

Charity number 1182678



**Sing Inside: Annual
report and accounts
2020-2021**

The trustees are pleased to present the annual report and accounts of Sing Inside for the year ended 31 March 2021.

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Reference information

Charity name: Sing Inside

Registered CIO number: 1182678

Registered address: Sing Inside, International House, 12 Constance Street, London, E16 2DQ

Trustees

Nigel Rothband (chair, appointed 28.03.2019)

Andrea Brown (appointed 28.03.2019)

Claudia Vince (appointed 09.12.2020)

Áine Jackson (appointed 14.12.2020)

Jonathan Wood (appointed 21.12.2020)

Jenny Mercer (appointed 21.01.2021)

Executive team

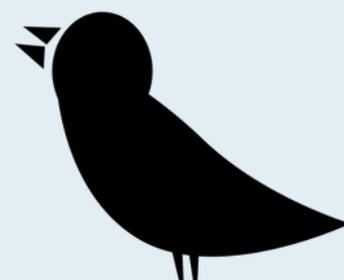
Maisie Hulbert (chief executive officer)

Kate Apley (head of volunteer engagement)

Giverny McAndry (head of policy)

Jonathan Schranz (head of development)

Clover Willis (musical leadership executive)



With thanks to local volunteer committees based in Cambridge, Oxford and York, as well as volunteer project officers.

Questions about this report? Contact us on info@singinside.org.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Sing Inside was registered with the Charity Commission in England and Wales as a charitable incorporated organisation (CIO) on 28 March 2019 with registered charity number 1182678. Sing Inside's governing document is its constitution. The trustees confirm that the financial statements comply with the requirements in section 24 of Sing Inside's constitution and with section 133 of the Charities Act 2011 which permits non-company charities to prepare receipts and payments accounts provided the charity's gross income does not exceed £250,000.

Sing Inside provides group singing workshops in prisons across England and Wales using volunteers drawn from local communities. We work with people in prison, people from the local community and prison staff to dismantle social barriers, build a greater sense of self-worth, and develop musical skills. We use the unique power of group singing to build trust, understanding and social skills, forming choirs that join people from inside prison with those outside prison in one group with the same set of common goals. By creating an environment that encourages mutual learning and shared experiences, we change outlooks, increase confidence, and help people to see themselves and others differently. We create environments of hope and positivity in which people raise their aspirations musically, socially and across their lives. Our executive team oversees three local committees made up of volunteers who organise workshops with prisons local to them, in Cambridge, Oxford and York. Our relationships with prisons in Staffordshire, London and the south east are managed by the executive team.

During the 2020/21 business and financial year, all of the charity's planned face-to-face work had to be cancelled as a result of the Covid-19 pandemic. Restrictions across the prison estate meant that in-person educational provision was almost entirely halted, and it has been challenging to identify a clear moment when such provision could resume, given the changing lockdown restrictions and the specific context of prisons. Nonetheless, Sing Inside recognised the severity of isolation which would be experienced by people in prison during this time. People in prison have experienced a lack of contact with family and friends; the suspension of any work or meaningful activity; not being able to connect and speak to others in prison; and for many, changes to release dates and progression plans. All together this presented a picture in which the personal wellbeing of people in prison was likely to be severely impacted, and a feeling of connection to others all but entirely absent. In response, Sing Inside adapted its services by creating a new remote delivery model and replaced its in-person workshops with paper learning resources and accompanying audio CDs that were sent to prisons across the country. The executive committee also focused on developing a number of strategic and operational areas of the charity while workshops were suspended.

CHAIR'S STATEMENT

I am delighted to present our 2020/21 annual report, which shows how we have advanced the execution of our vision, despite the global pandemic.

Following a skills audit of the board, Sing Inside embarked upon a robust recruitment process to identify and recruit a number of new trustees. I am delighted that as a result of this process, our board has been significantly strengthened. The new members of the team bring experience, knowledge and energy which will have a tremendous impact on our work.

The impact of the pandemic cannot be understated, and the executive team have done an outstanding job in responding to the challenges. They have continued to show great flexibility and resilience. As a result, people in prison and our volunteer community have still benefited from our work. Despite Covid-19, the funds we have received this year have been put to good use and the charity is not building up excessive reserves.

Following the outstanding work developing our theory of change during the past 12 months, this year will see the charity produce our first strategy and I look forward to sharing the results in due course. For the first time, our financial processes benefit from independent examination this year which adds an additional level of scrutiny.

