

**Henley Symphony Orchestra**  
**Annual Report and Accounts**

**2018 / 2019**

# Henley Symphony Orchestra

## Trustees' Annual Report for the financial year 1 May 2018 – 30 April 2019

<i>Full name of the charity:</i>	Henley Symphony Orchestra						
<i>Other names the charity is known by:</i>	HSO						
<i>Number of the charity:</i>	271849						
<i>Charity commission contact:</i>	Dr Alice Carter, HSO Treasurer, 53 Parkside Road, Reading, Berks, RG30 2BT						
<i>Charity's governing document:</i>	The constitution of the Henley Symphony Orchestra dated 9 January 1996, amended 1 October 1997						
<i>How the charity is constituted:</i>	Unincorporated association						
<i>How trustees are appointed:</i>	All trustees stand down at the AGM each year and new trustees are elected. All former trustees are eligible for re-election.						
<i>Trustees of the charity:</i>	For the financial year 2018 / 2019 the following members of the orchestra were committee members and trustees: <table><tr><td>Judy Whittaker</td><td>Chairman</td></tr><tr><td>Maureen Idowu</td><td>Secretary</td></tr><tr><td>Alice Carter</td><td>Treasurer</td></tr></table> Jill Atkins (to November 2018) Frances Barton (from November 2018) Jenny Fleming (to November 2018) Kate Lorimer (to November 2018) Colin MacBean Tom MacLean Katie Mole Mandy Sadler Emma Sieling (to November 2018) Lydia Wanstall Frances Yeowart	Judy Whittaker	Chairman	Maureen Idowu	Secretary	Alice Carter	Treasurer
Judy Whittaker	Chairman						
Maureen Idowu	Secretary						
Alice Carter	Treasurer						
<i>Bank:</i>	Barclays Bank, Henley-on-Thames.						
<i>Objects of the charity:</i>	The objectives of the society are stated in the constitution. These are 1) to educate the public in the art and science of music in all its aspects by the presentation of concerts and other activities and 2) such other charitable purposes as the committee may from time to time decide.						
<i>Powers of the trustees:</i>	The powers of the trustees are defined as follows: <table><tr><td>a</td><td>raising funds, selling tickets for concerts and inviting contributions, provided that in raising funds the committee shall not undertake any substantial permanent trading</td></tr></table>	a	raising funds, selling tickets for concerts and inviting contributions, provided that in raising funds the committee shall not undertake any substantial permanent trading				
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activities and shall conform to any relevant requirements of the law.

- b buying, taking on lease or in exchange any property necessary for the achievement of the objectives, and maintaining it and equipping it for use.
- c borrowing money and charging all or part of the property of the society with repayment of the money so borrowed, subject to any consents required by law.
- d hiring and paying professional musicians and employing such staff (who are not members of the society) as are necessary for the proper pursuit of the objectives.
- e co-operating with other charities, voluntary bodies and statutory authorities operating in furtherance of the objectives or of similar charitable purposes, and exchanging information and advice with them.
- f establishing or supporting any charitable trusts, associations or institutions formed for all or any of the objectives.
- g appointing and constituting such advisory committees as the management committee shall think fit.
- h doing all such other lawful things as are necessary for the achievement of the objectives.

*Main activities undertaken:* The formal objectives of the Henley Symphony Orchestra have been described above. The orchestra aims to bring live music to the local community and to provide musical education to its members.

The orchestra rehearses weekly at Henley College with a professional Musical Director.

Concert venues include Christ Church in Henley-on-Thames and the Concert Hall and the Hexagon in Reading. At least four concerts are given annually.

The orchestra gives concerts, by invitation, in Henley's twin towns of Leichlingen, Germany, and Falaise, France

### **Summary of the main achievements of the charity during the year**

In the 2017 –18 season the orchestra gave:

- Five public concerts in the UK
- An open evening for our Friends & Business Friends

The orchestra played the following works:

**Sunday 18th November 2018 at 4pm**

**Reading Concert Hall**

*Overture: Manfred*

Schumann

*Horn Concerto No 2*

Strauss

**Ben Goldscheider : Horn**

*Symphony No 1*

Sibelius

**Sunday 16th December 2018 at 4.30pm**

**Christ Church, Henley**

A short concert for young children – particularly suitable for children aged 2–6 years (younger siblings welcome).

