

**Natural Voice Network**  
**Charitable Incorporated Organisation**

**Registered charity 1171644**

**Trustees annual report and**  
**Financial statements for the year ended**  
**31 July 2021**

## **Natural Voice Network CIO**

### **Annual report of the trustees for the year ended 31 July 2021**

The trustees present their annual report together with financial statements for the period under review. The trustees have adopted Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) and the Financial Reporting Standard applicable in the UK (FRS 102) in preparing the annual report and financial statements of the charity.

The attached financial statements cover the year ended 31 July 2021.

### **Objectives and activities**

The objects of the charity, as stated in its governing document, are the advancement of the art of natural voice singing with the public through the maintenance, development and improvement of the practice of natural voice and community song, and in particular the development of practitioners.

These objectives are achieved by:

- providing opportunities for practitioners to share information, ideas, materials, skills and experiences
- organising and supporting training events and conferences
- publicising and promoting the work of the organisation and the activities of singing practitioners and choirs
- seeking funding and acquiring resources to support the work of the charity and its members
- promoting and developing good practice and high standards in the field of natural voice and community song, by encouraging members to undertake training and continuing professional development
- producing publications which are a resource for practitioners and choirs

The trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

### **Achievements and performance**

During the year under review, the charity offered a wide range of support for those working with voice and song and participants in natural voice choirs.

We did this by:

- supporting the 600+ members to find training and support locally to them, using a monthly email that highlights all the training opportunities offered by members
- arranging an online annual gathering of practitioners with opportunities for networking as well as song learning, and workshops on a huge variety of themes
- maintaining a website where resources are readily available to practitioners
- assembling collections of articles, research reports, toolkits, blogs, podcasts, and other resources that may be useful to members
- reminding members of the teaching videos available via the members' area of the website to support members' continuing professional development, thus enabling us to reach members from all over the UK and internationally
- expanding the support to members with a Facebook members-only discussion forum where ideas and questions can be shared and answered and good practice disseminated
- developing connections with other relevant projects, networks and organisations including Sing Up! and Giving Voice and exploring potential for future collaborations
- joining with other organisations to bring attention of government for the need to give advice to amateur choir members consistent with research done into COVID-19 spread

- continuing work on submitting academic papers for consideration by university research bodies
- facilitating research done by a PhD student into natural voice singing
- promoting natural voice singing by maintaining a regular newsletter including all the opportunities for singing nationally and internationally
- continuing to support the formation of local and specialist networks of practitioners over Zoom including one looking at some of the issues connected with anti-racism and cultural honouring, both in song leading and in all aspects of life.
- facilitating the regular online sharing and song circles for members
- running an online workshop on “the new science and discoveries of the older woman’s voice”, which was recorded and attended/watched by 81 NVN members.
- agreeing a Gender Inclusion Policy

## Financial review

The principal funding source of the charity is membership subscriptions.

A summary of the charity’s financial transactions during the year is as follows:

19-20 £		20-21 £
70001	Incoming resources	38847
69567	Resources expended	31666
<hr/> £ 434	Net income	<hr/> £ 7181
34121	Balance at start of year	34555
<hr/> £ 34555	Balance at end of year	<hr/> £ 41736
662	Membership at start of year	701
701	Membership at end of year	643

Full financial statements are attached.

## Reserves

The charity aims to hold a level of reserves to continue its activities by covering operational costs and emergency expenditure, to manage cash flow and mitigate any downturn in income. The charity is also obliged to pay advance deposits on venues for events and if an event did not take place, the charity might forfeit the deposits and be liable for other associated costs. The trustees have agreed that the charity’s bank account should not fall below a figure representing 50% of annual membership income. The trustees consider the current level of general reserves is necessary and appropriate taking into account continuing commitments.

## Structure, governance and management

Natural Voice Network is a charitable incorporated organisation (CIO) with voting members other than its trustees, formed on 16 February 2017. It is a registered charity in England and Wales (number 1171644) and operates under a constitution adopted upon incorporation.

The charity's principal address is 10 St. Albans Road, Sheffield, S10 4DP.

