



*Soundabout.*

using music to unlock the potential of  
people with learning disabilities

# ANNUAL REPORT

& financial statements

of the Trustees and  
Directors of Soundabout

Registered Charity no.1103002

# Report of the Directors and Trustees

For the Year Ended 31 December 2017

The Directors present their report with the financial statements of the company for the year ended 31 December 2017.

## 1. Reference and Administrative

|                           |   |
|---------------------------|---|
| <b>Charity Name</b>       | Soundabout  |
| <b>Registered Charity</b> | 1103002   |
| <b>Company Number</b>     | 05023067  |
| <b>Registered Office</b>  | Cornerstone Arts Centre<br>25 Station Road<br>Didcot<br>OX11 7NE  |
| <b>Directors/Trustees</b> | A Ockelford (Director/Chair)<br>J Hall (Director/Treasurer)<br>D Harker<br>M Richards   |
| <b>Chief Executive</b>    | Mark Smyth  |
| <b>Officers</b>           | John Chilver – Finance Manager<br>Jo Colton – Community Programme Manager<br>Sophia Nicholls – Training Manager<br>Sue Simmonds – Senior Practitioner |
| <b>Principal Bankers</b>  | CAF Bank<br>25 Kings Hill Avenue<br>Kings Hill<br>West Malling<br>Kent<br>ME19 4TA  |
| <b>Website</b>            | <a href="http://www.soundabout.org.uk">www.soundabout.org.uk</a>  |

# CONTENTS

|  |     |
|--|-----|
| From the Chair   | 5.  |
| Structure, governance<br>and management                      | 7.  |
| Purpose, aims and charitable<br>activities of public benefit | 9.  |
| Achievements and impact                                      | 11. |
| Plans for the future   | 14. |

## Financial Statements

|                                    |     |
|------------------------------------|-----|
| Company information                | 15. |
| Report of the Independent Examiner | 16. |
| Profit and loss account            | 17. |
| Statement of financial activities  | 18. |
| Balance sheet                      | 19. |
| Notes to the financial statements  | 20. |

# This year..

520

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teachers, teaching assistants  
& practitioners have been  
trained by our incredible  
team across the UK

1,343

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people with learning  
disabilities, as well as  
their families and carers  
have been helped directly

108

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children have been reached  
via our Youth Music funded  
Sounds of Intent in the Early  
Years sessions.

# From the Chair

There are over 100,000 people in the UK with severe or profound and multiple learning difficulties – ‘complex needs’ – who find it a lot more challenging than others to learn, understand and interact with the world around them. They are likely to need full time support to be able eat, speak and even move. Yet every one of these people has the ability to engage with music at some level. Indeed, music may be a vital element in their lives, helping with communication and interaction with others and, above all, offering a unique source of pleasure and fulfilment.

Yet the need for appropriate musical activities – the right to have access to music – is often absent.

This is where Soundabout steps in. Our specially trained team of music practitioners work across the UK to empower those working with or caring for people with learning disabilities to use music to help them to interact with the world. Just because someone has a disability doesn’t mean that they are disabled musically and our highly successful methods – which we have been using since the charity’s inception over 20 years ago – require no musical expertise to use them.

We are a charity that works with people across the whole of their lives, but there are three times of particular challenge for families of children with complex needs, on which we intend to focus. From the moment shortly after birth when diagnosis hits, through the transition out of school when these young people reach 19, and again when they reach middle age and their own parents are no longer able to give them the care that they need.


This year, thanks to incredible work from our team we have trained up 520 teachers, teaching assistants and practitioners across the UK, directly helped 1,343 people with learning disabilities, alongside their families and carers, and reached 108 children via our Youth Music funded Sounds of Intent in the Early Years sessions.

We are very grateful to Mark Smyth for his leadership during this period and are delighted to welcome Clare Cook who has previously held leadership roles at the charities Missing People, Child Bereavement UK and Great Ormond Street Hospital, as Soundabout’s new CEO.

