



Cymaz

Report to the Trustees for the year ended 31st March 2017

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the independently examined financial statements for the year ended 31st March 2017.

The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" in preparing the annual report and financial statements of the charity.

Reference & Administrative Information

Charity name: Cymaz

Charity number: 1108212

Company registration number: 5321825

Registered office:

Board of Trustees:	Mark Summers	Chair
	Claire Beckett	
	Nigel Walker	
	Debra Windle	

Senior management team:	Emily Foulkes	Director
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Independent Examiner: Dick Maule FCA
3 Penlee View Terrace
Penzance
TR18 4HZ

Bankers: CAF Bank
25 Kings Hill Avenue



THEORY OF THE EARTH AND ITS HISTORY

The theory of the earth and its history is a branch of geology which deals with the origin and development of the earth and its various parts. It is a science which seeks to explain the processes which have shaped the earth and its features, and to determine the sequence of events which have taken place since the earth was first formed. The theory of the earth and its history is based on the study of the rocks and the fossils which they contain, and on the principles of geology which govern their formation and distribution.

THE EARTH AND ITS HISTORY

The earth is a planet which has a long and complex history. It is a planet which has been shaped by a series of events which have taken place over a period of billions of years. The history of the earth is a story of change and development, of growth and decay, of life and death. It is a story which is still being written, and which will continue to be written for many years to come.

Nigel
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Kings Hill
West Malling
Kent
ME19 4JQ

Our Aims and Objectives

Cymaz is a charitable company limited by guarantee and was set up in 2001. It is governed by a memorandum and articles of association.

The objects of the Company are for the benefit of the General Public, in particular but not exclusively young people aged 0-19 residing in Cornwall and surrounding areas (the "area of benefit"), with an emphasis on those suffering social and/or economic exclusion, to advance education and appreciation of music by:

- (a) The provision of music making opportunities;
- (b) The provision of training, support and guidance to musicians;
- (c) The provision of advocacy and capacity building activities and services designed to promote, improve and develop the whole music sector in the area of benefit.

Ensuring our work delivers our Aims

Known as '**Cymaz Music**', the charity reviews its aims, objectives and activity throughout the year to ensure that our activities are developed in accordance with our stated charitable purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims & objectives and in planning our future activities.

Safeguarding

- Cymaz has a Safeguarding Policy and Procedures in place
- A Safeguarding Committee
- A Designated Professional
- All freelance Music Leaders have DBS clearance that is valid within 3 years
- All freelance Music leaders delivering Cymaz activity have attended Promoting and Safeguarding the Welfare of Children and Young People Tier 2

We have in place quality assurance systems that include

- Ensuring that all Cymaz Music Leaders have current DBS certificates And Public Liability Insurance.

- Quarterly reporting procedures that provide quantitative and qualitative data
- Peer Observation
- Partnership Agreements with partners
- Regular one to one meetings with staff and self employed Music Leaders
- Monitoring visits and steering group meetings with partners
- End of Project reports and meeting
- Feedback from participants (ie Children and young people) to track their journeys and achievements
- Quarterly meetings with Trustees

This provides Cymaz with key information about:

- who is benefiting from the services we provide
- the impact of our work
- the experiences of our partners
- other provision in the localities we are working in

The focus of our work

Our main purpose continues to be delivering and facilitating high quality music making opportunities which support education and learning and promote health and well-being. The strategies we use to meet these objectives include:

- providing a range of high quality services which are reflective of Helping Children Achieve More priorities that are aligned to the National Music Education Plan
- targeting work with children and young people living in Challenging circumstances where there is limited access to services
- ensuring that our work is strategically aligned and links to national, regional and local agendas.

Cymaz Guiding Principles:

- Quality and Excellence
- Effective Partnerships
- Sustainability and Legacy
- Needs led and Strategic

How our activities deliver public benefit

Our charitable activities focus on providing children and young people with access to engage in high quality musical activity and performance opportunities. We do this through targeting work in identified areas of

deprivation across Cornwall with a priority to reach children and young people and those most in need of such provision.

Since its inception, Cymaz has worked in partnership with agencies working with young people. Many agencies including the Cornwall Music Hub and the Local Authority recognise and value the benefits our services provide particularly with 'hard to reach' young people.

Music is an excellent tool to engage young people, particularly hard to reach and the benefits are becoming increasingly recognised by a wide range of services targeted at children and young people.

Social outcomes have enabled young people to re-engage back into education, raise their aspirations and articulate their needs in a variety of environments where they had previously been excluded. Cymaz Music has been in existence since 2001.

