

Charity registration number 1004122

Company registration number 02590621 (England and Wales)

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# **MERTON MUSIC FOUNDATION**

**Annual report and financial statements**

**For the year ended 31 August 2022**

**Pages for filing with registrar**

# MERTON MUSIC FOUNDATION

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Edward Hickman Rowena Maybury Ian Bond Sandra Vogel Emma Trevelyan Nicky Morgan Sebastian Jones Manish Solanki Kingsley Green Mia Liyanage	(Appointed 3 October 2022) (Appointed 3 October 2022) (Appointed 3 October 2022) (Appointed 3 October 2022)
<b>Secretary</b>	Mr L Meechan	
<b>Charity number</b>	1004122	
<b>Company number</b>	02590621	
<b>Registered office</b>	c/o Merton Abbey School High Path London SW19 2JY	
<b>Auditor</b>	WSM Advisors Limited Connect House 133-137 Alexandra Road Wimbledon London SW19 7JY	

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# MERTON MUSIC FOUNDATION

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# MERTON MUSIC FOUNDATION

## CHAIRMAN'S STATEMENT

For the year ended 31 August 2022

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### Chair's Introduction

The start of the academic year marked MMF's formal move to our new home at Merton Abbey Primary School. The school has been able to offer accommodation for our offices and music centre activities and the MMF community is enjoying being there. As part of the agreement the core team is involved in leading school music activities which is supporting pupils and staff to explore a wider music curriculum and access to the arts.

September 2021 also saw the very welcome return of live music across MMF. The transition was complex with restrictions around large groups and nervousness about singing activities, but after a considered start we were able to enjoy our first concerts at Christmas with capacity delighted audiences.

We were delighted to be asked by Wimbledon College to take over the running of their Saturday music school which had been suspended after the pandemic. It opened in September 21 and by the end of the academic year had 100 young people taking lessons at the new centre. We also opened Soundwave on the Mitcham side of the borough for DJ and turntable classes which is building up in numbers.

MMF remains at the forefront of cultural activity across the borough. We work closely with outstanding local arts providers and practitioners - New Wimbledon Theatre, Polka Theatre, Wimbledon International Music Festival, Crown Lane Studio – and extensively with local charitable and amateur music-making groups. We work together to provide high quality arts experiences, to avoid duplication and to meet and respond to local need.

Later in the year we were able to deliver a range of projects with Jazz at the Lincoln Center musicians, Singfest involving 17 schools, Sound Construction and partnership work with Polka Theatre, Merton Library service, Bookfest, Wimbledon Community Chorus, Wimbledon Choral Society and a very welcome post-Covid return to the Wimbledon Tennis Championships with the senior jazz and concert band ensembles to entertain enthusiastic crowds.

The pandemic had impacted hugely on the numbers of young people taking lessons and numbers were 902 at the end of the academic year (that number was a steady recovery rise through the previous year). During 21-22 numbers (despite the start of the inflationary period from February onwards) increased to 1395. This was a remarkable achievement in the face of challenging circumstances.

Schools remain our key focus and almost all primaries and secondaries benefitted from our School Music Education Plan. Relationships with schools remained strong and we delivered 49 whole class tuition projects reaching around 3,000 children. Support for teachers continued with regular termly meetings and 35 schools participated in an MMF led project and 65% of primary schools joined the SLA.

We were pleased to have a particular focus on Equality Diversity and Inclusion during the year. This way of viewing and analysing MMF activity has enabled us to focus on putting the needs of under-represented groups at the forefront of our work. This has involved a trustee board profile and formed the basis of our recruitment strategy. We are pleased to report that for September 22 the trustee board will be more representative of our local community after a successful recruitment process.

The Youth Council has grown in reach and confidence and organized an all-day event at the South Wimbledon music centre for a wide range of young people to come together and make music and then perform at the end to an audience. They meet regularly and share their minutes with the senior team. Young people have also been encouraged to take on mentoring roles and support their Duke of Edinburgh awards with music centre activity.

The work around our vision and values has been developed and strengthened by regular whole staff reviews which are built into the MMF regular meeting cycle. Deciding priorities and reviewing progress towards targets is a whole team responsibility. We also introduced a workforce satisfaction survey which we run termly and report on in the next meeting and with updates and actions.

We are proud to support young people with financial assistance from many different sources. Our own trust fund, London Music Fund, a bequest and donations form the basis of this. We liaise with Social services to support Children who are looked after and work with parents and carers who manage their child's personal budget to provide appropriate tuition.

# MERTON MUSIC FOUNDATION

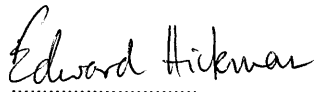
## CHAIRMAN'S STATEMENT (CONTINUED)

For the year ended 31 August 2022

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On a personal note, I would like to thank all our staff and tutors for their on-going dedication and enthusiasm in providing young people in Merton with such a wide range of music experiences and participation opportunities. This has shone through in particular with the restarting and building up again of services and musical experiences post-pandemic.

I would also like to thank Steven Moran and Michael Collins for their valuable support and input as Trustees over many years before stepping down in 2022. We have welcomed four new Trustees to the Board and I look forward to working with all my Trustee colleagues in building on MMF's tremendous track record in the coming year and in future.



.....  
Edward Hickman

**Chairman**

Date: 25<sup>th</sup> May 2023

# MERTON MUSIC FOUNDATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

For the year ended 31 August 2022

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The trustees are pleased to present their annual trustees report together with the financial statements of the charity for the year ending 31 August 2022, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The legal and administrative information set out on page 1 forms part of this report. The trustees who served during the year noted on page 1.

### Charitable objective

**Merton Music Foundation (MMF) aims** to promote and support the highest quality music education for ALL.

*Our charitable objective is "To advance music education within a framework of the arts for the benefit of the public of the London Borough of Merton and elsewhere".*

**MMF's mission** is to encourage participation, enjoyment and achievement by providing the highest quality learning opportunities in music and the performing arts.

The vision that shapes our annual activities is based on the aspirations of the National Plan for Music Education 'The Importance of Music'. Published in November 2011, it sets out the Government's vision for music education to enable children from all backgrounds and every part of England to have the opportunity to learn a musical instrument; to make music with others; to learn to sing and to have the opportunity to progress to the next level of excellence.

### Music Education Hubs

Merton Music Foundation is the lead partner for the Merton Music Education Hub, part of a national network of music education hubs established in 2012.

Music Education Hubs are a vital part of the Government's National Plan for Music Education Plan, which resulted from a thorough review of music education undertaken by Darren Henley in 2011. The Hub receives funding directly from Arts Council England on behalf of the Department of Education.

Music Hubs have a remit to fulfil four core roles and three extension roles in the delivery of music education:

#### Core Roles

- **First Access** - Ensure that every child aged 5-18 has the opportunity to learn a musical instrument (other than voice) through whole class ensemble teaching programmes.
- **Ensembles** - Provide opportunities to play in ensembles and to perform from an early stage.
- **Progression** - Ensure that clear progression routes are available and affordable to all young people.
- **Singing** - Develop a singing strategy to ensure that every pupil sings regularly and that choirs and other vocal ensembles are available in the area.

