

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2023  
FOR  
ASSOCIATION FOR SOUND DESIGN  
AND PRODUCTION**

KBSP Partners LLP  
Chartered Accountants  
Harben House  
Harben Parade  
Finchley Road  
LONDON  
NW3 6LH

**ASSOCIATION FOR SOUND DESIGN  
AND PRODUCTION**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2023**

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	<b>Page</b>
<b>Report of the Trustees</b>	1 to 2
<b>Independent Examiner's Report</b>	3
<b>Statement of Financial Activities</b>	4
<b>Balance Sheet</b>	5
<b>Notes to the Financial Statements</b>	6 to 8
<b>Detailed Statement of Financial Activities</b>	9 to 10

# **ASSOCIATION FOR SOUND DESIGN AND PRODUCTION**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2023**

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The trustees present their report with the financial statements of the charity for the year ended 31 August 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

The objects of the Association of Sound Designers are the advancement of education and the advancement of the arts, and in particular to promote and raise standards, and provide education, training, professional know-how and development to students, graduates, emerging and established professionals in the art, skills and technology of sound design and live performance.

Part of our activity is to represent the interests of sound designers and other sound professionals working and studying in the UK theatre sound industry. Our function is to connect the widely dispersed sound design community, to educate and promote high standards. Alongside this the Association of Sound Designers promotes the development of future professionals into the industry providing training, networking and access to resources allowing both career and skills development.

#### **Public benefit**

The Trustees affirm that the advancement of the Association's objectives through the activities it undertakes do provide a benefit to the public as defined in the Charities Act 2011.

### **ACHIEVEMENT AND PERFORMANCE**

#### **Charitable activities**

The Trustees consider that the Association of Sound Designers is successfully pursuing its objects.

### **FINANCIAL REVIEW**

#### **Financial position**

The Association remains in good financial health, having achieved a surplus of £2,207 during the year, with reserve funds of £53,176 at the year end.

#### **Investment policy and objectives**

The Trustees have the power to make financial investments, it does not however currently engage in financial investments of any kind.

#### **Reserves policy**

The trustees regularly review the levels of cash reserves that the Association holds and makes projections for the coming financial years, so that any necessary financial planning actions can be taken in a prudent, timely manner. They endeavour to maintain a sum of £15,000 to cover 6 months costs and commitments.

### **FUTURE PLANS**

The Trustees will continue to ensure that the Association fulfils its objects faithfully.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The Association of Sound Designers is a Charitable Incorporated Organisation (Registered Charity No. 1165633), governed by its Constitution, which was last approved prior to registration on 2nd February 2016.

#### **Recruitment and appointment of new trustees**

The Trustees are appointed each year at the Annual General Meeting. The trustees meet at regular intervals.

#### **Risk management**

The Trustees have a duty to identify risks that the Association may be exposed to and are satisfied that appropriate controls are in place, i.e. that any such risks are discussed at Trustee Meetings.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Registered Charity number**

1165633

**ASSOCIATION FOR SOUND DESIGN  
AND PRODUCTION**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 AUGUST 2023**

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**Principal address**

18 Parliament Hill Mansions  
Lissenden Gardens  
London  
NW5 1NA

**Trustees**

L Gibson  
S R Vincent  
V Hill  
P Rice  
R Stroud  
E Wahlstrom (appointed 4.1.2023)  
C Hibberd (appointed 4.1.2023)

None of the Trustees have any financial interest in the Association. All of the trustees give their time voluntarily and receive no payments from the Association.

If the Charitable Incorporation Organisation is wound up, the members of the Association have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

**Independent Examiner**

David Myerson FCA  
KBSP Partners LLP  
Chartered Accountants  
Harben House  
Harben Parade  
Finchley Road  
LONDON  
NW3 6LH

**CHANGE OF NAME**

The charity passed a special resolution on 25 October 2023 changing its name from Association of Sound Designers to Association for Sound Design and Production.

Approved by order of the board of trustees on 15 May 2024 and signed on its behalf by:

L Gibson - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
ASSOCIATION FOR SOUND DESIGN  
AND PRODUCTION**

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**Independent examiner's report to the trustees of Association for Sound Design and Production**

I report to the charity trustees on my examination of the accounts of Association for Sound Design and Production (the Trust) for the year ended 31 August 2023.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all 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 Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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 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.

David Myerson FCA

KBSP Partners LLP  
Chartered Accountants  
Harben House  
Harben Parade  
Finchley Road  
LONDON  
NW3 6LH

15 May 2024

**ASSOCIATION FOR SOUND DESIGN  
AND PRODUCTION**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2023**

		<b>2023 Unrestricted fund £</b>	2022 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>	Notes		
Donations and legacies		<b>75,962</b>	67,484
Investment income	2	<b>80</b>	-
<b>Total</b>		<b>76,042</b>	67,484
<b>EXPENDITURE ON</b>			
Raising funds		-	621
<b>Charitable activities</b>			
Magazine production costs		<b>7,567</b>	6,181
Training			
		<b>14,140</b>	18,256
Conference costs - Room hire		<b>12,641</b>	7,032
Other		<b>39,487</b>	36,561
<b>Total</b>		<b>73,835</b>	68,651
<b>NET INCOME/(EXPENDITURE)</b>		<b>2,207</b>	(1,167)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		<b>50,968</b>	52,135
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>53,175</b>	50,968

