

REGISTERED COMPANY NUMBER: 07301585 (England and Wales)  
REGISTERED CHARITY NUMBER: 1137807

REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31 MARCH 2014  
FOR  
BRITISH ASSOCIATION FOR MUSIC THERAPY

Duncan & Toplis  
Chartered Accountants  
and Business Advisers  
4 Henley Way  
Doddington Road  
Lincoln  
Lincolnshire  
LN6 3QR

BRITISH ASSOCIATION FOR MUSIC THERAPY

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FOR THE YEAR ENDED 31 MARCH 2014

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CHAIRMAN'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2014

From the Chair of Trustees, Donald Wetherick:

This year saw two major events organised by the Charity : National Music Therapy Week in June 2013, and the First BAMT Conference 'Counterpoints: Music Therapy Practice in the 21st Century' in February 2014. Each is planned as a biannual event but their timing has resulted in them both falling within the same reporting year. Music Therapy Week is an important part of the charity's commitment to 'promote the public understanding of music therapy', and saw a number of local and regional publicity events hosted by service providers, features in the media, and a motion in the Scottish Parliament recognising the contribution of music therapists to public health. The BAMT conference was the first under our new organisational name and the first national music therapy conference since 2007. It saw 300 professionals, most but not all of them music therapists, meeting in Birmingham to share current research and best practice in music therapy. In collaboration with the Music Therapy Charity, the conference included an opening public lecture by Professor Cheryl Dileo of Temple University on music therapy in the prevention and treatment of heart disease. The conference represents a significant part of our commitment to 'promote the art and science of music therapy' and plans for the next conference in 2016 are already underway.

Alongside this the charity has continued to support the education and training of music therapists through student meetings, small grants to students and researchers, and the work of the Training and Education Committee which includes representatives of all seven approved music therapy training programmes in the UK. One role of this committee is to support and advise on the setting up of new music therapy training programmes, and at its February meeting it began working with music therapists in Birmingham to support the establishing of a new programme there.

This year the charity received its first Gift Aid tax refund on donations from HMRC, resulting in additional income of approximately £13,000. The trustees agreed to allocate £10,000 towards seed funding for promising new music therapy services and this project will be launched during 2014-15. The vast majority of the charity's income continues to come from membership subscriptions, but the charitable status of the organisation is attracting increasing numbers of small donations. The trustee's current policy continues to be to allocate such unrestricted donations to our Small Grants scheme to support music therapy trainees and researchers. Training in music therapy remains relatively expensive and unlike similar health and care professions there is no commissioning funding or subsidy to support training costs.

The year saw the appointment of a new permanent editorial team for the British Journal of Music Therapy, which is produced by the charity on behalf of the profession. Tessa Watson and Kay Sobey took up permanent positions (having been temporary editors since November 2012) while Dr Alison Barrington joined them as a permanent editor, replacing Dr Rachel Darnley-Smith who had completed her temporary editorial role. Two volumes of the journal were published during the year.

A new role of Executive Officer (Public Relations) was created this year, and Grace Watts was appointed to the role in December 2013. This appointment fulfilled a long recognised need for a paid executive role within the charity to work alongside our administrative team to enable us to meet our charitable aims effectively. As well as assisting the trustees in its general work, the role is tasked with delivering Music Therapy Week 2015 on a substantially larger scale than was possible in 2013.

The charity continues to act as the recognised professional body for registered music therapists. In this regard the Chair has met with the newly appointed Allied Health Professions Officers for the Department of Health (Alison Raw) and Public Health England (Linda Hindle). The charity also liaised with the Health and Care Professions Council over new regulations affecting registrants (professional indemnity insurance) and training courses (service user involvement). These changes will come into effect during 2014-15. The charity remains committed to being the principal source of information on music therapy for the public, employers, and practitioners. During the year we published new guidance on record keeping for professional music therapists and responded to 729 direct enquiries from the public. No charge is made for information and advice given.

The Trustees met six times during the year. At the AGM in October 2013 Ellie Ruddock was elected as a Trustee and Student Officer and Tina Warnock stood down as Trustee and PR Officer, while Beccy Arnold (formerly Student Officer) continues as a Trustee without portfolio. During the year Pauline Etkin was co-opted as a Trustee and Chair of the Training and Education Committee.

