



UniBrass
Foundation

Registered Charity in England and Wales 1,159,359

A Charitable Incorporated Organisation

Annual Report and Accounts 2024-2025

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The trustees of the UniBrass Foundation are pleased to present the Trustees Annual Report for the 2024/2025 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 2024 to 31st March 2025. This was a year that saw two successful major UniBrass events: the UniBrass 2025 contest which was hosted at the University of Cardiff; and our Band Camp summer school, alongside a number of smaller events and projects. This year, we have been particularly pleased to have run a financially and artistically successful contest in a brand new city and venue, and working with a new group of student organisers.

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 increased by a small amount, and the overall status of charity reserves remains strong. Going forward, the charity is looking forward to the contest's return to Cardiff in 2026, and launching a new summer project in August 2025.



Objectives for the 2024-2025 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 opening the contest hosting bids for 2027/28, running a successful contest and band camp, and having 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 of freelance 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 team member who is focused on fundraising. 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 2025 Contest

The UniBrass 2025 Championships were held on Saturday 15th February 2025 at the University of Cardiff, across the Students' Union and School of Music. The Trophy section in the Students' Union, with 12 bands competing, was won by the University of Birmingham Brass Band; whilst the Shield Section in the School of Music, with 11 competing bands, was won by the Brass Band of the University of Sheffield and Sheffield Hallam. The contest saw the University of the West of England (UWE) Brass Band compete in the contest for the first time, as well as over 750 participants representing over 25 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.

394 tickets to the contest were sold, supplemented by approximately 330 additional online live stream tickets and 37 gala concert only tickets. Once again, the contest was supplemented by other musical experiences with, for instance, the results ceremony opened by the South Wales Youth Brass Band who gave an exceptional performance to a very supportive audience.

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. In particular, the trustees wish to thank the 2025 Organising Committee for the many hours of hard work they put into organising this successful contest. 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.

Cardiff University will continue to host the contest in 2026, and in this financial year a new organising committee has been formed and preparations have gotten underway.

UniBrass 2025 Gala Concert

On the evening of the UniBrass 2025 contest, the UniBrass Gala Concert from Llareggub Brass Band provided a new take on the contest's Gala Concert model, with their performance combining elements of Bronx hip-hop, with the North Walian brass band tradition. The concert was attended by over 300 participants at a subsidised price. This charitable subsidy provides exposure to the highest quality of brass





performances to many students who have not previously had the opportunity to experience this standard of brass playing.

UniBrass 2025 Composition Competition

Following the launch of the annual UniBrass Composition Competition for Warwick 2024, it was run again for Cardiff 2025. 2024's winning piece, by Naomi Rebecca Hill, was published by Wright & Round Music Publishers in February 2025.

Dr Liz Lane returned as judge for the second competition, with the introduction of a shadow judging system including the previous winner and the winner of the in-contest student arrangement/composition prize.

The winner of the 2025 competition was announced in January 2025 as Lucy Green with her piece 'Fading Signals'. Their work was recorded by the Flowers Band in January and then given its premiere performance by them the day after the 2025 Contest at a sell-out concert in Stroud, in the presence of the winning composer, with an introduction from Dr Liz Lane. Although it occurred after the financial year being reported here, we are pleased to note that Lucy's composition has since been published by BrookWright Music.

After two years of the competition we have now seen the creation and submission of 18 works by young and student composers, aimed at the upper levels of brass banding which is helping to support new voices enter the world of brass banding composition.

Brass in Concert and European Youth Brass Band Championships performances

Following our successful collaboration with Brass in Concert (reg. charity 1138309) in 2024, we were once again able to offer the winning Shield Section band at the 2024 contest (Lancaster University) the opportunity to perform on the concourse of the Glasshouse International Centre for Music as audience members arrived for the Brass in Concert Championships on Saturday 16th November 2024. The band received a rapturous response to their performance which included a rendition of their winning UniBrass programme.

In addition to the Brass in Concert success, and as reported in the 2023-2024 report, the University of Chichester Brass Band were also able to compete in the European Youth Championship (Premier Section) on Sunday 5th May 2024 and came 2nd place at that performance.

