



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1-Sep 2023 To 31-Aug 2024

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 Music Analysis Conference ('MAC'), the Theory and Analysis Graduate Students (TAGS) Conference, the Music Analysis Summer School, and other study days 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). 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
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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 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. We also maintain a website that provides updates on events, awards, and other activities of the Charity. Strategy (Educational Objectives) Within the present reporting year, the SMA has continued working 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 Music Mark [incorporating MusicHE], 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 member of the NCVO (National Council for Voluntary Organisations).
Statement confirming whether the trustees have had regard to the guidance issued by the Charity	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.

Commission on public benefit		
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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	Para 1.20	Achievements in the present reporting period include: Election of Trustees and Appointment of Officers In this seventh reporting period as a Charity, The Society for Music Analysis held its seventh AGM online and seventh 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

the circumstances of its beneficiaries and any wider benefits to society as a whole.	re-election, and members of the Society were invited to apply to become trustees. Three trustees were elected and re-elected through this exercise: Dr Annika Forkert-Smith, Prof. Kenneth Forkert-Smith, Prof. Ian Pace Events • Our 'MAC' in Edinburgh took place in summer 2024 • TAGS took place in Oxford University, with Dr Robert Komaniecki and Dr Anabel Maler and as keynotes in April 2024 • Popular Music Theory & Analysis summer school in Liverpool, took place Summer 2024 In the present reporting period, the SMA ran or collaborated in the following further events: Colloquium series: • Beginning in February 2022, the Society inaugurated an online Colloquium Series, with invited guest speakers. The 2024 season was comprised of six talks, taking place monthly. The following student-run events: • Music Analysis Summer School, 30 June 2024 with Prof. Janet Schmalfelds and Prof. Yoel Greenberg. • 'Beyond Corpus Study' workshop in collaboration with the University of Toronto, 29 November 2024 Music Analysis Journal Our linked journal <i>Music Analysis</i> published 3 issues in the present reporting period: Volume 41, No. 3; and Volume 42, Nos. 1 & 2. 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	
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: £58,262.18. Costs, totalling £77,121.84 have been incurred during the year. A loss was incurred due to a) greater than usual expenditure relating to Events b) a decrease in publisher income. Despite this, the trustees consider the assets of the charity adequate to fulfil the obligations of the charity. £154,448.05 reserves held in NatWest Business Reserve account. £25,989.15 held in current account at the year-end. While there are currently no uncertainties about the charity's ability to continue as a growing concern, the Society has begun to take steps to ensure expenditure remains stable and within a contained budget, to counteract the unexpected fall in its primary income stream. This will be monitored closely in the coming reporting year.
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 will begin the process of opening a second reserve account with Charity Bank as well as reinvesting funds through the CCLA (Charities, Churches, and Local Authorities) Investment Fund. This is better to align the charity's financial structure with current insurance guidelines, simultaneously demonstrating a commitment to ethical investment, and ensuring constant access to funds, thereby safeguarding against any potential issues which have hampered the smooth-running of the charity in previous years.
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 (£41,359 in 2023/24) - Memberships (£1,715.68) - Journal subscriptions (£203.23)
Investment policy and objectives including any social investment policy adopted	Para 1.46	Investment options are currently under review, with the aim of creating investments with the CCLA (Charities, Churches, and Local Authorities) Investment Fund.

A description of the principal risks facing the charity	Para 1.46	The trustees aim to update their risk register in 2024/25. 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 2023/24 in consultation with other societies across the HE sector.
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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 Yvonne Teo (from October 2023 – Present) • Treasurer: Dr James Savage-Hanford (from October 2023 - Present – Oct 2023) • Postgraduate Student Representatives: Rebekah Donn (from Sept 2022) Ardi Echevarria (from Oct 2023) In addition to the trustees and additional officers, the SMA has the following sub-committees: <u>Music Analysis Editorial Board</u> Chair: Dr. Shay Loya 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, Dr. Graham Hunt <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 Armstrong Building, Queen Victoria Road, University of Newcastle Upon Tyne