## BRITISH ASSOCIATION FOR MUSIC THERAPY

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2014

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number  
07301585 (England and Wales)

Registered Charity number  
1137807

Registered office  
24-27 White Lion Street  
London  
N1 9PD

#### Trustees

Mrs R Bell	
D J Wetherick	
Ms C M N Warnock	- resigned 5.10.13
B Saul	
Mrs R Arnold	
Dr J P Sutton	
B Lydon	
K Jones	
N Gilmore	
Ms E R Ruddock	- appointed 5.10.13
Ms P Etkin (OBE)	- appointed 12.11.13
Mrs S C Gummett-Hart	- appointed 11.4.14

Company Secretary  
U Aravinth

Independent examiner  
Duncan & Toplis  
Chartered Accountants  
and Business Advisers  
4 Henley Way  
Doddington Road  
Lincoln  
Lincolnshire  
LN6 3QR

#### COMMENCEMENT OF ACTIVITIES

The organisation was dormant from incorporation until 5 April 2011.

On 6 April 2011, under a formal assignment of operations the organisation assumed the charitable activities of the Association of Professional Music Therapists and the British Society for Music Therapy.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

## BRITISH ASSOCIATION FOR MUSIC THERAPY

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2014

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Recruitment and appointment of new trustees

In accordance with the Memorandum and Articles of Association, any person who is so willing, may act as a Trustee and may be elected by ordinary resolution of the members.

At the third AGM after his or her appointment or election, a Trustee shall retire and be eligible to be re-elected for a further two three-year terms.

No elected Trustee may serve for a period of more than nine years without a period of at least one year out of office.

##### Induction and training of new trustees

New Trustees undergo orientation sessions which include observation at a Board meeting prior to becoming a Trustee, and visiting the registered office of the company to familiarise themselves in the way the organisation carries out its day to day duties and implements decisions. Business planning, the Memorandum and Articles of Association and financial performance are also covered. Trustees are encouraged to attend external training events which assist them in undertaking their role.

##### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Via regular meetings and other forms of communication, the Trustees have examined all areas of operation and have identified the key risks to which the organisation is exposed.

In the opinion of the Trustees, the Association has established processes and systems which under normal circumstances should allow the risks identified by them to be mitigated to an acceptable level in its day-to-day operations.

#### OBJECTIVES AND ACTIVITIES

##### Objectives and aims

The objects of the organisation are to promote for public benefit the art and science of Music Therapy and the use and development of Music Therapy for children and adults with a wide range of needs, to advance education in Music Therapy, and to promote understanding of Music Therapy for the general public.

##### Public benefit statement

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit, "Charities and Public Benefit".

ACHIEVEMENT AND PERFORMANCE  
Promoting the Art and Science of Music Therapy

From the Professional Development Officers Kate Jones and Belinda Lydon:

Kate and Belinda have continued as professional development officers during 2013/14. This role is to respond to and support the professional development needs of individual BAMT members and the UK Music Therapy profession as a whole. As part of this role we reply to many email enquiries from members and other interested professionals about specific issues. These can be quite varied including queries on returning to practice, HCPC requirements and pay scales to architectural design for therapy spaces. These queries also give us some idea about the needs of the profession generally and signpost us to issues that we may need to flag up to the membership or consider in greater depth.

Another aspect of this role is devising training days, workshops and seminars to provide a rich programme of CPD events for members. The main aim in arranging BAMT CPD is to respond to demand from members and to offer a diverse range of CPD events which compliment the other events and trainings that BAMT advertises. We also hope to ensure that our CPD events support members across the whole of the U.K. With this in mind we have undertaken surveys to ascertain CPD needs and we aim to gather member feedback from each event to guide future CPD planning. We also liaise closely with area groups to ensure that they are able to provide some resources locally.

Our current series of 5 vocal workshops responds directly to the positive feedback about Phoene Cave's workshop at the BAMT 2014 conference in Birmingham. Most Music Therapists will use their voice as part of their clinical work and so we felt that working in partnership with Phoene to roll this popular workshop out across most of the U.K would provide an invaluable resource to most BAMT members. As such, we have also decided to provide this at low-cost so that it is accessible to all therapists and to encourage high levels of engagement in this CPD activity.

Other planned CPD events will provide members with interesting and exciting opportunities for clinical and professional development. Repetition of events will again respond to demand and popularity.

We would also like to develop a database of professionals who can provide quality CPD trainings so that we have the resources to respond to specific demands.

We are currently auditing CPD portfolios from members of the BAMT CPD Peer Review Scheme. We hope that BAMT members find this a useful resource in planning their specific CPD needs. We also offer support to members who are undergoing HCPC CPD audit.

Last year Belinda wrote BAMT guidelines on note-writing. This year we are aiming to extend these guidelines to include advice on audio and video storage.

We also hold the BAMT Supervision and Consultation Register and work with the Supervision Panel to screen new supervisor applications. It is now free to apply to be on the Supervision Register and we welcome new applications.

