



## **Trustees Annual Report 2021**

### **For the year ended 31 December 2021**

#### **Introduction**

This was the first full period as a Charitable Incorporated Organisation (CIO), and the accounts reflect the period of operation from 1 November 2020 to 31 December 2021.

#### **1. Objectives**

The objective of the charity is to advance, facilitate and promote education in the teaching of singing and connected subjects for the public benefit.

In the furtherance of the above objective, the Association shall have the powers:

1. to bring together, at annual conferences and other meetings, teachers of singing and other persons connected with the works of the Association;
2. to print, lend or distribute books, journals and sound or video recordings concerned with the Association on a non-profit basis;
3. to engage and pay any person or persons to supervise, organise and carry on the works of the Association in accordance with current legal requirements.

#### **2. Activities**

There are two main streams of activities: a training strand and a continuing professional development strand (CPD). Recently, training has been offered through our newly-devised and accredited 'Essentials' online course, which has now run successfully several times since its inception in September 2021. CPD now occurs through a series of online webinars, meetings and conferences, including a live conference held in London at the end of October 2021. This conference also offered online participation and streaming, and was agreed by the members to be a success.

#### **3. Administration**

##### **Trustees (CIO Charity Commission number 1190787)**

Chair	Nicola-Jane Kemp (appointed 10/08/20)
Past Chair	Heidi Pegler (appointed 10/08/20)
Chair Elect	Edwin Pitt Mansfield (appointed 10/08/20)
Secretary	Jan Spooner Swabey (appointed 10/08/20)
North Area Rep	Carrie Birmingham (appointed 10/08/20)

South West Area Rep	Adrienne Hale (appointed 10/08/20)
Central Area Rep	Sarah Taylor (appointed 10/08/20)
South East Area Rep	Nicola Duncombe (appointed 06/09/20)
Scotland Area Rep	Kathleen Coubrough Ferguson (appointed as trustee 10/08/20, elected as Scotland Area Rep 11/07/21)
Conference Director	Janice V Thompson (appointed 10/08/20)
Communications Director	Janet Shell (appointed 10/08/20)
Councillors at Large	Zoe Turner (appointed 10/08/20)
	Rachel Sherry (appointed 10/08/20)
	Nicola Bowley (co-opted 09/04/2021)
	Charlotte Jones (co-opted 09/04/2021)
Editor	Pamela Sharp (co-opted 10/01/2021)

As directed-by our legal advisor, all trustees except Chair, Chair Elect and Past Chair resigned and were re-elected at the AGM held via Zoom on 11 July 2021, and all co-options were ratified, except Kathleen Coubrough Ferguson who resigned as Councillor at Large and was re-elected as Area Representative for Scotland, a new role approved by the trustees on 9 April 2021.

## Support Team

Accountant	Stephanie Blake
Administrator	Georgia Barrington
Webmaster	Ian Anderson Gray

## Principal address

2 Church Way, Worthing, West Sussex, BN13 1HD

## Independent examiner

Colin Dadswell FCA ACCA DChA, Chantry House, 22 Upperton Road, Eastbourne, BN21 1BF

## Structure, governance and management

The Association of Teachers of Singing is a CIO, formed on 1 November 2020. The governing document is available on the website [www.aotos.org.uk](http://www.aotos.org.uk) and was updated on 23 May 2020, in preparation for the transition to a CIO.



The trustees are listed above and are normally elected by members at the Annual General Meeting (AGM) to form the Council which manages the Association. There were three online meetings of the trustees during 2021 and one in-person meeting held in October 2021.

The Association is primarily based in the United Kingdom but has strong links to the European Voice Teachers Association (EVTA).

There is a succession policy in place to ensure continuity and smooth changeovers. Councillors are elected for a term of office as defined in the constitution.

## Training

During the year, the new 'Essentials' teacher development programme was developed by a sub-committee led by Past Chair Heidi Pegler and Conference Director Janice Thompson. Accreditation was sought and obtained for this new online training course which is now running. It has been well-received by participants and work has now begun on a follow-up course for more established teachers. This work was funded using the legacy received last year from the estate of the late Dorothy Richardson, which has also enabled us to offer a bursary each time the course runs, to cover the cost for one participant. We have also received a generous donation from Eileen Price, a founder member of AOTOS, which will be used for the future development of training courses.

## Continuing professional development

A number of online training events were held during the year, several of them free to members. These included a symposium on Semi Occluded Vocal Tract (SOVT) work with international speakers, an online discussion of the future of Musical Theatre and a webinar on Diversity. At the live conference in October the main theme was teaching the male voice at all ages.

## Pods

These smaller (and historically local) units have really come into their own with online meetings providing support and advice from local members, and now with the Student and New Teacher pods providing opportunities to meet with peers at the same stage of their career.

## Support team

Our freelance support team is vital to the smooth running of the organisation. Stephanie Blake continues to manage our finances carefully and keep us very well informed. During the year she has been involved with transferring our finances to the CAF bank, which has proved more arduous than was anticipated. It has also delayed us in reclaiming Gift Aid for 2020, which will eventually be added to our income. Georgia Barrington finally had the opportunity to meet the trustees in person in October and is fulfilling a demanding role of managing the membership and developing systems for booking online and, more recently, live events. Ian Anderson Gray has been involved with management of the website, working alongside the administrator.