My sincere thanks go to my board colleagues for their considerable contribution, our executive team, and above all I would like to thank our loyal stakeholders for their ongoing support. I look forward to reporting on our progress.

Nigel Rothband

CHIEF EXECUTIVE'S STATEMENT

The past business year has required Sing Inside to change almost everything about what we do and how we do it. Our workshops are usually grounded in personal connection and interaction: the power of working with others as a team was severely reduced by our inability to work together in person; the unique experience of learning and singing as a group was made impossible by the circumstances. More than ever, the last year has left people in prisons shockingly isolated and overlooked; the already minimal contact with their families and loved ones and access to vital educational and rehabilitative programmes was reduced or erased altogether, whilst changes to scheduled release dates will have weighed on the minds of those in prison. As a team, we are in no doubt that this has been a uniquely difficult time for people in prison, and our thoughts have been with the communities and people we work with over the last year.

Nonetheless, we have worked tirelessly to try and replicate at least some of the empowering feelings of personal connection to others that our workshops create. We want people in prison to feel part of a wider community, and that this community want to include and validate them. To this end, we designed and implemented several entirely new initiatives:

- We have delivered remote learning resources with personal messages from our teams, and created backing tracks that layered voices of volunteers drawn from across the country.
- We recorded and delivered sessions to people in prison and staff via local prison radio stations.
- Most innovatively, we connected our volunteers with the work we were doing for people in prison by running remote musical workshops in which the Sing Inside team would teach the same songs, that had been taught to the people in prison via remote resources, sometimes at the same time as the prison radio programmes, to create a sense that despite being apart we were still singing together.
- We have collaborated with a range of different organisations in response to the crisis to try and reach as many people as possible and create the greatest impact during this uniquely challenging period.

I am incredibly proud of the executive team, trustees, and volunteers for innovating, adapting and responding so quickly to the unforeseen, while also remaining patient and dealing with the intense pressures of the pandemic on their own livelihoods and stability.

I am also proud that we have taken the opportunity to accelerate some invaluable developmental work to strengthen Sing Inside for the future. We have implemented our first volunteer customer relationship management system; designed our musical leadership training to be rolled out within the next business year; recruited new trustees; and begun a vital and ongoing journey of learning, reflection, and new understanding to becoming an anti-racist organisation. We have further work to do in this area, but members of all our teams, our volunteer base, and those who engage directly with prison staff have openly started to explore their own biases and assumptions, and to interrogate how Sing Inside has worked in the past and where we need to improve.

In a uniquely difficult year for people and communities, and I am very proud of everything the Sing Inside community of people in prison, prison staff, volunteers and the wider criminal justice sector has worked so hard for. Sing Inside has achieved, and look forward to resuming face-to-face work in the future.

Maisie Hulbert

OUR OBJECTIVES

Sing Inside's objectives as a charity are set out in our governing document as follows.

"To advance the education of the public in the art of music by:

- Conducting choral workshops in UK prisons and holding facilities, and promoting music and the performing arts for all who live or work within a prison setting using volunteers drawn from UK universities and local choirs;
- Training and developing the musicianship and educational leadership skills of volunteers drawn from UK universities and local choirs to support workshop delivery."

All of Sing Inside's activities focus on delivering public benefit in line with these purposes. We normally do this by delivering day-long workshops and multi-day courses in prisons; however, in 2020-21 we adapted to a remote service delivery approach, providing prisons with paper learning packs, accompanying audio CDs wherever possible, and remote learning opportunities via Zoom for our volunteers to share music together.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when setting our objectives and in planning our future activities. Our main objectives for the year as set out in our business plan were to: design and implement musical leadership training for our volunteers; recruit new trustees in a number of areas of expertise; introduce a volunteer management system; and continue to deliver musical work in prisons to build communities and confidence.

In this report we describe our main activities over the year and how we have re-prioritised and innovated to respond to the external environment, what we have learnt, and how we plan to work moving forward as soon as we are able.

What have we delivered?

