

THE SHEENA BOOTH MUSIC TRUST  
**TRUSTEES' REPORT**  
FOR THE YEAR ENDING 5TH APRIL 2007

Structure, governance and management

The Sheena Booth Music Trust, 11 Buckingham Road London E18 2NH, is registered with the Charity Commissioners no. 1099663. The Charity is constituted as a Trust, by Deed of Trust dated 10 January 2003.

The Trust is administered by a management committee consisting of all the Trustees, which takes all policy and executive decisions relating to the Trust. The Trust Deed requires at least two ordinary meetings of Trustees to be held per year, and three such meetings were held in the period under report. The five original Trustees, named below, are still in office; any future appointments would be made by the Trustees at a special meeting.

Janie Andrews  
Deborah Behrman (secretary)  
Edmund Booth (chair and treasurer)  
Rachel Douglas  
Baerbel Grange

The Trust's bankers are the CAF Bank, West Malling, ME19 4TA.

Objectives and Activities

The Trust was set up in memory of Sheena Booth, an East London music teacher who died in December 2002. The purpose of the Trust is to continue Sheena's work of furthering the musical development of children and young people. It is a grantmaking charity which concentrates its main energies on distributing the capital and income at its disposal. Fund raising events are also undertaken, but this is a secondary activity, and since the events are all musical in nature, these events also further the Trust's objectives directly. The Trustees actively monitor and, where possible and appropriate, assist the projects the Trust supports. Most of the projects supported are in North and East London. This is for a number of reasons: - to reflect the area where Sheena worked, to enable the Trustees more easily to monitor the projects, and to limit the geographical extent of activities of this relatively small charity.

The Trustees have established the following general guidelines for allocating grant money.

- 1) The Trust's work will predominantly be directed to musical education as part of a general education, rather than for training or encouraging young professionals for a career in music. All levels of skill and ability will be included in the Trust's remit, with no particular ability range being favoured.
- 2) No particular musical instrument should be favoured; on the contrary, as wide a possible a range of instruments and musical styles should be encouraged.
- 3) Development of listening as well as playing skills will be included in the Trust's remit.
- 4) The Trust will seek to encourage group musical activities, for example in choirs, chamber music groups and orchestras, as well as solo playing skills.
- 5) When prioritising grants, preference will be given to causes where there is most need and where other sources of assistance are not available.
- 6) The majority of grants are likely to go to school age children, with support to causes for young people in their twenties forming a lower percentage of the grant money allocated.
- 7) Preference will be given to grants for projects in the area in which Sheena Booth worked (i.e. Redbridge and surrounding London boroughs) although applications from other areas will be considered.
- 8) The Trustees will aim over time broadly to reflect the balance of interests set out in these guidelines.

(continued page 2)

THE SHEENA BOOTH MUSIC TRUST  
**TRUSTEES' REPORT**  
FOR THE YEAR ENDING 5TH APRIL 2007: continued

The Trustees have decided to support five general classes of projects, as follows.

- 1) Grants to the Music Services of the London Boroughs of Redbridge and Haringey, for a specific single project in each borough.
- 2) Direct support to schools for various music-related programmes.
- 3) Provision of musical experiences for children in hospitals and hospices, in conjunction with the Guildhall School of Music.
- 4) Provision of musical opportunities for children with special needs.
- 5) Grants for private music lessons in cases where they would otherwise be hard to afford.

Achievements and performance

The Trust continued in its support of instrumental teaching programmes administered by the music departments of the London Boroughs of Haringey and Redbridge and funded four other music projects in schools. The programme with the Guildhall School of Music in a north London hospital continued; plans to extend this to a children's hospice in Becton were not successful, but plans for a similar project in a South Woodford children's hospice are well advanced. We worked with the Kaos Organisation and the composer David Stoll on projects for children with special needs and gave grants for 12 pupils to have private instrumental lessons. We were not successful in finding a suitable community music organisation to support and do not intend to seek one in the current year. We believe the only major risk we face is that one of our grant holders is not effective in using the grant to further our objectives. The Trustees believe that their close vetting of projects, the widespread range of projects supported and our good contacts with grant holders minimises this risk.

Further details of the Trust's activities are posted on its website, [www.booth-seismic.co.uk/sheena](http://www.booth-seismic.co.uk/sheena).

