



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1-Sep 2019 To 31-Aug 2020

Charity name: The Society for Music Analysis

Charity registration number: 1168650

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	As stated in the Constitution of The Society for Music Analysis (SMA), the Charity's purpose is: 'The advancement of education in music theory and analysis for the public benefit, in particular, but not exclusively, by the dissemination of the latest scholarly research.'
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The Society for Music Analysis provides services to advance the field of music theory and analysis. The Charity is affiliated with the journal <i>Music Analysis</i>, and organises a regular programme of events including the annual Theory and Analysis Graduate Students (TAGS) Conference, the Music Analysis Summer School, as well as other Music Analysis Conferences ('MACS') and workshops. The Society for Music Analysis also produces online resources. The Charity provides services to advance the education of all those interested in the field of music theory and analysis. The mechanisms by which we achieve these goals are outlined below: Events The Charity supports and organises a regular programme of events for students, professional researchers and the general public, over and above what is offered in many Higher Education institutions. Our events aim to create dialogues regarding all aspects of research and education in music theory and analysis that would not otherwise happen, and support the free exchange of ideas. Our events are international in scope but bring music analysts to meet in various UK locations. Students benefit from the networking and professional development we offer through the Theory and Analysis Graduate Students'

	(TAGS) Conference (annual in spring), where UK and international students meet and present papers on topics that are more specialised than those promoted by other learned music societies and charities. TAGS also provides workshops, organised by professional academics, designed to enhance the employability prospects of those taking part, and prepare them for working in the field. To this end, students also benefit from writing groups and other student-run activities that we sponsor. The Society for Music Analysis supports an annual Music Analysis Conference ('MAC') for both professional academics and students (open also to the wider public); these are three/four-day events, and typically accept around 100 speakers from across the World. Many more speakers than can be accepted apply. Grants The Society for Music Analysis supports attendance at our own events through a Bursary Scheme. Attendance at other analysis-themed conferences or events is supported via our Development Fund, which also covers grants for research trips, the cost of obtaining research materials, and other similar costs. When we are financially supporting members, we encourage grant recipients to review the conference/event in question in our biannual Newsletter, and thus share their experience with others. Contribution to International Networks The SMA is the UK hub for the triennial European Music Analysis Conferences ('EuroMACs'), which take place every four years in major European centres (recently Rome, Leuven, Strasbourg, and soon to be Moscow in September 2021). These are presently run by a consortium of eight European music theory and analysis societies, including the SMA. These events offer opportunities for professional academics and students to contribute to much larger events than any country could host on its own. We work with and support the promotion of other music societies, and are members of the Music Research Consortium, which aims to discuss a broad range of topics, including issues that are crucial to the sustenance of the study of music in schools, colleges, online, in both public and private sectors. Resources The SMA incorporates the journal <i>Music Analysis</i>, through which we support the funding of the Charity. The journal disseminates the latest scholarly research in the discipline of
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	music theory and analysis, with contributions from distinguished and emerging analysis scholars from the UK and abroad. Additionally, we publish a biannual Newsletter that promotes our members' work, reviews events germane to the Society's objectives and the members' interests, and we send regular mailings to our members about forthcoming events and developments. Strategy (Educational Objectives) Within the present reporting year, the SMA has worked towards implementing its 'Strategy' for future development, which was agreed in 2016/17. At that time, our objectives for the future were defined as: 1) to expand the Society's membership; 2) to enhance our research presence, and support research into music theory and analysis at a national level, by supporting scholars at all career levels; 3) to support the presence and development of music theory and analysis as undergraduate curriculum subjects; 4) to support the work of postgraduate students at MA and PhD levels; 5) to support primary and second-level music education, via the establishment of outreach programmes and the creation of freely available teaching materials; 6) to encourage and foster the professional status of the discipline within the academy. Our objectives