771

771 audio CDs and learning packs to people in prison

3

Run three roundtables with 41 volunteers to feed into strategy and organisational direction

28

Provided resources to 28 prisons across England, Wales and Scotland

7

Delivered 7 virtual singing workshops to 41 volunteers

61

Run our first annual volunteer survey gathering 61 responses

4

Expanded our board with four new trustees to engage new areas of expertise

Implemented a CRM system to hold volunteer data and surveys safely in Salesforce

OUR WORK

Throughout the past year, we have had to adapt enormously. This has involved designing, recording and producing remote learning resources for people in prison, and remote singing workshops via Zoom for volunteers. Although this required constant learning and flexibility, the success of these resources has been unexpected and we are planning to integrate these methods into a blended approach in the future to take some of the valuable lessons we have learned throughout the pandemic forward in our work. We have also been able to take time to focus on our systems, governance and organisational structure, and have begun planning to form our first strategy in 2021-22.

Sing Inside's theory of change outlines four key outcome areas which we aim to achieve through our work:

- Confidence and self-esteem
- Behaviours
- Learning and skills
- Challenging stereotypes

In this report we reflect on where these outcomes have been identified in our work in 2020-21, both in the services we have delivered and in the ways we have developed as an organisation.

REMOTE LEARNING RESOURCES

During the year, we adapted our singing workshop model to be delivered in a number of ways, collaborating with numerous organisations with access to people in prison to try and reach the greatest number of people possible.

15

28

We were able to expand our reach from 15 prisons in 2019-20 face-to-face to 28 prisons through distance learning in 2020-21.

We provided these resources via a number of different channels:

Our own PDF resource booklets distributed to our own prison contacts, accompanied by an audio CD containing audio learning aids of songs, breathing exercises and warmups

Pre-recorded singing and breath sessions delivered via local radio at HMP Liverpool in partnership with Novus Media

A 'Think-Let' (a short remote learning resource including musical warm ups and breathing exercises) distributed by Learning Together

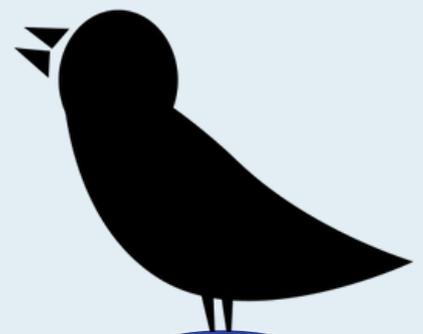
Resources distributed by the Prisoner Learning Alliance

We distributed 771 of our own CDs and accompanying PDF booklets. The additional networks which we built through collaboration and partnership working means we estimate we were able to reach over 1000 people in prison during the year.

A key outcome here is learning, developing skills and challenging stereotypes: at a time when people in prison may have felt ignored and devalued, we continued to strive for connection to a bigger community of people based on a mutual interest in music and learning.

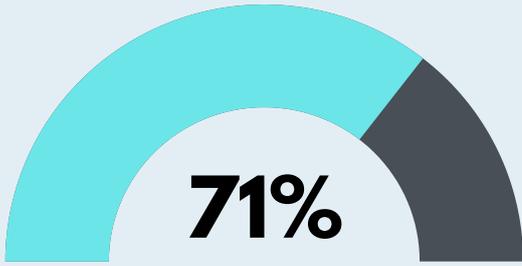
It has been challenging to collect feedback on these resources, due to restricted contact with people in prison and the difficulty of returning paper feedback forms to us by post or technology such as scanning and emailing. We sent feedback forms out with every batch of CDs and asked prison staff to circulate them and collect them, but this was not possible at many of the sites we worked with. Nonetheless, we were able to gather 17 feedback forms asking people in prison what they enjoyed about the resources. Although this is not a representative sample from the number of CDs sent out in total, it does give us some sense of how the resources were received.

The feedback forms were designed specifically for the remote learning resources, and provided a number of statements asking about the experience of using the learning packs. Respondents then selected from four multiple choice options to what extent they agreed or disagreed with the statements provided, and had an opportunity to provide further feedback in their own words. The responses to some of the questions we asked are provided below:



**Distributed 771
CDs reaching
over 1000
people in
prison**

I enjoyed using these resources



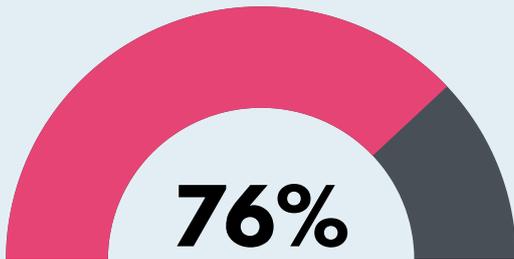
71% of respondents either 'strongly agree' or 'somewhat agree' with this statement.