From Rachel Bell, Area Group Liaison Officer:

Perhaps the biggest development in the last year within the area groups is the formation of the East London area group. This was instigated by Katy Bignold who had deduced that there were enough BAMT music therapists living and working in East London to propose setting up a group and under her coordination the first meeting was held in February of this year. We have had an area coordinators meeting in Birmingham this year during the BAMT conference to which there were 11 attendees.

With BAMT resources for areas to develop and promote the practice of music therapy on the increase, we have seen more areas utilize their budget in order to provide themselves with training and opportunities for publicizing the work. Some areas have linked up with the networks in order to access specific types of CPD. The focus for me is to make sure that opportunities are available in equal measure outside London and this is work in progress. Plans for the next year are as follows:

- 1) To continue to visit area groups in person and hear directly about issues affecting music therapists locally.
- 2) To hold 2 area coordinator meetings
- 3) To empower more areas to increase their activity regarding CPD and promotion of practice

BRITISH ASSOCIATION FOR MUSIC THERAPY

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2014

ACHIEVEMENT AND PERFORMANCE

Promoting the Art and Science of Music Therapy

4) To fill the vacant area coordinator roles.

5) To look at restructuring larger areas such as the South West and supporting members to become active within their smaller groups.

6) Supporting areas in preparation for Music Therapy week 2015.

## BRITISH ASSOCIATION FOR MUSIC THERAPY

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2014

#### ACHIEVEMENT AND PERFORMANCE

Promoting Public Understanding of Music Therapy  
From the PR/Communications Officer, Grace Watts

The past year has been an exciting time for BAMT in promoting awareness around not only the organisation but music therapy more generally. A lot has been achieved in a relatively short amount of time; Music Therapy Week 2013, a growing social media presence, the appointment of a part-time PR/Communications Officer supported by a freelance PR role, and of course the BAMT conference in February 2014!

MTW2013 was hugely successful with a significant increase in membership engagement, with over forty events taking place across the UK including radio interviews, live concerts, displays, presentations, open days and workshops. All these events showcased the exceptional skills, diversity and creativity of our membership to communities throughout the UK. Throughout the week there was a lively and creative social media presence along with strong press releases, online, print and radio media coverage, as well as Scottish Parliamentary recognition. Without the support of the membership, MTW2013 wouldn't have been such a success. Huge thanks to all who supported the campaign.

Social media was key not only in promoting MTW but also in helping to raise BAMT's profile more generally over this past year, as well as opening up new ways of communicating with members on a more regular basis. This has continued to flourish and we now have a strong following on both Facebook and Twitter which is growing daily.

Following recommendations made in the MTW summary, the appointment of a part-time PR/Communications Officer with additional freelance support, has meant that dedicated PR time and resources can now be incorporated into BAMT's overall strategy. Having these resources to draw upon is vital given the changing health and social care landscape we find ourselves in.

The first national BAMT Conference in Birmingham in February 2014 was a wonderful demonstration of the diversity and effectiveness of our profession within the UK. It offered a fantastic opportunity to share practice and research, network with colleagues, be inspired, and connect with the profession. We received an overwhelmingly positive response to the conference from our delegates. We hope to be able to share resources from the conference more widely with the membership and the general public over the coming months so please keep in touch with the BAMT website for updates. We were ambitious in our planning for the first conference, and as broad as it was, not everything could be covered in one weekend. We would encourage you to start thinking now about what you would like to see presented at the next conference, and how you might like to be involved.

Looking to the future, it is a changing and challenging landscape this gives rise to lots to be excited by, and in close liaison with the trustees, the focus will be on continuing to help raise awareness through online, print and radio media, as well as events including Music Therapy Week 2015. If you would like to be involved in MTW2015 or have ideas about what you would like to see happen, please get in touch. We will also be working on supporting the Research Network and the valuable role research has in developing and leading our profession, communicating with key audiences in order to help develop and promote music therapy e.g. linking up with other organisations and professions through Awareness Weeks, and developing a range of resources for the membership.

From International officer report Tessa Watson

My role primarily exists to promote BAMT and UK music therapy to the international community of music therapy. BAMT's international profile has been considerably raised this year by the appointment of Angela Harrison to the Regional Liaison post in 2013. This has allowed BAMT to engage more directly with both European and world-wide issues.

My work divides into 2 main roles. I respond to queries (mainly through email) from Music Therapists and trainees from all over the world. Their queries fall into 2 areas; information about how music therapy works in the UK (including queries about how to become registered in the UK), and queries about placements/internships. I answer queries, and pass some to Usha and her team who use the website to direct questions to the broader membership where appropriate.



