

# THE SWAN SONG PROJECT

England & Wales · Charity number 1178096

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2018-04-25

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Old Chapel Music Studios  
Crossland Court  
Czar Street  
Leeds  
LS11 9PR

**Phone** 07858307904

**Email** [Ben@swansongproject.co.uk](mailto:Ben@swansongproject.co.uk)

**Website** [swansongproject.co.uk](http://swansongproject.co.uk)

## Activities

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**Objects:** THE RELIEF OF SICKNESS AND THE PRESERVATION OF MENTAL AND PHYSICAL HEALTH AMONG PEOPLE FACING END OF LIFE, BEREAVEMENT BY DEATH OF A PERSON OR THE ANTICIPATION THEREOF AND THE PROTECTION AND PRESERVATION OF PUBLIC HEALTH PARTICULARLY THROUGH THE PREVENTION OF ANY SICKNESS WHICH MAY ARISE FROM BEREAVEMENT BY DEATH OF A PERSON OR THE ANTICIPATION THEREOF THROUGH THE USE OF THE ARTS, IN PARTICULAR BUT NOT EXCLUSIVELY THE ART OF MUSIC.

**Activities:** The relief of sickness and preservation of mental and physical health among people facing end of life, bereavement by death or a person or anticipation thereof and the protection and preservation of public health, particularly but not exclusively through music.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** Elderly/old People, The General Public/mankind

## Geography

- Throughout England

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-30	£39,794	£36,484	-	-
2024-04-30	£42,644	£40,122	-	-
2023-04-30	£38,289	£57,489	-	-
2022-04-30	£56,769	£43,674	-	-
2021-04-30	£39,893	£37,158	-	-

## Trustees

Name	Role	Appointed
CHRISTOPHER MARTIN		2017-10-25
Graeme Dawson		2025-10-17
Joshua Satchell		2025-10-17
Lindsey King		2024-09-17
Richard Anthony Gibson		2023-09-19
Sue Diamond		2025-10-17
Tanja Marika Young		2024-09-17

**THE SWAN SONG PROJECT**

England & Wales - Charity number 1178096

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# Accounts

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The Swan Song Project  
Charity number 1178096

Annual Report and Financial Statements  
for the year ended 30 April 2025



# The Swan Song Project

## Annual Report and Financial Statements for the year ended 30 April 2025

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Prepared by West Yorkshire Community Accountancy Service CIO

# The Swan Song Project

## Trustees' report for the year ended 30 April 2025

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Dates
Adrian Sinclair	
Jeannie Lumb	Resigned 10 December 2024
Christopher Martin	
Graham Hyde	Appointed 19 September 2023, resigned 19 November 2024
Morag Maclean	Resigned 6 January 2025
Richard Gibson	
Tanja Young	Appointed 17 September 2024
Lindsey King	Appointed 17 September 2024

Charity number 1178096 Registered in England and Wales

Registered and principal address	Bankers
Old Chapel Music Studios	The Cooperative Bank
Crossland Court	PO Box 250
Czar Road	Sk elm er s dale
Holbeck	WN8 6WT
Leeds	
LS11 9PR	

Independent examiner  
Katy Sargeant ACA  
West Yorkshire Community Accountancy Service CIO  
StringerHouse  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 25 April 2018 and is governed by a constitution.

### Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

# The Swan Song Project

Trustees' report (continued) for the year ended 30 April 2025

## Objectives and activities

### The charity's objects

The relief of sickness and the preservation of mental and physical health among people facing end of life, bereavement by death of a person or the anticipation thereof and the protection and preservation of public health, particularly through the prevention of any sickness which may arise from bereavement by death of a

### The charity's main activities

The main activity of the charity is the creation of original music and lyrics with beneficiaries to help them to address the emotional impact of death on the individual involved, their family, carers and loved ones. The original songs are recorded and shared with loved ones as a lasting record. Individuals and families we support have the opportunity to share their work with the wider public if they choose to do so, both as a recording or as a live performance.

### Public benefit statement

In furtherance of the objects of the charity the charity works with people facing end of life, due to terminal illness or old age, their families, carers and loved ones. We help to address the mental and physical health issues associated with end of life.

### Achievements and performance

During the year we worked with 18 families creating new Swan Songs. We completed 18 new Swan Songs, some of which can be heard on our website: <https://swansongproject.co.uk/swan-songs/>. A further 5 songs were started that were unable to be completed, primarily due to deterioration in the health of beneficiaries. Currently we work in person with those in Yorkshire and online with others elsewhere in England.

We continue to receive exceptional feedback from participants. One said:

"I can't express how much I love it, it surpassed all my expectations. The whole of the UK should be aware of the incredible work you do."

Another said:

"I have achieved something I never thought I would"

Through the year we hosted 8 Music and Memories group workshops. These are a chance for people to come together and share songs that hold special memories for them. They are very enjoyable and emotionally moving sessions usually with 8-10 participants per session. We host them at our partner organisations (primarily hospices) and occasionally in more public settings and with community groups.

In October we introduced our Song Share event where we invited previous beneficiaries of the charity and their loved ones to come together to share their songs and stories. We created the Song Share event based on feedback from participants telling us they would like more opportunities to stay connected with the charity, meet others we've worked with and have more opportunities to share their song.

Through Song Share we tick all of those boxes and celebrate the love and memories that the Swan Songs honour. We intend it to be a bi-annual event going forward.

We worked with Leeds City Museum on this event and planned our second Song Share event at Leeds Central Library for May 2025.

The first event featured 8 original Swan Songs written between 2018 and 2024 shared by their writers. One participant told us:

"It had a profound impact on me ...grief is a lonely road and when you come together to share the pain of your loss it helps a little. Please keep giving people this outlet. its just an amazing time capsule memory of your loved one."

We were proud to showcase our work in some new places this year.

# The Swan Song Project

Trustees' report (continued) for the year ended 30 April 2025

## Achievements and performance continued

We presented at an international songwriting conference at The Institute of Contemporary Music Performance in London on the benefits of songwriting in relation to acceptance of death. The conference was titled "Saved By A Song - The Transformative Power of Songwriting" and featured prominent songwriters from around the world. We were very proud to have the opportunity to share more about our work and we made a lot of great connections at the event.

We were also featured in a public exhibition at Leeds City Museum called "Living with Death". Information about our work was available and some of the songs we have helped to write could be listened to.

We expanded our network of related organisations we work with this year to include Child Bereavement UK, Manorlands Hospice (Keighley) and York Bereavement Alliance. We maintain strong relationships with a large range of related organisations who make referrals to our service. This year included several from Overgate Hospice (Elland), Marie Curie Hospice (Bradford) and the RAF Widows Foundation.

In December 2024 we were one of only 11 organisations awarded a "Shine a Light" award from The Good Grief Trust. They celebrate work across the UK that has "gone above and beyond to support the bereaved". We are very grateful for this recognition.

Our song writing and bereavement podcast reaches large numbers of people, promoting healthy conversations about bereavement. It is educational and inspiring, relating to both the practicalities of song writing as well as featuring real stories of people dealing with bereavements. This year we produced 15 episodes and for the first time featured our beneficiaries on episodes, giving another valued opportunity to share their stories. It also featured notable guests such as Hannah White, Professor Sophie Daniels, Chaz Jankel (The Blockheads) and Justin Sullivan (New Model Army). Our podcast has been downloaded over 29,000 times and our YouTube channel has around 19,000 views.

