
MYCOOL

MUSIC FOUNDATION

Making a difference through music

FIRST ANNUAL REPORT

For the year 2018/2019

Presented at the first Annual General Meeting
on Saturday 27th April 2019 at 2.00 pm

CONTENTS

	Page
1. WELCOME TO OUR FIRST ANNUAL REPORT	3
2. BACKGROUND	3
• The beginning of MyCool Music Foundation	3
• The Purpose of the Foundation	4
3. AIMS AND OBJECTIVES OF THE FOUNDATION	4
• Aims	4
• Objectives	4
4. MANAGEMENT OF THE FOUNDATION	5
• Trustee Committee	5
• The Trustees who manage the Foundation	5
5. GOVERNANCE	6
• Organisational Status	6
• Governing document	6
• Finance	6
6. SUMMARY OF THE FOUNDATIONS MAIN ACHIEVEMENTS DURING ITS FIRST YEAR 2018/2019	6
• Establishing the Foundation	6
• Publicity	7
• Fundraising achievements	7
7. PROPOSED PROJECTS TO BE SUPPORTED IN 2019/2020	10
8. LOOK AHEAD – FURTHER DEVELOPMENTS IN 2019/2020	13
• Implementing new projects	13
• Organisational development	13
• Fundraising	13
• Partnership working	14
• MyCool Singers association	14
9. FINANCIAL REPORT AND ACCOUNTS	15

MYCOOL MUSIC FOUNDATION

(Previously known as Mike King Music Foundation)

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1. WELCOME TO OUR FIRST ANNUAL REPORT

- 1.1 Welcome to the first Annual Report of the MyCool Music Foundation. It has now been formally established, as a not-for-profit voluntary organisation, for one year - following the adoption of its Constitution in April 2018. However, the vision for the music Foundation was first launched on the 3rd September 2017 at a concert featuring MyCool Singers Community Choir, by its Founder, Mike King, Musical Director, Arranger and vocal coach.
- 1.2 The Foundation would like to use this first Annual Report covering 1st April 2018 to 31st March 2019 to tell you about its development, what it has been doing over the past year and some of its ambitions for 2019/2020 and beyond. The Foundation is still a very young and relatively small charitable organisation, but it has some big ambitions for making a difference in people's lives, through the therapeutic value of music and singing and using it to improve health, well being, self esteem and confidence as well as educational and learning opportunities – not to mention the sheer joy of singing and making music together with others.
- 1.3 This report will provide some of the essential administrative, governance and financial requirements of an annual report, as well as some narrative on what we have been doing, what we plan to do in the coming year and some of the new projects we have been able to support through our early fund raising efforts, all of which have been supported by a loyal and enthusiastic following of supportive friends and colleagues.

2. BACKGROUND

The beginning of MyCool Music Foundation

- 2.1 The MyCool Music Foundation was founded in 2017 and was born out of the MyCool Singers Community Choir, which was founded in January 2014 by its Musical Director, Mike King. Since its formation MyCool Singers has become one of London's most respected community choirs and with its ethos of '*Giving Through*

Singing’ has raised several thousand pounds for charities and organisations, both in the United Kingdom and other countries.

The Purpose of the Foundation

- 2.2 The development of MyCool Music Foundation (MCMF) was a natural extension of the charitable fundraising begun by MyCool Singers (MCS). The Foundation, in its infancy, has initially been established to raise funds that can be used to support individuals, groups and communities by using the therapeutic power and benefits of music and singing, both individually and collectively.

3. AIMS AND OBJECTIVES OF THE FOUNDATION

Aims

- 3.3 MyCool Music Foundation works for the public benefit; its aims are:
1. **The advancement of music related education** supporting disadvantaged children and adults in various locations, by offering them opportunities to engage in music and singing activities, to include but not limited to, workshops, choirs and concerts.
 2. **The relief of those in need** by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.
 3. **Support other charitable organisations** with a shared sense of purpose and with which the Foundation can work or offer support – through the use of music and singing

Objectives

- 3.4 MyCool Music Foundation will achieve its aims by:
1. **Fundraising opportunities for other charitable organisations** which it supports or with which it works
 2. **Working with individuals to enable them to express themselves**, improve their health and promote wellbeing and enhance their lives. The advancement of arts through the promotion of singing and music will enable and provide relief to those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.
 3. **Providing singing and choir workshops** for those recovering from traumatic/life changing experiences or life crises such as bereavement,

breakdowns in relationships, mental health difficulties etc – who may benefit from the therapeutic value of singing

