



UK A Cappella Society

Unaudited Annual Report and Accounts

Year ended 31st August 2024

Charity Registration Number: 1194095

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Reference and Administrative Details

Trustees	Gemma Davies (Chair) Christopher Witham Matthew King (Treasurer)
Administration address	55 Silver Spring Close, Erith, Kent, DA8 1EG.
Charity registration number	1194095
Bankers	National Westminster Bank plc., 30 Tooting High Street, Tooting, London, SW17 0RG.

Trustees' Report Year to 31st August 2024

The trustees present their annual report together with the accounts of the UK A Cappella Society ('the charity' or 'UKACS') for the year ended 31st August 2024.

The accounts have been prepared in accordance with the accounting policies set out on pages 12 and 13 of the attached accounts and comply with the charity's constitution, applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the Charities Act 2011. The principles set out in 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 United Kingdom and Republic of Ireland (FRS 102) having been followed in the preparation of the annual report and accounts.

Introduction

The UK A Cappella Society is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission and governed by a Constitution dated 11th February 2021.

The UK A Cappella Society aims to provide a voice for A Cappella singers across the UK: a place where they can come together to shape their own community, learn from leading figures within the field, and find support to carry out projects that engage with the art of A Cappella. We hope to widen the reach of A Cappella education to encourage diversity and inclusivity within the art form and bring A Cappella to those who may not otherwise come across it.

Mission and objects

The charity's object is to advance, improve, develop and encourage public education in, and appreciation of, the art and science of A Cappella music in all its aspects by any means the trustees see fit, including: through the presentation of public concerts and recitals, through acting as a resource centre for those interested in A Cappella, and by developing outreach projects to increase diversity and open this genre of music to a wider audience.

Objectives

The charity will aim to fulfil its mission through its CORE objectives:

- ◆ Community;
- ◆ Outreach;
- ◆ Resources; and
- ◆ Equality and Diversity.

Community

We aim to create a friendly and welcoming community hub where singers can meet one another, make friends, work on projects and celebrate each other's success. Future activities which will achieve this aim include:

- ◆ A Cappella mixers;
- ◆ An annual festival & awards Show;

Objectives (continued)

Community (continued)

- ◆ A Cappella Sing Sessions
- ◆ An online forum;
- ◆ Project facilitation

Outreach

We will work closely with educational and community organisations to provide people, particularly those from disadvantaged communities, with opportunities and resources that can help them to gain skills and experience in A Cappella singing. Future activities which will achieve this aim include:

- ◆ School workshops; and
- ◆ Community workshops.

Resources

We will provide both our members and the general public with the knowledge and tools to learn more about the art of A Cappella and progress in their singing journey. We will provide guides, advice, support, arrangements and learning opportunities such as workshops and classes from some of the biggest talents in the UK A Cappella scene. Activities which achieve this aim, centred around the content on the charity's website, include:

- ◆ The publication of written guides;
- ◆ The *A Cappella Condensed* video series;
- ◆ The *Ask Me Anything* video series;
- ◆ A sound and video database;
- ◆ An arranger database;
- ◆ A library of free arrangements;
- ◆ A UKACS Podcast; and
- ◆ The *Arrangers' Masterclass*.

Some content has already been established for the charity's website through the kind voluntary contributions of experienced members of the professional A Cappella community.

Objectives (continued)

Equality & Diversity

We will aim to make A Cappella singing available to everyone through inclusivity and diversity initiatives that open up the community to all. Future activities which will achieve this aim include:

- ◆ A Cappella landscape survey with focus on diversity;
- ◆ Establishment of a diversity, equality and inclusion policy;
- ◆ Appointment of a trustee with responsibility for diversity; and
- ◆ The outreach activities described above.

In setting the charity's objectives and planning its activities as described above, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

Activities and performance

Resources – Website

During the year, the charity continued to maintain a website as a focal point for the future publication of resources as well as promotion of other activities.

Resources – Arrangers' Masterclass workshop

The charity also began its community and resource-based activities by hosting an Arrangers' Masterclass event in Islington, which was open to any arrangers, composers or interested musicians.

At this workshop, an expert A Cappella musician presented his analysis of several arrangements submitted in advance by attendees. The merits of each score were discussed, with examples of particularly impressive technical work highlighted, alongside suggestions for subtle improvements to improve the texture, performability and shape of the arrangements.