## BRITISH ASSOCIATION FOR MUSIC THERAPY

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2014

#### ACHIEVEMENT AND PERFORMANCE

##### Promoting Public Understanding of Music Therapy

Secondly I engage with music therapy representatives from other countries. This is mainly through the active community of EMTC (<http://emtc-eu.com/>). I have recently returned from Luxembourg where I represented BAMT members at the European Congress of Music Therapy (see information and pictures on the BAMT international page). 28 European country representatives gathered together to discuss issues of importance across Europe. As in previous years, it is interesting to hear about and discuss issues relating to music therapy across Europe, and it helps BAMT to be able to contextualise our work internationally. Only 3 countries have protected and regulated status for Music Therapists (Latvia, Austria and the UK) and so advice and information from the UK is always eagerly sought. I have been glad to share our experiences and the hard work of UK music therapy pioneers with our colleagues across Europe. I also perform the important role of taking concise minutes (much appreciated by a group who are nearly all working in a second language). The EMTC is an excellent opportunity for formal and informal discussion and contact building between countries. The topics of discussion are brought back to the BAMT trustees for information and consideration.

At the world congress for music therapy in Vienna, Angela Harrison and I will be representing BAMT, attending meetings and voting on some international issues. We are both aware of the responsibility of our roles and we consult with BAMT Trustees on issues that are raised in international forums.

Again this year I would like to thank Usha and her admin team who have been an essential support to my role.

BRITISH ASSOCIATION FOR MUSIC THERAPY

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2014

ACHIEVEMENT AND PERFORMANCE  
Advancing Education in Music Therapy

From the Training and Education Committee Officer Pauline Etkin

Pauline Etkin took over as Chairman of the Training and Education Committee (TEC) in January 2014 and a meeting was held in February

The TEC is a committee comprising the Programme Leaders of the 7 Master Degree music therapy training programmes within the UK. The Chair of the committee is not currently directly involved in any of the training programmes and therefore facilitates this committee from a neutral position.

Four meetings are held annually with one being a Training day for programme heads and tutors.

The committee is a vibrant one which explores various matters which affect music therapy training as well as explores Allied Health Profession matters which have an impact on our profession.

Many topics affecting training and Registration form part of the meetings in order to obtain consensus and exchange ideas - these have included the HCPC requirements that there is Service user / carer involvement in the training programmes; Training for Support workers; Safeguarding and many other matters prevalent in this time of change within the NHS and our profession.

From the student Liaison Officer, Ellie Ruddock

Three student events have taken place across the 2013/2014 academic year, each focusing on a different area of training and professional issues.

The first student day, held in London in November, focused on the beginning of training and an introduction to the British Association for Music Therapy. This day had a high attendance of around 25 trainees coming from all of the educational institutions and the feedback collected was overwhelmingly positive. Attendees commented that they found the presentations and event content useful and informative. Feedback included requests for more opportunities to mix with the other trainees and have more opportunities for musical improvisation.

The second day took place in Birmingham in February and was planned to coincide with the first ever BAMT Conference. This event was designed to provide the opportunity to learn about and explore the other Arts Therapies. Attendees chose two workshop choices that they could attend out of Play, Art, Drama, Dance/Movement and Music. Angela Fenwick from BCAT arranged and facilitated the workshops. A high number of trainees (43) attended this event from nearly all of the educational institutions. Feedback collected included how well organised the event had been and how useful and interesting the workshops had been.

The third student day was held in London in May, and focused on the end of training, finding employment and professional issues. This day had a lower attendance than anticipated, with around 18 attendees in total, and there was only one attendee from an educational institution outside of London. This event was organised to include two musical improvisation opportunities and also a group workshop which involved the students getting to discuss and resolve case-scenarios together. Feedback from the event was overwhelmingly positive and many students commented on the high standard of presentations and how helpful the information was. The low attendance of this event could be explained by the timing of it; at the time of the event all students were preparing for VIVA exams or completing dissertations. It may be that next year the timing for this event is revised accordingly.

In June 2013, the Student Liaison Officer role changed hands from Beccy Arnold to Ellie Ruddock and Ruth Wawszczyk. After the second student event, Ruth decided to step down from the shared role due to work commitments. Ellie and Ruth arranged the student days based on the model used by Beccy Arnold in previous events, and this proved to continue to be successful as shown by the high levels of attendance in the first and second student days, and the medium level of attendance at the third student day.

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2014

ACHIEVEMENT AND PERFORMANCE

Advancing Education in Music Therapy

The trainee days continue to be free for BAMT members, £25 for non-members and include refreshments and lunch. Ellie Ruddock introduced a new incentive for students to attend the days; all travel expenses under £70 will be reimbursed, less the first £15 which students are asked to fund themselves. This offer is only available for BAMT members. This has proved to be a successful incentive for students and many reimbursement applications have been made. Many trainees have commented that the travel reimbursement offer has made student days possible for them to attend.