Continuing our successful media engagement, we were featured on BBC Look North in January. This was the 3rd time Look North have featured our work. With funding from the national lottery we have also engaged the services of an external social media manager. This has led to an increase in engagement on our social media channels as well as freeing up some more time for our core staff. We are confident this will lead to an increase in both donations and referrals in the coming months.

We saw a few changes to the board of trustees this year. Jeannie Lumb, Graham Hyde and Morag McLean all stepped down and we thanked them for their service to the charity. We ran a successful recruitment campaign and welcomed Marika Finne and Lindsey King to the board who have been great additions to the team.

We are proud to have retained a loyal staff team who continue to do great work for the organisation. Our founder Ben Buddy Slack continues to lead the organisation as Creative Director and 6 of the 7 songwriters recruited in 2022 continue to deliver regular high quality work with our beneficiaries. We are grateful for all of the hard work the team continues to put in to support the charity's mission. We appreciate that the work our team does can be very emotionally challenging and we are committed to supporting them as best we can and offer regular check ins and therapeutic sessions if required. We also continue to be a Mindful Employer.

We continue to work with a strong team of songwriters who are delivering great work. We intend to recruit and train a new cohort of songwriters in the upcoming year.

The charity recognises that it would benefit from more diversity in its team and will make efforts to address this in all future recruitments.

We are an ambitious small charity and want to support more people through our work. This year we worked with external consultants ImpactAP to support our strategy development. This was very productive and helped us shape some of our plans. We intend to continue working with ImpactAP on further plans in future.

With such a small team it can be hard to balance fundraising alongside the practical delivery of the work. We engaged the services of a freelance grant fundraiser and a member of our songwriting team (who is a professional fundraiser elsewhere) supported some community fundraising efforts. We ended the year in a solid financial position with plans in place for the year ahead.

# The Swan Song Project

## Trustees' report (continued) for the year ended 30 April 2025

### Achievements and performance continued

Our Christmas fundraising campaign hit its target, raising £2,500. We were successful with grant applications to The National Lottery Community Fund the Postcode Community Trust and we received our 3rd year grant from The Brelms Trust. We remain very grateful to all of the funders who continue to support and invest in our work.

In April we came together to mark 7 years of the charity at a music venue in Leeds City Centre, raising £1,000. The event was well attended and featured a range of local musicians performing. It was a great chance to reflect on our achievements and celebrate our work.

We intend to continue working with the freelance grant fundraiser and target some more multi year grants alongside regular community fundraising and hosting more of our own events. We are confident these activities will enable the charity to grow and continue to support families across the country in the coming years.

The charity continues to recognise the importance of safeguarding when working with vulnerable people. It is a set point on the agenda of every meeting to check in regarding any safeguarding concerns, our team are supported to recognise and share any concerns with their line manager or directly with the safeguarding lead on the board.

We regularly ask the people we work with if they would like to write a blog about their experience working with us. The following is an extract from a recent blog post. More can be found on our website:

“It’s not often I’m lost for words but; being part of The Swansong Project has really blown my mind!

When you hear that you have an incurable disease that will lead to a terminal diagnosis, your World crumbles apart. Working alongside Ben, Holly and The Team brought me so much joy; it was a fun, positive, uplifting experience. It brings Hope and Joy, Love, Laughter and Tears.

It’s about some of the most important things I’ve done; some of the most wonderful people I’ve been fortunate to meet, and includes some of the most incredibly, beautiful places I’ve had the chance to visit in my short life! It truly is a beautiful, lasting legacy”

### Financial review

Thenet receiptsfor the year were £3,310, including net payments of £1,122 on unrestricted funds and net receipts of £4,432 on restricted funds.

### Reserves policy

The charity's free reserves, at the year end were £17,467.

In line with the finance policy commitment to review prudent levels of unrestricted reserves on an annual basis, the trustees have determined that an unrestricted reserve of between 6 and 12 months worth of expenditure is prudent for the organisation to enable the smooth running of the charity and to enable an orderly winding up should the charity need to close. At the end of this financial year the charity was within this window and feels confident in it's current financial position.

Approved by the board of trustees on 23/09/2025

Adrian Sinclair (Trustee)

# The Swan Song Project

## Independent examiner's report to the trustees of The Swan Song Project

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 April 2025, which are set out on pages 7 to 10.

### Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

I have no concerns and 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.

Katy Sargeant ACA

03/11/2025

West Yorkshire Community Accountancy Service CIO  
Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

The Swan Song Project  
 Receipts and payments account  
 for the year ended 30 April 2025

	Notes	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
<b>Receipts</b>					
Grants and donations	(2)	19,477	20,317	39,794	42,644
<b>Total receipts</b>		<b>19,477</b>	<b>20,317</b>	<b>39,794</b>	<b>42,644</b>
<b>Payments</b>					
Salaries, NI, pension etc		15,817	7,20	23,019	25,545
Sessional staff		1,277	2	6,680	9,162
Insurance		874	5,40	874	410
Staff expenses		82	3 -	82	152
Memberships and subscriptions		516	-	516	450
Marketing		-	1,283	1,283	351
Independent examination		480	-	480	504
PayPal fees		21	-	21	10
IT expenses		240	-	240	605
Office costs		147	-	147	160
Rent and room hire		987	1,997	2,984	2,682
Training		9	-	9	-
Travel and refreshments		149	-	149	91
<b>Total payments</b>		<b>20,599</b>	<b>15,885</b>	<b>36,484</b>	<b>40,122</b>
<b>Net receipts / (payments)</b>		<b>(1,122)</b>	<b>4,432</b>	<b>3,310</b>	<b>2,522</b>
Fund balances brought forward		18,589	14,449	33,038	30,516
Fund balances carried forward	(3)	17,467	18,881	36,348	33,038

The Swan Song Project  
Statement of assets and liabilities  
as at 30 April 2025

	2025 Unrestricted £	2025 Restricted £	2025 Total £	2024 Total £
Cash funds				
Cash at bank	<u>17,467</u>	<u>18,881</u>	<u>36,348</u>	<u>33,038</u>
Total cash funds	<u>17,467</u>	<u>18,881</u>	<u>36,348</u>	<u>33,038</u>

Debtors and prepayments	2025 £
Prepayments	<u>391</u>
	<u>391</u>

Liabilities	2025 £
Accruals	<u>480</u>
	<u>480</u>

The financial statements were approved by the board of trustees on 23/09/2025

Adrian Sinclair (Trustee)

# The Swan Song Project

## Notes to the accounts

### for the year ended 30 April 2025

#### 1 Accounting policies

##### Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

The Swan Song Project  
Notes to the accounts continued  
for the year ended 30 April 2025

2Grants and donations	2025 Unrestricted funds £	2025 Restricted funds £	2025 T otal funds £	2024 T otal funds £
National Lottery Community Fund (NLCF)	-	20,000	20,000	19,989
Brelms Trust	5,960	-	5,960	6,000
The Edward Gostling Foundation	-	317	317	-
Sir George Martin Trust	-	-	-	3,000
Other donations	13,517	-	13,517	13,655
	<u>19,477</u>	<u>20,317</u>	<u>39,794</u>	<u>42,644</u>

3Restricted funds	Balance b/f £	Inc om ing £	O utgoing £	Transfers £	Balance c/f £
NLCF - Awards for All 24	14,449	-	14,449	-	-
The Edward Gostling Foundation	-	317	317	-	-
NLCF - Awards for All 25	-	20,000	1,119	-	18,881
	<u>14,449</u>	<u>20,317</u>	<u>15,885</u>	<u>-</u>	<u>18,881</u>

Fund name	Purpose of restriction
NLCF - Awards for All 24	Towards newsong writing, group sessions, project management, room hire and travel expenses.
The Edward Gostling Foundation	Towards the cost of delivering an event at Leeds Museum as part of Dying Matters.
NLCF - Awards for All 25	Continuation of core songwriting work, production of 10 new podcasts, Marketing and impact framework development.

4Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.  
Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

# The Swan Song Project

## Independent examiner's report to the trustees of The Swan Song Project

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 April 2025, which are set out on pages 7 to 10.

### Responsibilities and basis of report

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I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

I have no concerns and 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.

Signed:  .....

Name: Katy Sargeant ACA

03/11/2025

West Yorkshire Community Accountancy Service CIO  
Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**THE SWAN SONG PROJECT**

England & Wales - Charity number 1178096

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# Accounts

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# **The Swan Song Project**

Charity number 1178096

## **Annual Report and Financial Statements**

**for the year ended 30 April 2024**



# **The Swan Song Project**

## **Annual Report and Financial Statements for the year ended 30 April 2024**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **The Swan Song Project**

## **Trustees' report for the year ended 30 April 2024**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Adrian Sinclair		
Anthony Waddington		Resigned 9 April 2024
Jeannie Lumb		
Christopher Martin		
Stephanie Taylor		Resigned 16 May 2023
Graham Hyde		Appointed 19 September 2023, resigned 19 November 2024
Morag Maclean		Appointed 19 September 2023
Richard Gibson		Appointed 19 September 2023
Tanja Young		Appointed 17 September 2024
Lindsey King		Appointed 17 September 2024

**Charity number** 1178096 Registered in England and Wales

#### **Registered and principal address**

Old Chapel Music Studios  
Crossland Court  
Czar Road  
Holbeck  
Leeds  
LS11 9PR

#### **Bankers**

The Cooperative Bank  
PO Box 250  
Skelmersdale  
WN8 6WT

#### **Independent examiner**

Katy Sargeant

#### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

#### **Structure, governance and management**

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 25 April 2018 and is governed by a constitution.

#### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the members at the AGM.

# **The Swan Song Project**

## **Trustees' report (continued) for the year ended 30 April 2024**

### **Objectives and activities**

#### **The charity's objects**

The relief of sickness and the preservation of mental and physical health among people facing end of life, bereavement by death of a person or the anticipation thereof and the protection and preservation of public health, particularly through the prevention of any sickness which may arise from bereavement by death of a person or the anticipation thereof through the use of the arts, in particular, but not exclusively, the art of music.

#### **The charity's main activities**

The main activity of the Charity is the creation of original music and lyrics with beneficiaries to help them to address the emotional impact of death on the individual involved, their family, carers and loved ones. The original songs are recorded and shared with loved ones as a lasting record. Beneficiaries have the opportunity to share their work with the wider public if they choose to do so, both as a recording or as a live performance. During the year we were able to complete 31 new Swan Songs, the most we have done in any year. <https://swansongproject.co.uk/swan-songs/>.

“The song was exactly the message I wanted to share; it was raw, it was loving, and it was us! Then, now, and in the future! It was healing; it was love! For years, I have lived in anticipatory grief, knowing that at some point my life will end earlier than planned, but now I am reassured that my son and parents have unique keepsakes and will know through hearing my voice that my ‘love won’t end.’ ”

Laura

To be able to work with this number of people during the year we had initiated a programme of training and professional development for a group of seven musicians and songwriters and all of them worked with participants during the year.

“It’s been great. Every one of them has been a surprise, how helpful it’s been to the people I’ve worked with. It’s meant a lot more to them than I could guess. How therapeutic it’s been for them. I’ve enjoyed the process a lot. It grows you somehow.”

Mark

We bring beneficiaries and their families, carers and loved ones together through regular Swan Song Project events, providing an opportunity for people to share their creative achievements and support one another through a challenging stage of life. In May we had an event at Leeds Playhouse as part of their 1001 Stories project where three people who had written songs with Swan Song spoke about their songs to an audience and everyone listened to the songs.

Our song writing and bereavement podcast reaches large numbers of people promoting healthy conversations about bereavement. The podcast is both educational and inspiring, relating to both the practicalities of song writing as well as featuring real stories of people dealing with bereavements.

#### **Public benefit statement**

In furtherance of the objects of the charity the charity works with people facing end of life, due to terminal illness or old age, their families, carers and loved ones. We help to address the mental and physical health issues associated with end of life.

#### **Achievements and performance**

This financial year saw a steady development for the Charity following the step-change the year before when we first trained and started working with our songwriter team. We are really pleased that all the original songwriting trainees continue to work with us and are developing their skills and ways of working with people. Our work continues to develop in different areas—North, South and West Yorkshire.

# **The Swan Song Project**

## **Trustees' report (continued) for the year ended 30 April 2024**

Swan Song presented a range of events including an End-of-Life Doulas seminar and an international songwriting conference. The organisation also accepts invitations to talk about their work, from local organisations like Roundhay Rotary Club to the senior Leadership Team of Unltd. We continue to be active as part of the Leeds Dying Matters Network and are featured in the "Living with Death" exhibition at Leeds City Museum.

We have seen big growth in our social media channels this year and in people accessing the Swan Songs. The songs on our website have had a total of 35,700 listens (25,600 listens this year). The podcast is at 27,537 audio downloads and our YouTube channel has had 14,510 views.

We had some changes on the Board of Trustees. Steph Taylor and Anthony Waddington stepped down and we thank them for their dedication and work for Swan Song. Morag McLean, Richard Gibson and Graham Hyde joined as new Trustees bringing a range of experience and skills.

The charity recognises the importance of diversity in it's work and has taken steps to increase it's reach across communities this year including a specific Music and Memories event for Muslim Men which was well attended. We are also currently recruiting to bring more diversity to our board of trustees. We appreciate there is a lot more work to be done and are committed to making our service as accessible and our team as representative as we can.

The charity continues to recognise the importance of safeguarding when working with vulnerable people. It is a set point on the agenda of every meeting to check in regarding any safeguarding concerns, our team are supported to recognise and share any concerns with their line manager or directly with the safeguarding lead on the board.

### **Financial review**

The net receipts for the year were £2,522, including net payments of £4,184 on unrestricted funds and net receipts of £6,706 on restricted funds.

### **Reserves policy**

The charity's free reserves, at the year end were £18,589.

In line with the finance policy commitment to review prudent levels of unrestricted reserves on an annual basis, the trustees have determined that an unrestricted reserve of between 6 and 12 months worth of expenditure is prudent for the organisation. At the end of this financial year the charity was just below this with around 5 months worth of reserves. However with ongoing fundraising activities and open grant applications the trustees are confident the charity will be back within its targeted level of reserves in the early months of the next financial year.

Approved by the board of trustees on 19/11/2024

Adrian Sinclair (Trustee)

# **The Swan Song Project**

## **Independent examiner's report to the trustees of The Swan Song Project**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 April 2024, which are set out on pages 6 to 9.

### **Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

I have no concerns and 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.