I found the audio CD helpful when learning the songs

89% of respondents either 'strongly agree' or 'somewhat agree' with this statement. Although we know that not everyone could access the audio CD, the majority of those who could felt it was a useful learning aid to help them develop new skills.



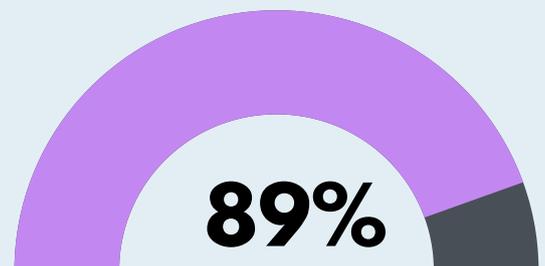
I feel more confident about singing



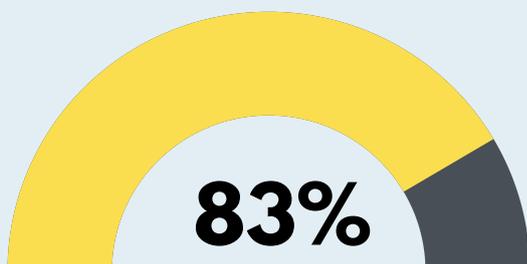
76% of respondents either 'strongly agree' or 'somewhat agree' with this statement. We are pleased to be able to demonstrate that even remotely, engaging with our resources results in increased confidence and self-esteem.

I found the audio CD helpful when learning the songs

89% of respondents either 'strongly agree' or 'somewhat agree' with this statement. This is incredibly encouraging and we hope to see this reflected in take-up of face-to-face sessions when they become possible.



Doing something creative and enjoying music has improved my mood



83% of respondents either 'strongly agree' or 'somewhat agree' with this statement, demonstrating that using our resources helped people to improve their wellbeing.

Although these feedback forms are not a fully representative sample, they do demonstrate that engaging individuals in music and singing improved their mood and built their confidence even without contact with others through collaborative face-to-face working. This is an encouraging result given that singing alone can feel exposing and nerve-wracking, and many individuals were dealing with the pressures of shared cells and a lack of privacy.

We have learned this year that multifaceted engagement with our stakeholders beyond face-to-face learning helps us to lay groundwork for stronger connection and learning for everyone taking part in our sessions. We hope that in the future a blended approach – using similar remote resources in the periods between face-to-face workshops – will aid learning and support greater ongoing engagement with Sing Inside. Such work will complement the Ambassador scheme that we hope to design and pilot in the next business year, which will encourage greater engagement with people in prison between regular workshops.

“Sing Inside has been a tremendous support to men in their cells during Covid-19 restrictions. The charity’s tenacity to continue delivering vocal training, albeit in an altered form, to people on the inside is inspirational, unparalleled and something for which we are enormously grateful. Their work has made a difference to the lives of men resident here in HMP Brixton throughout the pandemic – a huge thank you”.

Governor Louise Ysart, HMP Brixton

VOLUNTEER ENGAGEMENT AND MANAGEMENT

Sing Inside brings people in prison together with volunteers from local and student communities across the country, and our volunteer base of almost 1000 individuals with a registered interest in hearing about volunteering opportunities underpin everything we can do. Over this year, connecting our volunteers when face-to-face work was not possible was a priority, and we designed several new methods of engagement to reach out remotely. We reached a total of 74 individuals over the year, as well as regularly communicating via newsletters and social media. The events and sessions we organised included:

7

Seven virtual workshops, with our musical leaders delivering a range of longer song-learning sessions and shorter lunchtime energiser sessions focusing on wellbeing and breath via Zoom, attended by 41 volunteers

2

Two volunteer engagement sessions exploring how we can improve the volunteer experience of workshops and additional opportunities they would like to take part in

1

One training session for volunteers (to complement the three sessions delivered to the executive committee and trustees) exploring anti-racism, facilitated by consultancy firm Strawberry Words

1

One training session for our local committee members feeding into our strategy development

These sessions were consistently well attended and volunteers enjoyed the opportunity to connect with others. Interestingly, 45% of volunteers who came to remote learning sessions had not attended an in-person event before, indicating that such activity may be a useful recruitment tool and that we managed to expand our reach during the pandemic. We hope to convert these individuals to more active volunteering roles as prison visits resume.

"We had opportunity to communicate via the chat room and it was good to see who was taking part in the workshop. [musical leader name] singing and leading of the group was very good. Just right."