The charity’s fundraising has also been re-invigorated from a challenging transition year in 2016, creating a stable platform upon which future developments can be built. Nonetheless, our resources are inevitably limited, and there remain many people in need across the UK who are not able to access our help. Under Clare’s leadership, we are aiming to continue our recent growth over the next five years to ensure that our vision – that everyone with a severe or profound learning disability can access music as a means of communication – moves closer to becoming a reality.

With the help of our brilliant supporters, funders, partner organisations, staff and volunteers, we believe that this will happen.

**Adam Ockelford**  
Chair of Trustees







**'SOUNABOUT  
IS COMMITTED TO  
PROVIDING EQUALITY  
OF OPPORTUNITY'**

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# Structure, governance and management

## Nature of governing document

Soundabout initially became a registered charity in November 1997 and then registered as a company limited by guarantee without share capital (number 05023067) on 22 January 2004 and registered charity (number 1103002) on 02 April 2004. Its governing document is its Memorandum and Articles of Association dated 22 January 2004.

## Organisation

Soundabout is led by an experienced Board of Trustees who, together with the Chief Executive, ensure that the charity delivers its aims. The Board of Trustees has overall responsibility for governing the charity's strategy and finances, and monitoring its performance. Day to day activities are the responsibility of the Chief Executive and managers. The Chief Executive reports to the Trustees, and the managers report to the Chief Executive.

## Recruitment and appointment of Trustees.

Trustee candidates are required to submit a CV and undergo an interview with the Chair. The Chair will then invite selected candidates to meet the Chief Executive, and representatives of the other Trustees.

## Charity infrastructure: employees and volunteers

Soundabout employs five part-time staff (equating to two FTE) and contracts the services of seven freelance practitioners. Soundabout continues to have a highly motivated and expert staff team.

## Our equal opportunities statement

Soundabout is committed to providing equality of opportunity for the children, young people, adults, professional practitioners, families and carers with whom it works. It values and respects their diversity.

Soundabout welcomes difference in its staff and volunteers. Soundabout is working to create equal access to opportunities for paid employment and voluntary involvement while continuing to base selection and promotion solely on the ability to meet the requirements of the post. This is irrespective of race, colour, ethnic or national origins, religion, and disability, gender, sexuality, and age, and marital status, responsibility for dependants, economic status or political views.

Soundabout is committed to taking active steps to address and eliminate unfair or unlawful discrimination or prejudice where these are identified in the charity's procedures or practices.

## Risk management

All policies are reviewed annually to ensure they remain relevant and up to date. We have a quality assurance system and risk management framework and policies for health and safety, children and vulnerable adults' protection, safeguarding, equal opportunities, data protection, whistleblowing, recruitment of ex-offenders and storage and handling of disclosure information. We are committed to improving quality and minimising risk and to deliver excellent value for money in all aspects of our work.

We are conscious of the need to strike a realistic balance between administration and service delivery, and to ensure that whilst having a good protective framework of systems and procedures, we nevertheless devote most of our energies and resources to deliver an effective range of services.

## Our Vision

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**TO ENSURE THAT  
EVERYONE WITH A SEVERE  
OR PROFOUND LEARNING  
DISABILITY CAN ACCESS  
MUSIC AS A MEANS OF  
COMMUNICATION**



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# Purpose, aims and charitable activities of public benefit



## Vision

Everyone with a severe or profound learning disability can access music as a means of communication



## Mission

To enable people with severe or profound learning disabilities to communicate through music



## Values

Everyone has and equal opportunity to engage with music

We put our beneficiaries at the heart of our work

We constantly strive to do things better



## Aims

To increase access to meaningful and interactive music provision for children, young people and adults with severe or profound learning disabilities across the UK

To be a strong, diverse and effective organisation

## Charitable activities of public benefit

Trustees have complied with their duty in Section 17 of the Charities Act 2011 to have paid due regard to the Charity Commission's guidance on public benefit in deciding which duties the charity should undertake.