Band Camp

Band Camp, the UniBrass Foundation's brass band summer school designed for university students, ran from Wednesday 21st - Monday 26th August 2024. Band Camp 2024 welcomed 30 participants from across the UK, who were a mixture of current students, recent graduates and school leavers. While this number was down on the 2023 event, the lower participant number did not impact the creative outcomes able to be offered by the event. 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, Sheffield's Tudor 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:

- Music psychology and performance anxiety workshop led by Dr Michael Bonshor
- Composition and conducting workshops
- 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, group competitions, BBQ and awards, 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.

There was a focus on mental health at this year's event and workshop time was dedicated to helping participants manage their mental health and maintain positive mental health, particularly within the context of practicing and performing music. These sessions were well received by participants and supported UniBrass' mission to help address the barriers that stand in the way of young people's participation in brass playing.

For the first time, Band Camp was also partially organised by a committee of students who helped shape the event and through this gained real world experience organising a large-scale arts event.

UniBrass Band Camp 2024 was organised and led by The UniBrass Foundation, with support from Brass Bands England, ABRSM, the Slater family, and Stephen Edwards.

Fundraising Activities

Following the success of previous UniRun Christmas fundraisers, UniRun 2024 saw eight runners take part in a 'Race to Wales' throughout December 2024. Each participant had the goal of running 100km - the equivalent of the distance from the University of Warwick to the Welsh border - over the course of the month, and earning at least £250 in sponsorship. A selection of one-off UniBrass merchandise was offered to participants who completed the challenge to encourage their participation. Between the eight participants, a total of £2,297 was raised for the charity, which was a significantly higher figure than had been raised by any previous UniRun campaign. As such UniRun remains a successful fundraising medium for the charity.

The charity also benefited from an opportunity to provide refreshments at the 2024 Midlands Area Brass Band Championships, which offered a valuable fundraising stream for the Foundation.



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 2024-2025 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, 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 aimed to take at least one action that they believe will improve long-term diversity in participants.

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 greater staff time 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 2024 to 31st March 2025. 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 with support from the previous charity treasurer who was in post for this period. It has 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 during this period (18 August 2024).

Review

Overall, the Foundation continues to operate prudently when managing project budgets. Most projects completed in this period were cost neutral. When taking into account ongoing charity operation costs, and fundraising, the charity's reserves were flat (restricted funds were depleted by £6,420 to pay for the fundraising development coordinator).

The charity is continually grateful for the funds received in the previous financial year from the Backstage Trust (reg. charity 1445887), which will support a freelance member of fundraising staff over the period of 3 years. This year, UniBrass has received grants from the Vice Chancellor of Cardiff University and the D'Oyly Carte Charitable Trust (reg. charity 1112457) to support the running of the contest, and additional funds from the Matthew 22 Fund (reg. charity 1205101) to support the running of the charity. The charity also received grant funding from the Foyle Foundation (reg. charity 1081766) to support core costs, although this money was received after the 2024-2025 financial year. 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 loss for the charity. The entirety of this loss, £6,417 was spent on the Fundraising Development Coordinator from the restricted funds from a grant from the Backstage Trust (reg. charity 1445887) received in 2023/24. Meanwhile, £178 has been added to the charity's unrestricted reserves. For this review, the 2023/24 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 10% compared to the 2023/24 FY, this is primarily due to some ticketing income from the UniBrass Championships 2024 (in FY 2023/24) being accounted for in this year. The largest category of income was Event Ticket Sales which accounted for 48% of this year's income. 50% of this was from the UniBrass Championships 2025 with the rest split between the 2024 Championships and Band Camp 2024. The second largest category of income was Trade and Sponsorship, split between Food and Drink



Sales at the 2024 Midlands Area Brass Band Championships, Merchandise Income and the Coach Sharing Scheme, accounting for 24% of the total. The remaining significant categories for receipts were donations at 11%, Championship entry fees, Participant overnight accommodation and non-governmental grants each accounting for 5%,

Expenditure for this period increased by 44% compared to the 2023/24 FY, largely due to the final venue hire invoices for the 2024 Championships being settled during this accounting period. The largest category of expenditure was Venue & Equipment hire which accounted for 38% of this period's expenditure. Just under 40% of spending in this category was on the UniBrass Championships 2025 and the rest was split roughly equally between Band Camp 2024 and the UniBrass Championships 2024. The second largest category of expenditure was professional services which accounted for 19% of this period's expenditure. 42% of which was from restricted funds to pay for the Fundraising Development Coordinator and Officer. 52% of this spending was on the 2025 UniBrass championships. The remaining significant categories of expenditure were Trade and Sponsorship at 14%, Travel & Subsistence, Accommodation, and Workshop Leader Fees and Expenses each accounting for 6%.

