



Henley Symphony Orchestra

Annual Report and Accounts

2019 / 2020

Henley Symphony Orchestra

Trustees' Annual Report for the financial year 1 May 2019 – 30 April 2020

<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>	<p>For the financial year 2019 / 2020 the following members of the orchestra were committee members and trustees:</p> <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><tr><td>Frances Barton</td><td></td></tr><tr><td>Colin MacBean</td><td></td></tr><tr><td>Tom MacLean</td><td></td></tr><tr><td>Katie Mole</td><td></td></tr><tr><td>Mandy Sadler</td><td></td></tr><tr><td>Lydia Wanstall</td><td></td></tr><tr><td>Joanna Woolliscroft (from November 2019)</td><td></td></tr><tr><td>Frances Yeowart</td><td></td></tr></table>	Judy Whittaker	Chairman	Maureen Idowu	Secretary	Alice Carter	Treasurer	Frances Barton		Colin MacBean		Tom MacLean		Katie Mole		Mandy Sadler		Lydia Wanstall		Joanna Woolliscroft (from November 2019)		Frances Yeowart	
Judy Whittaker	Chairman																						
Maureen Idowu	Secretary																						
Alice Carter	Treasurer																						
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Frances Yeowart																							
<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>	<p>The powers of the trustees are defined as follows:</p> <p>a raising funds, selling tickets for concerts and inviting contributions, provided that in raising funds the committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.</p>																						

- 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 year 2019 –20 the orchestra gave:

- Four public concerts in the UK

The orchestra played the following works:

Sunday 17th November 2019 at 4pm

Reading Concert Hall

Light Cavalry Overture

von Suppé

Cello Concerto

Dvořák

Adrian Brendel

Cello

Symphony No 4

Tchaikovsky

Sunday 15th December 2019 at 4.30pm

Christ Church, Henley

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

Sunday 15th December 2019 at 6.30pm

Christ Church, Henley

Polonaise (from the opera *Christmas Eve*)

Rimsky-Korsakov

Overture: Merry Wives of Windsor

Nicolai

Hungarian March

Berlioz

Sleigh Ride

Leroy Anderson

Christmas carols

Sunday 15th March 2020 at 7.30pm

The Hexagon, Reading

Academic Festival Overture

Brahms

Piano Concerto No 20 K466

Mozart

Kristian Bezuidenhout

Piano

Symphony No 9 'From the New World'

Dvořák

2019-20 is the twenty-fifth year under the musical direction of **Ian Brown**. We are able to attract soloists of international reputation, and this year were delighted to welcome **Adrian Brendel: Cello** to perform Dvořák's *Cello Concerto* at the Reading Concert Hall, Reading in November, and **Kristian Bezuidenhout : Piano** to perform *Piano Concerto No 20 K466* by Mozart at the Hexagon, Reading, in March. We had originally invited **Eric Lu** to perform this concerto with us at the Hexagon, but he was forced to withdraw because of the suddenly imposed travel restrictions to the USA caused by the international outbreak of Coronavirus – COVID 19. Kristian Bezuidenhout came in at short notice to stand in for Eric Lu, and the orchestra responded enthusiastically to his light and refined musical approach.

Our Hexagon concert took place just a few days before the nationally imposed "lockdown" in response to COVID 19. We were fortunate to be able to perform that evening, but many of our audience – perhaps a third - stayed away because of fears of the spreading infection. Sadly, the remaining two concerts of our 2019 -2020 programme, at the Christ Church Centre and Henley Festival, together with our Open Evening for our Friends and Business Friends, had to be cancelled. Although some members of the orchestra were able to return to rehearsing for a few weeks, a further national lockdown has sadly brought this to an end.

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. The orchestra hopes to be able to return to rehearsing and performing in 2021.

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 2019 / 2020 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.

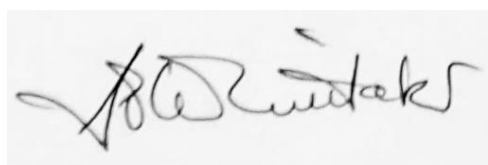
Treasurer's Report

Financially, 2019-20 has been a significant improvement from the previous year for the orchestra. This was due to careful management of costs and two significant initiatives to boost income: the relaunch of the Friends Scheme which has attracted many generous donations from new and loyal Friends of the orchestra, and participation in the Orchestra Tax Relief scheme, which has enabled the orchestra to benefit from a tax rebate after the end of the financial year.

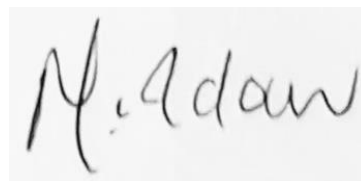
A significant amount of administrative and accounting changes have been needed to implement the Orchestra Tax Relief scheme. Henley Symphony Orchestra Productions Ltd, registered company number 11957773, was set up in 2019 with two members of the orchestra committee (trustees) as directors of the company. All of the orchestra's concert expenditure now goes through this company, paid for by a 'commissioning fee' from the orchestra, while concert income is retained by the orchestra. This allows the company to claim a rebate of corporation tax on the loss it makes, which is then returned to the orchestra. The tax reclaimed for the 2019-20 season of concerts was £6219, which is very welcome income for the orchestra. The change has meant that the accounts need to be presented in a different way from previous years.