Our beneficiaries are of all ages and live in challenging circumstances. They experience a range of conditions such as autism, learning difficulties, social, emotional and behavioural difficulties and neurological, sensory and physical disabilities.

## Our charitable activities of public benefit include:

Delivering regular free or partially-funded music making sessions for people with learning disabilities and their families and carers.

Delivering high quality free or partially-funded training to teachers, teaching assistants, parents and carers in Soundabout's interactive communication methods.

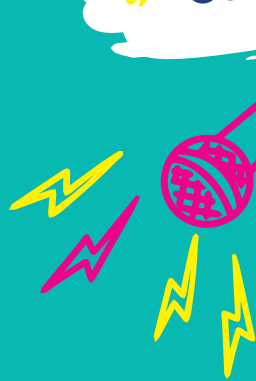
Producing/supplying free or partially-funded resources and musical instruments for teachers, teaching assistants, parents and carers to use to interact musically with the people in their care.

The public benefit arising from Soundabout's work is implicit in the services delivered and the assistance given to disabled children, young people and adults to help them reach their full potential, which benefits society as well as the beneficiaries themselves.

239



Community Music Making sessions



sessions in children's  
centres in England

100



174

pupils attended  
Sounds Wild sessions



# Achievements and impact

## Making music in the community

Soundabout delivered 239 Community Music Making sessions, reaching out to and engaging with 1,343 children, young people and adults with learning disabilities, and their families and carers.

*"These sessions are critical to our son's development and happiness – they're superb."*

Parent attending a community session, March 2017



## Making music in the early years

Soundabout delivered the last year of a three-year project funded by Youth Music entitled 'Sounds of Intent in the Early Years'. The team delivered 100 sessions to young children in 10 Children's Centres in England, reaching 85 children in 2017.

*"Our child is generally denied access to universal services due to his disabilities and vulnerability. Families need this kind of provision as it has huge benefits to the child attending which impacts on his happiness, behaviour, self-esteem and family life in general."*

Parent of child attending early years session



## Making music in "the wild"

The charity provided 22 of our innovative 'Sounds Wild' sessions for seven schools, 174 pupils and 120 teachers and assistants. Sounds Wild is a highly popular music nature based programme, which we deliver for schools in nature reserves, and work with the children to make music in the natural world.

*"Students benefited massively from being away from the classroom and doing outdoor learning. One student used her Communication Book to say she wanted to go to Sounds Wild."*

Chiltern Wood Staff, 2017



**"IT MADE ME REALISE THAT  
MUSIC IS VERY IMPORTANT TO  
CHILDREN'S LEARNING"**

### **Empowering others – our extensive training programme**

Soundabout provides training to musicians, teaching staff, learning support staff and carers which:

- Enhances the lives and potential of people with disabilities and special needs through music
- Improves the confidence and skills of teaching and support staff in using music, sound and rhythm as a medium for developing communication and learning for young people with learning difficulties
- Improves the confidence and assurance of staff in enabling the pupil to lead the sessions

In 2017, we provided 112 days training to 520 teaching staff and professionals in schools, at conference and early years settings. Two hundred and fifty two pupils were also able to access Soundabout's interactive music sessions.

**"I FELT SELF-CONSCIOUS  
TO BEGIN WITH, SO IT WAS  
REALLY GOOD TO HAVE THIS  
TRAINING AND INCLUSION  
OF RESOURCES FOR  
PMLD STUDENTS"**

In addition:

- We developed key work with Essex and Wolverhampton Music Education Hubs, and developed our strategic mapping with Haringey and Lewisham Music Hubs, thanks to funding from the Merchant Taylors' Company in London
- In the second year of our three-year Youth Music funded partnership project in Greater Essex – 'A bright Future for SEND music – we delivered and supported a 20-week project (60 sessions for 45 pupils) in two schools. This is a collaborative project between Soundabout, Greater Essex and Special Schools in Greater Essex including Essex Music Hub, Thurrock Music Hub and Southend Music Hub
- In Wolverhampton, we developed a 39-week placement with our Development Practitioner, Will Taggart, working predominately in two schools with two 'Champions' from the Wolverhampton Music Service
- We continued to provide sustainable training in partnership with Roehampton University through the Post Graduate Certificate in Special Needs: Sounds of Intent, with nine students taking on the course this year
- We provided nine further regional training days as part of the 'Sounds of Intent in the Early Years' project





## Fundraising

During 2017 Soundabout was supported by a range of charitable trusts and foundations and we are most grateful for the grants and donations totalling £284,668. The cost of fundraising in 2017 was £6,872.

