



**The Bedfordshire Music Trust  
(Limited by Guarantee)**

**Report and Financial Statements**

**Year ended: 30 April 2022**

**Charity Number: 1104849  
Company Number: 04195243**

**The Bedfordshire Music Trust (Company Number: 04195243)**

**Contents**

**For the year ended 30 April 2022**

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# **The Bedfordshire Music Trust (Company Number: 04195243)**

## **Legal and Administrative Information** **For the year ended 30 April 2022**

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The Trustees present their report and financial statements for the year ended 30 April 2022.

### **Reference and Administrative Information**

Charity Name:	The Bedfordshire Music Trust
Charity registration number:	1104849
Company registration number:	04195243
Registered Office and operational address:	The White House Odell Road Sharnbrook Bedford MK44 1JL

### **Trustees**

Mrs C Astridge (Appointed 19 January 2022)

Mrs J Brown

Mr B J Greenwood

Mrs M A Russell

Mr J P Sheehan

Mrs J Smith

Mr J C Waters

Mr N Wood

Treasurer and Chair

### **Secretary**

Mr B J Greenwood

### **Bankers**

CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ  
Clydesdale Bank PLC, 35 Regent St, London, SW1Y, 4ND.

## **The Bedfordshire Music Trust (Company Number: 04195243)**

### **Report of the Management Committee For the year ended 30 April 2022**

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#### **Structure, Governance and Management**

##### Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 5 April 2001 and registered as a charity on 12 July 2004. The company was formed under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

##### Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles of Association are known as Trustees. Under the requirements of the Memorandum and Articles of Association the retirement of one third of the Trustees is required and the retirees may apply for re-election at the Annual General Meeting.

##### Risk Management

During the year under review, the charity's activities started to recover from the restrictions of the Coronavirus pandemic in the UK. Some on-line and face-to-face operation was possible, as restrictions eased across the year. Following this change in operations, the risks faced by the charity altered, but remained at a similar level, as noted in the Achievements and Performance section below. The Trustees have sought to put in place operational procedures to ensure that the trust meets its statutory duties to all music course attendees and the staff who tutor them, making the rehearsal and concert venues safe and secure environments for all concerned. This includes putting in place relevant insurance policies and taking professional advice to develop and implement robust systems of checking and supervision over such matters as safeguarding young people. For face-to-face courses, bio-security protocols have eased, but are still in place for those with vulnerabilities. It is our priority to ensure courses are able to go ahead safely and securely.

##### Organisational Structure

The Trustees met bi-monthly and responsibility for different roles was assigned to individual Trustees and these Trustees communicate regularly to ensure the trust continues to operate smoothly. With the increasing numbers of courses, the assignment of duties between the music-manager and the Trustees needs to be carefully monitored and extra support may be needed if a return to pre-pandemic levels of operation occurs. For music projects, individual project managers are appointed, reducing the trust's ongoing administrative commitment, but enabling resource to be provided at the appropriate time cost-effectively.

Nick Wood, who has been the trust's chair since its inception, stood down from the role in October 2022 and has been replaced by John Sheehan, who is currently carrying out both chair and treasurer roles, pending the appointment of a new treasurer. Nick Wood will be continuing as a Trustee for a period of time to pass on his know-how and ensure a smooth transition to the new chair. The Trustees would like to record their gratitude to Nick Wood for the important role that he has played in the trust's operation and the benefits that he has helped to provide to youth music in Bedfordshire and the surrounding area.

#### **Objectives and Activities**

The object of the charity is to advance the education, appreciation, enjoyment and participation in music and the performing arts for school children and people of all ages within the county of Bedfordshire and the surrounding area.

#### **Achievements and Performance**

During the year the charity's activities were focused on continuing to adapt our course offerings to meet the requirements of the current educational and social environment, as well as the restrictions of the pandemic. The Trustees review course offerings to ensure they meet the needs of today's young people.

We continued to work closely with the 4 Music Education Hubs that cover our principal geographical area and have been instrumental in helping these 4 Hubs work more closely together.

## **The Bedfordshire Music Trust (Company Number: 04195243)**

### **Report of the Management Committee For the year ended 30 April 2022**

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No production of the Bedfordshire Youth Opera was possible in 2020 due to the pandemic, but a limited return to activity was achieved during 2021, with a successful semi-staged gala concert. Since the year end a full production of Sweeney Todd: The demon barber of Fleet Street. This attracted higher student numbers than had been the case immediately prior to the pandemic and, thanks to the efforts of the whole team, it turned out to be one of the most successful productions of the period that BYO has been operating under the trust's aegis.