#### Extension Roles

- **Continuous Professional Development** - CPD for school staff, particularly in supporting schools to deliver music in the curriculum.
- **Instrument Hire** - Provide an instrument loan service, with discounts for those on low incomes.
- **Live Music Opportunities** - Provide access to large scale and high quality music experiences for pupils, working with professional musicians and venues. This will include undertaking work to publicise the opportunities available to schools, parents/carers and students.

# MERTON MUSIC FOUNDATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

For the year ended 31 August 2022

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### **Working in partnership**

The charity's hub programme is a collaboration between key local, regional and national music and arts organisations working together to create joined up, high quality music education in and out of school.

The key overriding aims of our partnerships continue to be to broaden and increase the opportunities for music making for all children and young people in the region, regardless of their background or personal circumstances; to avoid duplication, make decisions on the basis of need and to raise the standards of music provision to the highest levels possible.

Our partners during the 2021/22 financial year included Crown Lane Studio, Merton Children, Schools and Families Department, London Music Fund, Jazz at Lincoln Center, Wimbledon Choral Society, Wimbledon Community Chorus, Sonoro Chamber Choir, Wimbledon College, The Sherwood (Soundwave), St Johns Church, Kings College School (Fab Project), Polka Theatre, Wimbledon International Music Festival, New Wimbledon Theatre and Changing Tracks (ED&I Music Education Lead), Orchestra of the Age of Enlightenment.. The charity is also an active member of the South West London Music Education Partnership, which consists of the music services of Croydon, Hounslow, Kingston, Merton, Richmond, Sutton and Wandsworth.

### **Delivery**

Executive responsibility for delivery rests with the Chief Executive and the Senior Leadership Team, made up of three full-time employees and one part-time employee of the Foundation and to whom all other employees report either directly or indirectly. MMF aims to achieve the highest quality service provision by striving to provide the best opportunities in which to encourage learning through the National Plan's Core and Extension roles.

Building effective and secure partnerships is critical to our ethos of developing sustainable music education provision within the region. At the heart of this development is the Merton Music Education Hub, which builds on the existing structure of local, regional and national partnerships and levers in support for the charity's various education activities.

### **Volunteers**

We work closely with our parents' charity the Friends of Merton's Young Musicians (FMYM). The Friends meet regularly to administer the affairs of their charity, to arrange fundraising events to support the work of Merton Music Foundation, and to help with concerts and other events provided by our charity. Over the years, FMYM's fund raising has enabled us to buy instruments, purchase sheet music for our groups, provide coaching for events like Music is for Life and Music for Youth festivals, and support the provision of overseas tours for our senior Youth Music groups. FMYM successfully fundraised through a 'sponsor a piano key' campaign to raise £20k for the purchase of a new Yamaha grand piano and U3 upright piano for Music Centre and teaching use just ahead of the pandemic. Over this past pandemic year they have had few opportunities for fundraising and any practical activity, although they remain in regular supportive contact. Over this last year they have re-established the Saturday Café which is a welcoming social space for MMF families and is income generating, and have pledged funds for a new middle years weekend activity and a subsidy towards the senior overseas tour in 2023.

### **Ensuring our work continues to deliver our charitable purpose**

We review our aims, objectives and activities annually through our Business Plan and regular reporting to Arts Council England. The review examines our achievements and the outcomes of our work over the past twelve months. It also looks at the success of each of the National Plan's Core and Extension role areas and the benefits that have been brought to the various groups of people we work with. The review also helps us ensure that our aims, objectives and activities remain focused on our stated charitable purpose. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in deciding what activities the charity should undertake for the following financial year.

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# MERTON MUSIC FOUNDATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

For the year ended 31 August 2022

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Over the course of the year we have had termly whole staff reviews across the organisation, of our SMART targets and three year self-improvement planning. This has enabled us to embed our Vision and Values and place that at the core of our charitable endeavours and with investment in our website, to make this more publicly transparent and visible.

### Public Benefit

The Trustees of Merton Music Foundation have complied with the duty in section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

The Trustees believe that the organisation conforms readily to the public benefit requirements of the Charity Commission. The reasons for this belief are characterized by our charitable objective:

*"To advance music education within a framework of the arts for the benefit of the public of the London Borough of Merton and elsewhere"*, which clearly demonstrates public benefit in advancing and promoting the importance of music education.

The advocacy work that MMF does is of potential benefit to all individuals, schools and its partnership organisations, by helping to create a learning environment in which live music making can flourish and be available to participants and audiences in the local community that the charity serves.

The key focus for MMF's work: music education through a framework of the arts, are both defined within the Charities Act 2006 as charitable activities and as such both directly benefit the public.

The main activities of the charity, and those we try to help, are those for children and young people in and around the London Borough of Merton to whom we aim to provide musical opportunities of the highest standard.

All the Foundation's projects are centered on children and young people, some of whom are 'hard to reach', have additional needs, disadvantaged backgrounds or challenging circumstances.

Financial assistance is not just limited to students of families who qualify for assistance from the free school meals criteria. The Trustees recognise that students from families whose income is only a little above the level to qualify for pupil premium/free school meals/specific benefits, but have to contend with the high cost of living in London, and over these last years, the impact of Covid 19, may also require support from MMF's Trust Fund and other funds. Applications from such children and young people are looked upon favourably.

Financial assistance in membership of MMF's Merton Youth Music activities and participating in its music making activities is considered in all cases of individual hardship.

The Trustees have therefore satisfied themselves that Merton Music Foundation meets the public benefit requirements and they confirm that they have taken due regard of the Charity Commission's general guidance on public benefit.

# MERTON MUSIC FOUNDATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

For the year ended 31 August 2022

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### Achievements and performance

The following summary provides an overview of our achievements and performance against the National Plan for Music Education's Core and Extension Roles. The information is taken from our Annual Data Return to Arts Council England for the 2021/2022 academic year.

The impact of COVID-19 and the resultant necessity for an extraordinary pace of change and development in the organisation over the previous year continued in 2021/2022.

MMF moved formally to Merton Abbey Primary School in September 21. This relocation has enabled us to expand and develop in many different areas. Lesson numbers have increased because of greater capacity at the venue and we had the flexibility of using the church next door for additional rehearsal and concert space. As part of our partnership with the school we are paying a much-reduced rent and delivering tuition across the school including a nurture group. Core team, students, tutors, trustees, parents and visitors all report that this is a much happier and suitable environment than our previous accommodation which has the added advantage of being in the centre of the borough and on all Merton major transport links.

Embedding our Vision and Values statement so that it is a living pledge and not just a website statement has been an organisational priority and this commitment has directly fed into our work around Equity, Diversity and Inclusion and underpinned the CPD training over the year for all staff.

The SLT facilitated a process of organisational self-evaluation and improvement planning in order to turn the words of our new Vision to action. We reviewed, refined and developed the twelve three-year organisational goals, which are further broken down into twelve priorities for the academic year. Each goal/priority directly relates to one of the three main aims as set out in our Vision and will be supported by a detailed Action Plan with all staff being part of the review process. We also added an anonymous termly staff well-being survey to better understand the needs and feelings of the MMF team with regular feedback of the findings and the follow up actions.