The attendees enjoyed a lively, open-forum discussion of the arrangements and many welcomed the opportunity to connect with other arrangers to discuss their approaches and styles.

Future plans

The charity will aim to fulfil its objectives by commencing and/ or continuing the activities described above. Specifically:

- ◆ The trustees are working to recruit further board members, including a secretary and trustees with experience of, and responsibility for, diversity, education, fundraising and publicity, in order to strengthen its governance. A fourth trustee was identified following the year end.
- ◆ The trustees will appoint a Fundraising Officer to help with securing further funding to provide workshops for schools in furtherance of the *Outreach* and *Equality & Diversity* objectives.
- ◆ Following the year end, the trustees appointed an Education Officer, and a webmaster.

Future plans (continued)

- ◆ The trustees have organised four further events to further the *Community* and *Resources* objectives, including:
 - a Sing Session event held in April 2025, which brought together members of the A Cappella community for a chance to informally learn new pieces and sing with other musicians;
 - a second Arrangers' Masterclass workshop, scheduled for 5th July 2025;
 - a Mixer event scheduled for 2nd August 2025, as a networking opportunity to encourage cohesion in the community and produce momentum for future memberships;
 - Further events scheduled for the 2025-26 financial year currently include a third Arrangers' Masterclass workshop and a second Sing Session in October 2025.
- ◆ The trustees are continuing to develop the UKACS website and are engaging with members of the A Cappella community in order to produce ongoing content for it in pursuit of the *Resources* objective.
- ◆ A membership plan is currently being developed in furtherance of the *Community* objective.
- ◆ Programmes are under development to recognise the work and art of the A Cappella community in the UK, either through Awards or other means.

Financial review

Financial performance

Income amounted to £174 (2023 – £8,312) and consisted predominantly of income from the Arrangers' Masterclass event. Income in the prior year related mainly to a grant from VoiceFest UK in support of the charity's general objectives.

Expenditure for the year was £605 (2023 – £428) and related to the costs of the Arrangers' Masterclass events as well as support costs, primarily expenses associated with the maintenance of the charity's website.

Financial position

At the balance sheet date, the charity's total funds stood at £7,453 (2023 – £7,884). Of this amount, £312 (2023 – £312) related to restricted donations received to facilitate the provision of A Cappella workshops for schools serving disadvantaged communities, in keeping with the charity's Outreach objective. The remaining funds of £7,141 (2022 – £7,572) are unrestricted and therefore represent the charity's free reserves.

Relevant policies

Reserves policy

The trustees have examined the requirement for free reserves, i.e. those unrestricted funds not designated for specific purposes or otherwise committed. The trustees consider that, given the nature of the charity's work, the level of free reserves should be approximately equal to one year's expenditure on unrestricted funds.

The trustees are of the opinion that this provides sufficient flexibility:

- ◆ to cover temporary shortfalls in income due to timing differences in income flows;
- ◆ to ensure adequate working capital for core costs;
- ◆ to allow the charity to cope with and respond to unforeseen emergencies whilst specific action plans are implemented.

The charity's free reserves currently exceed the stated policy, however since the charity is in the early stages of commencing its public activities, the trustees are aware that unrestricted expenditure will continue to increase in the coming years. They therefore consider the current level of free reserves to be adequate for the charity's future plans, but not excessive, while it continues to grow.

Fundraising policy

During the period, the charity did not carry out any direct fundraising with the public. It did not use the services of any third-party organisation to help in its fundraising activities and no complaints were received about its fundraising activities during the financial year, either directly or through the Fundraising Regulator. However, if a complaint was to be received by the charity, it would be handled by the trustees.

Financial Controls and Processes

The trustees have implemented a strategy to ensure safe handling of finances and responsible spending, as well as correct documentation. This covers banking procedures, access to accounts, recording processes, conflicts of interest, and hospitality and gifts.

Further policies

As the charity becomes established, the trustees will develop additional policies to cover key areas of its operations. This includes the introduction of a Safeguarding Policy ahead of the first work with schools. A further list of required policies has been drawn up and a strategy is in place to prepare these ahead of charitable activities for which they are required.

Following the year end, a new trustee with specific responsibility for policy development was appointed.