surrounding second-level curricula and educational context have a clear public benefit. The Society for Music Analysis aims to bridge the knowledge gap between second- and third-level education in theory and analysis, by engaging in dialogue with A-Level and GCSE boards, lobbying the Department for Education in support of music theory's educational value, engaging in targeted schools' outreach, engaging in dialogue with regional music hubs, working closely with other relevant bodies in the sector (for example the National Association for Music in Higher Education [NAMHE], The Association of the Royal Schools of Music [ABRSM] and the Royal Musical Association [RMA]), and developing educational materials that can be disseminated to schools and music providers. In the current reporting year, the society has become a corporate member of the ISM (Incorporated Society of Musicians) and NCVO (National Council for Voluntary Organisations). In the previous reporting year, the SMA advertised for, and recruited, a 'Research Officer' to carry out a project titled 'Questioning the Gap: Defining a role for the SMA in preparing students for music degrees in higher
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		education today'. There has been significant progress on the project, which contributes directly to our charitable aims, including: a full literature survey; interviews and transcription; networking surrounding issues of diversity at a Conference at City, University of London; planning a Music Literacy Study Day (funded by the IMR and SMA) which took place at Senate House, London, in July 2020, though this was streamed online. The report is due to be published by the end of the calendar year.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In preparing this report and carrying out their duties, Trustees of the Charity have had regard to the Charity Commission's guidance on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We have policies regarding our Development Fund and Bursary Schemes: To be eligible to apply to the Development Fund, individuals must be current members of the Society for Music Analysis, and have been so for a period of at least six months prior to submitting their application. Full eligibility criteria can be found at: http://www.sma.ac.uk/grants/development/. Our policy on the award of Bursaries states that applicants must be a student member of the Society, or an early-career researcher without access to institutional funding, and attending an SMA or SMA-affiliated event. Full eligibility criteria can be found at: http://www.sma.ac.uk/grants/travel/. SMA grants are overseen by a central grants committee. This consists of: SMA President, <i>Music Analysis</i> Journal Editor, <i>Music Analysis</i> Journal Associate Editor, Chair of Editorial Board, one SMA Trustee, SMA Treasurer.
Contribution made by volunteers	Para 1.38	SMA trustees act as unpaid volunteers in their roles. The journal <i>Music Analysis</i> has an editorial board, on which unpaid volunteers stand. The SMA has 2 volunteer student representatives, who represent the voice of our student members.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Achievements in the present reporting period include: Election of Trustees and Appointment of Officers In this fourth reporting period as a Charity, The Society for Music Analysis held its fourth AGM online and fourth election of trustees. This election was held in accordance with the Constitution and Society Rules. One third of trustees elected in the previous reporting period stood for re-election, and members of the Society were invited to apply to become trustees. We recruited three new trustees through this exercise: Dr Nicole Grimes, Dr Sarah Moynihan, and Dr Oliver Chandler. Events The majority of our events have been postponed due to COVID-19. • Our 'MAC' in Birmingham is now scheduled for 2021. • TAGS will take place in City University, with Dr Michael Schjuer as keynote in 2021 • Formal Theory Study Group, Durham-Newcastle conference postponed until 2021 • EUROMAC in Moscow has been postponed until 2021. In the present reporting period, the SMA ran or collaborated in the following further events: Two student events, which were organized and held in a face-to-face environment before the beginning of the COVID-19 pandemic, and one online event (held via ZOOM). These were as follows: 1. Workshop titled 'Analysis and Performance' held at City, University of London on the 16th of November 2019 and hosted by Dr. Ian Pace. The event comprised a short open discussion on 'works' and 'texts', a seminar session dedicated to a discussion of pre-assigned readings, and a lecture by Ian Pace titled 'In Defense of Analytically-Informed Performance'. The following individuals attended: - Yvonne Teo - Mitra Tham - Hazel Rowland - Lucía Camacho Acevedo - Giselle Lee - Leo Charlier - Laura Farre Rozada - Federico Favali - Alberto Entrialgo - Ceri Ngai

2. SMA Writing Club held at Senate House Library, London on the 29th of February 2020 and hosted by Dr. Rebecca Day. Students were encouraged to submit a piece of their writing ahead of the event and all the students who attended had the opportunity to receive feedback on their work from the host and fellow researchers. The following graduate students attended:

- Bozhidar Chapkanov
- Ivan Penev
- Mitra Tham
- Marta Riccardi
- Alberto Entrialgo
- Ruixue Hu