Priority Areas

Cymaz has identified the following three priority areas in its Business Plan to focus and refine our offer; they are:

Inclusion and Social Cohesion

Education and Learning

Health and Wellbeing

Current climate

We continue to operate in a very challenging environment where budgets are being squeezed and competition for resources is much higher. We have been reviewing and making changes to our operating systems, to move towards a broader funding base. At present, Cymaz Music is dependent on Youth Music funding in order to survive. Our challenge is to ensure that this situation changes.

This Finance Report covers the second part of a Fund B programme funded by the National Foundation of Youth Music. This programme and commissions from Cornwall Music Education Hub enabled Cymaz Music to continue to inform, influence and affect music education in Cornwall with a significant number of children and young people living in challenging circumstances. We did this through delivering and modelling high quality examples of inclusive practice in settings where children are not accessing music. Through further developing a county wide Creative Ensemble Model YEP! our Fund B award has enabled the learning developed from the Musical Inclusion programme to inform and support a much wider musical Inclusion and Social Cohesion remit supporting and working alongside and in

partnership with communities that have been identified as those most in need.

Cymaz Music remains committed to supporting, developing and advocating inclusive high quality music making provision aimed to increase musical, personal and social outcomes for individuals and communities living in challenging circumstances.

Plans for future periods

It is the plan for Cymaz to widen its sources of funding and to operate in a more business like fashion. This means 'selling' our services to a number of settings, mainly schools. We have been reliant on Youth Music funding, but must now make plans to diversify our funding base. We plan to work with a Business Development Consultant to help refine our Business Plan and to identify a number of potential funding sources. This will be taking place from May-September 2017. Our plans are to reduce the number of 'products' to fundraise for and to refine our focus in line with our skills, experience and the identified need for our services.

Financial Review

Cymaz secured a total of £172,886 in the financial year 2016/17. Of this around £5,000 was unrestricted. This is through a range of income generation, such as fees for services (Kana!, conferences and training) plus income that was secured to lever in grant funding (such as from Cornwall Council). The majority of our funding continued to be the National Foundation for Youth Music under the Fund B programme, although this acts as leverage for further funds. The commissions from Cornwall Music Education Hub totalled nearly £40,000 for the financial year.

Reserves Policy

The Board of Trustees has worked with the staff team to develop a Business Plan which ultimately is about ensuring the sustainability of the organisation. Part of that process involved looking at the risks the organisation faced. The Board has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be 3 months of the expenditure.

Suggested Reserves

Staff salaries (3 months)	£ 9,000
Other overheads (3 months)	£ 1,000
Redundancy lay-away	£ 3,500
Other contingency	£ 2,000
Total Suggested Reserves	£15,500

Financial Statement

Company law requires that Senior Management and the Board of Trustees (the Management Committee) prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year.

Governing Document

Cymaz is a charitable company limited by guarantee, incorporated on 29th December 2004 and registered as a charity on 21st February 2005. 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. The company is governed by a Board of Trustees. All Members retire each year at the Annual General Meeting but are eligible for re-election.

Trustees' Responsibilities Statement - Charitable Company

The trustees (who are also directors of Cymaz for the purposes 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 the 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;
- 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.

In so far as the trustees are aware:

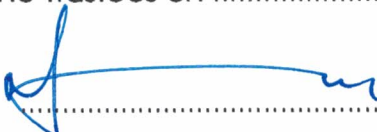
- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.


By Order of the Trustees

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities 2015 (FRS 102); and in accordance with the special provision of the Companies Act 2006 relating to small entities.

This report was approved by the Trustees on 4-12-17

On behalf of the Trustees

 (signatory 1)
MARK SIMMONS (print name)

 (signatory 2)
DEBRA WINDLE (print name)

Independent Examiner's Report to the Trustees of CYMAZ

I report on the accounts of the company for the year ended 31st March 2017 which are set out on pages 9 to 16

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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 needed. 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;

follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

state whether particular matters have come to my attention.

Basis of 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 statement 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 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.

Dick Maule FCA
3 Penlee View Terrace, Penzance, TR18 4HZ

Date 9-12-17

CYMAZ

Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31st. March 2017

	Notes	Unrestricted Funds	Restricted Funds	Total Funds	
		2017	2017	2017	2016
		£	£	£	£
Income from					
Interest receivable		84	-	84	198
Donations		579	-	579	552
Charitable activities					
Grants and contracts		-	145,205	145,205	172,517
Income from activities	10	<u>3,132</u>	<u>-</u>	<u>3,132</u>	<u>14,030</u>
Total income		<u>3,795</u>	<u>145,205</u>	<u>149,000</u>	<u>187,297</u>
Expenditure on:					
Charitable activities	9	<u>5,001</u>	<u>167,885</u>	<u>172,886</u>	<u>172,236</u>
Total		<u>5,001</u>	<u>167,885</u>	<u>172,886</u>	<u>172,236</u>
Net income / (expenditure) before transfers		(1,206)	(22,681)	(23,886)	15,061
Total funds at 1st. April 2016		36,313	46,125	82,438	67,377
Transfers between funds		<u>(5,460)</u>	<u>5,460</u>	<u>-</u>	<u>-</u>
Total funds at 31st. March 2017		<u>29,647</u>	<u>28,905</u>	<u>58,552</u>	<u>82,438</u>

