



Trustees Annual Report 2023

For the year ended 31 December 2023

Introduction

We have now settled into our new charity status and have enjoyed a return to face to face meetings alongside a continuing on-line series of events.

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

Although professional development lies at the heart of our organisation, there are two main streams of activities: a training stream and a continuing professional development strand (CPD). Recently, training has been offered through our accredited 'Essentials' online course. CPD offerings are based around face to face area days and national conferences. Members-only zoom events allow our community to share their expertise and experience in a more informal setting - subsequently, these recordings are added to our member resources library which can be accessed through the website. We publish regular newsletters and the "Annual Review" which is a print publication sent to the membership in December.

Training now occurs through a series of both face to face meetings, which during the year included two successful conferences, one of which was international being co-devised with our American counterparts NATS (National Association of Teachers of Singing). This was held in London over two days in June. This also had online participation available, and was agreed by the members to be a success. The second was a one-day conference focussing on preparing students for further education in music.

3. Administration

Trustees (CIO Charity Commission number 1190787)

Edwin Pitt Mansfield	Chair
Nicola-Jane Kemp	Past Chair
Pamela Sharp	Chair Elect
Jan Spooner Swabey	Secretary
Carrie Birmingham	North Area (resigned 13 July 2023) Conference Director (from 13 July 2023)
Julie Thompson	North Area (from 13 July 2023)
Adrienne Hale	South West Area (resigned 13 July 2023)
Jenna Brown	South West Area (from 13 July 2023)
Sarah Taylor	Central Area
Louisa Barry	South East Area
Kathleen Coubrough Ferguson	Scotland Area
Janet Shell	Communications Director
Joy Turner	Teacher Development Director
Louisa Morgan	Editor (from 13 July 2023)
Zoe Turner	Councillor at Large - Pods/Singers
Rachel Sherry	Councillor at Large – Corporates (resigned 14 March 2023)
Nicola Bowley	Councillor at Large - NYCGB and EVTA
Robert Lines	Councillor at Large - Online Co-ordinator

Support Team

Georgia Barrington	Administrator
Stephanie Blake	Accountant
Ian Anderson Gray	Webmaster

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 our website www.aotos.org.uk.

The trustees are listed above and are normally elected by members at the Annual General Meeting (AGM) to form the council of trustees which manages the association. There were four meetings in total during 2023; two online (15 January and 12 April) and two held in person (2 June and 28 October). The Association is primarily based in England and Wales, but has strong links to the European Voice Teachers Association (EVTA). We welcome any singing teacher who wish to join, regardless of geographical boundaries.

Councillors are elected for a term of office, which is three years in all cases apart from the Chairs who occupy a six-year cycle, as defined in the constitution.

Training

The main training offering is currently our online Essentials course which continued to run successfully throughout the year. Courses are usually well subscribed and we offer bursaries for those that wish to attend but require additional financial support. From January, the course was developed to offer five sessions rather than the previous four. We offered four courses in total: one five weekly course each term, and a new initiative was an intensive course, where the sessions were delivered over a weekend. Planning also started for a live teacher training day which is scheduled to run in the second/third quarter of 2024. We very much hope to be able to continue to develop our training products throughout 2024.

Continuing professional development

Professional development is at the heart of our charitable aim and during 2023 we held a number of face to face and three online events. Online training events were offered free to members. These events covered a wide range of topics including: exams, repertoire choices, dealing with Contemporary commercial music (CCM) pop influences, supporting non-binary and transgender students.

Six area days were held in different areas of the UK and proved to be popular although numbers attending face to face events are still lower than pre-pandemic:

North, February: The Singing Teacher's Guide to Healthy Speech for Themselves and their Students with Sally Dennis;

South West, February: An Integrative Approach to Vocal Health: Ethics, Knowledge and Empowerment with Jenna Brown;

Scotland, March: It's only a larynx; demystifying MT & CCM with Emma Trow;

South East, April: Breaking down vocal barriers with movement with Chris Johnson;

Central, April: Notes from the Voice Clinic with Lynne Wayman;

Scotland, November: It's only a larynx; demystifying MT & CCM with Emma Trow (repeated, due to its previous success.

The summer conference was a collaboration with NATS (National Association of Singing Teachers - USA) and EVTA (European Voice Teachers Association). The event was well supported, attracting a global audience of over 100 from Europe, America and India. This event featured a new innovation in the form of a *call for abstracts*. This allowed anyone from our community to submit a paper for presentation at conference, six of which were selected by a panel. This proved a popular initiative and is being continued through future conferences. We will be issuing the full articles in 2024 through a new publication - *Voices of AOTOS*. This is not to be a peer reviewed journal but simply a chance for our membership to share their expertise and widen their knowledge. The smaller Autumn conference was also well received, again with a diverse set of presentations, although transport difficulties nowadays often means that there are more on-line participants than in person attendees.

Network

The Area Representatives are the first point contact for members but our members connect with each other through localised groups known as Pods and through the private online Facebook forum. Pods provide support and advice from local members, and now with the Student and New Teacher pods providing opportunities to meet with peers at the same career stage. There is room for more development in this area and our new area representatives are working to build on these.