In parallel to articulating Our Vision, the Senior Leadership Team has added an additional middle leadership post of Musical Pathways Leader to complement the new roles established in the previous year relating to the priorities set out in the Vision around Equality, Diversity and Inclusion and Quality of Learning.

We established a new Saturday Music Centre at Wimbledon College using their purpose-built music facility. By the end of the year there were nearly 100 pupils attending individual lessons and it had blossomed into a thriving musical community.

Lesson numbers increased from 900 in September to 1334 by the end of the academic year which was a remarkable achievement as after Covid (which impacted so strongly on tuition) we headed into a period of economic uncertainty in Spring 22 and were concerned that affordability of tuition would be affected and parents would not be able to commit to lessons. Mindful of inflation we increased fees by c.3% rather than the inflation rate for 22/23.

We were delighted to welcome a KickStart young person to join the team on a 6 month assignment who supported with filming and creating digital resources.

The newly established Youth Council organised their first big event in March 22 which involved an all age ensemble day with small and large ensemble rehearsals and a group performance to an audience at the end.

The digital survey carried out with our 7 SW London partners revealed significant data about what young people think about online music-making and we have made a joint application for further funding to develop a resource website for young people in 22-23.

95% of local maintained schools worked with MMF on core roles supported by the hub's SMEP (School Music Education Plan) and Singing Strategy with 51% of schools receiving hub-led or supported WCET programmes. An incredible effort was made to ensure this level of engagement following the disruption of COVID.

# MERTON MUSIC FOUNDATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

For the year ended 31 August 2022

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The hub also engaged with a number of non-maintained local schools, including London Acorn School via a WCET project, Kings College School via a partnership project, Liberty Woodland school via staff training and arts projects, Marymount International school & Ursuline Prep via instrumental tuition provision.

The senior concert band and jazz band were delighted to be invited back to the Wimbledon Tennis Championships to entertain the crowds after Covid on semi-finals days.

We were pleased to be able to offer SingFest again after the covid interruption. 17 schools featuring 641 singers and 13 community choirs made up of 300+ singers were involved in the festival based in Wimbledon and Mitcham.

### CORE ROLES

#### 1. First access

WCET MMF experienced a significant increase in demand for whole-class provision from local schools, particularly for General Musicianship teaching across multiple year groups. Schools began to permit us to reintroduce WCET brass and woodwind projects. 49 projects were delivered across 22 Merton schools.

Challenges included increasing instrumental stocks in schools to minimise sharing of instruments and recruiting and maintaining sufficient suitable staffing to meet the demand. The ongoing impact of COVID on staff health and wellbeing also posed challenges throughout the year. However, we were able to successfully increase provision in line with local need, meeting c. 3000 children via hub-led WCET. This increased reach into local schools throughout the year prompted greater discussion and sign-up ahead of the 22-23 academic year. During 21-22 MMF was still battling to re-establish in-person tuition in schools and dealing with the capacity implications of COVID recovery.

Continuation was a significant challenge this year owing to the impact of COVID. All delivery in the previous year was adapted to online / General Musicianship models with very little instrumental provision – particularly for brass and woodwind. We were once again able to include school-led / hub-supported WCET data and ensemble information in our return this year, following the resumption of these activities by schools after lockdowns and MMF staff regaining the capacity to effectively track this information.

There has continued to be further development around a holistic offer to schools with MMF activity in every year group – a major financial and organisational commitment from some schools who value music as part of the fabric and culture of the school. This model is working very successfully at The Sherwood in Mitcham.

The transition back to in-person teaching starting in September 2021 was a complex and multi-faceted operation. A huge, coordinated team-effort across MMF staff, tutors and school colleagues was necessary to ensure the practicalities of resuming teaching safely. Use of a range of digital systems, including the website, live forms and databasing software was vital as was the rapid and frequent exchange of information between stakeholders. We would consider the operation to have been a major success given the challenges presented by this difficult situation.

MMF experienced a significant increase in demand for whole-class provision from local schools, particularly for General Musicianship teaching across multiple year groups. Schools began to permit us to reintroduce WCET brass and woodwind projects. 49 projects were delivered across 22 Merton schools.

In the summer term we recruited a fulltime member of staff to start in September 22 to be responsible for delivering the music curriculum and general musicianship in schools as a result of the increased requests from schools during this academic year for a music specialist.

We recruited an additional middle management post in April 2022 to lead on musical pathways and progression to support children into musical learning as part of first access and are planning to deliver early years activities next academic year.

# MERTON MUSIC FOUNDATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

For the year ended 31 August 2022

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### 2. Ensembles

MMF ran a range of ensembles as part of its Music Centre offer. Although grateful to be running live rehearsals again there were challenges in September 21 as we followed distancing guidance. This involved using the church next door (additional expense) for the large concert band and impacted on stewards and staff transporting equipment and supervising students. However, we were able to offer Christmas concerts with a capacity live audience which was very pleasing. Rehearsals were also shorter and colder - one hour rehearsals were cut to 50 minutes to enable rooms to be quickly aired and all ensembles were led in rooms with the doors and windows open.

Numbers in all ensembles were lower than pre-Covid times. It seemed that over the extended Covid period that YP had lost the habit of being in an ensemble and confidence to take part was reduced. During the year numbers stabilised but there is further work to do on this in 22/23 to boost membership.

All ensembles had a specific concert to work towards – the Young Voices sang at the packed NWT pantomime and Singfest, the guitar and string ensembles presented a Jane Austen concert in partnership with the library service and then were asked to repeat it for Wimbledon Bookfest. The senior Concert and Jazz Bands resumed their twenty plus year tradition of entertaining the crowds at the Wimbledon Tennis Championships and played at a new venue, the Regents Park Bandstand to a big audience. A new 'Music Centre Classes' programme established at Soundwave delivering DJ and Music Production lessons to groups of c. 8 pupils as well as 1-1 teaching.

### 3. Progression

We continue to signpost locally to community music groups and promote local performing opportunities to young people. The National Plan for Music Education promotes the importance of every child between age 5 and 18 having the chance to learn a musical instrument and/or sing through structured activities. As part of this, there is a strong emphasis on musical progression with all children regardless of background having the opportunity to sing and play in larger ensembles, every school providing singing opportunities and aspiring towards having an orchestra or large-scale ensemble. This year we have again continued to focus on strengthening these progression routes within our operations area. This has included:

- Offering remission of fees schemes to support parents on low incomes (106 directly from the MMF Trust Fund and others through the London Music Fund and other awards).
- Continued development of enhanced bespoke whole class projects in response to school requests.
- Supporting schools to implement their music curriculum with advice and support with the New Model Curriculum for Music. MMF's Creative Director is writing Sound Ideas, a new Programme of Study to support KS1 and 2 curriculum delivery which includes clear progression documents, 'how to' guides, practical activities, video and audio resources.
- Working with the special schools and the Orchestra of the Age of Enlightenment to promote inclusive music making activities for children with additional needs. Two primary schools and two special schools presented a performance of the specifically devised 'King Arthur' project involving c.150 young people.
- Continued relationship with Wimbledon Community Chorus and signposting to local music groups such as Wandle Band and Wimbledon Community Orchestra to provide a pathway into adult learning.
- Supporting pupils to make applications to junior conservatoires and national youth ensembles including NYJO and the National Children's Orchestra.
- During the year pupils were encouraged to take a range of virtual exams and we had a cohort of nearly 100 pupils taking face to face Associated Board of the Royal Schools of Music exams in the summer term with 100% success rate.
- All pupils were encouraged to perform in regular termly 'Spotlight' concerts which were oversubscribed.
- Tutors were supported to keep in close contact with pupils and liaise with the core team to share successes and report concerns.
- We continued to support parents and pupils with career guidance and support with applications for higher education.
- We encouraged older pupils to volunteer (eg DofE) and mentor in younger groups and that resumed in the summer term.
- Primary music co-ordinators continue to be supported (advice, repertoire, tutor time) to establish school-based ensembles for children to consolidate and develop skills.