Financial review

During the year, over £2700 was raised from the general public, in addition to £10,564 donated by Sheena Booth's family. Our charitable status enabled it to recover around £3,300 from HM Revenue and Customs, which, with some interest payments, gave a total income of £18,047. We distributed £23,559 to a wide variety of projects in London, listed on page 10. At the end of the financial year, our reserves stood at £23,916, in cash bank balances and short term bonds. Given our intention to use both capital and income to support grant making at a rate likely to exhaust reserves by the end of 2009, we propose to continue holding all our reserves as cash and short term bonds. Use was made for the first time this year of the CAF bank's excellent and cost-effective on-line donation facility, which gave rise to a small but useful number of donations.

Plans for future periods

Figures 1 & 2 on page 3 show the trend of income and expenditure over the first four years of the Trust's life and indicate our budget plans for the next two financial years. Intentionally, we are continuing to increase our grants as our experience with successful projects grow and our relationships with collaborators develop, while the income falls for well anticipated reasons. The Trust was established as an organisation with a limited life primarily funded by money from the family of Sheena Booth; the last such grant will be made during July 2007. The public's generosity in complementing that money has been much more successful than originally expected, particularly for a grant making organisation that did not intend to devote a major effort to fund raising. However, the Trustees have decided to continue grant making at the current relatively high level and to close the Trust once the financial reserves are exhausted, rather than continue at a much lower (and perhaps less efficient) pace. This is expected to happen some time in the financial year 2008/9.

The Trustees intend to continue to provide grants using the same broad principles set out on page 1. We expect to provide grants of up to £45,000 to vetted, worthwhile projects in the current financial year. This would leave an estimated total of around £2,000 to distribute in 2008/9, which will probably be the last year of the Trust's operations.

(continued page 3)

