, meetings, training, ongoing low-cost activities (e.g. the lottery or outreach)

UniBrass Championships

Amount: £30,000

Reason: 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 this level as this is representative of the minimum cost likely to be needed to run a "bare minimum" contest, based on previous recent championships.

Spending restrictions: These funds should be used on contest related spend only.

UniBrass Band Camp

Amount: £5,000

Reason: This fund has been allocated some money to support cash flow in advance of revenue being received for the project. These monies should be repaid to this fund once sufficient revenue has been generated by the project.

Spending restrictions: Money from this fund should be spent on items like venue deposits.

New and Expanded Projects

Amount: £2,000

Reasons: 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. Should a project become a recurring event, it should be accounted for in a separate section in a subsequent policy review.

Spending restrictions: These funds should only be used to expand the activities of the charity, and should not be used for ongoing activity.

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.

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: 12/11/2024

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 2024

I report to the trustees on my examination of the accounts of the UniBrass Foundation for the financial year ended 31 March 2024.

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.

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



Dr Oliver Newton

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13 January 2025