# MERTON MUSIC FOUNDATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

For the year ended 31 August 2022

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- Regular newsletters to key groups/audiences, signposting local families with children learning with us to MMF activities and local arts activities.
- Ongoing support of Wandle Band and Wimbledon Community Orchestra provides an instrumental pathway into adult learning.
- As part of our support of young people with additional needs, the MMF Chief Executive supports tutors and teachers with advice, resources and signposting to further training.
- Continued partnership and consultation with our parents' association, FMYM to fundraise, promote and support evaluation of MMF activities and routes for progression.
- To support YP from whole class first access experiences into tuition and on to an ensemble we have created a new post of .8 Musical Pathways Leader and appointed in April '22. The new team member has been involved in an analysis of current provision, demographics and local need and will lead on implementing new work in EY provision, nurture group interventions and outreach, particularly with local social housing providers in autumn '22.

#### 4. Singing strategy

Most schools were keen to re-establish singing, although there was still some reticence in the autumn term hampered by the ongoing challenges of Covid at the start of the academic year. However, there was a strong take up of projects with a singing focus, including:

- Sing Outside (10 schools, 200+ KS2 song leaders)
- Sound Construction Choral / Art project: 10 schools, 520 KS2 YP
- It Takes A Village song writing videos used by 14 schools, 728 KS2 YP
- Let Freedom Swing JALC concerts: 27 groups from 14 schools, 738 children and 99 staff
- Membership of Young Voices grew over the year and was back to 40+ regular members by Summer term.
- Very successful performances at SingFest and at NWT (Panto opening Gala)
- Polka Resound gave 3 performances over the year (20 singers aged 4 – 86)
- 40 members of WCC performed at Christmas, at SingFest and in June, when they premiered Pete Churchill's specially commissioned 'Living Memory'
- Singfest 2022 was a huge success with participation from: Saturday SF: Over 300 singers from 13 community and youth choirs. Schools SF: 641 singers from 2 special schools; 3 secondary; 12 primary and 3 Secondary schools engaged with SingFest for the first time

This was an encouraging number of events with a high level of participation and creates a basis for stronger choral partnership development in 2022-23.

# MERTON MUSIC FOUNDATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

For the year ended 31 August 2022

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### EXTENSION ROLES

#### Continuous professional development (CPD)

##### 1. CPD - Schools

- 3 CPD meetings were held over the year online for Primary and Secondary Music Coordinators, alongside bespoke sessions for teachers as requested. In-person model teaching, music audits and staff INSET were delivered during in several Primary schools. MMF also delivered training to Wandsworth NQTs.
- SLA schools have received bespoke support, ranging from model teaching, staff INSET, advice on developing the curriculum (including the Model Music Curriculum), Programmes of Study, progression and resources audit.
- MMF's Merton Teachers Facebook group was extensively used to disseminate a wide range of online resources throughout the year.

##### 2. CPD - Tutors

- The Middle and Senior leadership teams offered ongoing informal advice/ guidance to tutor workforce. Intensive IT support was given when Speed Admin (the new software system) was implemented at the start of the academic year.
- Support provided to tutors leading/co-leading Merton Youth Music ensembles and extra time given for online preparation. The focus on widening repertoire choices as part of MMF'S ED&I commitment has been a productive process and a professional learning opportunity for all members of the community.
- Instrumental meetings were held regularly, formally and 'drop in' sessions to support tutors.

##### 3. High Quality Musical Experiences

The start of the academic year offered only a few opportunities for concerts and events because of Covid restrictions. However, it was a delight to present live Christmas concerts with a capacity audience. After that as restrictions were lifted we delivered:

- Young Voices sang at the New Wimbledon Theatre pantomime and participated in SingFest
- 17 Schools took part in Singfest
- Guitar and String Ensembles presented a Jane Austen themed concert for the Merton Libraries service and again as part of Wimbledon Bookfest
- Let Freedom Swing workshops with musicians from the Lincoln Center in New York (27 groups from 14 schools)
- The senior Concert and Jazz Bands resumed their twenty plus year tradition of entertaining the crowds at the Wimbledon Tennis Championships and played at a new venue, the Regents Park Bandstand to a big audience.
- Regular Music Centre end of term concerts
- The next Royal Albert Hall concert will be in March 2024

##### 4. Hire

We continued to provide instruments for all the In2Music projects and to hire out instruments for individual lessons. The Hire Operations and Centres Assistant role has been embedded and has led to a complete refresh of the instrumental stock management and hire process. The move to new premises has enabled improved storage and organisation of instruments.

All instrumental stock on site has been tested and records updated. New partnership with local music shop, Sutton Music Centre, has proved very successful. MMF receives preferential pricing and a discount / delivery scheme for its pupils.

New databasing system has improved bulk-hire process for WCET instruments enabling more accurate tracking and analysis of stock availability. c.220 instruments were on hire by guardians at any time during 21-22 with instruments being returned, replaced or upgraded on a continual basis.

Children and young people in receipt of financial assistance hired c.30 instruments at a termly subsidized £15 fee. The additional staffing capacity enabled us to meet this increase in demand from 20-21 successfully. c.920 WCET instruments were issued to schools.

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# MERTON MUSIC FOUNDATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

For the year ended 31 August 2022

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### 5. School Music Education Partnership (SMEP)

We continued to work positively with all stakeholders, talking to head teachers and the LA officers. Understanding the wider borough school situation and the focus on supporting young people back to in-person education was a key part of our ongoing relationships with schools in the autumn term.

Developing the School Music Education Plan is part of our remit to work closely with all schools to support pupils' musical experiences both within and beyond school.

Schools can become SLA partners and 30 (65%) of local primary schools joined this active community. This supportive network share resources, meet in cluster groups to discuss good practice and use MMF as a sounding board for ideas, project opportunities and extension activities.

SLA membership entitles schools to access ½ a day of CPD support, termly network meetings for Music Coordinators, accreditation as a 'Moving Music Forward' school including certificate and footer logo, Music Mark Schools membership and preferential pricing for hub events, concerts and training.

The SLA was introduced in 19-20 in response to the withdrawal of all funding from the LA and local Schools' Forum. Merton schools had access to 9 bespoke arts and music projects organised by the hub in 21-22 with 63% of maintained primary schools engaging in at least one of these opportunities.