The charity is managed by trustees appointed at the AGM by the members. Additional trustees may be co-opted between AGMs by existing trustees, but must be confirmed in office at the subsequent AGM. The constitution limits the term of individual trustees to periods of four consecutive years. The trustees meet several times a year and are in regular contact remotely.

Trustees who served during the year under review were:

	Co-opted	Elected	Stood down
Frances Andre		09.01.21	
Omolara Awen	30.03.19	11.01.20	
Jessica Baker		09.01.21	
Rebecca Ballard (treasurer)	01.07.19	11.01.20	
Laura Bradshaw		11.01.20	
Caroline Bithell		13.01.18	09.01.21
Dave Camlin	14.10.17	13.01.18	09.01.21
Rose Hodgson		11.01.20	09.01.21
Kirsty Martin		09.01.21	
Ryan O'Riordan	30.03.19	11.01.20	
Rod Paton		16.02.17	09.01.21
Lotte Reimer		13.01.18	
Chris Samuel		09.01.21	
Roxane Smith		11.01.20	

No remuneration or waiving of subscriptions were given to trustees. Details of expenses reimbursed are disclosed in Note 4 of the financial statements.

The trustees declare that they have approved the above report



Rebecca Ballard  
Trustee

Date: 28-Jan-2022

**Natural Voice Network CIO**  
**Statement of financial activities**  
**for the year ended**  
**31 July 2021**

19-20				note
£			£	
	<b>Incoming resources</b>			
	Charitable activities:			
33279	Membership	31368	1	
33684	Events	5768	2	
3038	Publications	1711	3	
<hr/>		<hr/>		
£ 70001		<b>38847</b>		
<hr/>		<hr/>		
	<b>Resources expended</b>			
	Charitable activities:			
25188	General charitable activities	20745	4	
42465	Events	10089	2	
1914	Publications	832	3	
<hr/>		<hr/>		
£ 69567		<b>31666</b>		
<hr/>		<hr/>		
£ 434	<b>Net income</b>	<b>£ 7181</b>		
34121	Balance at 1 August 2020	34555		
<hr/>		<hr/>		
£ 34555	Balance at 31 July 2021	<b>£ 41736</b>		
<hr/>		<hr/>		

**Natural Voice Network CIO**  
**Balance sheet**  
**31 July 2021**

19-20				note
£	£		£	£
<b>Current assets</b>				
2964		Stocks	2490	
6071		Debtors & prepayments	6235	5
43343		Cash at bank	49218	
52378			57943	
<b>Creditors: amounts falling due within one year</b>				
	17253	Amounts received in advance	15657	6
	570	Creditors & accruals	550	
17823			16207	
£ 34555		<b>Total net assets</b>	<b>£ 41736</b>	
<b>Funds of the charity</b>				
£ 34555		Unrestricted funds	<b>£ 41736</b>	

Approved by the trustees on

Signed on their behalf by



Rebecca Ballard  
Trustee/Treasurer

**Natural Voice Network CIO**  
**Accounting policies**  
**Year ended 31 July 2021**

**Summary of significant accounting policies**

***a) General information and basis of preparation***

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1 January 2015 as updated through Update Bulletin 1, published on 2 February 2016, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Accounting Practice (GAAP).

The charity does not include a cash flow statement as it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies are consistently applied to all years presented unless otherwise stated.

***b) Funds***

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised or allocated by the charity for particular purposes.

***c) Incoming resources***

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Membership subscriptions are apportioned to each accounting year with the amount relating to the subsequent year shown as received in advance (note 6).

In line with SORP (FRS 102) no amount is included in the financial statements for volunteer time.

***d) Resources expended***

All expenditure is accounted for on an accruals basis. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Where deposits are paid for services to be delivered after the year end, and at the time of accounts preparation have been delivered or there is reasonable expectation that the services will be delivered, these are allocated to the subsequent year and are therefore included as prepayments (note 5).

Grants payable to third parties are within the charitable objectives. Where unconditional grants are offered, this is accrued as soon as the recipient is notified of the grant, as this gives rise to a reasonable expectation that the recipient will receive the grant. Where grants are conditional to performance then the grant is only accounted for when payment becomes due, but is noted as a capital commitment if significant.

***e) Going concern***

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for twelve months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.