THE SHEENA BOOTH MUSIC TRUST  
**TRUSTEES' REPORT**  
 FOR THE YEAR ENDING 5TH APRIL 2007: continued

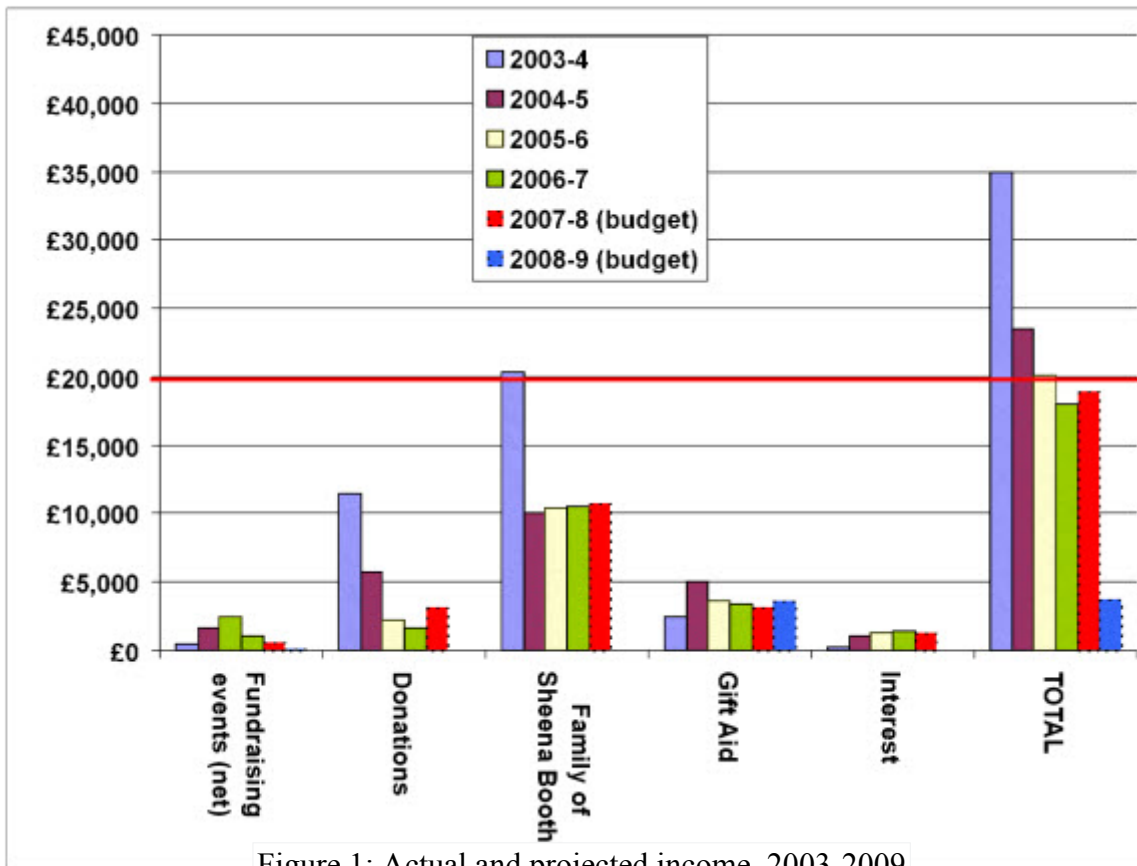


Figure 1: Actual and projected income, 2003-2009

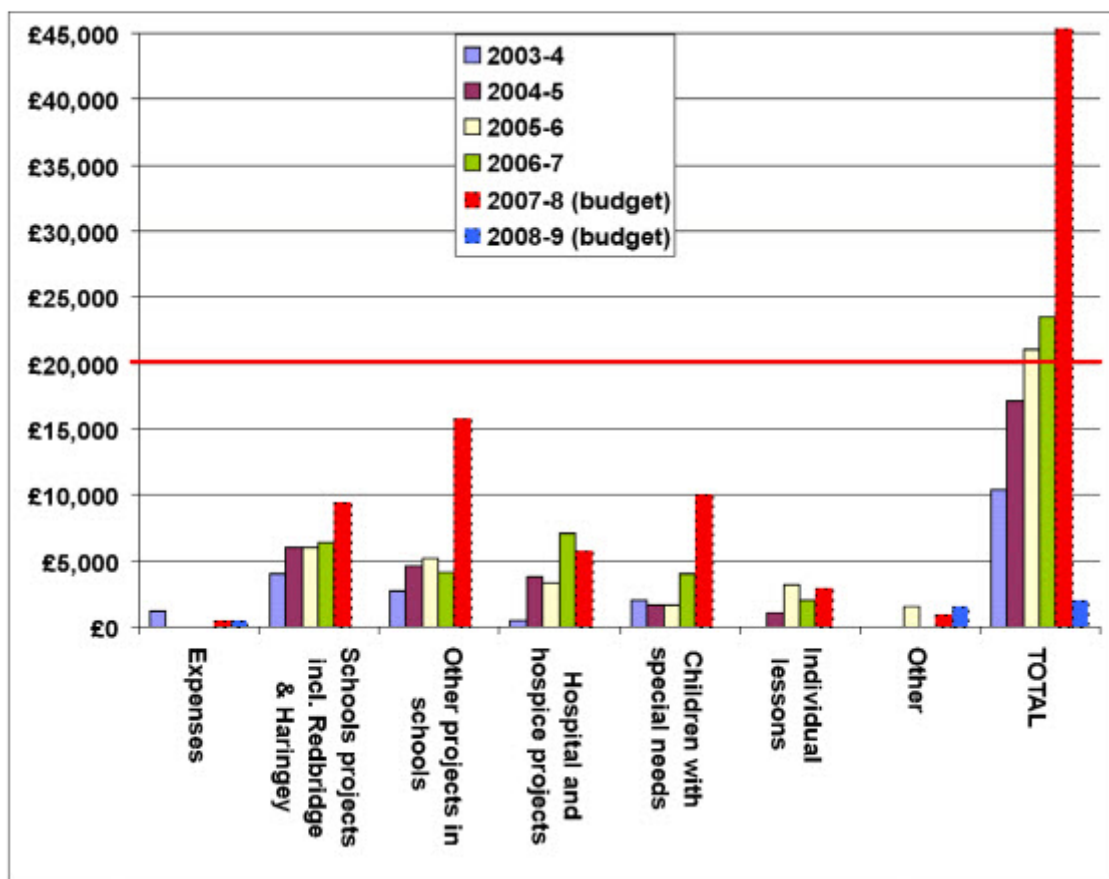


Figure 2: Actual and projected grants, 2003-2009

THE SHEENA BOOTH MUSIC TRUST  
**TRUSTEES' REPORT**  
FOR THE YEAR ENDING 5TH APRIL 2007: continued

Funds held as Custodian Trustees

The Trust, and its Trustees, do not act as custodian trustees.