3. An online workshop titled 'COVID-19 and Music Analysis: Impacts, Progression and Prospects' held via ZOOM on the 25th of July 2020 and hosted by Dr. Kenneth Smith, Dr. Julian Horton, Dr. Sarah Moynihan and Dr. Cristopher Tarrant. The impact of the current pandemic on musicians in academia and more generally on the performing arts was discussed in detail. Guest speakers offered their viewpoints and advice on career prospects, conducting research and teaching in the current social and economic climate. Students were invited to ask questions and to share their opinions. The event was very successful and the following individuals signed up for it:

- Bozhidar Chapkanov
- Yvonne Teo
- Laura Erel
- Richard Mark
- Ben Curry
- Sasha Valeri Millwood
- Geert Callaert
- Hazel Rowland
- Hannah Millington
- Lucia Pasini
- James Savage-Hanford
- Ian Pace
- Shirley McCord
- David Curran
- Esther Weinbergs
- Marco Pollaci
- Karishmeh Felfeli
- Federico Favali
- Marta Riccardi
- Ivan Penev
- David Coggins
- Reuben Phillips

In addition to the above events, a Facebook group was created this year for SMA student members, dedicated to maintaining a community among early career scholars in musicology, sharing academic publications, information on jobs, conferences and other relevant events.

The impact of the current pandemic on our plans was substantial, but we are committed to keeping the SMA

		student cohort socially active with more informal Zoom talks and similar to the above workshops, the next one in prospect before the end of 2020. In the previous reporting period, the SMA assisted a group of students to establish a study group, entitled Formal Theory Study Group (FTSG). The group focusses on formal theory of the nineteenth century and meets a few times a term in order to read and discuss relevant contemporary literature on the topic. The group was highly active in the present reporting period, holding 3 events, as detailed above. The study days are particularly effective in supporting developing researchers. Session one study days typically consist of a reading group, where participants discuss the pre-assigned texts related to the study day's topic. The second session contains an analytical case study, in which participants exchange ideas on a pre-selected piece that is connected to the concerns raised in the readings. The last session is dedicated to peer learning, during which participants review each other's works in small groups that are divided according to their research interests. The following individuals attended FTSG groups in the present reporting year (those starred were awarded SMA bursaries to support attendance): <u>Study Day 1 - Oxford</u> Giselle Lee* Bozhidar Chapkanov Ivan Penev * Sun Bin Kim* Sarah Moynihan Dan Elphick James Lipka Violeta Casero <u>Workshop - Edinburgh</u> Giselle Lee* Bryan Whitelaw* Sun Bin Kim* Laura Erel* Eric Grunstein <u>Study Day 2 - City University</u> Giselle Lee* Bryan Whitelaw* Sun Bin Kim* George Peck* Pan Leong* Reuben Phillips* Alberto Entrialgo* Bozhidar Chapkanov Ivan Penev Andrew Simmons Music Analysis Journal Our linked journal <i>Music Analysis</i> published 2 issues in the present reporting period. Normal issues were published in October 2019 (Volume 38, No.2) and March 2020 (Volume 39, No. 1). Delays due to the global pandemic delayed a
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		third issue (cover date July 2020, Volume 39, No. 2) but it is due to appear in late autumn 2020. It is anticipated that production will catch up with the publication schedule by Spring 2021. Exploring a vast range of analytical topics, the journals support both scholars and students in their advancement of analytical knowledge. Articles in the journal were read worldwide, with the readership of journal articles significantly exceeding SMA membership numbers.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	In 2017 the SMA undertook a strategic review; this focused on planning for implementation in future reporting periods. In 2017-18, a role description for a Research Officer was created, to further our stated education strategy. This project is now underway and is demonstrating significant progress in furthering our educational aims and objectives, as detailed above.
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Gross income for the year was: £56,761.16. Costs, totaling £59,541.44 have been incurred during the year. The trustees consider the assets of the charity adequate to fulfil the obligations of the charity. £150,778.07 reserves held in NatWest Business Reserve account. £18,628.35 held in current account at the year-end. With regards to the impact of the 2020 Covid pandemic on the charity's financial projections, there are currently no uncertainties about the charity's ability to continue as a growing concern; primary income streams remain largely unaffected by these global events, while expenditure has curtailed, following the postponement of annual conferences and workshops.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are currently held in NatWest Business Reserve account to cover funds for events and bursaries allocated but not yet spent, and for contingency to meet any shortfall in future operations. With the consensus of the Trustees, the SMA is in the process of opening a second