Administration

From the Administration Team, Usha Aravinth & Lisa McGinlay

2013/2014 has been another busy year. We would like to thank Tina Warnock for all her support during the year, who stepped down from her role of PR Officer and Trustee on 5 October 2013. Grace Watts has joined the team as PR Officer and Sophie Bolt as a Freelance PR Officer. We look forward to supporting them with their ideas.

The Trustees have decided to continue the free advertising service and during 2013-2014 we have placed 90 adverts. We have been responding to around 5-6 public enquiries a week. The membership continued to increase during 2013 and the beginning of 2014 and we now have 949 members.

We had our first BAMT Conference this year in Feb 2014 at the Birmingham Conservatoire, and this was a great success. This two day conference was attended by around 300 delegates and received very good feedback. We would like to express our sincere thanks to our Trustees, Committee members, Birmingham Conservatoire staff, BAMT Members, our suppliers and all others who helped in many ways for the success of this conference.

During this year we have also held a number of successful network meetings and student days at Claremont, thank you to all the Co-ordinators/Officers involved.

A huge thanks also goes to the Chair and Trustees who meet every month at the BAMT Office to ensure the successful operation of BAMT.

We are glad to confirm the administration team is fully equipped to provide you with the best services and to make you feel that your requests will be fulfilled by our team in a professional and friendly manner. We endeavour to continue to provide a prompt and efficient service to the members and to make the organisation a great success.

FINANCIAL REVIEW

From the Treasurer, Neal Gilmore:

The Charity ended the year with total incoming resources of £174,766 compared to the previous year of £143,809. The increase was primarily the result of income relating to the conference of £35,270. Although the direct conference costs were £27,189 there were additional staff costs incurred as well as time volunteered by trustees to ensure the event was a success.

Our surplus in 2014 was lower at £37,731 as a result of additional investment in PR and publicity to improve awareness of the Charity. We have employed an additional part-time member of staff and have additional help from an outside PR consultant.

The Trustees continue to hold the majority of our funds in deposit accounts which unfortunately do not bear a high rate of interest. The Trustees are of the opinion that it is preferable to hold the funds in cash deposits which are capital safe rather than risk the capital for a slightly better return.

We continue to benefit greatly from subscriptions being eligible for Gift Aid but intend to register the Charity with HM revenue and Customs so that members can have the choice of either making a Gift aid donation or alternatively claiming the subscription as a taxable deduction on their tax return. This may have an impact on our overall level of income as Gift Aid currently amounts to £15,000 annually. However, the trustees believe it is important to offer members the choice and bring the organisation in line with other arts therapy bodies.

BRITISH ASSOCIATION FOR MUSIC THERAPY

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2014

FINANCIAL REVIEW

We have made a record number of grants to music therapy students since the year end with a total of twenty grants of around £300 each to students submitting a grant request. An additional £5,000 was allocated to the Small Grants scheme during 2013-14.

The Trustees have set a budget for 2014/15 which includes further investment in web development and publicity as well as setting aside funds for supporting start up projects and research. These plans will increase our expenditure however income will remain constant and as a result our surpluses will fall in the future. Whilst it is important to have a reserve for difficult times (currently free reserves are £155,057), the trustees are conscious of the need to utilise some funds presently to develop the Charity further. The level of funds we hold allows us the flexibility to expand our services and offerings to members and the public.

ON BEHALF OF THE BOARD :

.....  
D J Wetherick - Trustee

Date: .....

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
BRITISH ASSOCIATION FOR MUSIC THERAPY

I report on the accounts for the year ended 31 March 2014 set out on pages twelve to twenty two.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

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

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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

T G Godson  
BA(Hons) FCA  
Duncan & Toplis  
Chartered Accountants  
and Business Advisers  
4 Henley Way  
Doddington Road  
Lincoln  
Lincolnshire  
LN6 3QR

Date: .....

BRITISH ASSOCIATION FOR MUSIC THERAPY

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2014

	Notes	Unrestricted funds £	Restricted funds £	Year Ended 31.3.14 Total funds £	Period 6.4.12 to 31.3.13 Total funds £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Voluntary income		135,447	806	136,253	135,387
Investment income	2	1,324	68	1,392	602
Incoming resources from charitable activities					
Service Delivery		36,928	-	36,928	3,880
Other incoming resources		193	-	193	3,940
Total incoming resources		<u>173,892</u>	<u>874</u>	<u>174,766</u>	<u>143,809</u>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds					
Fundraising trading; cost of goods sold and other costs		268	-	268	219
Charitable activities					
Service Delivery		133,470	680	134,150	73,530
Governance costs		2,617	-	2,617	7,730
Total resources expended		<u>136,355</u>	<u>680</u>	<u>137,035</u>	<u>81,479</u>
NET INCOMING RESOURCES		<u>37,537</u>	<u>194</u>	<u>37,731</u>	<u>62,330</u>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		119,494	46,252	165,746	103,416
TOTAL FUNDS CARRIED FORWARD		<u><u>157,031</u></u>	<u><u>46,446</u></u>	<u><u>203,477</u></u>	<u><u>165,746</u></u>

