



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period**

**From 17 August 2020 To 31 March 2021**

**Charity name: Sound Progression Ltd**

**Charity registration number: 1190897**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>To advance in life and relieve needs of young people through:</p> <ul style="list-style-type: none"><li>(a) The provision of recreational, educational and leisure time music and arts activities provided in the interest of social welfare, designed to improve their conditions of life;</li><li>(b) Providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.</li></ul>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none"><li>• Delivering a range of online music-based sessions for young people across Cardiff and beyond.</li><li>• Developing young music talents through bespoke and tailored provision to facilitate the creation of original music and performance skills.</li><li>• Showcasing young people through performance platforms.</li></ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees have had regard to the guidance issued by the Charity Commission on public benefit.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	n/a
Other		n/a

**Achievements and Performance**

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Prior to becoming a CIO in August 2020, Sound Progression was a Company Limited by Guarantee and had delivered its programme at music studios in three Cardiff Council run youth and community centres.</p> <p>Due to the pandemic, our services were diverted to online provision, delivering free 1-1 sessions that supported 78 young people, aged 10 - 21, with weekly one-hour sessions. Our diverse programme, led by nine mentors, ranged from music production, sound engineering, vocal coaching, song/rap writing workshops, music notation, guitar and keyboard lessons. This provision provided our regular participants and other young people with diversionary activities and the tools and knowledge to immerse themselves in music production and creation, as well as giving them something to look forward to each week during lockdown and helping them feel less isolated.</p> <p>Additionally, we supported 11 Academy acts made up of two bands, a duo and eight solo artists, providing mentoring to support new original material.</p> <p>During this period, we also developed a series of video tutorials to support the wider public and launched a new website.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>As an organisation that previously delivered services in Cardiff only, diverting our provision online enabled us to extend our geographical reach supporting young people from mid, north and south Wales.</p> <p>We were also able to expand the subjects we offered, such as vocal coaching and as a consequence increased the percentage of female participation from 15% to 42%.</p> <p>We have also continued to support young people from BAME backgrounds who represented 32% of our participant base.</p>
Performance of fundraising activities against objectives set	Para 1.41	n/a
Investment performance against objectives	Para 1.41	n/a
Other		n/a

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Sound Progression's turnover for 2020-21 financial year is based on an income level of £82,257 (from 17<sup>th</sup> August: £37,253) and expenditure of £57,814 (from 17<sup>th</sup> August: £43,791). Our operating surplus/deficit is £24,443 (from 17<sup>th</sup> August: -£6,538) for year-end 2021.</p> <p>Due to a brought forward figure of £13,925 from the previous financial year (2019-20), we carry forward £38,368 into the 2021-22 accounting period of which £32,526 is designated funds and £5,842 is unrestricted.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Sound Progression is funded on a project-by-project basis based on submission of balanced budgets. There is currently no core funding available and thus little opportunity to build up reserves. If core funding is secured then the Trustees will review its reserves policy.
Amount of reserves held	Para 1.22	Reserves (unrestricted funds) at the year end were £5,842 (prior year: £391) Sound Progression understands that this low level of reserves imposes a tight budget/cashflow discipline.
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	Nil
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Nil

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>Sound Progression's principal ongoing funders are the Arts Council of Wales, which supported the creation of the company along with the Academy and online programmes. The National Lottery Community Fund, Youth Cymru, Community Foundation Wales also supported delivery costs during this financial year.</p> <p>All grant income is applied for against criteria specified by the grant giving organisation and these funds can only be used for the purposed approved.</p> <p>All expenditure incurred by the company is in support of the key objects of the charity.</p>
--	-----------	---

Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	As our provision is offered free of charge to young people, we are highly dependent on receiving grant income and the support of our partner, Cardiff Youth Service, to provide the in-kind use of their music studios.
Other		n/a

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Memorandum and Articles of Association.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Trustee's handbook and safeguarding training.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	n/a
Relationship with any related parties	Para 1.51	Sound Progression works in partnership with Cardiff Council's Youth Service who support our delivery through the use of their music studios and additional safeguarding, where required.
Other		n/a

## Reference and Administrative details

Charity name	Sound Progression Ltd
Other name the charity uses	
Registered charity number	1190897
Charity's principal address	117 Fairwater Grove West Cardiff CF5 2JP

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Matthew Alexander Parry	Chair		
2	Jonathan Kenneth Luxton	Treasurer		
3	Emma Clark			
4	Ian John Llewelyn Mc Andrew			
5	Gerald Kuzhangaira			
6	Cian Ciaran			
7	Marcelle Louisa dos Santos			
8	Barbara Jean Lima			

### Corporate trustees – names of the directors at the date the report was approved

Director name		
Nil		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Nil		

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Nil
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

**Additional information (optional)**

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
n/a		

**Name of chief executive or names of senior staff members (Optional information)**

Carole Blade (Company Manager)

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

n/a

**Other optional information**

n/a




## Declarations

The charity has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

### Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Matthew Alexander Parry	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	24 January 2022	

## **Independent examiner's report to the trustees of Sound Progression Ltd ('the Organisation')**

I report on the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

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

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

It has not been possible to examine all transactions relating to a savings account that has now closed. Those transactions that have flowed into, or out of, the Sound Progression current account, and therefore impacted the enclosed accounts, have been verified only via their visibility on the Sound Progression current account bank statements.