At the end of this financial period, the charity retains £22,964 in unrestricted reserves, ~49% of the current total reserves target set out in the charity's reserves policy. In addition the charity holds £2,357 funds restricted for use on the Fundraising Development Coordinator and Officer. 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 2025/26 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.

Acknowledgements

The UniBrass Foundation would like to note its ongoing partnership with Brass Bands England (registered charity 1148331). The Foundation values the partnership between our two organisations and thanks Brass Bands England for their continued support and guidance.

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 16/02/2025
3	Samuel Hartharn-Evans	-
4	Voirrey Baker	- to 16/02/2025
5	Sebastian Hamilton	- to 05/04/2024
6	Katharine Slater	-
7	Peter Baumann	-
8	Samuel Kail-Dyke	-
9	James Everitt	-
10	Louisa Armitage	-
11	Sidney Pycroft	08/05/2024 to -
Ex-officio trustees holding an appointed office		
12	Ianto Williams	- to 16/02/2025
13	Emma Swift	07/04/2024 - to 16/02/2025
14	Molly Stubbs-Davies	16/02/2025 to -
Board member appointed by Brass Bands England (reg. no. 1,148,331)		
15	Kenny Crookston	-

The current trustees wish to thank Andrew, Voirrey, Sebastian, Ianto, and Emma for their work to further the aims of the UniBrass Foundation.

Officers:

Chair Thomas Hicken

Treasurer James Everitt

Vice Chair Louisa Armitage

Secretary Samuel Hartharn-Evans (until 16/02/2025)

Samuel Kail-Dyke (from 16/02/2025)



UniBrass Foundation
Receipts and payments accounts

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For the period from 01/04/2024 to 31/03/2025

Receipts and payments					
	Unrestricted funds (nearest £)	Restricted funds (nearest £)	Endowment funds (nearest £)	Total funds (nearest £)	Previous period (nearest £)
A1 Receipts					
Donations	4,864	3,000	-	7,864	10,447
Governmental grants	-	-	-	-	300
Other grants	400	3,000	-	3,400	11,800
Gift Aid	1,742	-	-	1,742	-
Event ticket sales	35,417	-	-	35,417	21,369
Lottery Proceeds	883	-	-	883	741
Trade & sponsorship	17,995	-	-	17,995	15,560
Championship entry fees	3,988	-	-	3,988	4,197
Participant overnight accommodation	3,440	-	-	3,440	3,136
Bank Interest	53	-	-	53	48
Miscellaneous	- 413	-	-	- 413	132
SUB-TOTAL	68,369	6,000	-	74,369	67,730
A2 Asset and investment sales					
Current assets	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-
Total receipts	68,369	6,000	-	74,369	67,730
A3 Payments					
Travel & Subsistence	4,663	-	-	4,663	7,401
Accommodation	4,621	-	-	4,621	6,442
Cost of Sales	694	-	-	694	589
Venue & Equipment hire	24,690	6,000	-	30,690	12,780
Professional services	8,695	6,417	-	15,112	14,262
Insurance	211	-	-	211	207
Legal & licensing fees	902	-	-	902	115
Trade & sponsorship	11,521	-	-	11,521	6,082
Publicity	613	-	-	613	570
Adjudicator Fees & Expenses	1,613	-	-	1,613	1,500
Organisational memberships	305	-	-	305	105
Workshop Leader Fees & Expenses	4,653	-	-	4,653	3,607
Administrative Expenses	3,133	-	-	3,133	1,691
Trophies & Prizes	1,875	-	-	1,875	512
SUB-TOTAL	68,191	12,417	-	80,608	55,864
A4 Asset and investment purchases					
Current assets	-	-	-	-	-
SUB-TOTAL	-	-	-	-	-
Total payments	68,191	12,417	-	80,608	55,864
NET	178	- 6,417	-	- 6,239	11,866
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	22,785	8,774	-	31,559	19,750
Accounting discrepancy	-	-	-	-	56
Cash funds this year end	22,964	2,357	-	25,321	31,559