Katy Sargeant

17/12/2024

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# The Swan Song Project

## Receipts and payments account

### for the year ended 30 April 2024

	Notes	2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Receipts</b>					
Grants and donations	(2)	19,655	22,989	42,644	37,649
Subscriptions		-	-	-	640
<b>Total receipts</b>		<u>19,655</u>	<u>22,989</u>	<u>42,644</u>	<u>38,289</u>
<b>Payments</b>					
Salaries, NI, pension etc		17,602	7,943	25,545	42,065
Sessional staff		2,288	6,874	9,162	9,757
Insurance		410	-	410	410
Staff expenses		152	-	152	413
Memberships and subscriptions		450	-	450	306
Marketing		351	-	351	338
Independent examination		504	-	504	480
PayPal fees		10	-	10	14
IT expenses		605	-	605	532
Office costs		160	-	160	259
Rent and room hire		1,216	1,466	2,682	1,543
Training		-	-	-	548
Travel and refreshments		91	-	91	524
DBS checks		-	-	-	300
<b>Total payments</b>		<u>23,839</u>	<u>16,283</u>	<u>40,122</u>	<u>57,489</u>
<b>Net receipts / (payments)</b>		<u>(4,184)</u>	<u>6,706</u>	<u>2,522</u>	<u>(19,200)</u>
<b>Fund balances brought forward</b>		<u>22,773</u>	<u>7,743</u>	<u>30,516</u>	<u>49,716</u>
<b>Fund balances carried forward</b>	(3)	<u>18,589</u>	<u>14,449</u>	<u>33,038</u>	<u>30,516</u>

**The Swan Song Project**  
**Statement of assets and liabilities**  
**as at 30 April 2024**

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Cash at bank	18,589	14,449	33,038	30,516
<b>Total cash funds</b>	<u>18,589</u>	<u>14,449</u>	<u>33,038</u>	<u>30,516</u>

**Liabilities**

	2024
	£
Accruals	480
	<u>480</u>

The financial statements were approved by the board of trustees on 19/11/2024

Adrian Sinclair (Trustee)

# **The Swan Song Project**

## **Notes to the accounts**

### **for the year ended 30 April 2024**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**The Swan Song Project**  
**Notes to the accounts continued**  
**for the year ended 30 April 2024**

2 Grants and donations	2024	2024	2024	2023
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Brelms Trust	6,000	-	6,000	5,980
Sir George Martin Trust	-	3,000	3,000	-
The National Lottery (NL)	-	19,989	19,989	10,000
Arts Together	-	-	-	250
Sovereign Health Care	-	-	-	4,500
The Edward Gostling Foundation	-	-	-	5,000
Other donations	13,655	-	13,655	11,919
	<u>19,655</u>	<u>22,989</u>	<u>42,644</u>	<u>37,649</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
NL - Awards for All	3,243	-	3,243	-	-
Sovereign Healthcare Foundation	4,500	-	4,500	-	-
Sir George Martin Trust	-	3,000	3,000	-	-
NL - Reaching Communities	-	19,989	5,540	-	14,449
	<u>7,743</u>	<u>22,989</u>	<u>16,283</u>	<u>-</u>	<u>14,449</u>

Fund name	Purpose of restriction
NL - Awards for All	Towards new song writing, group sessions, project management, room hire and travel expenses.
Sovereign Healthcare Foundation	Towards new song writing, group sessions, project management, room hire and travel expenses.
Sir George Martin Trust	Towards salaries, sessional staff and room hire.
NL - Reaching Communities	Towards new song writing, group sessions, project management and marketing, room hire and travel expenses.

**4 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**THE SWAN SONG PROJECT**

England & Wales - Charity number 1178096

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# Accounts

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# **The Swan Song Project**

Charity number 1178096

## **Annual Report and Financial Statements**

**for the year ended 30 April 2023**



**WYCAS**  
COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **The Swan Song Project**

## **Annual Report and Financial Statements for the year ended 30 April 2023**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **The Swan Song Project**

## **Trustees' report for the year ended 30 April 2023**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Adrian Sinclair		
Anthony Waddington		
Jeannie Lumb		
Chris Martin		
Frances Rodgers		Resigned November 2022
Stephanie Taylor		Resigned May 2023
Graham Hyde		Appointed September 2023
Morag Maclean		Appointed September 2023
Richard Gibson		Appointed September 2023

**Charity number** 1178096 Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>
Old Chapel Music Studios	The Cooperative Bank
Crossland Court	PO Box 250
Czar Road	Skelmersdale
Holbeck	WN8 6WT
Leeds	
LS11 9PR	

#### **Independent examiner**

Elisabeth Beverley FCCA

#### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

#### **Structure, governance and management**

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 25 April 2018 and is governed by a constitution.

#### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the members at the AGM.

# **The Swan Song Project**

## **Trustees' report (continued) for the year ended 30 April 2023**

### **Objectives and activities**

#### **The charity's objects**

The relief of sickness and the preservation of mental and physical health among people facing end of life, bereavement by death of a person or the anticipation thereof and the protection and preservation of public health, particularly through the prevention of any sickness which may arise from bereavement by death of a person or the anticipation thereof through the use of the arts, in particular, but not exclusively, the art of music.

#### **The charity's main activities**

The Charity's uses music to support people through the challenges associated with end of life and bereavement. Our core work involves helping terminally ill and bereaved people to write and record an original song. This year we also started offering "Music and Memories Groups" where participants share their experiences of bereavement and how music helped them.

In addition to this we also run a virtual singing group as a way of supporting people struggling with isolation and produce a podcast discussing song writing and bereavement.

#### **Public benefit statement**

In furtherance of the objects of the charity the charity works with people facing end of life, due to terminal illness or old age, their families, carers and loved ones. We help to address the mental and physical health issues associated with end of life. We do this through the following main activity:

The creation of original music and lyrics with beneficiaries to help them to address the emotional impact of death on the individual, their family, carers and loved ones. These original songs are recorded and shared by loved ones as a lasting record. Beneficiaries have the opportunity to share their work with the wider public if they choose to do so, both as a recording or as a live performance. We bring beneficiaries and their families, carers and loved ones together through regular Swan Song Project events, providing an opportunity for people to share their creative achievements and support one another through a challenging stage of life. We engage with musicians and song writers to promote the participants work and encourage people to get involved in supporting our beneficiaries.

Our song writing and bereavement podcast reaches large numbers of people promoting healthy conversations about bereavement. The podcast is educational and inspiring, both in relation to the practicalities of song writing and real stories of people dealing with bereavements.

#### **Achievements and performance**

This financial year saw a big step for the charity in us increasing our core delivery team from 1 to 8. We had been working towards this for some time and couldn't be happier with how this has gone. We conducted a full open recruitment process and received a high amount of applicants keen to support our work. We invited 20 to a selection workshop where we decided upon 7 who we then invited to 3 days of training. Designing the training was another big task for us but again we couldn't be happier with the results and received great feedback from the recruits. The training model is now tested and will be much easier to replicate. Most importantly they have gone on to deliver excellent work for us and are continuing to do so. A big limitation of the charity in the past was the limited capacity of the founder being the main deliverer of the work. Now having a much larger team means we are able to have a much bigger impact.

We wrote more songs in this financial year than we have in previous years with 27 being completed within this year. We are aiming for 50 songs to be completed in the next year.

We have also expanded our reach geographically with some of our new team being based in South Yorkshire we have made connections with relevant services there and been able to deliver in person work there. We have also made inroads into establishing more of our work in North Yorkshire through new hospice partnerships and having a presence at community events.

We continue offering our service virtually which has been popular with people across the country. Several have written songs with us virtually and then travelled to Leeds to record their song with us.

# **The Swan Song Project**

## **Trustees' report (continued) for the year ended 30 April 2023**

### **Achievements and performance continued**

Feedback for our core service of one to one song writing support continues to be excellent with participants reporting a huge range of benefits from their involvement with the project. We are proud to be maintaining our high standard of work whilst expanding our team.

We also continue to host our “Music and Memories” sessions as a group activity, inviting people to share songs that hold special memories for them. We reach a large number of people through these groups with an average group being 10-15 people. We host these publicly and through our partner organisations such as hospices. These are another aspect of our work we are continuing to develop and will be offering more in more locations in the future.