"I think it is really lovely that the Sing Inside team is making an effort to carry out activities virtually, and I'm really excited to engage more with them in the future."

We were also able to carry out our first annual volunteer survey, exploring how our volunteers experience volunteering with us and how we can improve. We had a total of 61 responses, and we will run this survey annually from now on to help shape our volunteer engagement and embed their views in forward planning.

Some key results included:

•66% of respondents rated their enjoyment at 6/6; 24% rated it at 5/6

•77% of volunteers indicated from several options that interacting with residents was what they enjoyed most about our workshops

•89% of volunteers either strongly agree or agree that Sing Inside improves the wellbeing of those who participate

•77% of respondents either strongly disagree or disagree with the statement “Sing Inside doesn’t make a lasting difference to people’s lives”

•On a scale of 1-6, where 1 is strongly disagree and 6 is strongly agree, 63% of respondents selected 5 or 6 in response to the statement: “Sing Inside has increased your understanding of the prison system”

•On the same scale, 90% of respondents selected 1 or 2 in response to the statement ‘the main purpose of prison should be to punish offenders’, demonstrating strong alignment with our values of the importance of meaningful activities being vital for those in prison

•On the same scale 74% selected 5 or 6 in response to the statement: “With the right support, most offenders can go on to live productive lives”, demonstrating an understanding that people in prison should be able to access activities which will help them to reintegrate into society.

This demonstrates that the majority of our volunteers enjoy working with us and feel their involvement with the charity has an impact on communities, as well as an understanding of the prison system and to what extent certain views which stereotype people in prison are held by Sing Inside volunteers. It has been challenging to fully assess to what extent these stereotypes have been broken down this year, having been unable to work with volunteers who have never worked in prisons before and examining their attitudes before and after working with us. However we are encouraged that some of our most engaged and committed volunteers filled out our annual survey and demonstrate a good understanding of how external factors can influence the lives of people in prison.

We also learnt from this survey that just 27% of volunteers feel that Sing Inside sufficiently involves volunteers in future planning. This prompted us to respond by planning the roundtables detailed above, fostering a culture in which volunteer voice is heard and actively contributes to shaping the experience of volunteering with Sing Inside.

ANTI-RACISM

In June 2020, the murder of George Floyd in America led to renewed awareness of structural, systemic and societal racism across the world. Sing Inside reflected thoroughly on the history of our founding and our work as an organisation, working across both the charity sector and the criminal justice system, and the role we have played and will continue to play within these spheres.

We acknowledge that in the past our models and ways of working will have upheld the structures of racism which exist in these sectors and across society more generally. In particular, structural racism within criminal justice intersects significantly with our work; the findings of the Lammy Review clearly demonstrate disproportionate levels of imprisonment of Black, Asian and Minoritised Ethnic people. Our executive team and board of trustees are all white and our volunteer base is majority white, and does not therefore reflect the demographics, experiences or priorities of the people we work with. We recognise that we need to consider how our styles of working, language and communications may be exclusionary and make the changes needed to become a stronger, more socially-just organisation. We consider such need as a responsibility, and that we have a responsibility to contribute meaningfully to the national conversation and to lead by example wherever possible.

In June 2020, Sing Inside committed to becoming an actively anti-racist organisation, and over this business year we began taking steps to help us learn and unpack our work and ultimately make it more inclusive to all.

This work has included:

-Reviewing our workshop planning processes, particularly in terms of musical diversity and historical context. We have implemented new procedures to assist our musical leaders in planning sessions, including diversifying their musical content, exploring the origins of music which we perform, and ensuring that we acknowledge and discuss areas of challenge

•Strengthening our data collection processes, including gathering demographics data on our volunteers at various points throughout the year, requesting this data when volunteers register with Sing Inside, fill out our annual survey, and through regular updates on our anti-racist work via our newsletter. We have not yet gathered enough data to present a representative sample of our volunteer base, but recognise that doing so is important: we will continue to gather data for the purpose of informing targeted interventions with a view to becoming increasingly inclusive.

·Analysing and developing our methods of volunteer recruitment by making a conscious effort to move away from our traditional pipeline of targeting university music students, and expanding our methods to include reaching out to other student societies; working more closely with local community choirs, volunteering groups, and other organisations in local areas to form mutually beneficial partnerships. We also anticipate including providing musical leadership training and work experience opportunities, as well as better publicising general opportunities to volunteer. We are yet to finalise the approaches we could take but will be seeking such partnerships as our access to prisons increases, and workshops can resume.