		reserve account with HSBC. This is better to align the charity's financial structure with current insurance guidelines, and to ensure constant access to funds, thereby safeguarding against any potential issues which have hampered the smooth-running of the charity in previous years. The Trustees also plan to expand the work of the charity in line with the strategic objectives during the next financial year. Funds may be needed for this ahead of receiving future income; the balance in unrestricted funds can be utilised, therefore, for cash-flow management purposes. A financial controls document and reserves policy have been drafted to clarify financial strategies and obligations of the charity.
Amount of reserves held	Para 1.22	See above
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are presently no uncertainties about the charity's ability to continue as a going concern.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	- Income from journal (£54,583 in 2019/20) - Memberships (£1,150.90) - Journal subscriptions: £792
Investment policy and objectives including any social investment policy adopted	Para 1.46	Investment options are currently under review. Subscription to the NCVO and ISM (Incorporated Society of Musicians) enacted in 2019/20.
A description of the principal risks facing the charity	Para 1.46	The trustees maintain a risk register. This outlines the following principal risks facing the charity. Trustees have begun to implement strategies to mitigate these risks: - Dependence of Employees: Role descriptions to be produced so that trustees can manage the tasks of the administrator and treasurer should they be unable to operate for a certain period of time. - Procedural and systems documentation: Key policies will be refreshed with trustees once policy documentation is agreed. - Governance: The skills required of trustees will be reviewed and agreed, and role descriptions will be drawn up. Structural integrity will be incorporated into the election process via the establishment of an election panel.

Structure, Governance and Management

Description of charity's trusts:		N/A
Type of governing document	Para 1.25	The CIO is governed by a Constitution, which can be accessed at the following link: https://www.sma.ac.uk/sma-constitution/ The SMA also adheres to a set of Rules, decided upon by the Trustees, accessible at the following link: https://www.sma.ac.uk/2018/04/sma-rules/
How is the charity constituted?	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected by the Society's membership and the process is overseen by two independent scrutineers. The election process is outlined in full in the Charity's Constitution: https://www.sma.ac.uk/sma-constitution/ At any one time the SMA must have not fewer than three, nor more than twelve, elected trustees, and there must not be more than two ex officio trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Upon election, Trustees are made aware of the Charity's Constitution and Rules; regular trustee meetings guide trustees in their duties. In the last reporting period, a training document/handbook was created.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Charity is overseen by the SMA Trustees, who manage the affairs of the CIO, and for that purpose may exercise all the powers of the CIO. Trustees take on different roles within the Society, including responsibility for areas including outreach, communications and events. In addition to the trustees (one of whom acts as an elected President), the charity is supported by additional officers as follows: Additional Officers: - Administrator: Dr James Savage-Hanford (from April 2020 – present) - Diversity Officer: Dr Anne Hyland - Treasurer: Dr Ross Edwards (from 6 April 2019 – present) - Postgraduate Student Representatives: Yvonne Teo, Bozhidar Chapkanov In addition to the trustees and additional officers, the SMA has the following sub-committees:

	<u>Music Analysis Editorial Board</u> Chair: Prof. Matthew Riley Outgoing Editor: Prof. William Drabkin Incoming Editor: Prof. Edward Venn Associate Editor: Dr Anne Hyland Critical Forum Editor: Dr Chris Stover Board Members: Dr Anne Hyland, Dr David Bretherton, Dr Ben Earle, Prof Julian Horton, Dr Nicole Grimes, Dr Matthew Riley, Prof. Kenneth Forkert-Smith, Prof. Edward Venn, Prof. JPE Harper-Scott, Dr Benedict Taylor, Prof. Laura Tunbridge, Prof. Elizabeth Eva Leach <u>Representation on EuroMAC Committee</u> Prof Kenneth Forkert-Smith
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Reference and Administrative details