Governance, structure and management

Trustees

The following individuals served as trustees from the incorporation of the charity and were in post throughout the year and at the year end:

- ♦ **Gemma Davies (Chair):** Gemma's A Cappella journey began when she became a founding member of The Bristol Suspensions in 2014. She fell in love with A Cappella and threw herself into every opportunity it gave her. She was Secretary of the Bristol Suspensions and co-directed their Madness/Magic music video. In 2016, she volunteered with Voice Fest before hosting a number of community-building mixer events for graduates and lending a hand with the first ever UK A Cappella Ball. She then joined Varsity Vocals as a Production Assistant Trainee before swiftly moving up the ladder to become UK Producer in 2019.

- ♦ **Christopher Witham:** Chris started performing A Cappella over 10 years ago and has been involved with the community ever since.

Starting out in his school's auditioned group, he eventually became a member of The Techtonics, with whom he recorded 2 albums, travelled on numerous tours, competed in Voice Fest, and performed in a sell-out Edinburgh Fringe run. Following his graduation he started volunteering with Varsity Vocals on the ICCA, leading to him becoming a producer for the competition.

Chris hugely values the opportunities that A Cappella has given him and is committed to making sure these are available to everyone, no matter their circumstance.

- ♦ **Matthew King:** Matt has loved singing from a young age and has performed with several choirs including his school's A Cappella group and the Chapel Choir of Hertford College, Oxford. He is also a classically trained trombonist, a member of his local Light Opera and musical theatre society and a member of Mystery Ink, a murder mystery events troupe raising funds for charities.

Matt is a chartered accountant with over a decade's experience working with charities and not-for-profit organisations.

Individuals interested in becoming trustees are invited to meet with the existing trustees. Following this, their application is considered by the board. If approved, induction and ongoing training is undertaken on an informal basis; external training is sought as and when necessary.

Management

The trustees consider that they alone comprise the key management personnel of the charity, in charge of directing and controlling, running and operating the charity on a day-to-day basis. They are also responsible for the policies, activities and assets of the charity. They aim to meet on a monthly basis to review developments with regard to the charity and to make significant decisions, but communicate more frequently as and when required.

The trustees receive no remuneration or reimbursement of expenses in connection with their duties as trustees. There were no other connected parties to the charity during the period.

Governance, structure and management (continued)

Trustees' responsibilities statement

The trustees are responsible for preparing the trustees' report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these accounts, the trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in 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 United Kingdom and Republic of Ireland (FRS 102);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- ◆ prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the relevant Charity (Accounts and Reports) Regulations and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

Risk Management

The management of risk will be an on-going process and the trustees will undertake regular reviews of the principal risks and uncertainties that the charity faces. They will regularly review the measures already in place, or needing to be put in place, to establish policies, systems and procedures to mitigate those risks identified in the annual review and ensure that action is taken to implement changes to those policies, systems and procedures should they be needed to minimise or manage any potential impact on the charity should those risks materialise.

The trustees consider the principal risks faced by the charity, as a nascent organisation, to be:

- ◆ The ability of the charity to raise sufficient funds to enable it to carry out its objectives; and

Governance, structure and management (continued)

Risk Management (continued)

- ◆ The ability of the charity to engage the extant A Cappella community in order to provide resources and support for fulfilling its objectives.

The trustees intend to engage in a programme of fundraising and engagement within the A Cappella community in order to mitigate these risks, as described under the future plans section, above.

Approved by and signed on the behalf of the trustees



Gemma Davies
Chair of the Trustees

Date: 20th June 2025

Statement of Financial Activities Year to 31st August 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
Income from:					
Donations and grants	1	20	—	20	8,312
Charitable activities	2	154	—	154	—
Total		174	—	174	8,312
Expenditure on:					
Charitable activities	3	605	—	605	428
Total		605	—	605	428
Net movement in funds		(431)	—	(431)	7,884
Reconciliation of funds					
Fund balances at 1 st September		7,572	312	7,884	—
Fund balances at 31st August	7,8	7,141	312	7,453	7,884

All of the charity's activities derived from continuing operations during the current financial year.

All recognised gains or losses are included in the above statement of financial activities.

The notes on pages 14 to 16 form part of these accounts.