Ailsa Hawkins (BSc, ACA)

40, Woodruff Way  
Thornhill  
Cardiff  
CF14 9FP

21 January 2022

Final 24 January 2022

Sound Progression Ltd

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2021  
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

Notes	Unrestricted funds	Restricted funds	17.08.20 - 31.03.21	01.04.20 - 16.08.20	Total for year	
	£	£	£	£	2020/21	2019/20
<b>Income from:</b>						
Charitable Activities						
Open Access		-	-			950
Organisational Development		3,000	3,000	-	3,000	27,000
Education Programme	4,319	29,932	34,251	45,000	79,251	17,354
Bank Interest	2	-	2	4	6	23
<b>Total Income</b>	<u>4,321</u>	<u>32,932</u>	<u>37,253</u>	<u>45,004</u>	<u>82,257</u>	<u>45,327</u>
<b>Expenditure on:</b>	2					
Charitable Activities						
Open Access		-	-	1,035	1,035	8,082
Organisational Development		9,230	9,230	6,641	15,871	16,291
Education Programme	284	34,277	34,561	6,347	40,908	23,261
<b>Total Expended</b>	<u>284</u>	<u>43,507</u>	<u>43,791</u>	<u>14,023</u>	<u>57,814</u>	<u>47,635</u>
<b>Net movement in funds</b>	4,037	(10,575)	(6,538)	30,981	24,443	(2,308)
<b>Reconciliation of funds</b>						
Total funds brought forward	1,805	43,101	44,906	13,925	13,925	16,233
<b>Total funds carried forward</b>	<u>5,842</u>	<u>32,526</u>	<u>38,368</u>	<u>44,906</u>	<u>38,368</u>	<u>13,925</u>

**Sound Progression Ltd**

**BALANCE SHEET AS AT 31 MARCH 2021**

	Notes	31 March 2021		31 March 2020	
		£	£	£	£
<b>Current assets</b>					
Cash at bank		38,418		13,925	
		<u>38,418</u>		<u>13,925</u>	
<b>Creditors: Amounts falling due within one year</b>	5	(50)		-	
<b>Net current assets/(liabilities)</b>			38,368		13,925
<b>Net Assets</b>			<u>38,368</u>		<u>13,925</u>
<b>Funds</b>					
Unrestricted income funds	7	5,842		391	
Restricted income funds	8	32,526		13,534	
		<u>38,368</u>		<u>13,925</u>	

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Signed on behalf of the charity's trustees/directors



Matthew Alexander Parry  
Trustee and Chair

24 January 2022

## NOTES TO THE FINANCIAL STATEMENTS FOR YEAR ENDING 31 MARCH 2021

### 1 ACCOUNTING POLICIES

**Basis of preparation.** The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have also been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 - abbreviated to Charities SORP FRS102)) issued on 16 July 2014, Update Bulletin 1 (effective 1 January 2016) to Charities SORP (FRS 102), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and the Companies Act 2006. The charity has adopted some of the SORP reporting requirements for larger charities.

Sound Progression Ltd (the charity) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**Preparation of the accounts on a going concern basis.** The trustees consider that the charity can continue as a going concern for at least the next 12 months.

**Income.** Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Donated goods income is recognised when the goods are sold as it is impractical to measure the fair value and the costs of valuation outweigh the benefit to users of the accounts and the charity of this information. Where income has related expenditure (as often with fundraising), the income and related expenditure are reported gross in the Statement of Financial Activities.

**Interest receivable.** Interest on any funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

**Fund accounting.** Unrestricted funds are available to spend on activities that further any of the purposes of charity. Restricted funds are donations which the donor, or charity when making an appeal, has specified are to be solely used for particular areas of the charity's work.

**Expenditure.** Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds cover all expenditure incurred by the charity to raise funds for its charitable purposes - including the costs of all fundraising activities, events and non-charitable trading activities, plus the associated support costs.
  - Expenditure on charitable activities includes the costs of information provision and beneficiary support undertaken to further the purposes of the charity and their associated support costs.
  - Other expenditure represents those items not falling into any other heading.
- Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

**Support costs.** Support costs are those functions, such as office/building overheads and governance, that assist the work of the charity; these costs are split between cost of raising funds and expenditure on charitable activities. Governance costs are those costs associated with meeting the strategic management, constitutional and statutory requirements of the charity and include accountancy fees and associated staff time.