The charity continues to host the Michael Templeman Memorial Fund which aims to enhance the playing opportunities for young string players by acquiring string instruments and make them available on loan to young students who might otherwise find it hard to buy a suitable instrument and by supporting other activities, such as master classes for string players.

In carrying out these activities we have complied with the guidance issued by the Charity Commission with regard to fulfilling the charity's public benefit duties.

#### **Financial Review**

Attendance at youth music courses was limited, but during the period and subsequently it has been possible to return to face-to-face courses and levels of income have started to increase. Equally associated costs have increased, but it has been possible to achieve an equilibrium between income and related expenditure. In particular, the trust has endeavoured to match the timing of our course offerings with student availability and the limited time periods that they have available to commit to activities. The trust actively seeks funding to support existing musical courses and to help in the development of new ventures.

#### **Investment Policy**

Under the Memorandum and Articles of Association, the trust has the power to make any investment which the Trustees see fit.

#### **Reserves Policy**

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which would be sufficient to cover annual management and administration costs and to respond to emergency applications for grants which may arise.

#### **Plans for Future Periods**

To fit in with the time demands on young people our courses are offered principally at half-terms and on some weekends. Our provision for higher-end players and singers is now focussed on the 4 Hubs Orchestra, chamber courses and on the Bedfordshire Youth Opera. For younger players we have been able to reactivate our Orchestral Jamboree course and it is hoped that this, alongside other activities for intermediate students, will continue across 2023.

Our website and social media presence are proving to be effective means of communication and the website continues to be a convenient means for securing course bookings.

We will continue to seek new partnerships and develop our role in setting the strategy for music in the County by continuing our partnerships with the Music Education Hubs and delivering services that cross Hub boundaries.

#### **Responsibilities of the Trustees**

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial

**The Bedfordshire Music Trust (Company Number: 04195243)**

**Report of the Management Committee  
For the year ended 30 April 2022**

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statements comply with the Companies Act 2006. The Management Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees

The Trustees, who are directors for the purpose of company law and Trustees for the purpose of charity law, who served during the year and up to the date of this report, are set out on page 1.

This report has been prepared in accordance with the Charities SORP (FRS102) and in accordance with the special provisions of Part VII of the Companies Act 2006 relating to small entities.

Approved by the Trustees on 18 January 2023 and signed on their behalf by:



**J P Sheehan  
Chair and Treasurer**



**The Bedfordshire Music Trust (Company Number: 04195243)**

**Statement of Financial Activities**

(Incorporating an Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

**For the year ended 30 April 2022**

	<i>Note</i>	<b>Unrestricted Fund £</b>	<b>Restricted Funds £</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
<b>Incoming resources</b>					
<b>Incoming resources from generated funds:</b>					
<i>Charitable activities</i>					
Music courses					
Student fees		7,285	3,320	10,605	3,730
Ticket and programme sales		1,459	6,286	7,745	-
<i>Voluntary income:</i>					
Donations and fundraising		12,097	664	12,761	2,247
<i>Activities for generating funds:</i>					
Bank interest receivable		25	-	25	4
<b>Total incoming resources</b>		<b>20,866</b>	<b>10,270</b>	<b>31,136</b>	<b>5,981</b>
<b>Resources expended</b>					
<b>Charitable activities</b>					
<i>Music courses</i>		(16,615)	(7,518)	(24,133)	(4,373)
<b>Governance costs</b>		-	-	-	-
<b>Total resources expended</b>	<b>2</b>	<b>(16,615)</b>	<b>(7,518)</b>	<b>(24,133)</b>	<b>(4,373)</b>
<b>Net movement in funds</b>	<b>7</b>	<b>4,251</b>	<b>2,752</b>	<b>7,003</b>	<b>1,608</b>
<b>Total funds brought forward</b>		<b>11,066</b>	<b>10,861</b>	<b>21,927</b>	<b>20,319</b>
<b>Transfers</b>		-	-	-	-
<b>Total funds carried forward</b>		<b>15,317</b>	<b>13,613</b>	<b>28,930</b>	<b>21,927</b>

**The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.**

**The Bedfordshire Music Trust (Company Number: 04195243)**

**Balance sheet**

**For the year ended 30 April 2022**

	<i>Note</i>	<b>2022</b>	<b>2021</b>
		£	£
<b>Fixed Assets</b>			
Tangible Fixed Assets		-	27
<b>Current Assets</b>			
Debtors		3,992	415
Cash at bank and in hand		<u>28,448</u>	<u>26,245</u>
		32,440	26,660
<b>Creditors: amounts falling due within one year</b>	<b>5</b>	<u>3,510</u>	<u>4,760</u>
<b>Net Current Assets</b>		28,930	21,900
<b>Net Assets</b>		<u>28,930</u>	<u>21,927</u>
<b>Unrestricted funds</b>			
General funds	7	15,317	11,067
<b>Restricted funds</b>	7	13,613	10,860
		<u>28,930</u>	<u>21,927</u>

For the financial year ended 30 April 2022, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476. The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

These financial statements were approved by the Trustees on 18 January 2023 and were signed on their behalf by:

  
**J P Sheehan**  
Chair and Treasurer



**The Bedfordshire Music Trust (Company Number: 04195243)**

**Notes on the Accounts**

**For the year ended 30 April 2022**

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**1. Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

**(a) Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Charities SORP (FRS102).

**(b) Fund accounting**

- Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**(c) Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy, except as follows:

- When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in the incoming resources until the pre-conditions for use have been met.

**(d) Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.

**(e) Tangible fixed assets**

During the year the trust incurred expenditure on equipment, its website and on musical instruments used for the purpose of the trust's activities. Depreciation is charged to write down the cost of the assets over their expected useful lives, except in the year of acquisition. The rate used is 20% per annum.

**2. Total Resources Expended**

Costs directly allocated to activities	Charitable Activities	Governance	2022 Total	2021 Total
	£	£	£	£
Music Courses	24,133	-	24,133	4,373
Support for youth music projects	-	-	-	-
<b>Total resources expended</b>	<b>24,133</b>	<b>-</b>	<b>24,133</b>	<b>33,747</b>

**The Bedfordshire Music Trust (Company Number: 04195243)**  
**Notes on the Accounts**  
**For the year ended 30 April 2022**

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**3. Trustee Remuneration**

The Trustees did not receive any remuneration for their services as Trustees during the year. There has been no reimbursement of expenses incurred nor has the charity paid any indemnity insurance in the year.

**4. Taxation**

As a charity, The Bedfordshire Music Trust is exempt from tax on income and gains falling within Part 11 of the Corporation Tax Act 2010 or s256 of the Taxation of Chargeable Gains Act 1992, to the extent that these are applied to its charitable objects. No tax charges have arisen in the Trust.

**5. Fixed Assets**

<b>Cost</b>	<b>Equipment</b>	<b>Website</b>	<b>Musical Instruments</b>
	<b>£</b>	<b>£</b>	<b>£</b>
As at 1 May 2021	305	750	496
Additions/Disposals	-	-	-
As at 30 April 2022	305	750	496
<b>Depreciation</b>			
As at 1 May 2021	278	750	496
Charge for year	27	-	-
As at 30 April 2022	305	750	496
<b>Net Book Value</b>			
At 30 April 2021	£ 27	£ -	£ -
At 30 April 2022	£ -	£ -	£ -

**6. Debtors**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Music course fees	2,049	-
Prepayments	920	415
Gift Aid claim	1,023	-
<b>Total</b>	<b>3,992</b>	<b>415</b>

**7. Creditors: amounts falling due within one year**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Accruals</b>		
Expenses related to holiday music courses	1,330	-
Income received in advance	2,180	4,760
<b>Total</b>	<b>3,510</b>	<b>4,755</b>

**The Bedfordshire Music Trust (Company Number: 04195243)**

**Notes on the Accounts**

**For the year ended 30 April 2022**

**8. Analysis of Net Assets Between Funds**

	<b>General Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	-	-	-
Current assets	18,247	14,193	32,440
Current liabilities	(2,930)	(580)	(3,510)
	<u>15,317</u>	<u>13,613</u>	<u>28,930</u>

**9. Movement in Funds**

	<b>At 1 May 2021</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>Transfers</b>	<b>At 30 April 2022</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Restricted funds:</b>					
Michael Templeman Memorial Fund	9,525	-	-	-	9,525
Beds Youth Opera	1,336	10,270	(7,518)	-	4,088
<i>Total restricted funds</i>	<u>10,861</u>	<u>10,270</u>	<u>(7,518)</u>	<u>-</u>	<u>13,613</u>
<b>Unrestricted funds:</b>					
General funds	11,066	20,866	(16,615)	-	15,317
<i>Total unrestricted funds</i>	<u>11,066</u>	<u>20,866</u>	<u>(16,615)</u>	<u>-</u>	<u>15,317</u>
<b>Total funds</b>	<u>21,927</u>	<u>31,136</u>	<u>(24,133)</u>	<u>-</u>	<u>28,930</u>

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act.

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



MARVIN LAISLEY

42 Lucas Gardens

Luton

Beds

LU3 4BG

24 January 2023