The notes form part of these financial statements

**ASSOCIATION FOR SOUND DESIGN  
AND PRODUCTION**

**BALANCE SHEET  
31 AUGUST 2023**

		<b>2023 Unrestricted fund £</b>	2022 Total funds £
<b>FIXED ASSETS</b>	Notes		
Tangible assets	6	<b>2,929</b>	3,430
<b>CURRENT ASSETS</b>			
Debtors	7	<b>2,872</b>	214
Cash at bank		<b>49,775</b>	49,724
		<b>52,647</b>	49,938
<b>CREDITORS</b>			
Amounts falling due within one year	8	<b>(2,401)</b>	(2,400)
<b>NET CURRENT ASSETS</b>		<b>50,246</b>	47,538
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>53,175</b>	50,968
<b>NET ASSETS</b>		<b>53,175</b>	50,968
<b>FUNDS</b>			
Unrestricted funds		<b>53,175</b>	50,968
<b>TOTAL FUNDS</b>		<b>53,175</b>	50,968

The financial statements were approved by the Board of Trustees and authorised for issue on 15 May 2024 and were signed on its behalf by:

L Gibson - Trustee

**ASSOCIATION FOR SOUND DESIGN  
AND PRODUCTION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2023**

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**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- Straight line over 3 years

**Taxation**

The charity is exempt from tax on its charitable activities on income and gains to the extent that these are applied to its charitable objects.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Debtors**

Donations receivable and other debtors are recognised at the settlement amount due after any reductions offered. Prepayments are valued at the amount prepaid net of any discounts due.

**Cash at bank and in hand**

Cash at bank and in hand includes cash and short term liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit of similar account.

**Liabilities and provisions**

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

**Financial instruments**

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.



**ASSOCIATION FOR SOUND DESIGN  
AND PRODUCTION**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 AUGUST 2023**

**2. INVESTMENT INCOME**

	<b>2023</b>	2022
	<b>£</b>	£
Deposit account interest	<b>80</b>	-
	<u>80</u>	<u>-</u>

**3. TRUSTEES' REMUNERATION AND BENEFITS**

There was no trustees' remuneration or other benefits for the year ended 31 August 2023 nor was there any for the period ended 31 August 2022.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 August 2023 nor for the year ended 31 August 2022.

**4. STAFF COSTS**

There were no staff costs for the year ended 31 August 2023 nor were there any for the period ended 31 August 2022.

**5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	67,484
	<u>67,484</u>
<b>EXPENDITURE ON</b>	
Raising funds	621
<b>Charitable activities</b>	
Magazine production costs	6,181
Training	18,256
Conference costs - Room hire	7,032
Other	36,561
<b>Total</b>	<u>68,651</u>
<b>NET INCOME/(EXPENDITURE)</b>	(1,167)
<b>RECONCILIATION OF FUNDS</b>	
Total funds brought forward	52,135
	<u>52,135</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>50,968</u>

**ASSOCIATION FOR SOUND DESIGN  
AND PRODUCTION**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 AUGUST 2023**

**6. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
At 1 September 2022 and 31 August 2023	<b>3,939</b>	<b>5,626</b>	<b>9,565</b>
<b>DEPRECIATION</b>			
At 1 September 2022	<b>537</b>	<b>5,598</b>	<b>6,135</b>
Charge for year	<b>473</b>	<b>28</b>	<b>501</b>
At 31 August 2023	<b>1,010</b>	<b>5,626</b>	<b>6,636</b>
<b>NET BOOK VALUE</b>			
At 31 August 2023	<b>2,929</b>	<b>-</b>	<b>2,929</b>
At 31 August 2022	<b>3,402</b>	<b>28</b>	<b>3,430</b>

**7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2023</b>	2022
	<b>£</b>	£
Prepayments and accrued income	<b>2,872</b>	214

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2023</b>	2022
	<b>£</b>	£
Other creditors	<b>2,401</b>	2,400

**9. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 August 2023.

**ASSOCIATION FOR SOUND DESIGN  
AND PRODUCTION**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2023**

	2023 £	2022 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	<b>75,962</b>	67,484
<b>Investment income</b>		
Deposit account interest	<b>80</b>	-
<b>Total incoming resources</b>	<b>76,042</b>	67,484
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Subscriptions	-	621
<b>Charitable activities</b>		
Training costs	<b>14,140</b>	18,256
Conference costs	<b>12,635</b>	7,032
Magazine production costs	<b>7,567</b>	6,181
	<b>34,342</b>	31,469
<b>Support costs</b>		
<b>Management</b>		
Travel	<b>1,847</b>	402
<b>Finance</b>		
Bank charges	<b>1,292</b>	1,137
<b>Information technology</b>		
Website hosting	<b>3,234</b>	3,445
Software costs	<b>584</b>	666
	<b>3,818</b>	4,111
<b>Human resources</b>		
Administration costs	<b>19,584</b>	19,344
<b>Other</b>		
Storage costs	<b>1,650</b>	-
Insurance	<b>8,395</b>	8,592
Sundries	<b>6</b>	17
	<b>10,051</b>	8,609
<b>Depreciation</b>		
Fixtures and fittings	<b>473</b>	474
Computer equipment	<b>28</b>	84
	<b>501</b>	558
<b>Governance costs</b>		
Accountancy	<b>2,400</b>	2,400

This page does not form part of the statutory financial statements

**ASSOCIATION FOR SOUND DESIGN  
AND PRODUCTION**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 AUGUST 2023**

	2023 £	2022 £
Total resources expended	<b>73,835</b>	68,651
<b>Net income/(expenditure)</b>	<b><u>2,207</u></b>	<b><u>(1,167)</u></b>

This page does not form part of the statutory financial statements