Initially we were less successful during the year with regard to fundraising, with core staff focusing on developing our delivery team. We engaged the services of an external fundraiser which resulted in successful applications to new funders such as the Brelms Trust and The Edward Gostling Foundation. We also launched a public appeal to celebrate our 5th anniversary as a registered charity in April.

The profile of the charity has continued to rise with several bits of large scale coverage coming this year. This included being the feature of an episode in the 1st series of The National Lottery's “Amazing Starts Here” Podcast showcasing some of the projects they fund. We were 1 of 6 selected for this podcast. The charity was also featured on a National Television Show called “The Woodland Workshop” where a custom guitar case was made and presented to our founder in recognition of the work of the charity. Long term supporter of the charity Chris Evans also invited us back onto his breakfast show to celebrate our 5th anniversary. This resulted in a large amount of donations and new referrals from across the country.

Our social media channels continue to be popular and we enjoy engaging with our followers. We see steady growth across them all. The songs on our website also continue to be listened to regularly, they are at around 11,000 listens at the time of writing with over 3000 listens this financial year.

One of our trustees left the Board during the year. We have started recruitment to bring new members to the board.

### **Financial review**

The net payments for the year were £19,200, including net payments of £6,943 on unrestricted funds and net payments of £12,257 on restricted funds.

### **Reserves policy**

The charity's free reserves, at the year end were £22,773.

In line with the finance policy commitment to review prudent levels of unrestricted reserves on an annual basis, the trustees have determined that an unrestricted reserve of between 6 and 12 months is prudent for the organisation. At the end of this financial year the charity was just below this with around 5 months worth of reserves. However with ongoing fundraising activities and open grant applications the trustees are confident the charity will be back within its targeted level of reserves in the early months of the next financial year.

Approved by the board of trustees on 26/10/2023

Adrian Sinclair (Trustee)

# **The Swan Song Project**

## **Independent examiner's report to the trustees of The Swan Song Project**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 April 2023, which are set out on pages 6 to 10.

### **Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

I have no concerns and 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.

Elisabeth Beverley FCCA

31/10/2023

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# The Swan Song Project

## Receipts and payments account

### for the year ended 30 April 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Receipts</b>					
Grants and donations	(2)	23,149	14,500	37,649	56,284
Subscriptions		640	-	640	372
Other income		-	-	-	113
<b>Total receipts</b>		<u>23,789</u>	<u>14,500</u>	<u>38,289</u>	<u>56,769</u>
<b>Payments</b>					
Salaries, NI, pension etc		25,115	16,950	42,065	35,189
Sessional staff		1,350	8,407	9,757	4,800
Recruitment		-	-	-	262
Insurance		410	-	410	396
Staff expenses		413	-	413	288
Memberships and subscriptions		306	-	306	216
Marketing		338	-	338	559
Accounting		480	-	480	480
PayPal fees		14	-	14	20
IT expenses		532	-	532	1,188
Office costs		9	250	259	131
Rent and room hire		393	1,150	1,543	145
Training		548	-	548	-
Travel and refreshments		524	-	524	-
DBS checks		300	-	300	-
<b>Total payments</b>		<u>30,732</u>	<u>26,757</u>	<u>57,489</u>	<u>43,674</u>
<b>Net receipts / (payments)</b>		<u>(6,943)</u>	<u>(12,257)</u>	<u>(19,200)</u>	<u>13,095</u>
<b>Fund balances brought forward</b>		<u>29,716</u>	<u>20,000</u>	<u>49,716</u>	<u>36,621</u>
<b>Fund balances carried forward</b>	(3)	<u>22,773</u>	<u>7,743</u>	<u>30,516</u>	<u>49,716</u>

**The Swan Song Project**  
**Statement of assets and liabilities**  
**as at 30 April 2023**

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Cash at bank	22,654	7,743	30,397	46,431
Paypal	119	-	119	3,285
<b>Total cash funds</b>	<u>22,773</u>	<u>7,743</u>	<u>30,516</u>	<u>49,716</u>

**Liabilities**

	2023
	£
Accruals	504
	<u>504</u>

The financial statements were approved by the board of trustees on 26/10/2023

Adrian Sinclair (Trustee)

# **The Swan Song Project**

## **Notes to the accounts**

### **for the year ended 30 April 2023**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**The Swan Song Project**  
**Notes to the accounts continued**  
**for the year ended 30 April 2023**

2 Grants and donations	2023	2023	2023	2022
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Arts Together	250	-	250	-
Brelms Trust	5,980	-	5,980	-
National Lottery	-	10,000	10,000	-
Sovereign Health Care	-	4,500	4,500	4,700
The Edward Gostling Foundation	5,000	-	5,000	-
Postcode Neighbourhood Trust	-	-	-	20,000
Oaks Havant Crematorium	-	-	-	15,000
Leeds Building Society	-	-	-	1,000
Groundwork UK	-	-	-	250
Other donations	11,919	-	11,919	15,334
	<u>23,149</u>	<u>14,500</u>	<u>37,649</u>	<u>56,284</u>

3 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Postcode Neighbourhood Trust	20,000	-	20,000	-	-
National Lottery - Awards for All	-	10,000	6,757	-	3,243
Sovereign Healthcare Foundation	-	4,500	-	-	4,500
	<u>20,000</u>	<u>14,500</u>	<u>26,757</u>	<u>-</u>	<u>7,743</u>

Fund name	Purpose of restriction
Postcode Neighbourhood Trust	To recruit and train a new cohort of songwriters.
National Lottery - Awards for All	Towards new song writing, group sessions, project management, room hire and travel expenses.
Sovereign Healthcare Foundation	Towards new song writing, group sessions, project management and travel expenses.

**Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Other transactions with trustees or related parties**

This financial year the charity engaged the services of Participate Projects, a charity (reg. 1147520) to undertake fundraising activities on behalf of Swan Song. Our trustee, Anthony Waddington, is Chief Executive at Participate Projects and the work was undertaken by Gemma Waddington who is a connected person and an employee of Participate Projects. No direct payments were made to any connected person. The trustees had due regard to Section 6.2 of the CIO constitution, and sections 185 - 188 of the Charities Act 2011 in making this decision.

## **The Swan Song Project Notes to the accounts continued for the year ended 30 April 2023**

### **Other transactions with trustees or related parties continued**

The Trustees, excluding Anthony Waddington, made the decision to contract with Participate Projects for the provision of these services, with a total value of £1,225, on the basis of value for money (compared to comparable providers) and direct experience of the fundraising work of Participate prior to Anthony Waddington joining the board at Swan Song. The trustees are satisfied that no Trustee or connected person directly benefitted from this transaction and that the services were procured correctly and offered best value to the Charity.

**THE SWAN SONG PROJECT**

England & Wales - Charity number 1178096

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# Accounts

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# **The Swan Song Project**

Charity number 1178096

## **Annual Report and Financial Statements for the year ended 30 April 2022**



West Yorkshire Community Accounting Service

# **The Swan Song Project**

## **Annual Report and Financial Statements for the year ended 30 April 2022**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **The Swan Song Project**

## **Trustees' report for the year ended 30 April 2022**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Adrian Sinclair	Chair	
Anthony Waddington		
Jeannie Lumb		
Chris Martin		
Frances Rodgers	Treasurer	Appointed 9 November 2021
Stephanie Louise Taylor		Appointed 9 November 2021
<b>Charity number</b>	1178096	Registered in England and Wales

### **Registered and principal address**

c/o Chapel FM  
Old Seacroft Chapel  
York Road  
Leeds  
LS14 6JB

### **Bankers**

The Cooperative Bank  
PO Box 250  
Skelmersdale  
WN8 6WT

### **Independent examiner**

Stephen Procter

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is a Charitable Incorporated Organisation (CIO) formed on 25 April 2018 and is governed by a constitution.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the members at the AGM.