Corporate and community fundraising highlights included:

- **The launch of our Charity of the Year partnership with the New Theatre, Oxford, raising over £2,500. The partnership also generated support from Bono, Billy Ocean, Mike and the Mechanics and many more celebrities who signed a Resonance Board for the charity to auction**
- **Sarah and Trustee John Hall ran their hugely popular annual open-day garden party at Chalkhouse Green Farm in Reading raising over £2,500**
- **Special thanks to James Redden for his 350-mile solo ski across Norway, raising over £1,500 having been inspired by a young Soundabout participant called Toby**
- **The charity also had a team of people taking part in the inclusive 'Parallel London' running event at the Olympic Park in London, raising over £2,500.**

## Moving home

In 2017, after many hours of planning and preparation, we moved to the accessible Cornerstone Arts Centre. We are grateful to the management and staff at Cornerstone for welcoming us into our new home. The staff and visitors now have the benefit of fully accessible lifts, Changing Places toilets and doors, and a vibrant café for families to meet and greet before and after sessions. We are now in a very strong position to develop our community programme in partnership with families and partner organisations.



Cornerstone Arts Centre

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# Plans for the future

## GOAL 1:

To increase Soundabout's reach and impact, and at least double the number of children, young people and adults we support in the UK in all settings.

### How?

1. Continue to build strategic partnerships with Music Education Hubs across the UK
2. Develop support packages for the three key moments of transition for those with profound and multiple learning difficulties (PMLD) – birth, transition from school, and transition from the family home in middle age
3. Develop and deliver resources that enable teachers, parents and carers to use easily our engagement techniques without the need for ongoing support

## GOAL 3:

To raise Soundabout's public profile both nationally and locally, giving a voice and a platform to people with learning difficulties.

### How?

1. Generate compelling emotive content that demonstrates impact
2. Increase opportunities for beneficiaries to 'be heard' across national and local media and online
3. Develop an ambassador programme and recruit supporters with a national profile to create public engagement
4. Build relationships with local media outlets

## GOAL 2:

To increase income generation to £500,000 per year by 2022, with at least 25% unrestricted income, to help achieve the plans for increased reach and impact.

### How?

1. Develop our already strong relationships with philanthropic funders by offering long-term sustainable projects for their support
2. Diversify our income streams to include corporate and community fundraising, major gifts and individual giving
3. Demonstrate the impact of Soundabout's work more clearly to funders

## GOAL 4:

To ensure the charity has the infrastructure in place to be able to deliver these plans.

### How?

1. Review and update all current policies to ensure they are fit for purpose
2. Develop an internal communications strategy covering staff and music practitioners
3. Invest in the staff team including through a pay review and development opportunities

# COMPANY INFORMATION

for the year ended  
31 December 2017

**Directors and Trustees** A Ockelford (Director/Chair)  
J Hall (Director/Treasurer)  
D Harker  
M Richards

**Principal officers** M Smyth (CEO)  
J Chilver FCCA ACIS (Financial Controller)  
S Simmonds (Senior Trainer)  
S Nicholls (Schools and Training Manager)  
J Colton (Community Programmes Manager)  
P Kershaw (Finance Manager)  
M Waldock (Community Programmes Officer)

**Principal and  
registered office** Cornerstone Arts Centre  
25 Station Road  
Didcot  
Oxon  
OX11 8RJ

**Registered Number** 05023067 (England and Wales)

**Charity number** 1103002

**Independent Examiner** D R Kerins FCCA  
ECL Howard Watson Smith LLP  
Chartered Accountants  
ECL House  
Lake Street  
Leighton Buzzard  
LU7 1RT

**Bankers** CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4TA

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# Independent Examiner's Report to the Trustees of Soundabout Ltd

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2017 which are set out on pages 17 to 23

## Responsibilities and basis of report

As the charity trustees of the company (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 company 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 company'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

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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 that in any material respect:

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).