Acknowledgements and thanks

The Trustees give their sincere thanks for the support of our three patrons, John Lill CBE, John Rutter CBE and Sir John Tavener and also to our honorary accountant, Andrew Marflow. The Hertfordshire Chamber Orchestra, Steve Bingham and the New Camerata Ensemble with Rebecca van den Berg and David Silkoff gave marvellous concerts for the Trust, which not only raised very useful money for us, but also provided first rate music in an intimate and local setting and we are very grateful to them for donating their time and considerable talents.

Signed by one Trustee on behalf of all the Trustees



Edmund Booth (Trustee)

Date of approval: 16<sup>th</sup> July 2007

THE SHEENA BOOTH MUSIC TRUST  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**  
FOR THE YEAR ENDING 5TH APRIL 2007

I report on the accounts of the Trust Fund for the year ended 5 April 2007, which are attached

**Respective responsibilities of trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, 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 Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

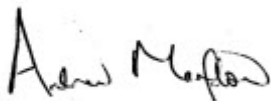
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act

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



30 July 2007

AJ Marflow  
1 Sandiacre  
Standish  
Wigan WN6 0TJ

THE SHEENA BOOTH MUSIC TRUST  
**BALANCE SHEET**  
AS AT 5 APRIL 2007

|    |  |         | <i>Last year</i> |
|----|--|---------|------------------|
| A  | Fixed Assets                             | -       | -                |
|    |  |         |                  |
| B  | Current Assets                           |         |                  |
| B1 | Stocks and work in progress              | -       | -                |
| B2 | Debtors                                  | -       | -                |
| B3 | Investments (Note 4)                     | £20,914 | £20,000          |
| B4 | Cash in bank and in hand                 | £3,002  | £9,428           |
|    |  |         |                  |
| C  | Liabilities                              | -       | -                |
|    |  |         |                  |
| E  | Unrestricted income funds of the charity | £23,916 | £29,428          |
|    |  |         |                  |
|    | Total unrestricted income funds          | £23,916 | £29,428          |

Note 1) These accounts have been prepared on a 'Receipts and Payments' basis.

Note 2) The format of this balance sheet is based on a simplified version of Table 7 in the Charity Commission's Standard of Recommended Practice for accounting and reporting by charities: SORP 2005, which also forms the basis of the Accounting Principles used for all the Trust's accounts.

Note 3) All the Trust's funds were unrestricted, so no columns are shown for endowment or restricted funds.

Note 4) The investment of £20,914 represents two Birmingham Midshires fixed rate bonds, maturing at 3 months and 6 months, and shown at the purchase cost.

Signed by one Trustee on behalf of all the Trustees

*Edmund Booth*

Edmund Booth (Trustee)

Date of approval: 16<sup>h</sup> July 2007

THE SHEENA BOOTH MUSIC TRUST  
**RECEIPTS & PAYMENTS ACCOUNT**  
 FOR THE YEAR ENDING 5 APRIL 2007: Part 1 of 2

| <b>Section A: Receipts and payments</b>    |  |                    |          |                |                  |
|--|--|--------------------|----------|----------------|------------------|
|  |  | Unrestricted funds |          |                | <i>Last year</i> |
| <b>A1 Receipts</b>                         |  |                    |          |                |                  |
| INCOME FROM FUNDRAISING                    |  |                    |          |                |                  |
|  |  | Income             | Expenses | Net            |                  |
|  | Hertfordshire Chamber Orchestra concert April 06                                 | £314               | £150     | £164           |                  |
|  | Steve Bingham concert June 06  | £105               | £3       | £103           |                  |
|  | Sukkat Shalom concert November 06  | £801               | £30      | £771           |                  |
|  | HCO concert April 07 (advance ticket sale)                                       | £14                | -        | £14            |                  |
| TOTAL INCOME FROM FUNDRAISING              |  | £1,234             | £182     | £1,051         | £2,420           |
| INCOME FROM DONATIONS                      |  |                    |          |                |                  |
|  | Gift aided donations from family of Sheena Booth                                 |                    | £10,564  |                |                  |
|  | Other gift aided donations   |                    | £785     |                |                  |
|  | Other donations via Charity Aid Foundation Bank cheques                          |                    | £665     |                |                  |
|  | Other donations  |                    | £225     |                |                  |
| TOTAL DONATIONS                            |  |                    |          | £12,239        | £12,737          |
| BANK DEPOSIT INTEREST                      |  |                    |          | £510           | £1,314           |
| INTEREST ON MATURING FIXED RATE BOND       |  |                    |          | £914           | -                |
| INCOME TAX RECOVERED UNDER GIFT AID        |  |                    |          | £3,332         | £3,611           |
|  | Sub total  |                    |          | £18,047        | £20,083          |
| <b>A2 Asset and investment sales, etc.</b> |  |                    |          |                |                  |
|  |  |                    |          | -              | -                |
| <b>Total receipts</b>                      |  |                    |          | <b>£18,047</b> | <b>£20,083</b>   |
| <b>A3 Payments</b>                         |  |                    |          |                |                  |
| GRANTS MADE (Note 4)                       |  |                    |          |                |                  |
|  | London Borough of Redbridge Music Service  |                    | £3,200   | -              | £3,000           |
|  | London Borough of Haringey Music Service   |                    | £3,200   | -              | £3,043           |
|  | Schools based projects   |                    | £4,100   | -              | £5,200           |
|  | Community music projects   |                    | -        | -              | £1,500           |
|  | Children with special needs  |                    | £4,000   | -              | £1,700           |
|  | Guildhall School of Music & Drama - work with children in hospitals and hospices |                    | 7,100    | -              | £3,350           |
|  | Support for individual music lessons   |                    | £1,959   | -              | £3,239           |
| TOTAL GRANTS MADE                          |  |                    |          | £23,559        | £21,032          |
| (Continued on page 8)                      |  |                    |          |                |                  |