# **The Swan Song Project**

## **Trustees' report (continued) for the year ended 30 April 2022**

### **Objectives and activities**

#### **The charity's objects**

The relief of sickness and the preservation of mental and physical health among people facing end of life, bereavement by death of a person or the anticipation thereof and the protection and preservation of public health, particularly through the prevention of any sickness which may arise from bereavement by death of a person or the anticipation thereof through the use of arts, in particular, but not exclusively, the art of music.

#### **The charity's main activities**

The Charity's uses music to support people through the challenges associated with end of life and bereavement. Our core work involves helping terminally ill and bereaved people to write and record an original song. This year we also started offering "Music and Memories Groups" where participants share their experiences of bereavement and how music helped them.

In addition to this we also run a virtual singing group as a way of supporting people struggling with isolation and produce a podcast discussing songwriting and bereavement.

#### **Public benefit statement**

In furtherance of the objects of the charity the charity works with people facing end of life, due to terminal illness or old age, their families, carers and loved ones. We help to address the mental and physical health issues associated with end of life. We do this through the following main activity:

The creation of original music and lyrics with beneficiaries to help them to address the emotional impact of death on the individual, their family, carers and loved ones. These original songs are recorded and shared by loved ones as a lasting record. Beneficiaries have the opportunity to share their work with the wider public if they choose to do so, both as a recording or as a live performance. We bring beneficiaries and their families, carers and loved ones together through regular Swan Song Project events, providing an opportunity for people to share their creative achievements and support one another through a challenging stage of life. We engage with musicians and song writers to promote the participants work and encourage people to get involved in supporting our beneficiaries.

Our song writing and bereavement podcast reaches large numbers of people promoting healthy conversations about bereavement. The podcast is educational and inspiring, both in relation to the practicalities of song writing and real stories of people dealing with bereavements.

#### **Achievements and performance**

This year we were excited to resume our in-person work following the Covid-19 pandemic. This hasn't been easy as many of the partner organisations we work with have still had very strict procedures in place to ensure the safety of vulnerable beneficiaries. We have worked with them to do our best to support these people safely. We have been able to return to several of the hospices we were working with pre-pandemic and write songs with patients there. We have also delivered in-person work at a new hospice that we connected with during the pandemic. We continued to expand our network of partner organisations who can make referrals to us as well as raising public awareness of our self referral system.

We completed 11 songs during this year. 7 were completed virtually and 4 were done in-person. The impact of these songs is huge both for the individuals supported during the process of writing them but with their friends and family as well as the general public when songs are shared on our website. Many of the songs are played at funerals and on anniversaries and birthdays after someone has passed.

Listening to feedback from our beneficiaries, their families and our partner organisations we developed a new group activity that meets our charitable objects. Our Music and Memories Groups are a chance for people to share songs that hold special memories for them and have helped them deal with bereavements. We hosted 4 of them in this year engaging 48 people and receiving positive feedback.

# **The Swan Song Project**

## **Trustees' report (continued) for the year ended 30 April 2022**

### **Achievements and performance (continued)**

We intend to continue offering these sessions as an extra service but also as outreach to engage more people in our core work. Our online singing group which started in one of the lockdowns has continued to be very popular. We hosted 30 sessions of this group this year with attendances ranging from 12 to 25 people per session. Both of these activities allow beneficiaries, their families and our supporters to engage in the charities activities in an on-going way. The feedback for the singing group has been amazing with many people saying it is the highlight of their week and enjoying a real sense of community within it.

We produced and released a further 24 episodes of our podcast this year and attracted some big name guests such as Mike Scott of The Waterboys and Larry Love of The Alabama 3. The podcast shares stories of songwriting and bereavement with the aim of inspiring others to write their own songs as well as helping to normalise conversations around bereavement. The podcast attracts a good size audience and expands the reach of the charity and our services. The podcast also raises awareness of the charity amongst other songwriters. This has led to us welcoming our first celebrity ambassador in Jon Gomm who was a guest of episode 44 of the podcast. Jon is now supporting the charity in an ongoing way helping to raise awareness, share contacts and support our activities.

We evaluated our service and identified a weakness in engagement with our core service. Therefore we created a new position of Partnerships and Engagement Manager to manage all of our partnerships and work on maximising and evaluating engagement with our services. We received a lot of applications for the position and appointed someone in February 2022 who is making great progress in the role.

Alongside this we developed our songwriter training processes and brought on a freelance songwriter to help support delivery. We then started a wider recruitment process to expand our team to include 5 fully trained songwriters. Our aim is for the Partnerships and Engagement manager to generate a significant increase in referrals for our songwriting service and we will then have a larger songwriting team to support this demand. This will also give us a model that we hope will be replicable in other regions.

We reviewed the skill set of our board and agreed that we could use some more members with particular skill sets. We advertised and were very happy to appoint 2 new trustees who bring a lot of skills and experience particularly in Governance, fundraising, charity growth and the voluntary sector.

We also received a lot of voluntary support from staff members at Sky Betting and Gaming, a large company based in Leeds. We have received support from 14 different members of staff there now with a range of skills, primarily helping us to further develop our marketing.

### **Financial review**

The net receipts for the year were £13,095, including net payments of £1,265 on unrestricted funds and net receipts of £14,360 on restricted funds after transfers.

### **Reserves policy**

The charity's free reserves at the year end were £29,716.

The Trustees will consider the level of reserves that it is prudent for the Organisation to have at its meeting every year. Consideration will be given to redundancy liabilities, lease agreements and any other significant factors that should be considered if the Organisation were to close.

In line with the finance policy commitment to review prudent levels of unrestricted reserves on an annual basis, the trustees have determined that; given the increased economic uncertainty created by the Covid pandemic, and taking into account the growth plans of the charity, an unrestricted reserve of between 6 and 12 months, after all liabilities are met, is prudent at this time.

Signed on behalf of the board of trustees on 01/11/2022

Adrian Sinclair (Trustee)



# **The Swan Song Project**

## **Independent examiner's report to the trustees of The Swan Song Project**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 April 2022, which are set out on pages 6 to 9.

### **Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

I have no concerns and 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.