4. **Providing song writing sessions to help those experiencing life crises,** bereavement or dealing with emotional challenges. This may include song writing for the terminally ill, to enable them to leave or express their feelings of love and memories for loved ones whom they leave behind and who may find comfort whilst coping with their loss.
5. **Providing music workshops for communities and organisations** such as residential care home for adults or children, hospices and other specialist units
6. **Support for gifted and talented young people** from disadvantaged/less privileged backgrounds to develop their music and associated aspirations.
7. **Exploiting the therapeutic value of music** and singing to improve the health and well-being of individuals, groups and communities.

4. MANAGEMENT OF THE FOUNDATION

Trustee Committee

- 4.1 The MyCool Music Foundation is managed by a Trustees Committee, consisting of at least five people. Apart from the first Trustees, each one is appointed by a resolution passed at a properly convened meeting of the Trustees Committee and for a period of three years.

The Trustees who manage the Foundation

- 4.2 The first Trustees were appointed at the inaugural meeting on the 1st July 2017 and were appointed for various periods of tenure, to ensure subsequent replacements/reappointments are staggered. Details of the current Trustees are as follows:

	Name of Trustee	Office held	Period of appointment	Period of tenure
1	Carol Ashfield	Chair	4 years	July 2017 – June 2021
2	Christine Carter	Secretary	2 years	July 2017 – June 2019
3	Tracy Halpin	Financial Secretary	2 years	July 2017 – June 2019
4	Carol King		3 years	July 2017 – June 2020
5	Mike King		5 years	July 2017 – June 2022

- 4.3 Trustees meet at least three times a year, but generally more frequently and decisions are taken by a consensus approach, where this cannot be achieved then by a majority decision. A quorum of three is required for decisions to be made. Minutes are kept of all Trustees meetings.

5. GOVERNANCE

Organisational status

- 5.1 The Foundation is constituted as an unincorporated not-for-profit voluntary organisation. It has a relatively low income currently and does not intend to employ staff or acquire property. As a small organisation, with limited annual income the Foundation has not achieved charitable status as yet – but as it consolidates itself and achieves some growth in income it anticipates acquiring charitable status.

Governing document

- 5.2 On the 4th April 2018 the Foundation adopted its Constitution, which is available on request. This describes how the Foundation manages its business and responsibilities.

Finance

- 5.3 The Foundation holds a bank account with Santander and all its finances are transacted through the bank account, which is supervised by the Financial Secretary. The Foundation is presenting its first annual accounts as part of this report.

6. SUMMARY OF THE FOUNDATIONS MAIN ACHIEVEMENTS DURING ITS FIRST YEAR 2018/2019

Establishing the Foundation

- 6.1 The Foundation began the year by adopting its constitution on the 4th April 2018. This was an important step in the development of the Foundation as it provided the overarching governance framework and confirmed the aims and objectives of the organisation and how its business would be managed. This provided the key basis for moving forward.
- 6.2 The Foundation began the year with a cash balance of £1,778.81 which had been raised since the initial launch of the Foundation in July 2017. This had been raised largely through the generous fund raising efforts of MyCool Singers whereby their annual concert in September 2017 provided the opportunity to launch the Foundation, raise awareness and enabled people to donate money. In addition members had supported the Foundation by providing prizes for a raffle which generated further funds. The sources of this money therefore were:

1. Donations made at MCS concert on 03.09.17	-	£224.81
2. Income generated by raffle on 02.12.17	-	£859.00
3. Donations made by individuals	-	<u>£695.00</u>
Total income as at April 2018:	-	<u>£1778.81</u>

6.3 With this money in hand together with its Constitution, the Foundation was able to set up its bank account with Santander, which offered an account specifically for not-for-profit organisations and small charities. Even though the initial financial resources were small, the Foundation was keen to ensure that the money would be used to commission projects/grants that would fulfil its aims and objectives.

6.4 The Foundation therefore established the following priorities for 2018/2019:

- Publicise the Foundation
- Establish further fundraising initiatives
- Develop a process for commissioning projects and grants to which funds can be applied.
- Develop partnerships with other agencies which share common objectives

Publicity

6.5 The Foundation has developed a website page linked to MyCool Singers and Facebook page which it uses to provide information about the Foundation and promote its activities. A member of MyCool Singers supports these initiatives on behalf of the Trustees.