CYMAZ**Balance sheet as at 31st. March 2017**

	Notes	2017 £	2016 £
Fixed assets			
Tangible assets	2	847	<u>298</u>
Current assets			
Debtors and prepayments	4	48,000	18,838
Cash at bank and on hand		<u>10,405</u>	<u>74,105</u>
		58,405	92,943
Current liabilities			
Creditors: amounts falling due within 12 months	3	<u>(700)</u>	<u>(10,803)</u>
Net Current assets		<u>57,705</u>	<u>82,140</u>
Net assets		<u>58,552</u>	<u>82,438</u>
Unrestricted funds			
General funds		29,647	36,312
Restricted funds	7	<u>28,905</u>	<u>46,126</u>
Total funds		<u>58,552</u>	<u>82,438</u>

For the year ended 31st March 2017:

The company was entitled to the exemption from audit under section 477(2) of the Companies Act 2006

The members have not requested the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the act with respect to accounting records and for the preparation of the accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small company regime.

On behalf of the Trustees 

dated: 4.12.17

MARK SUMMERS

CYMAZ

Notes to the accounts for the year ended 31st. March 2017

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

(a) Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 issued on 16 July 2014, as updated by Update Bulletin 1 issued on 2 February 2016, the Charities Act 2011 and the Companies Act 2006.

The financial statements have been prepared under the historical cost convention.

(b) Fund accounting

- (i) Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- (ii) Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- (iii) Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Income

Income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

- (i) Income received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- (ii) Donated services and facilities are included at the value to the charity where this can be quantified.
- (iii) The value of services provided by volunteers has not been included in these accounts.
- (iv) Investment income is included when receivable.
- (v) Income from charitable trading activity are accounted for when earned.
- (vi) Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered

- (i) Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.
- (ii) Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them

CYMAZ

Notes to the accounts for the year ended 31st. March 2017

(1) Principal Accounting Policies

(iii) All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

(e) Fixed assets

Tangible fixed assets are written off over the expected useful life of the asset, at 25% per annum on the straight line basis for all items costing over £500.

(2) Tangible Fixed Assets

	Musical Instruments £	Fittings & equipment £	Total £
Cost			
balance brought forward	26,394	13,798	40,192
additions in the year	-	1,128	1,128
	<u>26,394</u>	<u>14,926</u>	<u>41,320</u>
Depreciation			
balance brought forward	26,097	13,798	39,895
charge for the year	297	282	579
	<u>26,394</u>	<u>14,080</u>	<u>40,474</u>
Net book value at 31st. March 2017	<u>-</u>	<u>847</u>	<u>847</u>
Net book value at 31st. March 2016	<u>298</u>	<u>-</u>	<u>298</u>

(3) Creditors

	2017 £	2016 £
Falling due within 12 months		
Sundry creditors	700	700
Taxation and Social Security	-	10,103
	<u>700</u>	<u>10,803</u>

(4) Debtors and prepayments

Sundry debtors and prepayments	<u>48,000</u>	<u>18,838</u>
	<u>48,000</u>	<u>18,838</u>

(5) Capital commitments and contingent liabilities

There are none this year.

CYMAZ

Notes to the accounts for the year ended 31st. March 2017

(6) Employee information

	2017	2016
Number of employees	3	3

Calculated on the average monthly head count basis.

No employee received emoluments of more than £60,000.

	£	£
Salaries and wages	115,787	83,597
Pension	4,172	390
Social security costs	(1,912)	8,851
	<u>118,047</u>	<u>92,838</u>

(7) Movements in funds

	brought forward £	received in year £	utilised in year £	transfers £	carried forward £
Restricted funds					
Short Stay Schools	1,468	10,255	(14,564)	2,840	-
Mentoring	7,398	6,286	(10,676)	-	3,008
Children in care	1,603	8,204	(5,691)	-	4,116
Children in special schools	2,935	-	-	-	2,935
SEN	1,177	5,128	(8,443)	2,138	-
YEP	-	2,095	(2,335)	240	-
Young leaders	-	10,255	(4,043)	-	6,212
Secondary	-	2,871	(2,676)	-	195
Intern	-	2,458	(2,458)	-	-
Carefree	522	5,060	(3,976)	-	1,606
MINC	3,549	-	-	-	3,549
Rudling Voices	1,475	-	(250)	-	1,225
LAC (HUB)	164	-	-	-	164
Exchanging notes	(0)	13,282	(8,412)	-	4,869
Fund B	19,230	72,104	(90,762)	-	572
Arts Council	3,355	451	-	-	3,806
Cornwall Council	-	5,000	(8,351)	-	(3,351)
BLF	-	1,506	(1,506)	-	-
Intern	<u>3,250</u>	<u>250</u>	<u>(3,742)</u>	<u>242</u>	<u>-</u>
	<u>46,125</u>	<u>145,205</u>	<u>(167,885)</u>	<u>5,460</u>	<u>28,905</u>
Unrestricted funds					
General funds	<u>36,312</u>	<u>3,795</u>	<u>(5,001)</u>	<u>(5,460)</u>	<u>29,647</u>