THE SHEENA BOOTH MUSIC TRUST  
**RECEIPTS & PAYMENTS ACCOUNT**  
 FOR THE YEAR ENDING 5 APRIL 2007: Part 2 of 2

| <b>Section A: Receipts and payments - continued</b> |                                   |                    |          |                |                  |
|---|-----------------------------------|--------------------|----------|----------------|------------------|
|   |                                   | Unrestricted funds |          |                | <i>Last year</i> |
| CHARITABLE ACTIVITIES                               |                                   | Income             | Expenses | Net            |                  |
|   | Sheena Booth Music Trust Workshop | -                  | -        | -              | -                |
| LEGAL EXPENSES                                      |                                   | -                  | -        | -              | -                |
| PRINTING COSTS                                      |                                   | -                  | -        | -              | -                |
|   | Sub total                         |                    |          | £23,559        | £21,032          |
| <b>A4 Asset and investment purchases, etc.</b>      |                                   |                    |          | -              | -                |
| <b>Total payments</b>                               |                                   |                    |          | <b>£23,559</b> | £21,032          |
| <b>Net of receipts/(payments)</b>                   |                                   |                    |          | <b>-£5,512</b> | -£949            |
| <b>A6 Cash funds last year end</b>                  |                                   |                    |          | £29,428        | £30,377          |
| <b>Cash funds this year end</b>                     |                                   |                    |          | <b>£23,916</b> | £29,428          |

| <b>Section B: Statement of assets and liabilities at the end of the period</b> |  |                |
|--|--|----------------|
| <b>B1 Cash funds</b>   | Charity Aid Foundation current account                         | £873           |
|  | Charity Aid Foundation deposit account                         | £2,129         |
|  | Birmingham Midshires 3 months fixed rate bond at purchase cost | £10,914        |
|  | Birmingham Midshires 6 months fixed rate bond at purchase cost | £10,000        |
|  | <b>Total cash funds</b>  | <b>£23,916</b> |
| <b>B2 Other monetary assets</b>  | None   |                |
| <b>B3 Investment assets</b>  | None   |                |
| <b>B4 Assets retained for the charity's own use</b>                            | None   |                |
| <b>B5 Liabilities</b>  | None   |                |

Note 1: The format of these accounts is based on a simplified version of the Charity Commission standard template CC16a

Note 2: All the Trust's receipts and payments were unrestricted, so no columns are shown for endowment or restricted funds

Note 3: No payments were made to the Trustees or the Honorary Accountant for personal or other expenses, nor were any other emoluments paid to them.

Note 4: A detailed breakdown of the grants made is given on page 10.