**Sunday 16th December 2018 at 6.30pm**

**Christ Church, Henley**

*Polotsvian Dances*

Borodin

*Coppé lia*

Delibes

*Hungarian Dances*

Brahms

*Sleigh Ride*

Leroy Anderson

Christmas carols

**Sunday 17th March 2019 at 7.30pm**

**The Hexagon, Reading**

*Piano Concerto No 1 in D minor*

Brahms

**Peter Donohoe : Piano**

*Symphony No 5*

Shostakovich

**Thursday 16th May 2019 at 7.45pm**

**Henley College**

**Open Evening**

**Saturday 13th July 2019 at 11.30am**

**Henley Festival 2019**

*Overture: Tannhäuser*

Wagner

*Scaramouche*

Milhaud

*Keyboard Concerto BMV 1056*

Bach

**Huw Wiggin : Saxophone**

*Karelia Suite*

Sibelius

*Slavonic Dances*

Dvorák

*Fantasy Overture: Romeo and Juliet*

Tchaikovsky

**2018-19** is the twenty-fourth year under the musical direction of **Ian Brown**. We are able to attract soloists of international reputation, and this year were delighted to welcome **Ben Goldscheider : Horn** to perform the Strauss ***Horn Concerto No 2*** at the Reading Concert Hall, Reading in November, and **Peter Donohoe : Piano** to perform ***Piano Concerto No 1 in D minor*** by Brahms at the Hexagon, Reading, in March.

Henley Symphony Orchestra was invited back to play at **Henley Festival** in July, when **Huw Wiggin** played ***Scaramouche*** by Milhaud and his own transcription of Bach's ***Keyboard Concerto BMV 1056***.

The orchestra continues to develop and to gain valuable knowledge and ability through Ian's guidance and encouragement, and to expand its repertoire and tackle more demanding works. The standard of the playing of the orchestra continues at a high level. The orchestra has travelled several times to the twin towns of Henley in France and Germany, and Slovenia.

## Financial Review

*Reserves policy:* To maintain reserves equivalent to one year's running costs.

*Further financial details:* The accounts of the society for the financial year 2018 / 2019 are appended to this report.

The assets owned by the society include a full set of timpani and other requirements such as lighting. There is no major expenditure required for further, or replacement equipment, in the near future.

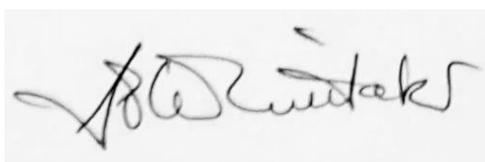
## Treasurer's Report

As stated in the 2017-18 Treasurer's Report, we had budgeted for the 2018-19 season based on an ongoing arrangement with a sponsor who unexpectedly had to withdraw funding at short notice. We therefore expected to make a deficit during 2018-19 unless that sponsorship could be replaced. While the orchestra has a good level of reserves, clearly we needed to plan to replace this income and/or reduce expenditure to ensure financial stability.

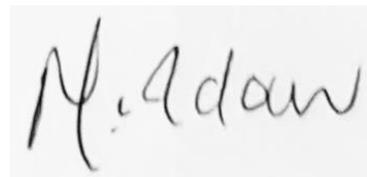
Ignoring the income and expenditure related to the orchestra's trip to Bled, Slovenia in the previous period, income for 2018-19 was significantly down due to the loss of sponsorship and an inability to maintain high levels of ticket sales. Expenditure was also lower, but not low enough to compensate for the lack of sponsorship income: while some costs can be reduced, others inevitably rise due to inflation. The Gift Aid tax reclamation was also not completed during 2018-19 for either this period or the previous financial year, and the income for both periods is expected during the 2019-20 financial year.