	Claremont Road NEWCASTLE UPON TYNE NE1 7RU
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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 to 8.7.23)	President (from 31.07.2019 to 8.7.23)	SMA Membership
	Dr Christopher Tarrant	President (from 8.7.23)	President (from 8.7.23)	SMA Membership
	Dr Christopher Dromey		To 08.07.23	
	Professor Matthew Riley (ex officio)			Music Analysis Editorial Board (a Sub-Committee of the SMA Board of Trustees)
	Professor Julian Horton			SMA Membership
	Professor Peter Smith		From 08.07.23	SMA Membership
	Dr Esther Cavett			SMA Membership
	Dr Ian Pace			SMA Membership
	Dr. James Olsen		From 08.07.23	SMA Membership
	Dr Sarah Moynihan			SMA Membership
	Dr Oliver Chandler			SMA Membership
	Dr Genevieve Arkle		To 03.07.24	SMA Membership
	Dr Daniel Walden		To 03.07.24	SMA Membership
	Dr. Annika Forkert-Smith		From 03.07.24	SMA Membership
	Mr Mark Richards		To 03.07.24	SMA Membership

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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	Charity Advisor	Frances Wilde FCCA MBA DChA PgDip	Warner Wilde Limited, 4 Marigold Drive, Bisley, Surrey, GU24 9SF
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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)	Dr Christopher Tarrant	Dr Oliver Chandler
	Position (eg Secretary, Chair, etc)	Trustee & President	Trustee
	Date	16.05.2025	



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 2024

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 2024**.

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:

FJ Wilde

Date:

23 June 2025

Name:

FJ Wilde

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

FCCA DChA MBA

Address:

4 Marigold Drive

Bisley

Surrey GU21 4SF

The Society For Music Analysis - 1168650

1 September 2023 – 31-Aug-2024

Starting Balance (1-Sep-23)	£199,296.86
Closing Balance (31-Aug-24)	£180,437.20

INCOME		Previous year	Forecast	Actual
Donations and legacies	Donation	£0.00	£0.00	£0.00
	Fundraising	£0.00	£0.00	£0.00
Investments	Bank interest	£1,362.28	£15.60	£2,222.01
Charitable activities	Events	£8,469.81	£8,000.00	£12,762.26
	Journal subscriptions	£522.46	£850.00	£203.23
	Journal income	£58,116.00	£48,661.00	£41,359.00
	Memberships	£1,341.80	£1,300.00	£1,715.68
Other	Other receipts	£0.00	£0.00	£0.00
Total income (excl. transfers):		£69,812.35	£58,826.60	£58,262.18

EXPENDITURE		Previous year	Budget	Actual
Bursaries & Grants	Awards	£100.00	£2,000.00	£1,100.00
	Bursaries	£1,501.72	£2,000.00	£1,225.34
	Development fund	£697.86	£1,500.00	£685.74
Events	Events	£12,059.60	£5,500.00	£24,138.50
	Outreach	£2,046.49	£220.00	£1,875.00
Website	Website	£468.28	£283.88	£296.68
Charitable activities	Administration	£0.00	£400.00	£910.01
	Charity advice	£0.00	£1,050.00	£2,112.34
	Trustee indemnity insurance	£418.87	£413.87	£418.92
	Journal expenses	£0.00	£900.00	£0.00
	Stipends	£33,220.00	£33,250.00	£34,785.00
	Trustee & officer expenses	£4,375.31	£5,000.00	£9,574.31
Total expenditure (excl. transfers):		£54,888.13	£52,517.75	£77,121.84

Transfers between accounts	£0.00
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Total Balance	£205,605.71	£180,437.20
Net Profit	£6,308.85	-£18,859.66

Account Balances (31-Aug-24)	
NatWest Community	£25,989.15
NatWest Business Reserve (Savings)	£154,448.05
PayPal	£0.00

Signature(s):




Full Name(s): Dr Christopher Tarrant

Dr Oliver Chandler

Position: President and Trustee

Trustee