The notes form part of these financial statements

## BRITISH ASSOCIATION FOR MUSIC THERAPY

BALANCE SHEET  
AT 31 MARCH 2014

	Notes	Unrestricted funds £	Restricted funds £	2014 Total funds £	2013 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	6	1,974	-	1,974	2,532
Investments	7	4,271	17,236	21,507	21,437
		<u>6,245</u>	<u>17,236</u>	<u>23,481</u>	<u>23,969</u>
<b>CURRENT ASSETS</b>					
Stocks		5,115	-	5,115	5,383
Debtors	8	21,990	-	21,990	19,179
Cash at bank		158,299	29,209	187,508	139,431
		<u>185,404</u>	<u>29,209</u>	<u>214,613</u>	<u>163,993</u>
<b>CREDITORS</b>					
Amounts falling due within one year	9	(34,618)	1	(34,617)	(22,216)
		<u>150,786</u>	<u>29,210</u>	<u>179,996</u>	<u>141,777</u>
<b>NET CURRENT ASSETS</b>					
		<u>157,031</u>	<u>46,446</u>	<u>203,477</u>	<u>165,746</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>157,031</u>	<u>46,446</u>	<u>203,477</u>	<u>165,746</u>
<b>NET ASSETS</b>					
		<u>157,031</u>	<u>46,446</u>	<u>203,477</u>	<u>165,746</u>
<b>FUNDS</b>					
	10			157,031	119,494
Unrestricted funds				46,446	46,252
Restricted funds				<u>203,477</u>	<u>165,746</u>
<b>TOTAL FUNDS</b>					
				<u>203,477</u>	<u>165,746</u>

The notes form part of these financial statements

BRITISH ASSOCIATION FOR MUSIC THERAPY

BALANCE SHEET - CONTINUED  
AT 31 MARCH 2014

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2014.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2014 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on ..... and were signed on its behalf by:

.....  
N Gilmore -Trustee



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Subscription income is accounted for in the period to which it relates, meaning subscriptions paid in advance are included within deferred income.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment and fixtures etc - 25% on reducing balance and 15% on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Investments

The Association's investment in its subsidiary undertaking is recorded at cost.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2014

## 2. INVESTMENT INCOME

	Year Ended 31.3.14 £	Period 6.4.12 to 31.3.13 £
Gift aid from subsidiary	704	200
Deposit account interest	688	402
	<u>1,392</u>	<u>602</u>

## 3. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	Year Ended 31.3.14 £	Period 6.4.12 to 31.3.13 £
Depreciation - owned assets	558	735
Hire of office equipment	5,360	3,560
Other operating leases	9,208	7,647
	<u>15,126</u>	<u>11,942</u>

## 4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2014 nor for the period ended 31 March 2013 .

Trustees' expenses

Trustee's expenses of £1,396 (2013: £2,987) were reimbursed to 7 (2013: 6) trustees for the period ended 31 March 2014.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2014

## 5. STAFF COSTS

	Year Ended 31.3.14 £	Period 6.4.12 to 31.3.13 £
Wages and salaries	40,460	29,260
Social security costs	3,280	1,516
	<u>43,740</u>	<u>30,776</u>

The average monthly number of employees during the year was as follows:

	Year Ended 31.3.14	Period 6.4.12 to 31.3.13
Administrative	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

## 6. TANGIBLE FIXED ASSETS

	Equipment and fixtures etc £
COST	
At 1 April 2013 and 31 March 2014	<u>12,028</u>
DEPRECIATION	
At 1 April 2013	9,496
Charge for year	558
At 31 March 2014	<u>10,054</u>
NET BOOK VALUE	
At 31 March 2014	<u>1,974</u>
At 31 March 2013	<u>2,532</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2014

## 7. FIXED ASSET INVESTMENTS

	Year Ended 31.3.14 £	Period 6.4.12 to 31.3.13 £
Shares	100	100
Investment deposits	21,407	21,337
	<u>21,507</u>	<u>21,437</u>

Additional information as follows:

	Shares in group undertakings £
MARKET VALUE At 1 April 2013 and 31 March 2014	<u>100</u>
NET BOOK VALUE At 31 March 2014	<u>100</u>
At 31 March 2013	<u>100</u>

There were no investment assets outside the UK.