#### Partnership development

Members of Merton Music Foundation's Senior Leadership Team have continued to meet formally and informally with all of its Hub partners over the year to ensure that the focus for all activities is clearly established and targeted where appropriate. The focus for our hub work is on developing connectivity with selected partners who can strengthen and broaden the reach of our education work and avoid duplication. MMF has continued to develop, build and maintain effective partnerships with a wide range of local and national partners.

Our strong SouthWest London Music Education Hub Partnership group had grown closer during lockdown and although those restrictions eased we continued our two weekly online meetings. We bid jointly to Music Mark for funds to understand Young People's Experience of making music in lockdown and are using the research generated to bid to develop a joint digital strategy with input from the music tech industry to then be adapted locally in our areas.

#### Active partners included:

- Polka Theatre;
- New Wimbledon Theatre;
- Crown Lane Studio;
- Jazz At Lincoln Center
- Wimbledon Choral Society;
- Wimbledon Community Chorus;
- Sonoro Chamber Choir;
- Wimbledon College;
- The Sherwood (Soundwave);
- St John's Church;
- Kings College School (FAB jazz project);
- Orchestra of the Age of Enlightenment (SEN school projects)
- Wimbledon International Music Festival

#### Significant new partnership developments:

- MMF has worked closely with Changing Tracks and embraced Music Mark's Talk into Action pledge
- We have benefitted from partnering with Black Lives in Music to better understand issues around inclusive recruitment, working with them over the wording of adverts and application forms and procedures. We trialled this successfully for our Musical Pathways appointment in April 22. By the end of the summer term we had received some strong diverse trustee applications for interview in September 22.
- MMF has also signed ISM-MU Joint Code of Practice and embedded these principles into its EDI Action Plan and Policies.

# MERTON MUSIC FOUNDATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

For the year ended 31 August 2022

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- The new partnership with The Sherwood school at our Soundwave Music Centre continued to develop throughout 21-22. We have worked closely with local schools to establish and develop contemporary provision at this fledgling centre.
- New partnership with Clarion Housing supported delivery of a new Sing Outside KS2 Song Leaders programme.
- Partnerships with Sonoro, WCS and WCC expanded as joint funding bids with MMF provided additional project funds and professional expertise.
- Developing new relationship with Lifting Limits, with whom we intend to develop and deliver a composition and performance project focused on 'Change' in 2022-23
- Close development work with Crown Lane Studio regarding new accessible online music technology education and training resources. Planned future development to include wider partners to promote pathways into the music industry.
- The move to Merton Abbey has enabled MMF to be a full partner in a school community. We have integrated into the life of the school and they in turn are very much part of MMF activity. We led a school staff samba band that performed for children and parents, supported an outside concert event and many staff are now taking subsidised instrumental lessons with us when we take the building over in the evenings and at weekends. It promotes an inclusive artistic community that the CYP (who are from challenging circumstances with a high level of additional needs and FSM) can see as supportive, aspirational and enjoyable.
- Three members of the MMF core team became arts award assessors during the year and we continue to be Arts Mark partners.
- The MMF Youth Council is currently working towards an arts award as part of their development as a group and individuals involved in music leadership activity
- 14 schools locally participating in Arts Mark process.
- New secondary school instrumental provision established at Raynes Park High School, St Marks CofEAcademy, Harris Academy Wimbledon and Harris Academy Merton via a mix of school-funded and guardian-funded activity. Close links developed with all 4 schools to manage ongoing subsidy and timetabling arrangements. Newschool-pays hourly rate created to facilitate this.
- On-going positive relationships with LBM officers and Merton Head Teachers (e.g. through Schools Forum and Hub meetings).
- Continued development of partnership with Polka Theatre to deliver intergenerational choral activities through ReSound choir.
- Continued partnership with Blues and Roots Ensemble, Wimbledon International Music Festival, Wimbledon Community Chorus
- Continued strategic links with Crown Lane Studio, to assist in the development and delivery of a range of projects and the production of resources for projects and curriculum support.
- Continued partnership with the Orchestra of the Age of Enlightenment and special schools. MMF has continued to develop and evolve new project work with the OAE, funded by Youth Music, to build on the sustained activity of the last 8 years with the SEND schools.
- Continued support of 3 community music-making groups, Wimbledon Community Chorus, Wandle Band and Wimbledon Community Orchestra (lending of music, professional services of Creative Director to conduct WCC, shared performance opportunities).
- Continued close partnership with SWLMEP with two weekly meetings to share good practice, a listening ear and act as a support network. Joint application was successful to Sound Connections for Youth Voice research into the experience of digital learning on young people across SW London.

### **Music technology in teaching and learning**

The development of Music Production and DJ provision at the new Soundwave Music Centre has resulted in increased core-staff knowledge of practicalities and pedagogy of this area of music technology. The appointment of an experienced tutor and trial sessions in collaboration with a DJ/turntablist during the spring term were successfully piloted and tuition was established.

We purchased new DJ equipment and Soundtrap licenses and discussed with The Sherwood school about launching MMF's first Music Production WCET programme in 22-23.

# MERTON MUSIC FOUNDATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

For the year ended 31 August 2022

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During the summer term, we brought in a new databasing system ready for invoicing ahead of 22-23 Autumn Term. Implementation was successful, with past data being successfully transferred and snagging issues resolved. Training materials have been disseminated to the tutor team along with ongoing core staff training and standardisation. The new database provides increased access to lesson and timetabling data for the core team, schools and parents/guardians and simplifies the tutor pay claim process. The digital timetable also increases transparency around missed/made-up lessons and associated credits/refunds. The new database includes comprehensive reporting features and good use of this has already been made to better understand lesson data and trends to identify potential areas of growth.

Significant continued development of the hub website has included development of the existing schools page to include a CPD offer, creation of video content for school CPD, parent/guardian and pupil information and accessibility as well as promotion of the hub's activities.

The Vision and Values statement and organisational improvement / action planning documents are now shared via the website to increase transparency and accountability. New inclusion page signposts the hub's EDI Action Plan and Policy as well as its public commitments to EDI and partnerships. Further development of this page in the future will include accessible routes of entry to musical learning and increased signposting of the hub's SEND/Inclusive provision and offer. Development of new What's On' drop down menu and term dates overview pages to support signposting to parents/guardians. Increased use of Alt Text for images and consideration given to website accessibility with further plans for development in this area in 22-23.

The SWLMEP digital survey with funding from Sound Connections/MusicMark was established to understand the experience of YP learning an instrument during lockdown. We commissioned Soundcastle to undertake the research and to present a report to be used as a baseline for further work around developing a digital strategy across SW London. This will take place in the 22/23 year.

The MMF core team transitioned to a blended working pattern implementing file storage/sharing and internal communications via Microsoft Teams. Significant staff training in this area resulted in high levels of staff engagement and use resulting in increased productivity across the organisation. In addition to this is the ongoing production of new teaching videos on new CPD area of the website, and the continued use of Facebook groups and Dropbox for Merton Music Teachers.

### **Plans for the future**

Our operational plans for the coming year are flexible and responsive. It is a relief to not have to actively manage Covid mitigations, but we will monitor the situation and should any restrictions arise we will liaise with partners and follow best practice at the time. Having developed systems for delivering services online and remotely we are confident that we could transition back to that model quickly and successfully if necessary.