Fundraising achievements

6.6 The Trustees have been mindful of the limited initial capacity of the Foundation and during 2018/2019 fund raising efforts were concentrated on two main events as follows:

- a second annual raffle drawn live on Facebook
- a fundraising dinner dance

6.7 **The annual raffle** began in September 2018 with tickets being available at the MyCool Singers concert. Members of MyCool Singers also undertook to sell tickets and tickets were also available at the fundraising dinner-dance in November 2018.

The raffle was drawn live on Facebook on the 8th December 2018. An impressive range of prizes were available and despite best efforts to limit the number of prizes in the raffle (to prevent the draw being too long), twenty-two prizes were ultimately raffled ranging from various hampers, to gift vouchers for stores, restaurants and goods, and included a variety of sponsored prizes generously donated by a number of businesses. This raffle sold a total of 832 tickets and raised £752.86 a significant fundraising achievement as follows:

SOURCE OF TICKET SALES	AMOUNTS RAISED
MCS Members	£510.00
Relative of MCS member	£50
MCS Concert	£99.00
Dinner/dance	£173.00
Grand total tickets sold:	£832.00
Less cost of printed tickets:	-£79.14
NET FUNDS RAISED:	£752.86

6.8 The Trustees would like to thank Ruth Alvin, Frankie Carvalho and Libby Williams (members of MyCool Singers) for all their hard work in organising the raffle prizes, overseeing tickets sales and managing the live draw of the raffle. Special thanks also go to Frankie Carvalho for her additional efforts in generating ten of the prizes through sponsors. Thanks also to other members of MyCool Singers who so generously donated goods for the other prizes. All of these contributions are very much appreciated and resulted in impressive prizes and such a significant amount of money being raised.

6.9 **The fund raising dinner-dance** was held on Saturday 17th November 2018 at The Warren in Hayes, Kent and was attended by 168 guests. This proved to be an enormous success, not only in terms of the funds it raised for the Foundation but because of the opportunity it provided for so many of its supporters to come together for an evening of fun and enjoyment. The organisation of this event was a learning experience for the Trustees and became very much a team event, inspired and led by the Chair of the Trustees, Carol Ashfield. As well as a dinner, followed by dancing until midnight, MKC (Mike King Collective) provided a wonderful cabaret of songs drawn from their varied and polished repertoire, beautifully performed that entertained guests. In addition there was an ‘on-the-night’ raffle and silent auction that raised additional funds during the evening. Overall the dinner dance raised a total of £3,233.30, which has made a significant contribution to the resources available to the Foundation. The following table summarises the sources of funds.

SUMMARY OF FUNDS RAISED FROM DINNER-DANCE 17 TH NOVEMBER 2018		
1	Profit from sale of tickets	£1,423.30
2	'On-the-night' raffle	£875.00
3	Silent Auction	£935.00
	<i>NB: £173 also raised at dinner for MCS Annual Raffle drawn on 08.12.18 but is accounted for in account for that raffle</i>	
	TOTAL RAISED FROM DINNER-DANCE	£3,233.30

6.10 The Foundation would like to thank:

- The Warren for their generous subsidy in relation to this event and reducing costs for the Foundation
- Sponsors who provided donations to the costs of the dinner-dance
- MKC and Mike King for giving so generously of their time and talents to provide additional entertainment for guests
- All those who made such generous financial contributions through buying raffle tickets, bidding in the silent auction or otherwise making donations to the funds of the Foundation.
- All those who bought tickets and raffle tickets.

Many thanks to all for making this fund-raising event so successful.

6.11 **Individual personal donations** also contributed to the fund raising efforts of the Foundation during 2018/2019 with a significant number being made between September and December, generated by the two above mentioned fund-raising efforts. Personal donations amounted to £2,768, broken down as follows:

	DONATIONS RECEIVED	AMOUNT
1	Individual donations received between Sept and March 2019	£2,459.70
2	Donor 1	£25.00
3	Donor 2	£30.00
4	Donor 3	£200.00
5	Donor 4	£30.00
	TOTAL:	£2,744.70

The Trustees would like to thank all those who have made individual personal donations to the work of the Foundation. Your generosity is much appreciated.

6.12 **MyCool Singers Concert** in September 2018 made an additional £155 from money collected in buckets, this was in addition to the £99 made towards the on-line Raffle.