## Sound Progression Ltd

### NOTES TO THE FINANCIAL STATEMENTS FOR YEAR ENDING 31 MARCH 2021

**Cost Attribution.** Costs have been attributed on a basis consistent with the use of resources. Where costs cannot be allocated, they are apportioned by the estimated percentage of time spent on each activity.

**Tangible fixed assets.** Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over an estimated useful economic life of 4 years on a straight line basis. The charity has no such eligible assets.

**Financial instruments.** The charity only has financial assets and financial 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.

**Debtors** Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

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

**Creditors and provisions.** Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Taxation.** The charity is exempt from corporation tax on its charitable activities.

2 EXPENDITURE	Direct £	Support £	17-Aug-20 £	2020/21 £	2019/20 £
<u>Charitable Activities</u>					
Open Access	-	-	-	1,035	8,070
Organisational Development	9,230	-	9,230	14,871	5,891
Education Programme	24,787	9,490	34,277	40,534	22,360
Total Resources Expended	34,017	9,490	43,507	56,440	36,322

3 SUPPORT COSTS	Governance £	Management £	Office £	17-Aug-20 £	2020/21 £	2019/20 £
Open Access	-	-	-	-	-	-
Organisational Development	-	-	-	-	1,000	10,400
Education Programme	-	-	-	-	-	901
Core Costs	-	-	284	284	374	12
Total Support	-	-	284	284	1,374	11,313

## Sound Progression Ltd

### NOTES TO THE FINANCIAL STATEMENTS FOR YEAR ENDING 31 MARCH 2021

#### 4 OTHER TRANSACTION INFORMATION

The charity does not employ any staff and, as common for a project based arts company, makes extensive use of freelance contractors.

There was no current year trustee remuneration or expenses.

There were no material waived trustee expenses.

Independent examination cost totalled £50 (prior year: £0)

#### 5 CREDITORS

	2020/21 £	2019/20 £
Trade creditors	-	-
Accruals and deferred income	50	-
Total creditors	50	-

#### 6 DEFERRED INCOME ANALYSIS

	2020/21 £	2019/20 £
Included within Note 6 is the following deferred income:		
Opening deferred Income	-	-
Released to the SOFA	-	-
Fresh income deferred in-year	-	-
Closing deferred income	-	-

#### 7 UNRESTRICTED FUNDS

	17-Aug-20	Income	Spend	31 Mar 2021
	£	£	£	£
General	1,805	4,321	284	5,842

#### 8 RESTRICTED FUNDS

	17-Aug-20	Income	Spend	31 Mar 2021
	£	£	£	£
Arts Council Wales	43,101	30,432	35,494	38,039
Trusts & Foundations	-	-	8,013	(8,013)
Others	-	2,500	-	2,500
	43,101	32,932	43,507	32,526

The Arts Council Wales funding included a final instalment of the Organisational Development project and two COVID-19 emergency grants. Trusts & Foundations including National Lottery Community Fund and Community Foundation Wales to support online education activity.

The funding from 'Others' represented contributions from partners.

# Sound Progression Ltd

## NOTES TO THE FINANCIAL STATEMENTS FOR YEAR ENDING 31 MARCH 2020

### 9 FUND/ASSET ANALYSIS

	Unrestricted funds £	Restricted funds £	2020/21 total funds £	2019/20 total funds £
Net current assets	5,842	32,526	38,368	13,925
	<u>5,842</u>	<u>32,526</u>	<u>38,368</u>	<u>13,925</u>

### 10 COMPANY LIMITED BY GUARANTEE

Sound Progression Limited was a company limited by guarantee, which means that there is no issued share capital, the liability of members being restricted to £1 each.

In August 2020, the organisation became a registered Charitable Incorporated Organisation, CIO.

### 11 2019/20 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total 2019/20 £
<b>Income from:</b>			
Charitable Activities:			
Open Access		950	950
Organisational Development	-	27,000	27,000
Education Programme	-	17,354	17,354
Bank Interest	23	-	23
<b>Total Income</b>	<u>23</u>	<u>45,304</u>	<u>45,327</u>
<b>Expenditure on:</b>			
Charitable Activities:			
Open Access		8,070	8,070
Organisational Development	-	16,291	16,291
Education Programme	12	23,261	23,273
<b>Total Resources Expended</b>	<u>12</u>	<u>47,623</u>	<u>47,635</u>
<b>Net movement in funds</b>	11	(2,319)	(2,308)
<b>Reconciliation of funds</b>			
Total funds brought forward	3,933	12,300	16,233
<b>Total funds carried forward</b>	<u>3,944</u>	<u>9,981</u>	<u>13,925</u>