During 2019, the orchestra planned two significant initiatives to increase income. First, we have worked with Making Music to set up a production company, Henley Symphony Orchestra Productions Ltd, registered company number 11957773, in order to benefit from the Orchestra Tax Relief scheme. Two of the orchestra committee (trustees) are directors of the company and have signed a declaration of trust stating that company is acting on behalf of the orchestra to arrange and produce its concerts. This will allow the company to collect a corporation tax rebate at the end of the financial year expected to be approximately £6000-7000 per annum to remit to the orchestra. This arrangement will come into force from the 2019-20 financial year. The orchestra also planned to relaunch its Friends scheme for our 50<sup>th</sup> season in 2019-20. It is hoped that this will enable the orchestra to continue its activities without the need for a major sponsor.

Signed on behalf of the trustees:



Judy Whittaker, Chairman



Maureen Idowu, Secretary

Date: 23<sup>rd</sup> November 2019

# Henley Symphony Orchestra

## Receipts and Payments Account

Year ended 30th April 2019

Prior year  
to 30/4/18

### Receipts

#### Rehearsals

Members' subscriptions	6,760	7,670
Coffee sales (net)	293	121
	<u>7,053</u>	<u>7,791</u>

#### Concerts

Ticket Sales	21,919	27,775
Programme sales	1,036	1,151
Refreshments (net)	212	329
Overseas travel contributions	-	1,215
	<u>23,168</u>	<u>30,471</u>

#### General

Friends' subscriptions	2,720	2,790
Business Friends	595	165
Donations (1)	1,136	17,588
Bank Interest	151	75
Miscellaneous receipts (2)	-	55
	<u>4,601</u>	<u>20,673</u>

#### Total Receipts

	<u>34,822</u>	<u>58,934</u>
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### Payments

#### Rehearsals

Music hire	1,664	2,550
Professional fees	11,066	12,015
Venue hire	3,046	1,646
Workshop expenses	-	1,848
	<u>15,776</u>	<u>18,059</u>

#### Concerts

Venue hire	6,577	9,913
Advertising & publicity	3,544	4,045
General concert expenses (incl PRS)	659	1,042
Programmes	576	273
Professional fees and expenses	17,138	18,308
Staging & lighting	300	1,020
Overseas travel expenses	-	11,508
	<u>28,793</u>	<u>46,108</u>

#### General

Open Evening (1)	1,178	3,268
Subscriptions and donations to other organisations	385	390
Equipment	-	266
General administration costs	261	268
	<u>1,824</u>	<u>4,192</u>

#### Total Payments

	<u>46,393</u>	<u>68,358</u>
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### Surplus/(Deficit) for the year

	<u>(11,571)</u>	<u>(9,424)</u>
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### Receipts as agent

Proceeds of raffle at Christmas Concert	<u>301</u>	<u>243</u>
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### Payments as agent

Payment to chosen charity (3)	<u>301</u>	<u>243</u>
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# Henley Symphony Orchestra

## Balance Sheet

At 30/04/2019

Prior year

@ 30/4/18

### Assets

#### Liquid assets

Bank current account	5,497	5,212
Bank deposit accounts	23,131	34,987
	<u>28,628</u>	<u>40,199</u>

#### Fixed assets

Timpani, lights, stands, etc.	3,162	3,162
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#### Total

<u>31,790</u>	<u>43,361</u>
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### Accumulated fund

Opening balance	43,361	52,784
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Surplus/(Deficit) for the year	(11,571)	(9,424)
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#### Closing balance carried forward

<u>31,790</u>	<u>43,361</u>
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### Notes to the accounts (see previous page)

(1) In 2017-18 donations were received of £5000 towards expenses for the trip to Bled and £2500 to cover the cost of hire of Fawley Court for the Open Evening. Adjusted cost of 2017 Open Evening net of donation is £553.

(2) 2017-18 figure: sales of HSO cards

(3) 2018-9: Oxfordshire Mencap; 2017-18: Headway Thames Valley.



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Henley Symphony Orchestra

**On accounts for the year  
ended**

30 April 2019

**Charity no  
(if any)**

271849

**Set out on pages**

(remember to include the page numbers of additional sheets)

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with 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 the 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 material matters have come to my attention (~~other than that disclosed below~~ \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

**Date:**

26/10/19

**Name:**

Erica Hall

**Relevant professional  
qualification(s) or body  
(if any):**

ACA (ICAEW)

<b>Address:</b>	7 King James Way
	Henley on Thames
	RG9 1XL

**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**