·Increasing our understanding of racism and unconscious bias via independently facilitated training, working to understand our blind spots as an executive team and board, consider further training priorities around white fragility and microaggressions, and start to develop our confidence discussing these issues. We worked with Rebecca Hemmings from Strawberry Words over three sessions to explore why this work is so important to Sing Inside and how we will start to implement our key priorities.

·Maintain transparency by publishing our progress in this area: as well as publicising that we have been engaging in anti-racism work via social media, we hope to publish our first anti-racism action plan in 2021-22, secure additional training for local committees, and integrate anti-racism activism within our newly developing policy voice. We will also increase our communication on the issue by creating a dedicated webpage providing updates on this side of our work, and increasing our social media engagement on the issue to share learning and explore resources which will help us improve understanding across our supporter base and teams.

We understand and acknowledge that this work will never be completed, and we know that we need to build it into the fabric of our development and continued growth as an organisation. Sing Inside will continue to interrogate our own position on these issues, breaking down stereotyping that exists within our organisation and structures and challenging the ways we work which could be exclusionary. It is vital that this work is done alongside tackling the stereotypical attitudes towards people in prison, many of which are rooted in racism.

We are committing to taking action against racist structures and working to ensure that Sing Inside is an organisation where all people feel safe, supported, listened to, and valued.

WHAT HAVE WE LEARNT?

In the past business year we have learnt a huge amount about the ways in which we work, and the next steps we need to take to keep growing and developing. Some of our key learning has included:

Key learning point

Remote engagement was essential this year, but provides a valuable opportunity to increase engagement between workshops and to introduce what we do to new prison partners and those less familiar with singing.

Accessing and engaging people inside prison has been more challenging than ever before. We know we need to change the ways we reach people to maintain ongoing contact and provide the services people want and value.

Reflecting on our own history has thrown up uncomfortable truths and conversations, and we have previously avoided challenging how we work and what inclusivity and accessibility means in practice.

Communication across the teams has improved hugely this year. Working entirely digitally has meant that each team member has had to have a stronger, more constant awareness of the charity's activity, and to give more structured, regular support to others as they carry out their work.

How we will act

When face-to-face work can resume, we will provide additional remote learning materials and resources in advance, and use these to complement our more traditional in-person sessions. We aim to retain some remote provision to complement our energising and inspiring group work.

We will continue to work towards piloting an Ambassador scheme for people in prisons to work more consistently alongside Sing Inside and strengthen connections across our network, and hope to pilot such a programme in 2021-22.

We are working to define more clearly how we could better talk about singing, choirs, performing, and recording with a view to being more inclusive, and reach across our amazing network to engage their wide-ranging skills, interests and musical cultures instead of defaulting to our more traditional choral roots.

Maintaining regular communication and formalising some of these processes to ensure that we regularly check in with local committees, take feedback from volunteers, and connect our trustees with volunteers will be hugely important in 2021-22.

WHAT'S NEXT?

In 2021-22 we hope to resume face-to-face work. This aim is dependent largely on the prison system's return to 'normality' and the speed at which they begin welcoming external organisations, and the numbers permitted inside a prison at any given time. We recognise that our capacity will likely be stretched when we return to the more intense workshop delivery which we have recently been unable to carry out. We plan to manage this potential resource issue by focusing on rekindling and maintaining relationships with a smaller number of prisons and ensuring we build stronger ways of working. This will help us roll out our work when restrictions allow to a greater number of institutions. Some actions we will take include:

- Ensuring each local committee focuses on a smaller number of key prison relationships and on diversifying their recruitment channels for our volunteer base;**
- Co-designing an Ambassador programme with people in prison as soon as face-to-face contact is permitted, and ideally piloting the programme in at least one prison to understand how it can be improved and rolled out more widely;**
- Regularly delivering our musical leadership training to strengthen the skills within our volunteer base;**
- Improving our digital capabilities, including redesigning our website, continuing to expand our volunteer management system, and exploring how to connect volunteers remotely.**

FINANCIAL REVIEW

Non-company charities including CIOs where gross income does not exceed £250,000 are permitted to prepare accounts on a receipts and payments basis. The accounts record transactions from 1 April 2020 to 31 March 2021. These accounts can be found on page 14 of the report and a summary is provided below for clarity.