In cash terms, the orchestra has made a deficit of £4464 during 2019-20. Much of this was due to late expenditure from the previous financial year relating to the Hexagon concert in 2019. However, taking into account the loan outstanding to the production company, the assets of the orchestra at the end of the year increased by just over £3000 to £34,945. This is significantly down from a few years ago, following decisions to spend reserves and the loss of a key sponsor in 2018, but it represents a good level of reserves and allows the orchestra to plan less conservatively in these uncertain times.

Signed on behalf of the trustees:



Judy Whittaker, Chairman



Maureen Idowu, Secretary

Date: 17th November 2020

Henley Symphony Orchestra

Statement of Financial Activities

Year ended 30th April 2020

	See note	Prior year to 30/4/19
Receipts		
Receipts relating to concerts in previous year	1	<u>2,067</u>
Income in advance	2	<u>750</u>
Rehearsals		
Members' subscriptions		5,830
Coffee sales (net)		237
		<u>6,067</u>
Concerts		
Ticket Sales		29,435
Programme sales		836
Refreshments	3	337
		<u>30,607</u>
General		
Friends' subscriptions		5,079
Business Friends		800
Donations		2,134
Bank Interest		111
Tax refund	4	4,228
		<u>12,352</u>
Total Receipts		<u>51,844</u>
Payments		
Payments relating to concerts in previous year	1	<u>5,207</u>
General		
Costs related to relaunch of Friends Scheme		833
Open Evening		582
Subscriptions and donations to other organisations	5	20
General administration costs		165
		<u>1,601</u>
HSOP Commissioning Fee	6	<u>41,956</u>
Outstanding loan to HSOP	6	<u>7,544</u>
Total Payments		<u>56,308</u>
Surplus/(Deficit) for the year		<u>(4,464)</u>
Receipts as agent		
Proceeds of raffle at Christmas Concert		<u>372</u>
Payments as agent		
Payment to chosen charity	7	<u>372</u>

Henley Symphony Orchestra

Balance Sheet

At 30/04/2020

Prior year

@ 30/4/19

Assets

Current assets

Debtors	100	-
Prepayments	1,325	-
Loan to HSOP repayable from tax relief 2019-20	6,219	-
Petty cash	42	-
Bank current account	2,080	5,497
Bank deposit accounts	22,043	23,131
	<u>31,808</u>	<u>28,628</u>

Fixed assets

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

<u>34,970</u>	<u>31,790</u>
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Liabilities

Creditors falling due in one year	(25)	0
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Total liabilities

<u>(25)</u>	<u>0</u>
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Total net assets or liabilities

<u>34,945</u>	<u>31,790</u>
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Statement of cashflows

Cashflows received from operating activities	51,844
Cashflows used in operating activities	(56,308)
Net cash provided by (used in) operating activities	<u>(4,464)</u>

Cash and cash equivalents at the beginning of the year	28,628
Change in cash and cash equivalents in the year	(4,464)
Cash and cash equivalents at the end of the year	<u>24,164</u>

Notes to the accounts (numbered notes refer to previous page)

These accounts have been prepared on an accruals basis but 2019-20 is a transition year so there are additional entries in the accounts to include transactions that would not otherwise be included. The previous year's accounts were prepared on a receipts and payments basis, so figures are not all directly comparable.

- 1 Late receipts and payments relating to the Hexagon concert on 17.3.2019
- 2 Grant from Henley Town Council for Festival concert (carried forward to a future year)
- 3 The figures from different years are not directly comparable as the prior year amount is net of costs
- 4 The 2020 figure includes a partial reclaim of tax for the previous 3 tax years
- 5 In the current year, the Making Music subscription of £365 was paid by HSOP
- 6 Henley Symphony Orchestra Productions Ltd was set up in 2019 to produce concerts on behalf of HSO, allowing HSO to participate in the Orchestra Tax Relief scheme. HSOP is paid a commissioning fee each year equal to the costs of putting on the concerts, less the tax relief reclaimable.
- 7 2019-20: Headway; 2018-9: Oxfordshire Mencap.

Henley Symphony Orchestra

Further accounts detail and breakdown Year ended 30th April 2020

Concert Costs/Income 2019-20	13/07/2019 Henley Festival	17/11/2019 Concert Hall	15/12/2019 Christ Church	15/03/2020 Hexagon	ALL 2019-20	2018-19
Music Director/Leader fee	6,260	4,800	2,975	4,800	18,835	15,606
Music Hire/purchase	487	320	320	209	1,238	1,664
Other Musician Fees	2,554	2,420	769	4,437	10,181	12,598
Concert Venue	2,500	2,241	550	4,464	9,755	6,877
Marketing and Programmes	886	722	678	1,084	3,371	4,120
Other	282	692	426	433	1,832	659
TOTAL CONCERT COSTS	12,968	11,099	5,718	15,427	45,212	41,523
Plus rehearsal costs relating to above concerts	1,008	756	358	840	2,962	3,046
TOTAL COSTS PAID BY HSOP in 2019-20					48,175	44,569
Less Orchestra Tax Relief claimed and paid					(6,219)	
HSOP Commissioning fee					41,956	
Ticket sales	10,358	6,819	3,954	8,304	29,435	21,919
Programme sales	244	325	132	134	836	1,036
Other	0	0	337	0	337	212
TOTAL CONCERT INCOME	10,603	7,144	4,423	8,438	30,608	23,168



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 2020

Charity no
(if any)

271849

Set out on pages

6-7

(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:

08/09/20

Name:

Erica Hall

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

ACA (ICAEW)

Address:	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.