6.13 **Total fundraising for 2018/2019** is estimated to be £6,794, made up as follows:

	FUND RAISING EVENT	AMOUNT
1	On-line raffle	£752.86
2	Dinner-dance	£3,143.30
3	Individual donations	£2,744.70
4	MyCool Singers concert	£154.00
	Total fund raising	£6,794.86

The Trustees are very grateful for this significant contribution to the funds of the Foundation in its first year of operating. Thanks to all who made it possible.

7. PROPOSED PROJECTS TO BE SUPPORTED BY THE FOUNDATION IN 2019/2020

7.1 Given the success of the fund raising events in 2018/2019 the Trustees were keen to ensure funding was allocated to new projects consistent with the aims and objectives of the Foundation as quickly as possible. To this end during 2019/2020 the Trustees began to develop the process for allocating funds for projects and grants.

7.2 Three categories for funding allocation were developed as follows:

- Individual small grants for young people 12 – 18 years.
- Individual small grant for people over 18 years.
- Funding for projects working with specific groups or communities.

Separate application forms were developed for the three categories and the following criteria were developed to be applied to applications for funding:

1. Enable individuals to express themselves, improve their health and promote well being and enhance their lives through the promotion of singing and music.
2. Through access to choirs and/or music workshops, provide benefits from the therapeutic value of singing or musical engagement
3. Provide support for gifted and talented young people from disadvantaged/less privileged backgrounds to develop their musical and associated aspirations.
4. Advance music related education and support disadvantaged young people and adults in various locations, by offering them opportunities to engage in music and singing activities, to include, but not limited, to individual classes, workshops and choirs.

- 7.3 Applications would be assessed against the above criteria which are consistent with the aims and objectives of the Foundation. At least one of the criteria must be met by the proposal. The application form gave examples of what grants might be used to provide as follows (but the list is not exhaustive):
- Choir/singing workshops for those experiencing/recovering from life crises, bereavement or emotional challenges.
 - Music/singing workshops for communities and organisations such as residential care homes for adults or young people, hospices and other special units.
 - Working with mental health organisations to support people with mental health difficulties.
 - Using song writing skills as a way of self expression for those experiencing challenges.
- 7.4 The Trustees aimed to complete the process in time for funding to be allocated to enable projects to receive approval and be ready to begin work by the beginning of April 2019.
- 7.5 Following the successful fund raising events bringing the Foundation's cash balance to **£8,811.00** as at 31 March 2019 for our financial year 2018/19, a provision of £6,000 was made to create a fund for new projects and grants. At the beginning of February 2019 the Foundation published an on-line invitation to apply for funding for projects or individual grants in the three categories. The closing date for applications was the end of February 2019.
- 7.6 Seven applications were received and the Trustees formed a panel to assess each of these. Of the seven applications received, all met at least one of the criteria and were considered to be worthy projects. The proposed costs of two of the projects were disproportionately high for the level of funding available in this round. One of these proposed working with older people in residential homes and the applicant was encouraged to reapply in a subsequent funding round, with some amendments to costs. The second one proposed working with people with life-limiting conditions but the Trustees considered the financial modelling required some amendment and were keen for the Foundation to work with the applicant organisation to develop the proposal further – this has been followed up successfully and arrangements are in

hand for representatives of the Foundation to begin working with the application organisation. Therefore five projects were awarded funding, as follows:

	PROJECT TITLE	NATURE OF THE PROJECT	FUNDING AGREED
1	Croydon Carers Choir Song writing Project	Croydon Carers Choir Song writing Project builds upon Croydon Carers Choir which has been attended by over 60 Carers and currently hosts sessions twice a month with 10 – 15 carers attending. Carers attending enjoy singing and attending choral events and performing. Carers have enjoyed sing songs that reflect their experiences. The applicant now proposed to introduce a series of song writing sessions for carers to create a song to perform at their Christmas performance.	£776.00
2	Mind and Soul Choir Voices of Ladywell	Mind and Soul Choir – Voices of Ladywell plans to extend the well established SLAM (South London & Maudsley NHS Foundation Trust) Mind and Soul Choir, made up of mental health service users , carers and staff and extend the model to other services in the SLAM NHS Trust. The project proposes to begin with the Ladywell Unit, an inpatient unit based at Lewisham Hospital for people who require 24/7 care. The project will provide five facilitated practical workshops using the Mind and Soul model supporting people to take part in the core function of a choir and a joint interactive performance with the Mind and Soul choir as a conclusion to the project.	£800.00
3	Music and Singing for Family Link Charity	Family Link Charity delivers fun, social and educational opportunities for children and young people with complex physical and learning disabilities with Saturday and school holiday clubs that cater around each individual young person's need. Family Link would like to extend their work to include music and singing sessions in their programme that will provide lifelong skill including confidence, resilience and encouragement to try and take part in motivation activities. The project will provide a Music/Singing Entertainer every other month.	£900.00
4	Celebrations Pirate Show Celebrations Theatre Group	Celebrations Theatre Group is a music and theatre club for adults with learning disabilities , with a membership of 40 adults ranging from 19 – 63 years of age. It is self-funded and run by volunteers. The project proposes to enable adults with learning disabilities to perform in a theatre to an audience of up to 250 people. This will involve weekly rehearsal, intermittently led by experts in drama, dance and singing. Buying in such expertise will be effective in enabling the volunteers to support the members in developing their skills and confidence and thereby achieve their full potential. Some funding will be secured by ticket sales but other costs require additional funding to support the performance. Six months duration for the project.	£960.00
5	Grant for an under 18 year old singer songwriter	Grant requested to support talented singer/song writer to receive specialist voice therapy for singers and/or coaching following a debilitating illness that has affected her singing ability. A grant would enable her to recover her former singing ability and resume her promising career in the music industry	£500.00
TOTAL FUNDING ALLOCATED:			£3,936.00
Balance available to be carried forward from £6,000 allocation			£2,064.00

7.7 The Trustees were encouraged to find such a wide range of client groups represented in the applications for funding, enabling the Foundation to touch and support diverse communities through this first round of funding projects.

7.8 The Foundation is on target to implement the five initiatives listed above early in 2019/2020 and looks forward to working with the various organisations and partners in achieving their goals and fulfilling the aims and objectives of the Foundation.

8. LOOK AHEAD - FURTHER DEVELOPMENTS IN 2019/2020

Implementing new projects

8.1 The Foundation will work with the projects that have secured funding to ensure they are able to deliver their programmes successfully in 2019/2020, with the appropriate level of due diligence, monitoring and evaluation. As well as ensuring the funds raised by the Foundation are used appropriately, this process will provide the Trustees with some valuable learning to apply to commissioning of future projects and grants.

Organisational development

8.2 The Foundation will be reviewing the need for appropriate policies and procedures to support its work in the future, learning from its first full year as an organisation.

8.3 Having achieved the threshold of raising and managing funds in excess of £5,000 per annum, the Foundation will be looking to apply to the Charity Commission for registration in due course. Work will be undertaken over the coming year to ensure all the necessary systems are in place to successfully achieve registration. This will not only endorse the validity of the Foundation as a charitable organisation but will also enable it to take advantage of 'Gift Aid' through which the funds raised in the future can be increased significantly through the use of the Gift Aid system.

Fundraising

8.4 The Foundation will continue its fundraising efforts in the coming year and it is hoped the implementation of projects from the first round of commissioning will be an encouragement to its fundraising efforts. The Trustees hope potential contributors and donors will feel confident in the ability of the Foundation to deliver a successful programme of initiatives using the funds raised effectively to ensure benefits to wider groups, communities and individuals.

8.5 Plans have already been made for:

- MyCool Singers concert presented under the auspices of the MyCool Music Foundation – to be held on Saturday 31st August 2019 at St John's, Smith Square, Westminster, London. This prestigious venue has a seating capacity of 750 people.
- A MyCool Music Foundation raffle in 2019/2020
- A second fundraising dinner-dance to be held on Friday 15th November 2019 at The Warren, Hayes, Kent. The raffle will be drawn at this event.

Partnership Working

8.6 The Foundation has identified a number of organisations/charities with which it would like to forge stronger partnerships building upon existing links and offer support to use music and singing therapeutically. A number of these have emerged through links with MyCool Singers choir and individual members and include:

- Young Lewisham Project – working with disadvantaged young people.
- Quo Vadis Trust – involved in providing care, housing and social support.
- SIDCAS – working with asylum seekers and using music to provide support.
- Ovarian Cancer Charity
- Ladywell Mental Health Unit – where MyCool Singers have previously performed.
- Breast Cancer Care
- Royal Trinity Hospice
- Ashton Jazz Academy – previously supported by MyCool Singers
- South East Cancer Care – previously supported by MyCool Singers

MyCool Singers association

8.7 The Trustees would like to acknowledge the integral role MyCool Singers has played in progressing the work of the Foundation. This includes:

- supporting the fund-raising efforts both individually and collectively
- performing wherever possible in various organisations and locations to promote the life affirming power of singing and music and raising awareness
- linking with other projects

The Foundation would want to continue strengthening the partnership between MyCool Singers and the MyCool Music Foundation.