#### **Other priorities include:**

- Working with SW London Music Education Hub Partnership colleagues to prepare to bid as a joint Hub Lead Organisation to Arts Council England.
- To continue to work with a wide range of partners who bring benefit to our music education activities for young people.
- Continue to embed the new MMF Vision and action plan, regularly reviewing targets and achievements.
- To diversify the offer to young people as a result of listening to their views about music via the years 6-8 borough wide music survey.
- To support the development of the MMF Youth Council by building on the results of the survey they conducted with members and addressing their requests.
- Embedding an Equality, Diversity and Inclusion action plan and policy - talk in to action.
- Further development of the charity's Management Board to better reflect the communities we serve in Merton.
- Continuing to diversify the core and tutor workforces.

# MERTON MUSIC FOUNDATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

For the year ended 31 August 2022

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### Financial review

The principal movements in Income and Expenditure were:

- Income from the year increased by 19% on the previous year as lessons picked up following ease of restrictions. Turnover rose from £1,071,130 to £1,273,215.
- The core Grant from Arts Council fell from £250,339 to £247,722 a decrease of just over 1%.
- As income rose, the overall expenditure of the charity increased also, from £1,065,725 to £1,248,172, in % terms a rise of 17%.
- The surplus of the charity rose from £5,405 in the previous year to £25,043 in the current year. The rise in lessons during the year were reflected in this achieved surplus and present encouraging signs of sustained growth going forward.

### Financial position at year-end:

- The net assets of the charity continue to increase and were £239,692 at the year-end. Of this £226,719 were unrestricted funds, 95% of total funds. Restricted funds did not change during the year.
- The current net assets of the charity continue to increase, rising from £173,963 to £204,286 during the current year, an increase of 17%. Bank and cash balances rose by just over 1% from £310,874 to £315,477.
- MMF continues to solidify its balance sheet.

### Structure, governance and management

#### Governing document

Merton Music Foundation is a charitable company limited by guarantee, incorporated on 12 March 1991 and registered as a charity on 11 September 1991. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Michael Collins	(Resigned 3 October 2022)
Edward Hickman	
Rowena Maybury	
Ian Bond	
Stephen Moran	(Resigned 3 October 2022)
Sandra Vogel	
Emma Trevelyan	
Nicky Morgan	
Sebastian Jones	(Appointed 3 October 2022)
Manish Solanki	(Appointed 3 October 2022)
Kingsley Green	(Appointed 3 October 2022)
Mia Liyanage	(Appointed 3 October 2022)

# MERTON MUSIC FOUNDATION

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

For the year ended 31 August 2022

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### Trustee induction and training

New trustee induction includes briefing them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During the induction process, they meet key employees and the other trustees. All trustees are encouraged to attend appropriate external training events to develop their understanding of their roles as trustees. New trustees are also given relevant documentation including recent important documentation on music education, management financial reports, meeting minutes and copies of the charity's annual Reports and financial statements.

### Related parties and co-operation with other organisations

MMF works closely with the Friends of Merton's Young Musicians (FMYM) (Charity No. 274493R). FMYM is the parents' association for our Music Centre activities, which are based at the Chaucer Centre. The Chief Executive serves in an ex-officio non-voting capacity on the management committee of FMYM.

### Organisation

The Board of Trustees meets termly to manage the affairs of the charity. The Board consisted of nine directors, from a variety of professional backgrounds, who are responsible for the overall strategic direction and policy of the charity. The Chief Executive, manages the day-to-day operations of the charity, and as delegated authority, within terms of delegation approved by the trustee body, for operational matters including finance, employment and artistic related activity.

### Risk management

The Trustees have a risk management policy, which comprises an annual review of the risks the charity may face and establishes systems and procedures to mitigate those risks identified.

### Health & safety and child protection

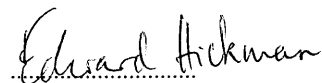
The health and safety of staff and students together with child protection are primary concerns to the Trustees. Music Centre managers and other key staff undertake both first aid and fire marshal training and all staff are made aware of their own duties and responsibilities for health and safety issues.

Merton Music Foundation adopts the current Child Protection requirements as set out by the Home Office. Prior to the commencement of work enhanced DBS checks take place for all new staff together with at least two satisfactory references and interview. DBS's are rechecked for all staff and trustees every 3 years.

### Auditor

In accordance with the company's articles, a resolution proposing that WSM Advisors Limited be reappointed as auditor of the company will be put at a General Meeting.

The trustees' report was approved by the Board of Trustees.



**Edward Hickman**

Trustee

Dated: 25<sup>th</sup> May 2023

# **MERTON MUSIC FOUNDATION**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

**For the year ended 31 August 2022**

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The Trustees, who are also the directors of Merton Music Foundation for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are 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.

# MERTON MUSIC FOUNDATION

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF MERTON MUSIC FOUNDATION

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#### **Opinion**

We have audited the financial statements of Merton Music Foundation (the 'charitable company') for the year ended 31 August 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2022 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **The impact of macro-economic uncertainties on our audit**

Our audit of the financial statements requires us to obtain an understanding of all relevant uncertainties, including those arising as a consequence of the effects of macro-economic uncertainties such as Covid-19. All audits assess and challenge the reasonableness of estimates made by the trustees and the related disclosures and the appropriateness of the going concern basis of preparation of the financial statements. All of these depend on assessments of the future economic environment and the company's future prospects and performance.

#### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

#### **Other information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# MERTON MUSIC FOUNDATION

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF MERTON MUSIC FOUNDATION

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#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of Trustees**

As explained more fully in the statement of trustees' responsibilities, the Trustees, who are also the directors of the charitable company for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

#### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

*NSM Advisors Limited*

30 May 2023  
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# **MERTON MUSIC FOUNDATION**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF MERTON MUSIC FOUNDATION**

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**WSM Advisors Limited**

**Chartered Accountants  
Statutory Auditor**

Connect House  
133-137 Alexandra Road  
Wimbledon  
London  
SW19 7JY

WSM Advisors Limited is eligible for appointment as auditor of the charitable company by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

# MERTON MUSIC FOUNDATION

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

For the year ended 31 August 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
<b><u>Income from:</u></b>					
Donations and legacies	3	8,757	-	8,757	4,842
Charitable activities	4	1,004,528	259,920	1,264,448	1,066,280
Investments		10	-	10	8
<b>Total income</b>		<u>1,013,295</u>	<u>259,920</u>	<u>1,273,215</u>	<u>1,071,130</u>
<b><u>Expenditure on:</u></b>					
Charitable activities	5	<u>1,248,172</u>	<u>-</u>	<u>1,248,172</u>	<u>1,065,725</u>
<b>Net (outgoing)/incoming resources before transfers</b>		(234,877)	259,920	25,043	5,405
Gross transfers between funds		<u>259,920</u>	<u>(259,920)</u>	<u>-</u>	<u>-</u>
<b>Net income for the year/ Net movement in funds</b>		25,043	-	25,043	5,405
Fund balances at 1 September 2021		<u>201,676</u>	<u>12,973</u>	<u>214,649</u>	<u>209,244</u>
<b>Fund balances at 31 August 2022</b>		<u><u>226,719</u></u>	<u><u>12,973</u></u>	<u><u>239,692</u></u>	<u><u>214,649</u></u>