Sing Inside recorded net receipts of £5,432 in the year ended 31 March 2021 (2020: £2,980). This comprised receipts of £11,668 (2020: £17,772) and payments of £6,236 (2020: £14,792).

Receipts received during the year relating to restricted funds were £1,000 and reflected funds awarded to deliver remote learning resources in 2021-22. Unrestricted receipts received during the year amounted to £10,668 with this split between charitable activities (£750), donations and legacies (£10,137) and other trading activities (£-219).

Total payments of £6,236 were made in the year reflecting overheads (£2,467), travel (£-235, comprising refunds for cancelled workshops), development (£3,312) and publicity and fundraising (£691).

Cash is the only asset of Sing Inside at the reporting date. The statement of assets and liabilities shows total cash balances at 31 March 2021 of £21,761 (2020: £16,329). Of this total, restricted cash funds amount to £2,273.

Although gross income in the year did not exceed £25,000 and an independent examination of the accounts was not required by law, the charity arranged one as a matter of responsible financial governance.

The examination was undertaken by Chris Jebb ACA and the independent examiner's report is included below on pages 16-17. There were no conflicts of interest identified between the examiner, the executive team and / or the trustees and no payment was made to the independent examiner for their services.

ADDITIONAL DISCLOSURES REQUIRED FOR CIOs

The Charitable Incorporated Organisations (General) Regulations 2012 do require the following information to be given by way of note:

- a) particulars of any guarantee given by the CIO, where any potential liability under the guarantee is outstanding at the date of the statement of assets and liabilities;**
- b) particulars of any debt outstanding at the date the statement of assets and liabilities which is owed by the CIO and which is secured by an express charge on any of the assets of the CIO.**

It is noted for Sing Inside that there was nothing to disclose in respect of either a) or b).

RESERVES POLICY

Reserves are that part of a charity's unrestricted funds that is freely available to spend on any of the charity's purposes. Sing Inside maintains free unrestricted reserves:

- to provide a level of working capital that protects the continuity of our core work**
- to provide a level of funding for unexpected opportunities**
- to provide cover for risks such as unforeseen expenditure or unanticipated loss of income.**

The board of trustees will review the above criteria with reference to Sing Inside's business plan and determine the target level of free reserves to meet these commitments. The basic target level of reserves to be reviewed annually is six months of operating expenditure to allow for a managed wind-down if necessary.

The board of trustees will from time-to-time designate funds from free reserves for significant project costs or replacement of assets.

ACCOUNTS



Sing Inside		1182678
Receipts and payments accounts		
From	01/04/2020	To
		31/03/2021



Section A: Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior period (28/03/19 - 31/03/20)
	£	£	£	£	£
A1 - Receipts					
Charitable activities	750	1,000	-	1,750	6,340
Donations and legacies	10,137	-	-	10,137	10,917
Other trading activities	(219)	-	-	(219)	515
<i>Sub-total (Gross Income for AR)</i>	10,668	1,000	-	11,668	17,772
A2 - Asset and investment sales					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<i>Sub-total</i>	-	-	-	-	-
Total receipts	10,668	1,000	-	11,668	17,772
A3 - Payments					
Visit/travel	(235)	-	-	(235)	7,291
Overheads	2,468	-	-	2,468	4,166
Development	3,312	-	-	3,312	2,201
Publicity and fundraising	691	-	-	691	1,134
<i>Sub-total</i>	6,236	-	-	6,236	14,792
A4 - Asset and investment purchases					
	-	-	-	-	-
	-	-	-	-	-
<i>Sub-total</i>	-	-	-	-	-
Total payments	6,236	-	-	6,236	14,792
<i>Net receipts / (payments)</i>	4,432	1,000	-	5,432	2,980
A5 - Transfers between funds	-	-	-	-	-
A6 - Cash funds last year end	15,056	1,273	-	16,329	13,349
<i>Cash funds this year end</i>	19,488	2,273	-	21,761	16,329

Section B: Statement of assets and liabilities at the end of the period

Categories	Details of bank accounts	Unrestricted funds	Restricted funds	Endowment funds
		£	£	£
B1 Cash funds	Central account	11,485	2,273	-
	Cambridge account	5,046	-	-
	Oxford account	2,957	-	-
	Petty cash account	-	-	-
	<i>Total cash funds</i>	19,488	2,273	-

Details	Unrestricted funds	Restricted funds	Endowment funds
	£	£	£
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		-
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval