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Notes to the accounts for the year ended 31st. March 2017

(7) Movements in funds - prior year

	brought forward £	received in year £	utilised in year £	transfers £	carried forward £
Restricted funds					
Short Stay Schools	13,553	13,975	(26,060)	-	1,468
Mentoring	7,125	5,065	(4,792)	-	7,398
Children in care	-	2,395	(792)	-	1,603
Children in special schools	-	5,428	(2,493)	-	2,935
SEN	-	3,265	(2,088)	-	1,177
Strategy	-	3,672	(5,060)	1,388	-
YEP	-	750	(1,299)	549	-
Carefree	1,474	5,525	(6,477)	-	522
MINC	10,121	8,014	(14,586)	-	3,549
Rudling Voices	1,773	5,034	(5,332)	-	1,475
LAC (HUB)	3,434	-	(3,270)	-	164
Exchanging notes	8,234	4,744	(16,128)	3,149	-
Fund B	-	90,130	(70,900)	-	19,230
Arts Council	-	4,064	(4,515)	451	-
Cornwall Council	-	5,000	(1,645)	-	3,355
Intern	-	3,250	-	-	3,250
	<u>45,714</u>	<u>160,311</u>	<u>(165,436)</u>	<u>5,537</u>	<u>46,126</u>
Unrestricted funds					
General funds	<u>21,663</u>	<u>26,986</u>	<u>(6,800)</u>	<u>(5,537)</u>	<u>36,315</u>

(8) Trustees information

Trustees remuneration and expenses - -

The trustees received no remuneration in the year.

CYMAZ

Notes to the accounts for the year ended 31st. March 2017

(9) Expenditure

	Charitable activities £	Total 2016 £
Premises		
Rent and rates	2,209	5,403
Insurance	950	864
Post, photocopier and stationery	897	1,509
Telephone	1,809	825
Repairs and maintenance	-	-
Total premises	5,865	8,600
Wages	118,047	92,838
Independent examiner's fees	700	700
Depreciation	579	3,632
Training	2,520	4,397
Advertising and recruitment	628	1,457
Bank charges	25	-
Trustees expenses	-	-
IT and computer	788	625
Miscellaneous	117	591
Workshops and music leader fees	37,950	46,046
Other project costs	1,423	2,604
Legal, professional and consultancy	353	1,534
Non capitalised equipment	-	1,293
Travel and staff expenses	3,891	7,693
Monitoring and evaluation	-	-
Subscriptions and affiliations	-	226
	172,886	172,236

(10) Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total £
Tangible fixed assets	847	-	-	847
Current assets	29,500	-	28,905	58,405
Current liabilities	(700)	-	-	(700)
Net assets at 31st March 2017	29,647	-	28,905	58,552

CYMAZ

Notes to the accounts for the year ended 31st. March 2017

(11) Analysis of prior year funds

Statement of Financial Activities (Including Income and Expenditure Account) for the year ended 31st. March 2016

	Notes	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	2015 £
Income from					
Interest receivable		198	-	198	147
Donations		552	-	552	-
Charitable activities					
Grants and contracts		12,206	160,311	172,517	175,652
Income from activities	(10)	<u>14,030</u>	<u>-</u>	<u>14,030</u>	<u>529</u>
Total income		<u>26,986</u>	<u>160,311</u>	<u>187,297</u>	<u>176,328</u>
Expenditure on:					
Charitable activities	(9)	<u>6,800</u>	<u>165,436</u>	<u>172,236</u>	<u>223,145</u>
Total		<u>6,800</u>	<u>165,436</u>	<u>172,236</u>	<u>223,145</u>
Net income / (expenditure) before transfers		20,186	(5,125)	15,061	(46,817)
Total funds at 1st. April 2015		21,663	45,714	67,377	114,194
Transfers between funds		<u>(5,537)</u>	<u>5,537</u>	<u>-</u>	<u>-</u>
Total funds at 31st. March 2016		<u>36,313</u>	<u>46,125</u>	<u>82,438</u>	<u>67,377</u>