Stephen Procter

10/11/2022

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**The Swan Song Project**  
**Receipts and payments account**  
**for the year ended 30 April 2022**

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
<b>Receipts</b>					
Grants and donations	(2)	30,584	25,700	56,284	39,481
Subscriptions		372	-	372	149
Refunds		-	-	-	200
Other income		113	-	113	63
<b>Total receipts</b>		<u>31,069</u>	<u>25,700</u>	<u>56,769</u>	<u>39,893</u>
<b>Payments</b>					
Salaries, NI, pension etc		28,804	6,385	35,189	29,003
Sessional staff		1,745	3,055	4,800	3,100
Recruitment		262	-	262	-
Insurance		396	-	396	354
Staff expenses		280	8	288	-
Facility hire		-	145	145	-
Memberships and subscriptions		216	-	216	-
Marketing		-	559	559	2,183
Accounting		480	-	480	480
HR support		-	-	-	500
PayPal fees		20	-	20	22
IT expenses		-	1,188	1,188	1,437
Other expense		131	-	131	79
<b>Total payments</b>		<u>32,334</u>	<u>11,340</u>	<u>43,674</u>	<u>37,158</u>
<b>Net income / (expenditure)</b>		<u>(1,265)</u>	<u>14,360</u>	<u>13,095</u>	<u>2,735</u>
<b>Fund balances brought forward</b>		<u>30,981</u>	<u>5,640</u>	<u>36,621</u>	<u>33,886</u>
<b>Fund balances carried forward</b>	(3)	<u>29,716</u>	<u>20,000</u>	<u>49,716</u>	<u>36,621</u>

**The Swan Song Project**  
**Statement of assets and liabilities**  
**as at 30 April 2022**

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Co-op Bank current account	26,431	20,000	46,431	33,651
PayPal	<u>3,285</u>	<u>-</u>	<u>3,285</u>	<u>2,970</u>
<b>Total cash funds</b>	<u>29,716</u>	<u>20,000</u>	<u>49,716</u>	<u>36,621</u>

<b>Liabilities</b>	£
Independent examination	<u>480</u>
	<u>480</u>

The financial statements were approved by the board of trustees on 01/11/2022

Adrian Sinclair (Trustee)

# **The Swan Song Project**

## **Notes to the accounts**

### **for the year ended 30 April 2022**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**The Swan Song Project**  
**Notes to the accounts continued**  
**for the year ended 30 April 2022**

<b>2 Grants and donations</b>	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Postcode Neighbourhood Trust	-	20,000	20,000	-
Oaks Havant Crematorium	15,000	-	15,000	-
Sovereign Health Care	-	4,700	4,700	-
Leeds Building Society	-	1,000	1,000	-
Groundwork UK	250	-	250	-
The National Lottery Community Fund	-	-	-	10,000
Leeds Community Foundation	-	-	-	8,500
Awards for All	-	-	-	9,907
Red Bull Academy	-	-	-	2,000
Donations	15,334	-	15,334	9,074
	<u>30,584</u>	<u>25,700</u>	<u>56,284</u>	<u>39,481</u>

<b>3 Restricted funds</b>	Balance b/f	Receipts	Payments	Transfers	Balance c/f
	£	£	£	£	£
Lottery Community Fund	734	-	734	-	-
Leeds Community Foundation	521	-	521	-	-
Awards for All	4,385	-	4,385	-	-
Leeds Building Society	-	1,000	1,000	-	-
Postcode Neighbourhood Trust	-	20,000	-	-	20,000
Sovereign Health Care	-	4,700	4,700	-	-
	<u>5,640</u>	<u>25,700</u>	<u>11,340</u>	<u>-</u>	<u>20,000</u>

**Fund name**

**Purpose of restriction**

Lottery Community Fund	To support the organisation through the Covid-19 pandemic.
Leeds Community Foundation	To support the organisation through the Covid-19 pandemic.
Awards for All	To expand the virtual service set up during earlier lockdowns.
Leeds Building Society	Towards the costs of IT equipment.
Postcode Neighbourhood Trust	To recruit and train a new cohort of songwriters.
Sovereign Health Care	To write and record new songs and deliver 10 sessions of our singing group.

**4 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**THE SWAN SONG PROJECT**

England & Wales - Charity number 1178096

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# Accounts

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# **The Swan Song Project**

Charity number 1178096

## **Annual Report and Financial Statements** **for the year ended 30 April 2021**



West Yorkshire Community Accounting Service

# **The Swan Song Project**

## **Annual Report and Financial Statements for the year ended 30 April 2021**

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**Prepared by West Yorkshire Community Accounting Service**

# **The Swan Song Project**

## **Trustees' report for the year ended 30 April 2021**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>
Adrian Sinclair	Chair
Anthony Waddington	Treasurer
Jeannie Lumb	
Chris Martin	

**Charity number** 1178096

### **Principal address**

c/o Chapel FM  
Old Seacroft Chapel  
York Road  
Leeds  
LS14 6JB

### **Bankers**

The Cooperative Bank  
PO Box 250  
Skelmersdale  
WN8 6WT

### **Independent examiner**

Stephen Procter

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is a Charitable Incorporated Organisation (CIO) formed on 25 April 2018 and is governed by a constitution.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the members at the AGM.

# **The Swan Song Project**

## **Trustees' report (continued) for the year ended 30 April 2021**

### **Objectives and activities**

#### **The charity's objects**

The relief of sickness and the preservation of mental and physical health among people facing end of life, bereavement by death of a person or the anticipation thereof and the protection and preservation of public health, particularly through the prevention of any sickness which may arise from bereavement by death of a person or the anticipation thereof through the use of arts, in particular, but not exclusively, the art of music.

#### **The charity's main activities**

The Charity's uses music to support people through the challenges associated with end of life and bereavement. Our core work involves helping terminally ill and bereaved people to write and record an original song. The Covid-19 pandemic put a temporary pause on this work as it was primarily with patients in hospices and the hospices were unable to let visitors in. Soon enough we developed a virtual way of offering our service and started supporting people to write their swan songs again.

During the pandemic we also started a virtual singing group as a way of supporting people struggling with isolation during the lockdowns. This has been well attended and has become a wonderful supportive community including many people who have written songs with us and family members of participants who have since passed.

We also started a podcast discussing song writing and bereavement. This has also been successful reaching a great number of people and engaging a lot more musicians with the charity's work. The aim of the podcast was to produce something informative and engaging. They feature in depth song writing discussions as well as conversations about how music has helped people through bereavements. The podcast inspires listeners to feel more confident about writing a song themselves and is comforting to people dealing with bereavements hearing stories from others.

#### **Public benefit statement**

In furtherance of the objects of the charity the charity works with people facing end of life, due to terminal illness or old age, their families, carers and loved ones. We help to address the mental and physical health issues associated with end of life. We do this through the following main activity:

The creation of original music and lyrics with beneficiaries to help them to address the emotional impact of death on the individual, their family, carers and loved ones. These original songs are recorded and shared by loved ones as a lasting record. Beneficiaries have the opportunity to share their work with the wider public if they choose to do so, both as a recording or as a live performance. We bring beneficiaries and their families, carers and loved ones together through regular Swan Song Project events, providing an opportunity for people to share their creative achievements and support one another through a challenging stage of life. We engage with musicians and song writers to promote the participants work and encourage people to get involved in supporting our beneficiaries.

Our song writing and bereavement podcast reaches large numbers of people promoting healthy conversations about bereavement. The podcast is educational and inspiring, both in relation to the practicalities of song writing and real stories of people dealing with bereavements.

#### **Achievements and performance**

The Covid-19 pandemic and lockdowns in the UK produced a lot of challenges for the charity. All of our work pre-pandemic had been with our partner organisations (hospices across Leeds and Bradford), these all had to stop allowing visitors and we were unable to reach our usual beneficiaries. We used the early stages of the pandemic to develop some of our resources and plans for development of the organisation, in particular training programs for bringing in new songwriters to deliver our service virtually enabling us to start working with beneficiaries again.

We are extremely proud of being able to adapt in this way and still make an impact with the individuals we have supported. The virtual way will remain a part of our offering going forward alongside the in person work we look forward to returning to. This will enable the charity to support people from a wider geographical region as travel is no longer an issue.

# **The Swan Song Project**

## **Trustees' report (continued) for the year ended 30 April 2021**

### **Achievements and performance (continued)**

One of the challenges we faced when launching our new virtual service was ensuring potential beneficiaries were aware of the service and able to access it. We were unable to attend the hospices where our previous referrals all came from. We developed a marketing strategy and connected with a wide range of service providers across the country who work with similar client groups. This has greatly improved our network of partner organisations and we hope to further develop these going forward. We were able to complete 13 songs with people virtually. These came from a range of new referral organisations and some self referrals that we are now able to accept through our website.

