



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1-Sep 2020 To 31-Aug 2021

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 Moscow in September 2021). These are presently run by a consortium of 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 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 MusicHE – formerly 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. The society remains a corporate member of the ISM (Incorporated Society of Musicians) and NCVO (National Council for Voluntary Organisations). Our report into the state of musical literacy was published last year, and has formed the basis of our future education outreach strategy. In the coming year we hope to launch our free open-access music theory course, aiming to offer a crash course in music theory for pre-university
--	--	---

		entrants. In addition we are developing a 'wiki' of online resources.
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 fifth reporting period as a Charity, The Society for Music Analysis held its fifth AGM online and fifth 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: Mark Richards, Dr Daniel Walden, and Dr Genevieve Arkle. Events The majority of our events have been postponed due to COVID-19. • Our 'MAC' in Newcastle is now scheduled for summer 2022. • TAGS took place in City University, with Dr Michael Schjuer as keynote in 2021 • Formal Theory Study Group summer school in Newcastle, taking place summer 2022 • Popular Music Theory & Analysis summer school in Liverpool, taking place September 2022 • EUROMAC in Moscow took place in 2021. In the present reporting period, the SMA ran or collaborated in the following further events: The following student-run events: • 15/11/2020 – SMA Student Social ○ Online event to discuss issues in music theory, potentially related to 'music theory and the white racial frame'; casual catch-up • 5/12/2020 – SMA Workshop on Analytical Representations in Music Analysis ○ Full-day online workshop led by Prof Kenneth Smith with a session co-led by Dr Sarah Moynihan • 27/02/2021 – SMA Postgraduate Writing Club ○ Writing club led by Dr Charlotte Bentley, online Music Analysis Journal Our linked journal <i>Music Analysis</i> published 4 issues in the present reporting period: Volume 39, No. 2 (delayed from the previous reporting period), Volume 39, No. 3, Volume 40, Nos. 1 & 2. The publication schedule was still beset by minor delays due to the Covid pandemic, but this has been largely resolved as of Autumn 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.
--	------------------	---

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
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: £51,028.64. Costs, totaling £41,948.48 have been incurred during the year. The trustees consider the assets of the charity adequate to fulfil the obligations of the charity. £150,793.27 reserves held in NatWest Business Reserve account. £27,693.31 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 still 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 maintained and will be updated in 2022/23 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 (£48,661 in 2020/21) - Memberships (£1,389.28) - Journal subscriptions: £963.16
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 aim to develop a risk register in 2022. This outlines the following principal risks facing the charity. Trustees aim 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. We aim to develop a complaints policy, a code of conduct for members, and a policy on social media in 2022 in consultation with other societies across the HE sector.

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 (to September 2021), Bozhidar Chapkanov, Marta Riccardi (from Sept 2021) 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 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, Dr Benedict Taylor, Prof. Laura Tunbridge, Prof. Elizabeth Eva Leach <u>Representation on EuroMAC Committee</u> Prof Kenneth Forkert-Smith
--	--	--

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
	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			SMA Membership
	Dr Christopher Tarrant			SMA Membership
	Dr Esther Cavett			SMA Membership
	Professor JPE Harper-Scott		Stepped down August 2021	SMA Membership
	Dr Ian Pace			SMA Membership
	Mr Barry Mitchell		Stepped down 27.09.2021	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
	Dr Genevieve Arkle		Elected 27.09.2021	SMA Membership
	Mr Mark Richards		Elected 27.09.2021	SMA Membership
	Dr Daniel Walden		Elected 27.09.2021	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
	Charity Advisor	Frances Wilde FCCA MBA DChA PgDip	Warner Wilde Limited, 4 Marigold Drive, Bisley, Surrey, GU24 9SF

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	Dr Oliver Chandler
	Position (eg Secretary, Chair, etc)	President and Trustee	Trustee
	Date	23/06/22	



Section A

Independent Examiner's Report

Report to the trustees/
members of

The Society for Music Analysis

On accounts for the year
ended

31 August 2021

Charity no
(if any)

1168650

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 August 2021**.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date: 27 June 2022

Name:

FJ Wilde

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

FCCA DChA

Address:

4 Marigold Drive

Bisley

Surrey GU21 4SF

Section B

Disclosure

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

The Society for Music Analysis

1 September 2020 – 31-Aug-2021

Starting Balance (31-Aug-20)			£169,406.42
Closing Balance (31-Aug-21)			£178,486.58
INCOME		Previous Year	Actual
Donations and legacies	Donation	£0.00	£0.00
	Fundraising	£0.00	£0.00
Investments	Bank interest	£235.26	£15.20
Charitable activities	Events	£0.00	£0.00
	Journal subscriptions	£792.00	£963.16
	Journal income	£54,583.00	£48,661.00
	Memberships	£1,150.90	£1,389.28
Other	Other receipts	£0.00	£0.00
	Total income (excl. transfers):	£56,761.16	£51,028.64
EXPENDITURE		Previous Year	Actual
Bursaries & Grants	Awards	£200.00	£0.00
	Bursaries	£2,207.26	£80.00
	Development fund	£1,186.30	£0.00
Events	Events	£6,968.37	£796.71
	Outreach	£220.00	£220.00
Website	Website	£366.68	£296.28
Charitable activities	Administration	£788.00	£444.68
	Charity advice	£1,094.75	£1,350.00
	Trustee indemnity insurance	£403.48	£413.87
	Journal expenses	£415.80	£540.00
	Stipends	£44,610.59	£37,292.12
	Trustee & officer expenses	£1,080.21	£514.82
	Total expenditure (excl. transfers):	£59,541.44	£41,948.48
Transfers between accounts			£0.00
Total Balance			£178,486.58
Net Profit			£9,080.16

Account Balances (31-Aug-21)		
NatWest Community		£27,693.31
NatWest Business Reserve (Savings)		£150,793.27
PayPal		£0.00

Signature(s)

	
---	--

Full Name(s)

Prof. Kenneth Forkert-Smith

Dr Oliver Chandler

Position

President and Trustee

Trustee

Date

23/06/2022