Charity name	The Society for Music Analysis
Other name the charity uses	SMA
Registered charity number	1168650
Charity's principal address	The Society for Music Analysis c/o Department of Music, University of Liverpool, School of the Arts, 80-82 Bedford Street South, Liverpool, L69 7WW

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Dr Kenneth Forkert-Smith	President (from 31.07.2019)	President (from 31.07.2019)	SMA Membership
Dr Christopher Dromey			SMA Membership
Dr Shay Loya		Stepped down as Trustee 30.09.2020	SMA Membership
Professor Matthew Riley (ex officio)		From 01.04.2019	Music Analysis Editorial Board (a Sub-Committee of the SMA Board of Trustees)
Professor Julian Horton		Stepped down as President 31.07.2019	SMA Membership
Dr Christopher Tarrant			SMA Membership
Dr Esther Cavett			SMA Membership

	Professor JPE Harper-Scott			SMA Membership
	Dr Ian Pace			SMA Membership
	Mr Barry Mitchell			SMA Membership
	Dr Nicole Grimes		Elected 30.09.2020	SMA Membership
	Dr Sarah Moynihan		Elected 30.09.2020	SMA Membership
	Dr Oliver Chandler		Elected 30.09.2020	SMA Membership

Additional information (optional)

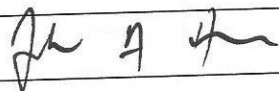
Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Charity Advisor	Mary Wallbank DChA FCA FCIE	18 Park Road, Chandlers Ford, Eastleigh, Hampshire, SO53 2EU

Declarations

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

Signed on behalf of the charity's trustees

	Signature(s)	 	
	Full name(s)	Prof. Kenneth Forkert-Smith	Prof. Julian Horton
	Position (eg Secretary, Chair, etc)	President and Trustee	Trustee
	Date	15/5/21	



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Society for Music Analysis

1168650

Receipts and payments accounts

CC16a

For the period
from

01-Sep-2019

To

31-Aug-2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	-	-	-	-	-
Fundraising	-	-	-	-	-
Investment interest	235	-	-	235	299
Charitable activities:					
Events	-	-	-	-	2,000
Journal subscriptions	792	-	-	792	389
Journal income	54,583	-	-	54,583	53,994
Memberships	1,151	-	-	1,151	1,380
Other receipts	-	-	-	-	195
Sub total (gross income for AR)	56,761	-	-	56,761	58,257
A2 Asset and investment sales					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	56,761	-	-	56,761	58,257
A3 Payments					
Bursaries & Grants	3,594	-	-	3,594	7,435
Events	6,968	-	-	6,968	18,169
Outreach	220	-	-	220	-
Website	367	-	-	367	333
Administration	788	-	-	788	623
Charity advice	1,095	-	-	1,095	1,189
Trustee indemnity insurance	404	-	-	404	398
Journal expenses	416	-	-	416	1,317
Stipends	44,611	-	-	44,611	35,454
Trustee & Officer expenses	1,080	-	-	1,080	6,473
Sub total	59,542	-	-	59,542	71,392
A4 Asset and investment					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	59,542	-	-	59,542	71,392
Net of receipts/(payments)	- 2,781	-	-	- 2,781	- 13,135
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	170,187	2,000	-	172,187	185,322
Cash funds this year end	167,406	2,000	-	169,406	172,187

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Nat West Current account	18,628	-	-
	NatWest Business reserve	150,778	-	-
			-	-
	Total cash funds	169,406	-	-

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>Ken Folkert-Smith</i>	KEN FOLKERT-SMITH	29/4/21
<i>Julian Horton</i>	JULIAN HORTON	8/5/21



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name

The Society for Music Analysis

**On accounts for the year
ended**

31 August 2020

**Charity no
(if any)**

1168650

Set out on pages

1-2

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

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

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

1. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

7.6.2021.

Name:

Mary Wallbank

**Relevant professional
qualification(s) or body
(if any):**

DChA, FCIE

Address:

Charity Management Services

Disclosure

None.