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.

## D R Kerins FCCA

For and on behalf of:  
ECL Howard Watson Smith LLP  
ECL House  
Lake Street  
Leighton Buzzard  
Beds  
LU7 1RT

Date:



# Profit and loss account for the year ended 31 December 2017

|   | Notes | 2017    | 2016     |
|---|-------|---------|----------|
|   |       | £       | £        |
| <b>Income</b>   |       |         |          |
| <b>Donations</b>  |       |         |          |
| Unrestricted Income Donations                               |       | 142,773 | 55,519   |
| Restricted Income Donations                                 |       | 141,895 | 104,008  |
| Investment Income   |       | 9       | 224      |
| <b>Trading Income</b>                                       |       |         |          |
| Fees for Soundabout training                                |       | 17,240  | 17,245   |
| Sales and Loan of Resources                                 |       | 2,825   | 6,947    |
| <b>Total Income</b>   | 1     | 304,742 | 183,943  |
| <b>Expense</b>  |       |         |          |
| Staffing (incl expenses)                                    | 4     | 176,035 | 190,622  |
| Premises  |       | 14,945  | 13,831   |
| Administration  |       | 40,296  | 30,946   |
| Resource production   |       | 1,418   | 3,300    |
| Depreciation  |       | 6,983   | 6,428    |
| <b>Total Expense</b>  | 1     | 239,677 | 245,127  |
| <b>Profit/(loss) on ordinary activities before taxation</b> |       | 65,065  | (61,184) |
| Tax on profit/(loss) on ordinary activities                 | 6     | -       | -        |
| <b>Profit/(loss) for the financial year</b>                 |       | 65,065  | (61,184) |

# Statement of financial activities for the year ended 31 December 2017

|   | Notes | Unrestricted Funds | Restricted Funds | 2017    | 2016     |
|---|-------|--------------------|------------------|---------|----------|
| Income  |       | £                  | £                | £       | £        |
| <b>Income from raised funds</b>               |       |                    |                  |         |          |
| Donations                                     |       | 142,773            | 141,895          | 284,668 | 159,527  |
| Activities for raising funds                  |       | -                  | -                | -       | -        |
| Investment Income                             |       | 9                  | -                | 9       | 224      |
| <b>Income from charitable activities</b>      |       |                    |                  |         |          |
| Fees for Soundabout training                  |       | 17,240             | -                | 17,240  | 17,245   |
| Sale of resources                             |       | 2,825              | -                | 2,825   | 6,947    |
| <b>Total income</b>                           | 1     | 162,847            | 141,895          | 304,742 | 183,943  |
| <b>Expenditure</b>                            |       |                    |                  |         |          |
| <b>Costs of raising funds</b>                 |       |                    |                  |         |          |
| Costs of raising donations                    |       | 6,872              | -                | 6,872   | 17,507   |
| Fundraising Trading                           |       | -                  | -                | -       | -        |
| Investment Income                             |       | -                  | -                | -       | -        |
| <b>Costs of charitable activities</b>         |       | 121,766            | 111,039          | 232,805 | 227,620  |
| Costs of raising donations                    |       | 6,872              | -                | 6,872   | 17,507   |
| <b>Total expenditure</b>                      | 7     | 128,638            | 111,039          | 239,677 | 245,127  |
| <b>Net income/expenditure before taxation</b> | 3     | 34,209             | 30,856           | 65,065  | (61,184) |
| Tax on profit/(loss) on ordinary activities   |       | -                  | -                | -       | -        |
| <b>Net income/expenditure</b>                 |       | 34,209             | 30,856           | 65,065  | (61,184) |
| <b>Transfers</b>                              |       |                    |                  |         |          |
| Gross transfers between funds                 |       | -                  | -                | -       | -        |
| <b>Net movements in funds</b>                 |       | 34,209             | 30,856           | 65,065  | (61,184) |
| <b>Reconciliation of funds</b>                |       |                    |                  |         |          |
| Total funds brought forward                   |       | 35,277             | 35,895           | 71,172  | 132,356  |
| Total funds carried forward                   |       | 69,486             | 66,751           | 136,237 | 71,172   |