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	2,357	-	25,115	31,532
Cash float	206	-	-	206	28
Total Cash Funds	22,964	2,357	-	25,321	
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	1,740	5,140	
		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	15/12/2025
	Katherine Shaw	15/12/2025



Notes to the accounts

- 1 Overpayment from end of FY 23/24 refunded at start of FY 24/25 505
- 2 92 overpayment held as credit note for next year's contest
- 3 £9738 of ticketing income, £691.24 of PRS fees, £384.5 cost of sales, £913.56 box office fees and £7434 of venue and equipment hire costs from UniBrass 2024. This came from a single invoice (UBINV000762)
- 4 Restricted £1000 donation for band camp, £2000 donation for the contest (VC). Both spent on venue hire costs
- 5 £3000 grant for the contest (D'Oyly Carte) spent on venue hire costs, £400 unrestricted from the Matthew22 Fund
- 6 Restricted funds spent on Fundraising Development Coordinator and the Fundraising Officer. These restricted funds originally came from a grant from the Backstage Trust to support the charity in paying for these roles. £2357 remains in these funds for the financial year 2025/2026
- 7 During this financial year the charity bought a new stock of merchandise (Mugs, T-shirts and Pin Badges) to be sold over the next few financial years.

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 expenditure

The UniBrass Foundation currently operates or has historically operated several activities and events in fulfilment of its charitable objects. In addition, there are other significant expenditures. These activities (which may or may not be run by the charity), and other large expenditures 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 £30,000-50,000.

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. To date the turnover for Band Camp has fluctuated, but is in the region of £15,000-25,000. Whilst the amount of grant funding was highest in the first year, in all years the project has been approximately cost-neutral overall. 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.

Staff

Since 2023 the UniBrass Foundation has engaged staff on a long term basis. This represents a significant expenditure of approximately £8,000 a year (some of which is funded by a grant, and hence is associated with some restricted funds). The trustee board should regularly review the cost of these positions and whether they still deliver a good return on this significant cost.

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 recent 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 three large projects have cash flow requirements at two separate times in the year: the Championship and Gala Concert 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.

Payments to individuals working for the charity are regular payments that must be made throughout the year, and therefore thought should always be given to ensure that sufficient funds are available for prompt payment.

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 are detailed charity expenses for which specific reserves are held. In total, this policy recommends a reserves fund of £47,000.

Operations

Amount: £4,000

Reason: The Foundation will hold in reserves sufficient funds to operate the charity at the current level (excluding staff costs, which are below) 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: £7,000

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.

Staff

Amount: £4,000

Reasons: The Foundation will hold in reserves sufficient funds to pay all engaged persons at the current level for six months. This allows for protection against short-term reductions in income, or to give a sufficient redundancy period if it were to be deemed that the position must cease to exist.

Spending restrictions: These funds should only be used to pay individuals who are engaged by the UniBrass Foundation.

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 Kail-Dyke

UniBrass Foundation Secretary



Katherine Shaw

UniBrass Foundation Treasurer

DATE: 21/12/2025

UniBrass Foundation

Registered Charity in England and Wales 1, 159, 359

Registered Office:

Unit 12 Maple Estate

Stocks Lane

Barnsley

S75 2BL



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
UniBrass Foundation

On accounts for the year
ended

31/03/2025

Charity no
(if any)

1159359

Set out on pages

No additional pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2025.

Responsibilities and
basis of report

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

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

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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 no concerns and 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

11/01/2026

Name:

Louisa Rose Harkness

Relevant professional
qualification(s) or body

Institute of Chartered Accountants England and Wales (ICAEW)

(if any):

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Address:

73 Chad House, Sunderland Road, Gateshead
England
NE83HX

Section B

Disclosure

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

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

No material matters of concern to highlight.