Balance Sheet 31st August 2024

	Notes	2024 £	2023 £
Current assets			
Debtors	5	178	8,062
Cash at bank		7,914	250
		8,092	8,312
Creditors: amounts falling due within one year	6	(639)	(428)
Net assets		7,453	7,884
 Unrestricted funds		7,141	7,572
Restricted funds	7	312	312
Total Funds	7,8	7,453	7,884

The accounts were approved and authorised for issue by the board and were signed on its behalf by:



Gemma Davies
Chair of the Trustees

Date: 20th June 2025

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

Basis of preparation

These accounts have been prepared for the year ended 31st August 2024, with comparative figures presented for the year ended 31st August 2023.

The accounts have been prepared under the historical cost convention with items recognised at cost unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts are presented in sterling and are rounded to the nearest pound.

The accounts have been prepared in accordance with 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 United Kingdom and Republic of Ireland (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

Assessment of going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these accounts. The trustees have made this assessment in respect of a period of one year from the date of approval of these accounts.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due.

Critical accounting estimates and areas of judgement

Other than the assessment of going concern, the preparation of the accounts did not require the trustees to make any significant judgements or estimates.

Cash flow statement

The accounts do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Charities SORP (FRS 102) Update Bulletin 1.

Income recognition

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Debtors

Trade and other debtors, which are receivable within one year, are initially recognised at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled and any impairment losses (including provisions for non-recoverability). Prepayments are valued at the amount prepaid.

Cash and bank balances

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition.

Trade creditors and liabilities

Trade and other creditors payable within one year 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. They are initially measured at the transaction price and subsequently measured at amortised cost, being the transaction price less any amounts settled.

Funds

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors, or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

1 Income from: Donations and grants

	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
Donation income	20	—	20	250
Gift Aid receivable	—	—	—	62
Grant income	—	—	—	8,000
	20	—	20	8,312

2 Income from: Charitable activities

	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
Resource events				
. Arrangers' Masterclass	154	—	154	—
	154	—	154	—

3 Expenditure on: Charitable Activities

	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
Resource events				
. Arrangers' Masterclass	455	—	455	—
Support costs				
. Website design and maintenance	134	—	134	428
. Marketing and advertising	8	—	8	—
. Postage	8	—	8	—
Total expenditure	605	—	605	428

4 Staff costs and key management personnel

During the years ended 31 August 2024 and 31 August 2023, the charity employed no staff and therefore incurred £nil staff costs.

The trustees consider that they alone comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day-to-day basis.

5 Debtors

	2024 £	2023 £
Prepayments	116	—
Accrued income	—	8,000
Gift aid receivable	62	62
	178	8,062

6 Creditors

	2024 £	2023 £
Accruals	639	428
	639	428

7 Restricted funds

The funds of the charity include restricted funds; these comprise the following unexpended balances of donations held on trust for specific purposes:

	Movement in funds				
	At 1 st September 2023 £	Income £	Expenditure £	Transfers £	At 31 st August 2024 £
School Workshops Fund	312	—	—	—	312
Total	312	—	—	—	312

	Movement in funds				
	At 1 st September 2022 £	Income £	Expenditure £	Transfers £	At 31 st August 2023 £
School Workshops Fund	—	312	—	—	312
Total	—	312	—	—	312

The school workshops fund comprises funds donated to facilitate the provision of A Cappella workshops for schools serving disadvantaged communities.

8 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2024 £
<i>Fund balances at 31 August 2024 are represented by:</i>			
Current assets	7,780	312	8,092
Creditors: amounts falling due within one year	(639)	—	(639)
	<u>7,141</u>	<u>312</u>	<u>7,453</u>

	Unrestricted funds £	Restricted funds £	Total 2023 £
<i>Fund balances at 31 August 2023 were represented by:</i>			
Current assets	8,000	312	8,312
Creditors: amounts falling due within one year	(428)	—	(428)
	<u>7,572</u>	<u>312</u>	<u>7,884</u>

9 Taxation

The UK A Cappella Society is a registered charity and therefore is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

10 Related party transactions

None of the trustees (or any persons connected with them) received any remuneration during the year ended 31 August 2024 or the year ended 31 December 2023.

During the year, payments totalling £111 were made on behalf of the charity by trustees in respect of website costs, workshop refreshments and postage (2023 – £428). At 31st August 2024, £539 was due to three trustees in respect of payments made on behalf of the charity (2023 – £428 was due to one trustee in respect of payments made on behalf of the charity.) All of these amounts were reimbursed following the year end.

No donations were received from trustees during the year (2023 – a restricted donation of £250 was received from one trustee).