The notes form part of these financial statements

# Balance sheet as at 31 December 2017

|  | Notes |         | 31.12.17 |        | 31.12.16 |
|--|-------|---------|----------|--------|----------|
| <b>Fixed assets</b>                            |       | £       | £        | £      | £        |
| Intangible Assets                              | 8     |         | 11,232   |        | 9584     |
| Tangible Assets                                |       |         | 3,783    |        | 4131     |
|  |       |         | 15,015   |        | 13,715   |
| <b>Fixed assets</b>                            |       |         |          |        |          |
| Stocks   |       | 0       |          | 3,157  |          |
| Debtors  | 9     | 9,389   |          | 8,366  |          |
| Cash at bank and in hand                       |       | 124,761 |          | 71,785 |          |
| Total current assets                           |       | 134,150 |          | 83,308 |          |
| <b>Liabilities</b>                             |       |         |          |        |          |
| Creditors: Amounts falling due within one year | 10    | 12,928  |          | 25,851 |          |
| <b>Net current assets</b>                      |       | 121,222 |          | 57,457 |          |
| Total assets less current liabilities          |       |         | 136,237  |        | 71,172   |
| <b>Net assets</b>                              |       |         | 136,237  |        | 71,172   |
| <b>The funds of the charity</b>                |       |         |          |        |          |
| Restricted income funds                        | 13    |         | 66,751   |        | 35,895   |
| Unrestricted income funds                      |       |         |          |        |          |
| Designated Funds                               |       |         |          |        |          |
| Contingency Fund                               |       | 20,000  |          | 20,000 |          |
|  |       |         | 20,000   |        | 20,000   |
| General unrestricted income funds              |       |         | 49,486   |        | 15,277   |
| <b>Total unrestricted funds</b>                |       |         | 69,486   |        | 35,277   |
| <b>Total charity funds</b>                     |       |         | 136,237  |        | 71,172   |

The notes form part of these financial statements

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2017. The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2017 in accordance with section 476 of the Companies Act 2006.

The Directors acknowledge their responsibilities for: (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

## On behalf of the board

A Ockelford - Director  
J Hall - Director and Treasurer  
Approved by the Board on

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# Notes to the financial for the year ended 31 December 2017

## 1. Accounting policies

### Statutory Information

Soundabout Ltd is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office can be found on the company information page. The presentation currency of the financial statements is the Pound Sterling (£).

### Accounting convention

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

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice for charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

### Incoming resources/Turnover

Income has been recognised on the following basis:

- Donations and grants are generally recognised when received.
- Invoiced income is accrued monthly.
- Interest income is recognised on receipt.

### Resources expended

Expenditure is recognised on an accruals basis.

### Allocation of expenditure

Salary and related staff costs are directly allocated to a charitable activity or other resources expended heading on the basis of time spent. The charity distinguishes between overhead costs in support of its charitable work, for example course administration, marketing and training equipment, and general administration costs. Both categories of overhead are allocated to fundraising, charitable activity and governance costs based on the amount of direct expenditure incurred.

### Amortisation

Amortisation is calculated to write off the cost of intangible fixed assets on a straight line basis over their estimated useful lives at the following rate:

Website and software: Straight line, 3 years

### Depreciation

Depreciation is calculated to write off the cost or revalued amount less estimated residual value of fixed assets on a straight line basis over their estimated useful lives at the following rate:

Training equipment: Straight line, 3 years

Office equipment: Straight line, 3 years

### Fund accounting

Funds held by the charity are:

**Unrestricted funds** – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees. Income is recognised as unrestricted income when the charity becomes entitled to the income as a result of activities already performed and any pre-conditions have been met. Where this is not the case the income is deferred and not included in incoming resources until the activities have been performed.