Investments (neither listed nor unlisted) were as follows:

	Year Ended 31.3.14 £	Period 6.4.12 to 31.3.13 £
Nat Savings Investment a/c - general fund	171	169
Nat Savings Income Bond - general fund	4,000	4,000
Nat Savings Income Bond J Alvin Music Therapy Fund - General	8,000	8,000
Nat Savings Investment Account J Alvin Music Therapy Fund - Research	4,095	4,065
Nat Savings Investment Account J Alvin Music Therapy Fund - Scholarship	5,141	5,103
	<u>21,407</u>	<u>21,337</u>

The company's investments at the balance sheet date in the share capital of companies include the following:

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2014

## 7. FIXED ASSET INVESTMENTS - continued

BAMT Professional Services Limited

:

Nature of business: Trading in support of BAMT objectives

Class of share:	%
Ordinary	holding
	100

	2014	2013
	£	£
Aggregate capital and reserves	90,100	90,100
	<u>90,100</u>	<u>90,100</u>

## 8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2014	2013
	£	£
Amounts owed by group undertakings	5,320	4,616
Other debtors	16,670	14,563
	<u>21,990</u>	<u>19,179</u>

## 9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2014	2013
	£	£
Trade creditors	107	-
Taxation and social security	597	187
Other creditors	33,913	22,029
	<u>34,617</u>	<u>22,216</u>

Deferred income

	2014	2013
	£	£
Deferred income brought forward	19,812	36,849
Resources deferred in the year	20,465	19,812
	(19,81)	(36,84)
Amounts released from previous years	2	9
	<u>20,465</u>	<u>19,812</u>
Deferred income as at 31 March 2014	<u>20,465</u>	<u>19,812</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2014

## 10. MOVEMENT IN FUNDS

	At 1.4.13 £	Net movement in funds £	Transfers between funds £	At 31.3.14 £
Unrestricted funds				
General fund	109,494	37,337	-	146,831
Designated fund	10,000	200	-	10,200
	<u>119,494</u>	<u>37,537</u>	<u>-</u>	<u>157,031</u>
Restricted funds				
Guilford Academic Associates Music Therapy Fund	26,043	(274)	(1)	25,768
Juliet Alvin Music Therapy Fund - General	5,606	-	-	5,606
Juliet Alvin Music Therapy Fund - Humphrey Mews Memorial Fund	1,636	400	1	2,037
Juliet Alvin Music Therapy Fund - Scholarship Fund	5,103	38	-	5,141
Juliet Alvin Music Therapy Fund - Research Fund	7,864	30	-	7,894
	<u>46,252</u>	<u>194</u>	<u>-</u>	<u>46,446</u>
TOTAL FUNDS	<u>165,746</u>	<u>37,731</u>	<u>-</u>	<u>203,477</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	173,692	(136,355)	37,337
Designated fund	200	-	200
	<u>173,892</u>	<u>(136,355)</u>	<u>37,537</u>
Restricted funds			
Guilford Academic Associates Music Therapy Fund	406	(680)	(274)
Juliet Alvin Music Therapy Fund - Humphrey Mews Memorial Fund	400	-	400
Juliet Alvin Music Therapy Fund - Scholarship Fund	38	-	38
Juliet Alvin Music Therapy Fund - Research Fund	30	-	30
	<u>874</u>	<u>(680)</u>	<u>194</u>
TOTAL FUNDS	<u>174,766</u>	<u>(137,035)</u>	<u>37,731</u>

10. MOVEMENT IN FUNDS - continued

BAMT Grant Making Funds

BAMT administers two dedicated funds which make grants to music therapy students and researchers.

Guildford Academic Associates Music Therapy Fund

Donations totalling £25,000 from Guildford Academic Associates established a fund of money from which to make grants to support music therapists on recognised trainings.

The fund is to be used to support music therapy students on any HPC recognised course in meeting certain costs associated with training (e.g. books, travel), subject to limits shown below. It is expressly NOT to be used to meet fees.

Grants made from the GAA fund have the following upper limits for any one application from a single applicant, and may be further limited subject to the monies available in the fund at the time of grant:

- Up to a maximum of £250 for travel
- Up to a maximum of £100 for books
- Up to a maximum of £300 for any one individual on a combined claim for travel and books.

Monies will be disbursed on the basis of receipts received, subject to the grant having been awarded in advance.

BAMT is limited in awarding grants from only the interest on the original capital donated to BAMT.

Juliette Alvin Music Therapy Funds

The funds were established by a Deed of Trust in 1984 in memory of the late Juliette Alvin who founded the first music therapy training programme in the UK in 1968 at the Guildhall School of Music and Drama. The Trust is administered through BAMT but does not allow administration costs to be drawn from the fund itself.