9. FINANCIAL REPORT AND ACCOUNTS

9.1 Reference has been made in sections 6 and 7 of this report to the financial resources of the Foundation and how they have been applied. During the first year of operation the Trustees have prioritised the use of resources to invest in fund-raising activities and the development of projects.

9.2 To date the Foundation has not developed a formal **reserve policy** (i.e. keeping money aside as reserve to protect the Foundation against a drop in income or to allow it take advantage of new opportunities). However, the Trustees have taken a prudent approach to financial management in this first year by:

- keeping administrative costs to an absolute minimum
- securing funding through fund-raising initiatives before committing to expenditure
- financial planning that makes provision for essential investment to support fund-raising initiatives – e.g. financial modelling for dinner-dance forecasting costs against potential financial benefits to reduce financial risk to the Foundation

9.3 The Receipts and Payments Account that follows is based upon the proforma CC16a recommended by the Charity Commission for England and Wales, primarily designed for smaller charities that do not need to have their accounts audited.

9.4 As a small organisation reporting on its first year of development, the finances of the Foundation are relatively simple and unsophisticated. Some of the descriptions in the proforma do not currently apply to the Foundation but as it moves forward, it is anticipated the Foundation's financial modelling will become more refined and advanced as, hopefully, its income and associated investment grows in the future.

RECEIPTS AND PAYMENTS ACCOUNTS

Name of organisation: **MyCool Music Foundation**

For the period: **1st April 2018 to 31st March 2019**

**CC16a
Charity Commission**

Section A							
Receipts and payments							
	Unrestricted funds to the nearest £		Restricted funds to the nearest £		Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts							
Annual Raffle	832.00					832.00	859.00
Dinner dance ticket revenue	7,581.00					7,581.00	
Dinner dance table decorations sponsorship	115.00					115.00	
Dinner-dance raffle	875.00					875.00	
Silent auction	935.00					935.00	
Donations from individuals	2,745.00					2,745.00	695.00
MyCool Singers Concert donations	155.00					155.00	225.00
<i>Sub total</i>	13,139.00					13,139.00	1,779.00
A2 Asset and Investment sales, etc							
<i>Total receipts</i>	13,139.00					13,139.00	1,779.00
A3 Payments							
Dinner-dance venue and food	5,493.00					5,493.00	-
Insurance for dinner-dance	79.00					79.00	-
Disco for dinner-dance	400.00					400.00	-
Printed tickets for annual raffle	79.00					79.00	-
Registration Sevenoaks Council	40.00					40.00	-
Table decorations (Party Chic)	115.00					115.00	-
<i>Sub total</i>	6,206.00					6,206.00	-
A4 Asset and Investment purchases, etc							
<i>Total payments</i>	6,206.00					6,206.00	-
<i>Net of receipts/payments</i>	7,032.00					7,032.00	1,779.00
A5 Transfers between funds							
A6 Cash funds last year end							
	1,779.00					1,779.00	
<i>Cash funds this year end</i>	8,811.00					8,811.00	

(Section B continued over page)

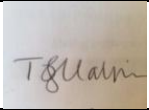
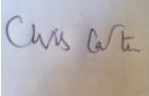
Section B Statement of assets and liabilities at the end of the period				
Categories	Details	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
B1 Cash Funds	Cash at Foundation (Santander bank a/c 31/03/2019)	8,811.81		
	<i>Total cash funds (agree balances with receipts and payments account(s))</i>	8,811.81		

	Details	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
B2 Other monetary assets				

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use				

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	2019 Dinner dance deposit due	Unrestricted	£450.00	April 2019 onwards
	Agreed funding for projects in 2019/2020	Unrestricted	£3,936.00	April 2019 onwards
	Deposit for fundraising concert venue 2019	Unrestricted	£1,950.00	April 2019

Signed on behalf of Trustees	Signature	Name	Date of approval
		Tracy Halpin Financial Secretary	26.04.19
	Signature	Name	Date of approval
		Christine Carter Secretary	26.04.19