**Designated funds** – these comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the Trustees Report; any movements are in the notes to the financial statements.

**Restricted funds** – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. The Trustees monitor and discuss the restricted funds at meetings to ensure the – restricted expenditure is allocated accordingly.

## 2. Trustees

The Trustees/Directors have not received any emoluments or benefits or claimed any other expenses in the year (2016: none).



### 3. Operating profit / net outgoing resources

The operating profit/(loss) is stated after charging:

|                               | 2017<br>£ | 2016<br>£ |
|-------------------------------|-----------|-----------|
| Amortisation intangible asset | 4,688     | 2,752     |
| Depreciation tangible assets  | 2,295     | 3,676     |
| Accountants' remuneration     | 1,200     | 1,200     |

### 4. Staff costs

|                       | 2017<br>£ | 2016<br>£ |
|-----------------------|-----------|-----------|
| Wages and salaries    | 105,141   | 98,812    |
| Social security costs | 4,823     | 8,100     |
|                       | 109,964   | 106,912   |

No member of staff earned a full time equivalent (fte) salary of more than £60,000.

### 5. Average number of employees

During the year the average number of employees was 6 (2016: 5)

### 6. Taxation

The company is a registered charity and is exempt from corporation tax on its income.

### 7. Analysis of expenditure by activity

|                                      | Direct Costs   | Support Costs | Total Costs    | 2016           |
|--------------------------------------|----------------|---------------|----------------|----------------|
|                                      | £              | £             | £              | £              |
| <b>Costs of generating funds</b>     |                |               |                |                |
| Costs of generating voluntary income | 6,872          | -             | 6,872          | 17,507         |
|                                      |                |               |                |                |
| <b>Charitable Activities</b>         |                |               |                |                |
| PG Cert                              | 1,000          | 374           | 1,374          | 10,604         |
| Schools                              | 25,939         | 9,689         | 35,628         | 13,482         |
| Equipment                            | 12,916         | 4,824         | 17,740         | 30,800         |
| Adults                               | 1,125          | 420           | 1,545          | 235            |
| Family Community Programme           | 12,317         | 4,601         | 16,918         | 16,610         |
| Festivals                            | 12,783         | 4,775         | 17,558         | 22,802         |
| Sounds Wild                          | 23,626         | 8,825         | 32,451         | 14,787         |
| Sounds of Intent                     | 62,062         | 23,181        | 85,243         | 113,255        |
| Sounds of Intent Young Champions     | 1,161          | 433           | 1,594          | 2,071          |
| CPD and Training New Trainers        | 8,467          | 3,162         | 11,629         | 2,975          |
| Research                             | 8,100          | 3,025         | 11,125         | 0              |
| <b>Total charitable activities</b>   | <b>169,496</b> | <b>63,309</b> | <b>232,805</b> | <b>227,620</b> |
| <b>Total resources expended</b>      | <b>176,368</b> | <b>63,309</b> | <b>239,677</b> | <b>245,127</b> |

## 8. Fixed assets

|                                 | Intangible Asset | Training Equipment | Office Equipment | Total Tangible | Total fixed assets |
|---------------------------------|------------------|--------------------|------------------|----------------|--------------------|
| Cost                            | £                | £                  | £                | £              | £                  |
| At 1 January 2017               | 13,536           | 15,153             | 10,693           | 25,846         | 39,382             |
| Additions                       | 6,336            | -                  | 1,947            | 1,947          | 8,283              |
| Disposals                       |                  |                    |                  | -              | 0                  |
| Balance carried fwd 31 Dec 2017 | 19,872           | 15,153             | 12,640           | 27,793         | 47,665             |