There are four sub-funds:

- Scholarship fund
- Research fund
- Humphrey Mews Memorial fund
- General fund

The scholarship fund is to be used to support music therapy students on the Guildhall School of Music and Drama MA Music Therapy training programme only.

The research fund can be used to support music therapists undertaking research at any recognised Higher Education Institution. Fees and other costs can be supported.

The Humphrey Mews Memorial was established at a later date for the specific purpose of supporting research into vibro-acoustic music therapy.

The general fund is available to be used to support the purposes of the fund at the discretion of the trustees.

The trust provides for additional funds to be raised, and for interest or capital to be used for the purposes of the trust at the discretion of the Trustees.

11. OTHER FINANCIAL COMMITMENTS

Since assuming the activities of the Association of Professional Music Therapists and British Society for Music Therapy on 6 April 2011, the organisation has assumed or entered into lease commitments in relation to office equipment having an annual rental of £5,360 (such leases expiring between two and five years of the balance sheet date) and a lease of premises at an annual rental of £5,000 per annum which expires more than five years after the balance sheet date but is subject to break clauses.

12. RELATED PARTY DISCLOSURES

During the period to 31 March 2014 the British Association for Music Therapy (BAMT) raised administration charges totalling £Nil (2012: £3,763) net of VAT to, and expects to receive £704 (2012: £200) of donated profits from, its subsidiary, BAMT Professional Services Ltd.

The total amount due from BAMT Professional Services Ltd at the balance sheet date was £5,320.

13. ULTIMATE CONTROLLING PARTY

As the charitable company is limited by guarantee, it does not have any share capital. Instead, the subscribers to the Memorandum of Association have undertaken to pay a sum not exceeding £1 each in the event of the company being wound up.

The organisation is controlled by the Trustees as a body.



BRITISH ASSOCIATION FOR MUSIC THERAPY

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2014

	Year Ended 31.3.14 £	Period 6.4.12 to 31.3.13 £
<b>INCOMING RESOURCES</b>		
Voluntary income		
Donations	2,612	6,831
Gift aid	15,946	13,440
Subscriptions	117,499	114,629
Supervision fees	-	487
Area groups	196	-
	<hr/>	<hr/>
	136,253	135,387
Investment income		
Gift aid from subsidiary	704	200
Deposit account interest	688	402
	<hr/>	<hr/>
	1,392	602
Incoming resources from charitable activities		
Sale of publications	1,178	1,961
Meetings	480	1,919
Conferences	35,270	-
	<hr/>	<hr/>
	36,928	3,880
Other incoming resources		
Administration recharge	-	3,763
Miscellaneous	193	177
	<hr/>	<hr/>
	193	3,940
Total incoming resources	<hr/>	<hr/>
	174,766	143,809
<b>RESOURCES EXPENDED</b>		
Fundraising trading: cost of goods sold and other costs		
Opening stock	5,383	5,602
Closing stock	(5,115)	(5,383)
	<hr/>	<hr/>
	268	219
Charitable activities		
Wages	40,460	29,260
Social security	3,280	1,516
Hire of office equipment	5,360	3,560
Carried forward	49,100	34,336

This page does not form part of the statutory financial statements

BRITISH ASSOCIATION FOR MUSIC THERAPY

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2014

	Year Ended 31.3.14 £	Period 6.4.12 to 31.3.13 £
Charitable activities		
Brought forward	49,100	34,336
Rent	9,208	7,647
Rates and water	521	982
Telephone	952	837
Postage and stationery	6,629	5,690
Sundries	2,348	1,315
Staff training	308	-
Website maintenance costs	3,017	2,049
Magazine publication costs	9,324	8,364
Travel	3,276	2,125
Meeting costs	3,178	3,058
Marketing and publicity	5,699	1,598
Fundraising expenses	1,559	800
Subscription costs	524	937
Music therapy week	3,480	-
Student events	3,295	-
Conference costs	27,189	-
Software costs	764	-
Grants to individuals	680	694
	<hr/>	<hr/>
	131,051	70,432
Governance costs		
Bookkeeping fees	465	5,150
Accountancy	2,152	2,580
	<hr/>	<hr/>
	2,617	7,730
Support costs		
Management		
Insurance	731	705
Trustee meeting expenses	1,255	326
Trustee strategic awayday expenses	-	1,069
	<hr/>	<hr/>
	1,986	2,100
Finance		
Bank charges	554	263
Fixtures and fittings	296	330
Computer equipment	263	405
	<hr/>	<hr/>
	1,113	998
Total resources expended	137,035	81,479
Net income	<hr/> <hr/>	<hr/> <hr/>
	37,731	62,330

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