**Natural Voice Network CIO**  
**Notes to Accounts**  
**for the year ended**  
**31 July 2021**

19-20

**1 Membership income**

Number of members:

31 July 2019	662
31 July 2020	701
31 July 2021	643

£	£		£	£
33041		Membership subscriptions		31155
238		E-mail services		213
<hr/>				<hr/>
£ 33279				£ 31368
<hr/>				<hr/>

Subscriptions are allocated to each accounting year with the amount relating to the subsequent year shown as received in advance (note 6).

**2 Events**

***Annual gathering***

33684		Fees received from participants		5768
		<i>Less: expenses:</i>		
	30591	Venue hire/teleconferencing fees	4640	
	1200	Organising committee accommodation	0	
	220	Organising committee travel	0	
	780	Tutor fees, travel & accommodation	1400	
	74	PA system	0	
	3580	Recording and videography	900	
	176	Office costs	0	
	464	Payment processing fees	109	
37085	<hr/>		<hr/>	7049
<hr/>				<hr/>
£ (3401)		Operating deficit for year		£ (1281)
		 Additional expenditure:		
	1660	Administration charge	3040	
	3480	Accommodation for trustees	0	
	240	Accommodation for administrator	0	
5380	<hr/>		<hr/>	3040
<hr/>				<hr/>
£ (8781)		Deficit after additional expenditure		£ (4321)
<hr/>				<hr/>
	875	Grants to participants included in costs	0	
	<hr/>		<hr/>	

**Natural Voice Network CIO**  
**Notes to Accounts**  
**for the year ended**  
**31 July 2021**

	19-20		
£	£	£	£
		<b><i>Annual gathering (cont.)</i></b>	
33684		Total income	5768
42465		Total expenditure	10089
£ (8781)		Deficit for year	£ (4321)

**3 Publications**

		<b><i>To Grace the Earth</i></b>	
590		Sales	210
		<i>Less : expenditure</i>	
10		Payment processing fees	4
£ 580		Surplus for year	£ 206

		<b><i>This Room Sings</i></b>	
2448		Sales	1501
		<i>Less : expenditure</i>	
	1425	Production costs	474
	255	Administration charge	144
	195	Postage and packing	188
	29	Payment processing fees	22
1904			828
£ 544		Surplus for year	£ 673

		<b><i>Total</i></b>	
3038		Income	1711
1914		Expenditure	832
£ 1124		Surplus for year	£ 879

**Natural Voice Network CIO**  
**Notes to Accounts**  
**for the year ended**  
**31 July 2021**

19-20			
£	£	£	£
	<b>4</b>	<b>Resources expended on general charitable activities</b>	
7942		Contractor costs: administration	7198
2246		Contractor costs: bookkeeping	2317
2254		Contractor costs: special projects	0
166		General travel and related expenses	0
1251		Trustees' expenses (see note below)	0
226		Room hire	0
6881		Members' insurance scheme	5772
2249		Website management & hosting	2962
576		Website development & upgrading	334
194		Office costs	192
550		Independent accounts examination	550
567		Payment processing fees	569
86		Subscriptions	851
£ 25188			£ 20745

***Trustees' expenses***

Trustees are reimbursed for expenses incurred in the course of carrying out their duties: travel based on a mileage rate of 45ppm or fares incurred, other expenses based on invoices produced.

1094	Travel	0	
157	Subsistence	0	
1251			0

No remuneration or waiving of subscriptions were given.

The 2021 AGM and annual gathering took place remotely. Free accommodation at the 2020 annual gathering was offered to enable attendance at the AGM and trustees meeting and facilitate interaction with members, at a cost of £3480.

Frances Andre was paid £4270 for Zoom support at the 2021 annual gathering, the contract being agreed before she was appointed a trustee.

**5 Debtors and prepayments**

5960	Annual gathering	5960
67	Insurance	275
44	Subscriptions	0
£ 6071		£ 6235

The prepayment for the annual gathering was originally for the 2021 event, but is now allocated to 2023. This could be considered a material risk given the Covid-19 emergency and the lead time. At the date of accounts approval, the trustees are not aware of any realised risk.

**6 Amounts received in advance**

£ 17253	Membership subscriptions allocated to subsequent year	£ 15657
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