### Depreciation

|                                 |       |        |        |        |        |
|---------------------------------|-------|--------|--------|--------|--------|
| At 1 January 2017               | 3,952 | 12,543 | 9,172  | 21,715 | 25,667 |
| Charge for period               | 4,688 | 1,388  | 907    | 2,295  | 6,983  |
| Disposals                       |       |        |        | -      | 0      |
| Balance carried fwd 31 Dec 2017 | 8,640 | 13,931 | 10,079 | 24,010 | 32,650 |

### Net book Value

|                     |        |       |       |       |        |
|---------------------|--------|-------|-------|-------|--------|
| At 31 December 2017 | 11,232 | 1,222 | 2,561 | 3,783 | 15,015 |
| At 31 December 2016 | 9,584  | 2,610 | 1,520 | 4,131 | 13,715 |

## 9. Debtors: amounts falling due within one year

|               | 31.12.17 | 31.12.16 |
|---------------|----------|----------|
|               | £        | £        |
| Trade debtors | 6,820    | 2,191    |
| Prepayments   | 2,569    | 6,175    |
|               | 9,389    | 8,366    |

## 10. Creditors: amounts falling due within one year

|                                 | 31.12.17 | 31.12.16 |
|---------------------------------|----------|----------|
|                                 | £        | £        |
| Trade creditors                 | 1,412    | 1,911    |
| Social security and other taxes | 3,948    | 2,033    |
| Accruals and other creditors    | 7,568    | 21,907   |
|                                 | 12,928   | 25,851   |

## 11. Status

The company is both a charity and a company limited by guarantee and does not have share capital.

## 12. Summary of fund movements

|  | Funds at<br>31.12.16 | Incoming<br>Resources | Outgoing<br>Resources | Transfers | Funds at<br>31.12.17 |
|--|----------------------|-----------------------|-----------------------|-----------|----------------------|
| <b>Restricted income funds</b>         | <b>£</b>             | <b>£</b>              | <b>£</b>              | <b>£</b>  | <b>£</b>             |
| Schools                                | 18,811               | 26,763                | 25,939                |           | 19,635               |
| Sounds of Intent                       | 6,518                | 400                   | 6,918                 |           | -                    |
| Sounds of Intent in the Early Years    | -                    | 47,882                | 47,882                | -         | 0                    |
| Sounds of Intent Young Champions       | -                    |                       |                       |           | -                    |
| Early Years                            | 1,337                |                       | 743                   |           | 594                  |
| Family Community Programme             | 2,739                | 56,100                | 12,317                |           | 46,522               |
| Festivals                              | 150                  | 2,100                 | 2,250                 |           | -                    |
| Sounds Wild                            | 1,827                | 8650                  | 10,477                |           | -                    |
| Equipment                              | 4,513                |                       | 4,513                 |           | -                    |
| <b>Total restricted income funds</b>   | <b>35,895</b>        | <b>141,895</b>        | <b>111,039</b>        | <b>-</b>  | <b>66,751</b>        |
| Unrestricted income funds              |                      |                       |                       |           |                      |
| Designated funds                       |                      |                       |                       |           |                      |
| Contingency Fund                       | 20,000               | -                     | -                     | -         | 20,000               |
|  | 20,000               | -                     | -                     | -         | 20,000               |
| Other unrestricted income funds        | 15,277               | 162,847               | 128,638               | -         | 49,486               |
| <b>Total unrestricted income funds</b> | <b>35,277</b>        | <b>162,847</b>        | <b>128,638</b>        | <b>-</b>  | <b>69,486</b>        |
| <b>Total charity funds</b>             | <b>71,172</b>        | <b>304,742</b>        | <b>239,677</b>        | <b>-</b>  | <b>136,237</b>       |

Under the Charity's Reserves Policy the Trustees have resolved that unrestricted funds should be set at approximately six months' operating costs, currently estimated at £118,000. As at 31st December 2017, almost four months' operating costs were held in unrestricted funds and we aim to build the free reserves to the six months level.

There have been no related party transactions which require disclosure.

## Contact details

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