During the last two years we have also had support from Sarah Chiappini LLB, who provided legal guidance during our transition from unincorporated charity to CIO.

## Membership

On 31 December 2021, our membership was 871

Paying members:

- 750 standard members
- 17 corporate members

Non-paying members:

- 50 students
- 7 reciprocal corporates
- 6 honorary presidents
- 7 life members
- 22 emeritus
- 9 associate
- 3 support team

## Financial review

The receipts and payments account for the period from 1 November 2020 to 31 December 2021 is listed on pages 6 to 7. The result is an excess of receipts over payments of £14,242. The Association's total reserves (all unrestricted) stood at £104,187 at 31 December 2021. Included in the income is an unrestricted donation of £15,000 from Eileen Price.

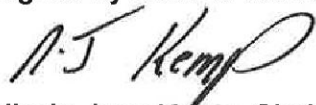
## Reserves

It is the policy of the Association to have one year's running costs in reserve at any time. There is now also a small Covid bursary fund which was generously supported by members during the pandemic, and money remains in this fund which will be used to allow members affected by Covid to attend the proposed live conference in the coming year.

## Public benefit

The trustees believe that the activities outlined above meet the Commission's requirements.

Signed by order of the trustees



Nicola-Jane Kemp, Chair

Approved by the Trustees (2 April 2022)

## **Independent Examiner's Report to the trustees of the Association of Teachers of Singing**

I report to the trustees on my examination of the accounts of the Association of Teachers of Singing ("the Charity") for the period ended 31 December 2021, which are set out on pages 6 to 7.

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

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

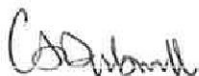
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **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:

- accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 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.



**Colin Dadswell FCA ACCA DChA**

Caladine Limited  
Chartered Certified Accountants  
Chantry House, 22 Upperton Road  
Eastbourne, BN21 1BF

Date: 03/05/2022

## Receipts and Payments Account for the Period from 1 November 2020 to 31 December 2021

Funds:		1/11/20 to 31/12/21		1/11/20 to 31/12/21
		Unrestricted	Restricted	Total
		£	£	£
<b>Receipts</b>				
	Notes			
Additional Legacy - the late Dorothy Richardson		100.00		100.00
Operating Activities				
	Subscriptions	38,353.64		38,353.64
	Gift Aid Tax Repaid	-		-
	Annual Summer Conference	-		-
	Autumn Conference	6,610.00		6,610.00
	Online Events / Area Development Days	5,680.00		5,680.00
	Teacher Training (Essentials) & Pathways	3,245.00		3,245.00
	Publications (Magazine) Income	260.00		260.00
	Designated Funds Income	-		-
	Miscellaneous (advertising and donations)	15,440.00		15,440.00
Interest Received		9.89		9.89
Total Receipts		69,698.53	-	69,698.53
<b>Payments</b>				
Costs: Activities				
	Annual Summer Conference	2,966.99		2,966.99
	Autumn Conference	3,467.05		3,467.05
	Magazine & Publications	4,775.00		4,775.00
	Online Events / Area Development Days	620.69		620.69
	Teacher Training & Pathways	6,594.04		6,594.04
		18,423.77	-	18,423.77
Support				
	Advertising & PR	3,871.69		3,871.69
	Subscriptions	2,987.63		2,987.63
	Sundry	1,755.30		1,755.30
		8,614.62	-	8,614.62
Management Meetings Expenses		799.15		799.15
	Travel	660.04		660.04
	Printing & Stationery	101.84		101.84
	Postage & Carriage	145.90		145.90
	Administration	14,872.25		14,872.25
	Book-keeping	3,707.00		3,707.00
	Independent Examination	744.00		744.00
	Website & Database	4,465.00		4,465.00
	Legal and Professional fees	1,255.00		1,255.00
	Bank Charges	810.36		810.36
	Insurance	798.32		798.32
	Sundry	58.80		58.80
		28,417.66	-	28,417.66
Total Payments		55,456.05	-	55,456.05
<b>Net Receipts/Payments</b>		14,242.48	-	14,242.48
<b>Transfers between funds</b>		-	-	-
Net monetary assets transferred in from former charitable trust		89,944.67		89,944.67
<b>Net monetary assets at end of period</b>		104,187.15	-	104,187.15

## Statement of Assets and Liabilities at 31 December 2021

Cash funds	31/12/2021
Current accounts	14,427.61
Teacher Training account	-
Deposit accounts	88,009.74
Bursary account	1,002.63
PayPal account	313.85
Stripe account	433.32
Total cash funds	<u>104,187.15</u>
This is split into:	
Unrestricted funds	104,187.15
Restricted funds	-
	<u>104,187.15</u>

**Debtors and prepayments**  
Prepayments

**Liabilities**

Independent examination accrual	750.00
Other creditors	-

Receipts & Payments Clarifications: [a] Archive storage, Educare e-Learning Licence and Covid and Essentials course bursaries

Trustee Expenses - Note 1: During the period, 14 Trustees were reimbursed a total of £1,275.48 for out of pocket expenses

Approved:

  
Nicola-Jane Kemp

Chair

  
Stephanie Blake

Accountant

Date: 2 April 2022