These often came following prominent social media attention. The impact of these songs is huge both for the individuals supported during the process of writing them but with their friends and family as well as the general public when songs are shared on our website. Many of the songs are played at funerals and on anniversaries and birthdays after someone has passed.

We employed a fundraising manager during this financial year who has brought great value to the charity. As well as fundraising responsibilities, this role involves communications, social media and measuring impact with participants. We have improved our impact measurements and have a consistent process in place now to help us gather feedback.

Outside of our core work we also started an online singing group. Conversations with our beneficiaries taught us that they would like another method of staying involved with the charity beyond the core work of writing a song. Family members of participants often want to stay involved as well. We also knew many people were struggling with isolation during the lockdowns and wanted to offer something positive for people to engage with. The singing group is weekly and free to attend, we promote it across our networks and is well attended with over 160 sign ups.

This includes a lot of people who have directly benefitted from the charity's core work, people involved with partner organisations and people who are new to the charity. The feedback for the group has been amazing with many people saying it is the highlight of their week and enjoying a real sense of community within it. This is something else we hope to continue beyond the pandemic.

The Swan Song Project Podcast was something we started during the pandemic to share conversations around song writing and bereavement. Our aim was to provide inspiration and practical tips on song writing for people who might be daunted by it as a task. We also wanted to share open conversations of experiences of bereavement and how music has helped people through these times. We produced 52 episodes of the podcast during this financial year featuring a range of songwriters from around the world. The podcast was played and downloaded over 20,000 times during the year. This has greatly expanded the reach of the project, increased awareness and established relationships with more musicians.

The charity is pleased to have retained a stable and committed trustee board throughout the year with no changes being made. Investment was also made in developing the charity's policies and procedures with help from an outside organisation. Our ambition is to expand our staff team in the coming years and we are building a solid foundation to ensure this goes smoothly.

The year also saw significant media interest and support in the project. A book titled "How to die well" produced by Rankin, featured a 4 page feature about The Swan Song Project. A local author is donating the 2021 profits of her book to The Swan Song Project. The podcast was featured on social media by The National Lottery in a video that had over 5 million views.

Our most consistent funder, The National Lottery also expressed their admiration of the work of the charity by dedicating a bespoke bench to us in a local park. The bench was one of thirteen benches dedicated to amazing projects across the UK. It is installed in Meanwood Park, Leeds and was designed by star of BBC One's "The Repair Shop" who spoke very highly of our work.

# **The Swan Song Project**

## **Trustees' report (continued) for the year ended 30 April 2021**

### **Financial review**

The net receipts for the year were £2,735, including net payments of £4,105 on unrestricted funds and net receipts of £6,840 on restricted funds.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £30,981.

The Trustees will consider the level of reserves that it is prudent for the Organisation to have at its meeting every year. Consideration will be given to redundancy liabilities, lease agreements and any other significant factors that should be considered if the Organisation were to close.

In line with the finance policy commitment to review prudent levels of unrestricted reserves on an annual basis, the trustees have determined that; given the increased economic uncertainty created by the Covid pandemic, and taking into account the growth plans of the charity, an unrestricted reserve of between 6 and 12 months, after all liabilities are met, is prudent at this time.

Signed on behalf of the board of trustees on 15/09/2021

Adrian Sinclair (Trustee)

# **The Swan Song Project**

## **Independent examiner's report to the trustees of The Swan Song Project Charitable Incorporated Organisation ('the CIO')**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 April 2021, which are set out on pages 7 to 10.

### **Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

I have no concerns and 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.

Stephen Procter

16/09/2021

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**The Swan Song Project**  
**Receipts and payments account**  
**for the year ended 30 April 2021**

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Receipts</b>					
Grants and donations	(2)	9,074	30,407	39,481	33,674
Subscriptions		149	-	149	11
Refunds		200	-	200	-
Other income		63	-	63	-
<b>Total receipts</b>		<u>9,486</u>	<u>30,407</u>	<u>39,893</u>	<u>33,685</u>
<b>Payments</b>					
Salaries, NI, pension etc	(3)	10,852	18,151	29,003	5,553
Sessional staff		200	2,900	3,100	10,254
Insurance		354	-	354	347
Training		-	-	-	60
Memberships and subscriptions		-	-	-	194
Marketing		967	1,216	2,183	1,200
Accounting		480	-	480	-
HR support		-	500	500	-
PayPal fees		22	-	22	-
IT expenses		637	800	1,437	-
Other expense		79	-	79	-
<b>Total payments</b>		<u>13,591</u>	<u>23,567</u>	<u>37,158</u>	<u>17,608</u>
<b>Net receipts / (payments)</b>		<u>(4,105)</u>	<u>6,840</u>	<u>2,735</u>	<u>16,077</u>
<b>Fund balances brought forward</b>		<u>35,086</u>	<u>(1,200)</u>	<u>33,886</u>	<u>17,809</u>
<b>Fund balances carried forward</b>	(4)	<u>30,981</u>	<u>5,640</u>	<u>36,621</u>	<u>33,886</u>

**The Swan Song Project**  
**Statement of assets and liabilities**  
**as at 30 April 2021**

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Co-op Bank current account	28,011	5,640	33,651	31,447
PayPal	<u>2,970</u>	<u>-</u>	<u>2,970</u>	<u>2,439</u>
<b>Total cash funds</b>	<u>30,981</u>	<u>5,640</u>	<u>36,621</u>	<u>33,886</u>

**Liabilities**

			£	
Independent examination			<u>480</u>	
			<u>480</u>	

**Approval of the accounts**

The financial statements were approved by the board of trustees on 15/09/2021

Adrian Sinclair (Trustee)

# **The Swan Song Project**

## **Notes to the accounts**

### **for the year ended 30 April 2021**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**The Swan Song Project**  
**Notes to the accounts continued**  
**for the year ended 30 April 2021**

<b>2 Grants and donations</b>	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Lottery Community Fund (Covid support)	-	10,000	10,000	-
Leeds Community Foundation (Covid)	-	8,500	8,500	-
Awards for All	-	9,907	9,907	-
Red Bull Academy	-	2,000	2,000	-
Car Fest Donation	-	-	-	25,000
Donations	9,074	-	9,074	8,674
	<u>9,074</u>	<u>30,407</u>	<u>39,481</u>	<u>33,674</u>

<b>3 Staff costs</b>	2021 £	2020 £
Gross salaries	28,187	5,325
Social security costs	1,891	437
Employment allowance	(1,891)	(437)
Payroll costs	283	101
Pensions	533	127
	<u>29,003</u>	<u>5,553</u>

<b>4 Restricted funds</b>	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
Lottery Community Fund (Covid support)	-	10,000	9,266	734
Leeds Community Foundation (Covid)	-	8,500	7,979	521
Awards for All	-	9,907	5,522	4,385
Red Bull Academy	(1,200)	2,000	800	-
	<u>(1,200)</u>	<u>30,407</u>	<u>23,567</u>	<u>5,640</u>

**Fund name**

**Purpose of restriction**

Lottery Community Fund (Covid support)	To support the organisation through the Covid-19 Pandemic and trial virtual ways of delivering the service.
Leeds Community Foundation (Covid)	To support the organisation through the Covid-19 Pandemic and trial virtual ways of delivering the service.
Awards for All	To expand the virtual service we developed during the earlier lockdowns.
Red Bull Academy	Towards marketing costs including branding and logo.

**5 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.