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# MERTON MUSIC FOUNDATION

## BALANCE SHEET

As at 31 August 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	9		35,406		40,686
<b>Current assets</b>					
Debtors	10	5,128		3,601	
Cash at bank and in hand		315,477		310,874	
		<u>320,605</u>		<u>314,475</u>	
<b>Creditors: amounts falling due within one year</b>	11	(116,319)		(140,512)	
Net current assets			<u>204,286</u>		<u>173,963</u>
<b>Total assets less current liabilities</b>			<u><u>239,692</u></u>		<u><u>214,649</u></u>
<b>Income funds</b>					
Restricted funds	13		12,973		12,973
Unrestricted funds			226,719		201,676
			<u>239,692</u>		<u>214,649</u>

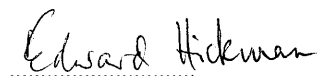
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2022, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on ..... 25<sup>th</sup> May 2023



Edward Hickman

Trustee

Company registration number 02590621

# MERTON MUSIC FOUNDATION

## STATEMENT OF CASH FLOWS

For the year ended 31 August 2022

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	Notes	2022 £	£	2021 £	£
<b>Cash flows from operating activities</b>					
Cash generated from/(absorbed by) operations	20		11,116		(14,214)
<b>Investing activities</b>					
Purchase of tangible fixed assets		(6,523)		(4,290)	
Interest received		10		8	
<b>Net cash used in investing activities</b>			<b>(6,513)</b>		<b>(4,282)</b>
<b>Net cash used in financing activities</b>			<b>-</b>		<b>-</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>			<b>4,603</b>		<b>(18,496)</b>
Cash and cash equivalents at beginning of year			310,874		329,370
<b>Cash and cash equivalents at end of year</b>			<b>315,477</b>		<b>310,874</b>

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# MERTON MUSIC FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 August 2022

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### 1 Accounting policies

#### Charity information

Merton Music Foundation is a private company limited by guarantee incorporated in England and Wales. The registered office is c/o Merton Abbey School, High Path, London, SW19 2JY.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's governing document, the Companies Act 2006 and "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 UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charitable company is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have undertaken an assessment of the adequacy of the resources available to the charity as well as the expected support to charities available from the government measures in place through the period of disruption caused by coronavirus. The trustee have a reasonable expectation the charity has adequate resources to continue in operational existence for the foreseeable future accordingly continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Incoming resources

Incoming resources represents tuition fees, income from concerts, tours, hire of instruments, music centre subscription and other fees rendered in the year.

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charitable company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to membership received under Gift Aid or deeds of covenant is recognised at the time of the receipt.

#### 1.4 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit 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.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

# MERTON MUSIC FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 August 2022

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### 1 Accounting policies

(Continued)

#### Expenditure for charitable purposes

Direct charitable expenditure includes all expenditure directly related to the objectives of the charitable company and comprises the costs of providing instrumental tuition, concert performances, tours, and education and community projects undertaken by the charitable company and is accounted for when payable.

Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

#### Governance costs

Governance costs represent expenditure incurred in the management of the charitable company's assets, organisational administration and compliance with constitutional and statutory requirements.

### 1.5 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Musical instruments	25% on reducing balance basis
Computer equipment	25% on reducing balance basis
Office equipment	25% on reducing balance basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

### 1.6 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

### 1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

### 1.8 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# MERTON MUSIC FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 August 2022

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### 1 Accounting policies

(Continued)

#### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### *Basic financial liabilities*

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

### 1.9 Fund Accounting

The funds held by the charitable company are either:

**Restricted funds** - these are funds that can be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

**Unrestricted general funds** - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

**Designated funds** - these are funds set aside by the trustees out of unrestricted general funds for specific future purposes.

The funds received in the year are transferred to the general fund to be set off against expenses in the year that relate to the agreed activities with Arts Council England.

#### **Peter Wooding's bursary fund**

These funds have been designated by the charitable company to support exceptional young musicians at the request of Peter Wooding's family. The fund was established with donations made to the charitable company. The charitable company held sufficient cash balances at the year end to allow the funds to be applied as intended.

#### **Greenwood bursary fund**

The Greenwood bursary fund was established by the charitable company from funds transferred to it from the Ronald Greenwood Musical Trust by the London Borough of Merton who had previously operated the trust. The fund is operated in accordance with the Ronald Greenwood Musical Trust deed and awards are made to young musicians who show great promise. The charitable company held sufficient cash balances at the year end to allow the fund to be operated in accordance with the Trust deed.

#### **Wider Opportunities**

The grant's original use was restricted to the purchase, lease or repair of musical instruments suitable for use with children in KS2. The funds were applied as intended in the period of receipt and the remaining reserve is now reduced by the depreciation and disposal of the fund-purchased musical instruments.

# MERTON MUSIC FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 August 2022

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### 1 Accounting policies

(Continued)

#### Arts Council England Funding

The charitable company received a grant in the year from the Arts Council England. According to the Funding Agreement, the use of the grant is restricted to the agreed activities with the Arts Council. The grant is recognised in the accounts when they are received and applied to the period it relates to.

#### Dorothy Taylor Bequest

The charitable company received restricted funds within the current year to support one girl and one boy in their musical studies for the period of 4 years at the request of the late Dorothy Taylor.

#### Arts Council England 'Grants for the arts'

The charitable company received restricted funds within the current year to support its Backstories and Radio Retro Projects.

### 2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	2022	2021
	£	£
Donations and gifts	8,757	4,842

# MERTON MUSIC FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 August 2022

4 Charitable activities	Tuition fees		Hire of instruments		Music centre subscriptions		Concert and tour receipts		Fees - inset		Grants receivable		Other income		Total	
	2022	£	2022	£	2022	£	2022	£	2022	£	2022	£	2022	£	2022	£
Sales within charitable activities	831,536		30,335		39,484		65,026		18,513		15,599		4,035		1,004,528	815,941
Grants	-		-		-		-		-		259,920		-		259,920	250,339
	831,536		30,335		39,484		65,026		18,513		275,519		4,035		1,264,448	1,066,280
Analysis by fund																
Unrestricted funds	831,536		30,335		39,484		65,026		18,513		15,599		4,035		1,004,528	815,941
Restricted funds	-		-		-		-		-		259,920		-		259,920	250,339
	831,536		30,335		39,484		65,026		18,513		275,519		4,035		1,264,448	1,066,280
<b>For the year ended 31 August 2021</b>																
Unrestricted funds	593,313		19,001		36,757		32,740		72,628		58,850		2,652		815,941	815,941
Restricted funds	-		-		-		-		-		250,339		-		250,339	250,339
	593,313		19,001		36,757		32,740		72,628		309,189		2,652		1,066,280	1,066,280

