

QM Studios

Charity number: 1175178

**Report and Financial Statements
for the year ended 31 December 2020**

QM Studios

Charity number: 1175178

Trustees' Report and Financial Statements for the year ended 31 December 2020

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2020.

Administrative details

The Trustees who have served during the year covered by this report and to date are:

Alan Mark Farnworth	(Appointed 23 September 2020)
Amanda Ansell	
Andrew Wilson	
Annette Wilson	
Kay Whiteley	
Mark Daly	(Resigned 23 September 2020)

Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Structure and Governance

The charity was established as a Charitable Incorporated Organisation under a constitution on 17 October 2017.

Objectives and Activities

The objectives of QM Studios are to promote education in the arts, in particular music, with a focus on vulnerable groups in the community including learning and physically disabled people, people with mental health issues, young people and the elderly.

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit and have used this guidance at their trustees' meetings in planning the activities for the period. The main activities undertaken for the public benefit in relation to the objects stated above are as follows:

- To promote, for the public benefit, education in the arts.
- To provide low-cost rehearsal and recording facilities for music makers.
- To provide access to professional quality equipment and services to support music makers in the community.

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- To enable the development of music skills and music technology expertise through an educational programme and outreach programme.
- To support and encourage local live music events.
- To add value to our activities through collaboration with other organisations and groups.
- To provide opportunities for those with mental health and/or learning difficulties and/or physical disabilities to be involved in music.

Achievements and Performance

Activities this year have been affected by the situation caused by the COVID-19 pandemic.

Up until the lockdown in March 2020, activities were operating as usual.

In normal circumstances, the main source of income is from studio hire. This income source was drastically reduced from mid-March onwards. However, the QM Studios were able to access grants from local authorities and national agencies which enabled the charity to survive these challenging times.

During lockdown, outreach opportunities were created by our talented outreach team using online techniques. Outreach projects included:

Two local disability groups - The Butterfly Project and Strawford Centre, use our facilities on a Thursday with the help from QM Studios facilitators. Up to 25 young people and adults with learning difficulties and physical disabilities attend each week. The Strawford Centre were able to continue to access our facilities via Zoom during and after lockdown. Online interactive electronic music-making workshops were available weekly.

Boom Tribe – this is a samba band for young people and adults with learning difficulties and physical health disabilities. They use QM Studios for rehearsing.

Reaching Higher – this is an outreach programme organised by the local authority for young people and adults with learning difficulties, mental health difficulties and physical health disabilities. QM Studios is used to facilitate this project.

Blue Oasis – this is a disco, usually held quarterly but was only hosted in February this year, run by QM Studios which caters for around 70 children, young people and adults with learning difficulties, mental health disabilities and physical health disabilities.

Work experience – we have supported two young people with gaining work experience by volunteering with the outreach projects.

Age UK Reminiscence Project – this project was to commemorate the 75th anniversary of VE Day in 2020. It involved the recording of elderly adults who were telling their stories of the war. Local schools recorded songs from that era which were used on the finished article.

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Outreach 3 Way – QM Studio facilitators have been working with this group of people with disabilities and autism.

Kingslea Primary School – we facilitated a drumming workshop at the school for 57 pupils.

Tanbridge House School – we support their annual BOTB competition by lending equipment, supporting the event and judging the bands.

Kerwin Court – rehabilitation centre for brain injuries. We regularly run music therapy sessions for their clients. This continued remotely from April.

Chestnut Tree House – we work with children and young people from the charity with life-limiting illnesses, enabling them to access music making sessions and great tech. From April onwards, live percussion workshops were set up.

Under 18s – we offer low-cost rehearsals to this age group every week.

Manor Green College, Crawley – we facilitate percussion and music making session at this school for young people with additional needs. QM Studios funds an assistant workshop leader.

Cuckfield Stroke Recovery Group – we run remote interactive drumming workshops and a sing-a-long session for up to 12 people.

Jam with Jodie – we host weekly social lunchtime music sessions for around 7 people with disabilities.

The Coasters – this is an established band of musicians who have learning disabilities. Weekly remote music sessions were set up for them.

The Breck Foundation – QM Studios were used to produce 3 songs to educate young and vulnerable people on the dangers of meeting strangers on the internet.

Rock School – QM Studios are used by Rock School to allow young people to be examined in the playing of musical instruments. This was able to recommence after the lockdown as QM Studios were deemed to be COVID-secure.

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Financial Review

The following statements set out the financial results and position of QM Studios for the year ended 31 December 2020.

Reserves Policy

It is the trustees' policy to maintain a cash reserve of approximately £5,000 in a separate bank account. This is considered to be an appropriate level of reserves to meet fluctuations in receipts and payments and to cover general risks and contingencies. The reserve balance at 31 December 2020 was £3,578.

The Trustees declare that they have approved this report and financial statements for the year ended 31 December 2020.

Signed on behalf of the Charity's Trustees



Annette Wilson
Chair of Trustees

19 May 2021

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Independent Examiner's Report to the Trustees of QM Studios for the year ended 31 December 2020

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.

The 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.

In connection with the examination, no material matters have come to my attention which give 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 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.



Martin A.C. Carter FCA

20 May 2021

Morris Palmer Limited
Chartered Accountants
Barttelot Court
Barttelot Road
Horsham
West Sussex
RH12 1DQ

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Receipts and payments account for the year ended 31 December 2020

	2020 £	2019 £
Receipts		
Outreach Butterflies project	861	3,129
Outreach other income	378	1,614
Blue Oasis project	461	851
Studio hire	11,660	26,943
Rock School project	1,650	2,200
VE Day project	1,000	-
Other income	7,558	8,583
Vending machine income	456	2,192
Coronavirus grant income	<u>16,334</u>	<u>-</u>
Total receipts	<u>40,358</u>	<u>45,512</u>
Payments		
Rock School expenses	420	811
Street Piano project	-	1,250
Outreach expenses	13,812	14,457
Blue Oasis expenses	180	737
Studio admin	2,753	3,082
Rent	4,299	3,730
Workshop expenses and maintenance	5,293	4,936
Cleaning	873	-
Postage and stationery	78	21
Phone and broadband	567	722
Mobile phone	452	485
Advertising	294	424
Sundry expenses	164	567
Water	211	338
Insurance	1,844	1,311
Light and heat	3,991	3,288
Accountancy	1,320	1,260
Food & drink purchases	502	1,368
Fixed asset purchases	<u>2,269</u>	<u>5,731</u>
Total payments	<u>39,322</u>	<u>44,518</u>
Net surplus for the year	<u>1,036</u>	<u>994</u>
Cash funds brought forward/introduced	<u>24,589</u>	<u>23,595</u>
Cash funds at 31 December 2020	<u>25,625</u>	<u>24,589</u>

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Statement of assets and liabilities at 31 December 2020

	2020 £	2019 £
Fixed assets	23,000	20,731
Bank accounts	25,625	24,589
Cash in hand	<u>-</u>	<u>-</u>
Total assets	48,625	45,320
Total liabilities	<u>-</u>	<u>-</u>
Net assets at 31 December 2020	<u><u>48,625</u></u>	<u><u>45,320</u></u>

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Notes to the Financial Statements

Related Party Transactions

During the year, payments totalling £3,156 (2019: £3,477) were paid to one trustee in respect of studio admin, cleaning and Rock School services.