Support team

Our support team is vital to the smooth running of the organisation. Our accountant oversees our fiscal position, advising on how best we can use the resources at our disposal. This allows us to create activities that benefit the members, whilst being financially responsible. Our administrator supports our trustees, liaises with the membership, creates content for our website and print publications and helps to manage online events. Select Performers have managed our website throughout the past decade, but the trustees decided, at the summer meeting in 2023, to build a new website and move to provider Granite 5. Much work has been done behind the scenes to ensure the build is beneficial to members. The newly implemented database system will allow our administrative processes to run with greater efficiency and ultimately save on administration costs. We would like to thank Ian Anderson Gray, and all at Select Performers, for their work with us and ensuring the handover has been frictionless. As part of this project, the Association has also undergone a rebrand which will be launched in early 2024. We would like to thank Design Kind for their work on this.

Membership

At 31 December 2023, we had 693 standard paying members and 17 corporate members.

We also had non-paying members as follows:

48 students, 7 reciprocal corporates, 7 honorary presidents, 8 honorary life members, 25 emeritus members and 7 associate members.

Financial review

The receipts and payments account for the year is listed on pages 7 and 8. The result is an excess of payments over receipts of £931. The association's total reserves (all unrestricted) stood at £101,298 at 31 December 2023.

Reserves

It is the policy of the Association always to have one year's running costs in reserve. We also have a bursary fund which allows members who may be undergoing financial difficulties to apply for bursaries covering membership and events.

Public benefit

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

Signed by order of the trustees



Edwin Pitt Mansfield, Chair

Approved by the Trustees – 13 April 2024

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 2023, which are set out on pages 7 to 8.

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: 17/06/2024

Receipts and Payments Account for the Period from 1 January to 31 December 2023

Funds:		Unrestricted	Restricted	2023 Total	2022 Total
		£	£	£	£
Receipts					
	Notes				
Legacies		7,268.44		7,268.44	20.00
Operating Activities					
	Subscriptions	41,293.33		41,293.33	41,306.62
	Gift Aid Tax Repaid	4,635.81		4,635.81	166.05
	Summer (Annual) Conference	12,483.14		12,483.14	35,437.00
	Autumn Conference	3,970.00		3,970.00	4,079.00
	Online Events / Area Development Days	4,025.00		4,025.00	1,313.75
	Teacher Training (Essentials) & Pathways	5,705.00		5,705.00	2,335.00
	Publications (Magazine) Income	-		-	100.00
	Designated Funds Income	-		-	-
	Miscellaneous (advertising and donations)	478.30		478.30	852.00
Interest Received		2,391.54		2,391.54	423.71
Total Receipts		82,250.56	-	82,250.56	86,033.13
Payments					
Costs: Activities					
	Summer (Annual) Conference	7,902.01		7,902.01	35,104.70
	Autumn Conference	3,537.26		3,537.26	1,074.93
	Magazine & Publications	7,960.00		7,960.00	5,611.60
	Online Events / Area Development Days	4,880.48		4,880.48	2,698.43
	Teacher Training & Pathways	3,469.00		3,469.00	3,669.00
		27,748.75	-	27,748.75	48,158.66
Support					
	Advertising & PR	2,453.85		2,453.85	3,136.87
	Subscriptions	2,796.78		2,796.78	2,491.26
	Sundry	811.61		811.61	1,416.20
		6,062.24	-	6,062.24	7,044.33
Management					
	Meetings Expenses	1,323.28		1,323.28	1,521.93
	Travel	3,306.84		3,306.84	2,510.64
	Printing & Stationery	172.58		172.58	63.75
	Postage & Carriage	182.69		182.69	166.89
	Administration	16,237.57		16,237.57	15,103.55
	Book-keeping	5,761.86		5,761.86	6,114.86
	Independent Examination	792.00		792.00	762.00
	Website & Database	19,395.00		19,395.00	2,805.00
	Legal and Professional fees	35.00		35.00	1,316.00
	Bank Charges	1,052.50		1,052.50	1,263.91
	Insurance	987.07		987.07	920.83
	Sundry	124.40		124.40	237.92
		49,370.79	-	49,370.79	32,787.28
Total Payments		83,181.78	-	83,181.78	87,990.27
Net Receipts/Payments		(931.22)	-	(931.22)	(1,957.14)
Transfers between funds		-	-	-	-
Net monetary assets at start of period		102,230.04		104,187.15	104,187.15
Net monetary assets at end of period		101,298.82	-	103,255.93	102,230.04

Statement of Assets and Liabilities at 31 December 2023

Cash funds	31/12/2023	31/12/2022	31/12/2021
Current accounts	651.56	1,045.63	14,427.61
Deposit accounts	99,761.60	100,166.61	88,009.74
Bursary account	381.09	765.87	1,002.63
PayPal account	504.57	207.67	313.85
Stripe account	-	44.26	433.32
Total cash funds	<u>101,298.82</u>	<u>102,230.04</u>	<u>104,187.15</u>
This is split into:			
Unrestricted funds	101,298.82	102,230.04	104,187.15
Restricted funds	-	-	-
	<u>101,298.82</u>	<u>102,230.04</u>	<u>104,187.15</u>
Debtors and prepayments			
Prepayments	-	-	-
Liabilities			
Independent examination accrual	828.00	792.00	-
Other creditors	180.00	-	-

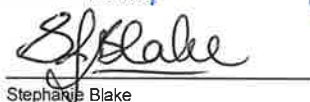
Receipts & Payments Clarifications: [a] Archive storage, and bursaries for Membership, Covid and Essentials

Trustee Expenses - Note 1: During the period, 13 Trustees were reimbursed a total of £4,563.52 for out of pocket expenses

Approved:


Edwin Pitt Mansfield

Chair


Stephanie Blake

Accountant

Date:  2024