# MERTON MUSIC FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 August 2022

### 5 Charitable activities

	Staff costs	Depreciation	Direct Costs	Allocated costs	Total	Total
	2022	2022	2022	2022	2022	2021
	£	£	£	£	£	£
Instrumental tuition	183,780	-	422,288	22,216	628,284	447,313
Youth music programme	143,218	-	197,348	5,554	346,120	313,974
Tours and Concerts	57,527	-	18,600	5,554	81,681	94,746
Professional advice and support	7,003	-	-	2,777	9,780	13,485
CPD training	6,511	-	-	2,777	9,288	12,143
Project development	55,656	-	51,162	5,554	112,372	116,089
Instrument repair and hire	-	-	1,898	5,554	7,452	12,586
	<u>453,695</u>	<u>-</u>	<u>691,296</u>	<u>49,986</u>	<u>1,194,977</u>	<u>1,010,336</u>
Share of support costs (see note 6)	14,920	11,802	7,419	5,554	39,695	43,889
Share of governance costs (see note 6)	-	-	13,500	-	13,500	11,500
	<u>468,615</u>	<u>11,802</u>	<u>712,215</u>	<u>55,540</u>	<u>1,248,172</u>	<u>1,065,725</u>

### 6 Support costs

	Support cost	Other costs	2022	2021
	£	£	£	£
Salaries	14,046	-	14,046	14,950
Pension costs	874	-	874	935
Bank charges	7,419	-	7,420	5,784
Depreciation	11,802	-	11,802	13,562
Allocated support	5,554	-	5,554	8,658
Audit and accountancy fee	-	13,500	13,500	11,500
	<u>39,695</u>	<u>13,500</u>	<u>53,196</u>	<u>55,389</u>

Governance costs includes payments to the auditors of £13,500 (2021: £11,500) for audit fees.

These costs are wholly attributable to charitable activities and are allocated based on the trustees' estimate of the appropriate proportion attributable to each activity.

# MERTON MUSIC FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 August 2022

### 7 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Number of employees	34	28
	£	£
Wages and salaries	485,035	445,096
Social security costs	37,328	36,101
Other pension costs	51,290	48,422
	573,652	529,619

The number of employees whose annual remuneration was £60,000 or more were:

	2022 Number	2021 Number
£60,000 to £70,000	1	1
£70,000 to £80,000	1	1
£80,000 to £90,000	1	1

Those employees whose emoluments exceeded £60,000 (2021: 3 employees) also have retirement benefits accruing under defined benefit pension schemes. A total of £61,679 (2021: £67,453) was paid to the Teachers' Pension Scheme in the year for these employees.

### 8 Taxation

The charitable company is exempt from corporation tax on its charitable activities.

# MERTON MUSIC FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 August 2022

### 9 Tangible fixed assets

	Musical instruments £	Computer equipment £	Office equipment £	Total £
<b>Cost</b>				
At 1 September 2021	229,530	46,423	30,539	306,492
Additions	-	5,444	1,079	6,523
At 31 August 2022	<u>229,530</u>	<u>51,867</u>	<u>31,618</u>	<u>313,015</u>
<b>Depreciation and impairment</b>				
At 1 September 2021	198,071	38,239	29,496	265,806
Depreciation charged in the year	7,865	3,407	531	11,803
At 31 August 2022	<u>205,936</u>	<u>41,646</u>	<u>30,027</u>	<u>277,609</u>
<b>Carrying amount</b>				
At 31 August 2022	<u>23,594</u>	<u>10,221</u>	<u>1,591</u>	<u>35,406</u>
At 31 August 2021	<u>31,459</u>	<u>8,184</u>	<u>1,043</u>	<u>40,686</u>

### 10 Debtors

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Trade debtors	5,128	121
Prepayments and accrued income	-	3,480
	<u>5,128</u>	<u>3,601</u>

### 11 Creditors: amounts falling due within one year

	2022 £	2021 £
Other taxation and social security	9,257	9,739
Deferred income	35,631	71,612
Trade creditors	40,310	36,622
Other creditors	8,560	9,960
Accruals	22,561	12,579
	<u>116,319</u>	<u>140,512</u>

Other deferred income relates to deposits and fees paid in advance for the following year.

# MERTON MUSIC FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 August 2022

### 12 Retirement benefit schemes

The charitable company operates a defined contribution pension scheme for all qualifying employees not in the Teachers Pension Scheme. The assets of the scheme are held separately from those of the charitable company in an independently administered fund.

### 13 Restricted funds

Arts Council England (ACE) made a grant available to the charitable company during the year. The use of the grant has no specific restrictions; however the funding is subject to the charitable company delivering the agreed activities within the core roles and extension roles of the National Plan for Music Education as highlighted within the Trustees' Report. The funds received in the year have been transferred to the general fund to be set off against expenses in the year that relate to the agreed activities with ACE.

### 14 Analysis of net assets between funds

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total 2022 ££	Restricted funds 2021 £	Unrestricted funds 2021	Total 2021 £
Fund balances at 31 August 2022 are represented by:						
Tangible assets	-	35,406	35,406	-	40,686	40,686
Current assets/(liabilities)	12,973	191,313	204,286	12,973	160,990	173,963
	<u>12,973</u>	<u>226,719</u>	<u>239,692</u>	<u>12,973</u>	<u>201,676</u>	<u>214,649</u>

### 15 Audit report information

The auditor's report was unqualified.

**WSM Advisors Limited**

**Chartered Accountants**

**Statutory Auditor**

### 16 Financial commitments, guarantees and contingent liabilities

The liability of the members is limited. Every member undertakes to contribute an amount not exceeding £1 to the assets of the company, in the event of the company being wound up whilst they are a member, or within one year after ceasing to be a member, for the payment of the debts and liabilities of the company contracted before ceasing to be a member.

### 17 Operating lease commitments

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	18,000	18,000

# MERTON MUSIC FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

For the year ended 31 August 2022

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17 Operating lease commitments	(Continued)	
Between two and five years	54,000	54,000
In over five years	-	18,000
	<u>72,000</u>	<u>90,000</u>

### 18 Related party transactions

During the year there was an employee who was employed as a chief executive officer who was also a director. Remuneration was paid to this director in the capacity of an employee.

None of the trustees (or any persons with them) received and remuneration or benefits from the charitable company during the year.

### 19 Teachers' Pension Scheme

The charity participates in the Teachers' Pension Scheme (England and Wales) (the TPS), for its teaching staff. The pension charge for the year includes contributions payable to the TPS of £48,737 (2021 : £40,233).

The TPS is an unfunded multi-employer defined benefits pension scheme governed by the Teachers' Pensions Regulations 2014. Members contribute on a "pay as you go" basis with contributions of £.

20 Cash generated from operations	2022	2021
	£	£
Surplus for the year	25,043	5,405
Adjustments for:		
Investment income recognised in statement of financial activities	(10)	(8)
Depreciation and impairment of tangible fixed assets	11,802	13,562
Movements in working capital:		
(Increase)/decrease in debtors	(1,526)	5,548
Increase/(decrease) in creditors	11,788	(1,049)
(Decrease) in deferred income	(35,981)	(37,672)
<b>Cash generated from/(absorbed by) operations</b>	<u>11,116</u>	<u>(14,214)</u>

### 21 Analysis of changes in net funds

The charitable company had no debt during the year.