Signed by one Trustee on behalf of all the Trustees

*Edmund Booth*

Edmund Booth (Trustee)

Date of approval: 16<sup>th</sup> July 2007

THE SHEENA BOOTH MUSIC TRUST  
**STATEMENT OF FINANCIAL ACTIVITIES**  
 FOR THE YEAR ENDING 5 APRIL 2007

|          |   |                | <i>Last year</i> |
|----------|---|----------------|------------------|
| <b>A</b> | <b>Incoming resources</b>                     |                |                  |
| A1       | Incoming resources from generated funds       |                |                  |
| A1a      | Voluntary income (Note 2)                     | £15,572        | £16,348          |
| A1b      | Activities for generating funds               | £1,051         | £2,420           |
| A1c      | Investment income (Note 3)                    | £1,424         | £1,314           |
| A2       | Incoming resources from charitable activities | -              | -                |
|          | <b>Total</b>                                  | <b>£18,047</b> | <b>£20,083</b>   |
| <b>B</b> | <b>Resources expended</b>                     |                |                  |
| B1       | Cost of generating funds                      |                |                  |
| B1a      | Cost of generating voluntary income           | -              | -                |
| B1b      | Fundraising trading                           | -              | -                |
| B1c      | Investment management costs                   | -              | -                |
| B2       | Charitable activities (Note 4)                | £23,559        | £21,032          |
| B3       | Governance costs                              | -              | -                |
|          | <b>Total</b>                                  | <b>£23,559</b> | <b>£21,032</b>   |
|          | <b>Net incoming/outgoing resources</b>        | <b>-£5,512</b> | <b>-£949</b>     |
| <b>E</b> | <b>Reconciliation of funds</b>                |                |                  |
|          | Total funds brought forward                   | <b>£29,428</b> | <b>£30,377</b>   |
|          | Total funds carried forward                   | <b>£23,916</b> | <b>£29,428</b>   |

Note 1: The format of the Statement is based on a simplified version of Table 3 in the Charity Commission's Standard of Recommended Practice for accounting and reporting by charities: SORP 2005.

Note 2: Voluntary income shown includes the Gift Aid repayments made during the year being reported, for donations in the previous year.

Note 3: The investment income represents interest payments on cash deposits at the Charities Aid Foundation Bank and interest on a maturing Birmingham Midshires £10,000 1 year fixed rate bond.

Note 4: A detailed breakdown of the grants made is given on Page 10.

Signed by one Trustee on behalf of all the Trustees

*Edmund Booth*

Edmund Booth (Trustee)

Date of approval: 16<sup>th</sup> July 2007

THE SHEENA BOOTH MUSIC TRUST  
**GRANTS MADE**  
 DURING THE YEAR ENDING 5 APRIL 2007

| Beneficiary  | £                 | Description of project   |
|--|-------------------|--|
| <b>a) School based projects</b>                    |                   |  |
| London Borough of Redbridge Music Service          | 3,200.00          | For a group teaching project for brass instruments at Mossford Green primary school  |
| London Borough of Haringey Music Service           | 3,200.00          | For a whole class teaching project at Stroud Green primary school, supplementing grants from other sources   |
| Nonesuch Orchestra                                 | 1,300.00          | To employ two young professionals with special duties towards the orchestra's work in schools.   |
| London Festival of Chamber Music                   | 1,000.00          | Two half day sessions at London schools by the English String Quartet  |
| Churchfields Primary School, London E18            | 300.00            | Payment for 10 music stands  |
| London Suzuki Group                                | 1,500.00          | Funding of subsidised Suzuki lessons for children in north London schools whose parents would otherwise find it difficult to afford them             |
| <b>b) Community based music projects</b>           |                   |  |
| -  | -                 | No grants made this year   |
| <b>c) Music for children with special needs</b>    |                   |  |
| Kaos Organisation                                  | 1,500.00          | Contribution to the cost of employing two signing assistants to work with deaf children in a North London choir                                      |
| Brookfields House special needs school, London E18 | 2,500.00          | Composing projects with David Stoll, spring & autumn 06, summer 07   |
| <b>d) Hospital and hospice based projects</b>      |                   |  |
| Whipps Cross Hospital, Leytonstone                 | 7,100             | 'Music experience' sessions on the Acorn Children's Ward at Whipps Cross Hospital, Leytonstone, during spring 2006 to spring 07                      |
| <b>e) Direct assistance with music lessons</b>     |                   |  |
| Grants to music teachers for individual lessons    | 1,958.50          | Grants for individual music lessons for 12 children, mainly in north & east London schools, who would otherwise have found it difficult to have them |
| <b>TOTAL</b>                                       | <b>£23,558.50</b> |  |

Signed by one Trustee on behalf of all the Trustees

*Edmund Booth*

Edmund Booth (Trustee)

Date of approval: 16<sup>th</sup> July 2007