

**SONG & HYMN WRITERS FOUNDATION CIO**

**Accounts – 31<sup>st</sup> December 2022**

**SONG & HYMN WRITERS FOUNDATION CIO**

Charity number: 1170493

Accounts – 31<sup>st</sup> December 2022

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**REPORT OF THE TRUSTEES  
for the year ended 31<sup>st</sup> December 2022**

The trustees are pleased to present their annual report and financial statements of the charity for the year ended 31<sup>st</sup> December 2022.

**Reference and Administration Details**

The charity's name is Song & Hymn Writers Foundation CIO ("SHWF").

Charity registration number:	1170493
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Registered address and principal working office:	12 Hastings Road Woodhouse Eaves Loughborough LE12 8QU
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**Trustees**

The trustees who served during the year and since the year end to the date of this report were as follows:

Rev Simon Bray (resigned 17<sup>th</sup> November 2022)

Mr Alex Guest

Mrs Anne Harrison

Ms Nina Kurlberg (appointed 8th March 2023)

Rev Matthew Swires-Hennessy (appointed 8th March 2023)

Rev Mark Thomas

Mr Simon Upcott (Chair of Trustees)

Rev Heather Waldsax (resigned 15<sup>th</sup> June 2022)

Dr Helen Warry (resigned 17<sup>th</sup> May 2023)

**Purpose, Objects, Activities and Working Names of SHWF**

SHWF's purpose statement, which embraces all its activities, is '**Enriching the Song of the Church**'. Its overall objectives are:

1. To advance the Christian faith for the public benefit, in particular, but not exclusively by the following means:
  - a. by furthering the growth of writing, composing and use of hymns and songs;
  - b. by providing resources to assist church musicians in developing the use of other music for Christian worship and thereby to support proclamation of the gospel in churches, Christian organisations and gatherings of a similar nature;
  - c. by developing hymns, songs and other music for Christian worship with a view to increasing the effectiveness of such worship.
2. To advance education in the writing of hymns, songs and other words and music for Christian worship and in high standards of professional practice both for new and existing writers, in particular but not exclusively by the following means:
  - a. by providing educational events and resources to enhance and improve the composition of words and music for Christian worship.
  - b. by making grants to individuals and institutions in order to make educational opportunities more accessible to writers of Christian music.

In furthering these objectives, SHWF has organised its activities into four key areas:

**Write**

- Publish hymns and songs of quality;
- Continue the collective and mutual development of our writers in improving their craft;
- Write new songs and hymns to meet the specific needs of the local church, informed through research and relationship;
- Increase the profile, presence and reputation of Jubilate and Resound Worship as publishers of songs and hymns.

**REPORT OF THE TRUSTEES**  
**for the year ended 31<sup>st</sup> December 2022 (Continued)**

### **Discover**

- Seek out the best of the up-and-coming or unpublished song and hymn writers;
- Nurture and develop these writers through courses, workshops and peer-critique groups;
- Connect the new writers into our existing writer networks and agency;
- Publish the best of the new writers' output through our Jubilate and Resound Worship labels.

### **Resource**

- Champion the role of the local church song and hymn writer;
- Offer accessible and relevant events, courses and resources;
- Provide forums, groups and gatherings for interaction between songwriters;
- Encourage and educate churches in the choosing and introducing of new hymns and songs.

### **Influence**

- Participate in the debate on music and worship across the Church;
- Partner with institutions to encourage theological and musical education for writers;
- Aim to become a model quality in song and hymn that sets a benchmark for other writers and publishers;
- Operate in partnership with other writers' groups, labels and publishers for the benefit of the wider worship community.

SHWF carries out most of its work under the working names Jubilate and Resound Worship. Jubilate is primarily focused on writing and publishing new hymns; Resound Worship is primarily focused on writing and publishing new worship songs, and working to develop and encourage grass-roots songwriters in local churches.

### **Employment of Staff**

Three staff were employed by the charity during the year:

- Executive Director (14 hours per week) / Resound Worship Coordinator (21 hours per week)
- Jubilate Coordinator (8 hours per week)
- Administrator (9 hours per week)

The trustees record their thanks for the energetic, creative and faithful work of the staff team during the year.

### **Achievements and Performance in 2022**

Among the various activities of the charity during 2022, the following are of particular note:

#### **Write**

The Jubilate MAP (Music Assessment Panel) and TAG (Texts Advisory Group) teams met several times during the year to assess and edit submissions from agency members and the general public. A collection of new hymns and songs for Christmas and Advent, 'New Light Has Dawned' was produced during the year and recorded at St Augustine's Queensgate, Kensington, published in autumn 2022. The pieces included new tunes to existing Jubilate texts as well as entirely new compositions, with some from new writers discovered via an online submission process.

The Resound Worship team undertook a project to release some of the music created during the 12 Song Challenge, setting some texts from Jubilate to new contemporary tunes. These tunes were sourced from the 12 Song Challenge community with an editorial team selecting and refining them. The final 13 were recorded at a live recording event at a church in Woodhouse Eaves in Leicestershire, with a deliberately lo-fi, home-spun feel and a live congregation to demo the songs as they may sound in normal churches. The album was released in September and followed by a single release, 'Alpha and Omega' later in the month and an EP 'December Songs' in October with four new songs for Advent and Christmas. Both these subsequent releases were especially well received with 'December Songs' being included in some recommendations in the Christian press.

## **SONG & HYMN WRITERS FOUNDATION CIO**

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### **REPORT OF THE TRUSTEES for the year ended 31<sup>st</sup> December 2022 (Continued)**

#### **Discover**

Jubilate continued to receive and assess new hymns and musical pieces from external submissions, as well as inviting submissions for their recording project. Resound Worship sourced songs from the 12 Song Challenge community. Both were successful in releasing the work of writers previously unpublished by the organization.

#### **Resource**

The 21/22 12 Song Challenge finished in March, with the new season beginning in September the same year. Over 300 different writers participated across the two seasons, with many return subscribers, continuing strong trans-atlantic relationships that had been formed and the frequent use of songs written by the participants in each other's churches. Themes covered included songs about the physical body, eschatological hope, the global church and the book of 2 Corinthians. The Resound Worship Songwriting Podcast ran alongside the Challenge and included interviews with songwriters and practitioners of related disciplines.

Resound Worship's annual Worship Songwriting Retreat at Wydale Hall in North Yorkshire was increased in length and capacity, now lasting 5 days and with over 70 in attendance. Though there was a small amount of room to spare, capacity has almost been reached for that single event.

Resound Worship continued the Partner Churches scheme, inviting churches to financially support their work, receive access to resources and work as consultation partners in new projects. Several new churches signed up during the year.

#### **Influence**

Members of the Resound Worship team taught regularly on undergraduate and postgraduate degrees at London School of Theology and Nexus Institute of Creative Arts on themes of worship, songwriting and biblical studies. The regular teaching role with Nexus ended during the year but continued involvement as a guest lecturer was established.

#### **Grant Making**

The charity has not made any grants in the period but has offered bursary places on events. To access this bursary the applicant has provided a reference from a church leader stating their suitability and undertaken to raise half the cost from other means.

#### **Reserves Policy**

The trustees have agreed to hold reserves equivalent to 3 months salaries (including oncosts) in order to cover those expenses in the event of short-term fluctuation in income. The charity has cash reserves of £50,818.

#### **Principal Sources of Funding**

The charity owns a subsidiary company, Jubilate Hymns Limited, which operates as an agency collecting royalties for song and hymn writers. The company Gift Aids its profits to SHWF, providing the main source of funds.

Sales of scores and recordings, along with fundraising, supplement this income to fund the charity's activities. Fees for events generally covered the costs incurred without generating additional income.

#### **Financial Review**

Gross income for 2022 was £98,233. Gross expenditure was £100,738 thus resulting in a net deficit of £2,505.

# **SONG & HYMN WRITERS FOUNDATION CIO**

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## **REPORT OF THE TRUSTEES for the year ended 31<sup>st</sup> December 2022 (Continued)**

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

The Song and Hymn Writers Foundation is a Charitable Incorporated Organisation governed by a CIO Foundation document.

The charity has a board of trustees who are recruited and appointed through personal contacts and networks of existing trustees.

Approved by the Board of Trustees on 14th June 2023 and signed on its behalf by:

S Upcott

.....

S Upcott - Chair of Trustees

A Guest

.....

A Guest - Trustee

Loughborough

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report to the trustees on my examination of the accounts of Song & Hymn Writers Foundation for the year ended 31st December 2022.

**Responsibilities and Basis of Report**

As the charity's trustees 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:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or

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.

A P Williams FCCA CTA  
A J Carter & Co  
Chartered Accountants

22b High Street  
Witney  
Oxon  
OX28 6RB

24th July 2023

**SONG & HYMN WRITERS FOUNDATION CIO**

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**RECEIPTS AND PAYMENTS ACCOUNT**  
for the year ended 31<sup>st</sup> December 2022

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2022</b>	<b>Total Funds 2021</b>
	£	£	£	£
<b><u>Receipts</u></b>				
<b>Donations</b>				
Charity Fundraising & Special Donations	9,690	2,041	11,731	13,053
Jubilate Hymns Ltd	38,200	-	38,200	34,100
<b>Jubilate</b>				
Physical Resource Sales	237	-	237	93
Postage & Packaging	49	-	49	3
Website Sales	2,718	-	2,718	3,299
Events	963	-	963	125
<b>Resound Worship</b>				
Events	31,372	-	31,372	32,465
Postage & Packaging	147	-	147	250
Physical Resource Sales	944	-	944	6,191
iTunes, Spotify etc Sales	797	-	797	947
Website Sales	6,574	-	6,574	10,621
Consultancy	2,719	-	2,719	1,038
Partner Churches	1,600	-	1,600	1,353
<b>Other</b>				
Royalties	8	-	8	-
Bank Account Interest	174	-	174	4
<b>Total incoming resources</b>	<b>96,192</b>	<b>2,041</b>	<b>98,233</b>	<b>103,542</b>
<b><u>Payments</u></b>				
Bank Charges	81	-	81	161
Accountancy Fees	660	-	660	600
Jubilate Events Expenses	3,813	-	3,813	1,593
Resound Events Expenses	20,054	170	20,224	26,584
Office Expenses	2,299	-	2,299	2,318
Postage & Packing	193	-	193	371
Sundry Expenses	1,340	1,500	2,840	1,135
Paypal, Distrokid and Zettle Charges	1,374	-	1,374	1,259
Salaries & On Costs	50,373	-	50,373	38,483
Travel Expenses	913	-	913	778
Trustee Expenses	268	-	268	579
Website Expenses	278	-	278	160
Conferences & Training	35	-	35	175
Resound Recording Expenses	14,288	105	14,393	3,157
Royalty Payments	2,994	-	2,994	2,378
<b>Total expenditure</b>	<b>98,963</b>	<b>1,775</b>	<b>100,738</b>	<b>79,731</b>

**SONG & HYMN WRITERS FOUNDATION CIO**

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**RECEIPTS AND PAYMENTS ACCOUNT**  
**for the year ended 31<sup>st</sup> December 2022**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2022</b>	<b>Total Funds 2021</b>
	£	£	£	£
<b>Excess of Receipts over Payments</b>	(2,771)	266	(2,505)	23,811
<b>Reconciliation of funds</b>				
Bank Balances at 1 January 2022	53,439	(116)	53,323	29,512
Deficit/Surplus for Year	(2,771)	266	(2,505)	23,811
<b>Bank Balances at 31 December 2022</b>	<b>£50,668</b>	<b>£150</b>	<b>£50,818</b>	<b>£53,323</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

**SONG & HYMN WRITERS FOUNDATION CIO**

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**STATEMENT OF ASSETS AND LIABILITIES**  
as at 31<sup>st</sup> December 2022

	<b>2022</b>	<b>2021</b>
	£	£
<b><u>Assets</u></b>		
<b>Cash Funds</b>		
Cash in Hand	-	-
CAF Cash Account	1,881	2,557
CAF Gold Account	<u>48,937</u>	<u>50,766</u>
	<u>50,818</u>	<u>53,323</u>
<b>Other Monetary Assets</b>		
Stock (at cost)	21,328	19,493
<b>Debtors</b>		
Sales	197	224
Paypal	4,660	1,487
Gift Aid	1,605	806
Other	<u>625</u>	-
<b>Total current assets</b>	<u>79,233</u>	<u>75,333</u>
<b><u>Liabilities</u></b>		
<b>Creditors</b>		
Accountancy Fee	690	660
Payroll Fee	18	18
Paypal	160	86
Wages Due	-	758
Song Writing Retreat Fees	12,195	10,938
Song Challenge Fees	1,200	1,200
SWR Bursary	150	90
HMRC Settlement	-	34
Royalties	<u>1,594</u>	<u>2,994</u>
	<u>16,007</u>	<u>16,778</u>
<b>Total net assets</b>	<u>£63,226</u>	<u>£58,555</u>

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on the assets of the CIO.

These accounts were approved by the Board of Trustees on: 14 June 2023 and are signed on their behalf by:

S Upcott

.....  
S Upcott – Chair of Trustees

A Guest

.....  
A Guest - Trustee