



Henley Symphony Orchestra

Annual Report and Accounts

2020 / 2021

Henley Symphony Orchestra

Trustees' Annual Report for the financial year 1 May 2020 – 30 April 2021

<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 and 17 Nov 2020																								
<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 2020 / 2021 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>Lissie Cawood (from November 2020)</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</td><td></td></tr><tr><td>Frances Yeowart</td><td></td></tr></table>	Judy Whittaker	Chairman	Maureen Idowu	Secretary	Alice Carter	Treasurer	Frances Barton		Lissie Cawood (from November 2020)		Colin MacBean		Tom MacLean		Katie Mole		Mandy Sadler		Lydia Wanstall		Joanna Woolliscroft		Frances Yeowart	
Judy Whittaker	Chairman																								
Maureen Idowu	Secretary																								
Alice Carter	Treasurer																								
Frances Barton																									
Lissie Cawood (from November 2020)																									
Colin MacBean																									
Tom MacLean																									
Katie Mole																									
Mandy Sadler																									
Lydia Wanstall																									
Joanna Woolliscroft																									
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

This report covers the 2020-21 concert season, from September 2020 to July 2021.

In the 2020 –21 season, the orchestra gave:

- One public concert in the UK, but
- Four concerts and the Open Evening were cancelled due to COVID pandemic.

The orchestra played the following works:

Saturday 3rd July 2021 at 7pm

Christ Church, Henley

Praeludium, Holberg Suite

Grieg

Variations on a Theme by Haydn

Brahms

<i>Three arias for soprano and orchestra</i>	Puccini, Dvorak, Gilbert and Sullivan
Elenor Vockins	Soprano
<i>Symphony in C</i>	Bizet

Sunday 15th November 2020 at 4pm Cancelled due to COVID pandemic

Sunday 13th December 2020 at 4.30pm and 6.30 Cancelled due to COVID pandemic

Sunday 14th March 2021 at 7.30pm Cancelled due to COVID pandemic

Thursday 6th May 2021 at 7.30 Open Evening Cancelled due to COVID pandemic

Sunday 11th July 2021 Henley Festival Cancelled due to COVID pandemic

2020-21 is the twenty-sixth year under the musical direction of **Ian Brown**.

The COVID pandemic sadly disrupted the majority of this last year, and we had to cancel our planned concerts in November, December and March, our Open Evening in May, and the Henley Festival concert in July.

The orchestra made a valiant attempt to return to rehearsing using ZOOM in the Spring of 2021, although this involved playing individually on mute, while David Burton (for the strings) and Ian Brown (for the wind) provided direction and some accompaniment, before we were finally able to return to rehearsing in May and June. It was with great joy that we were able to perform our delayed June concert on 3rd July 2021 in Christ Church Henley, playing with a reduced orchestra and featuring the local young soprano, Elenor Vockins singing three arias for soprano and orchestra.

A full orchestra programme has been prepared for the 2021-22 season, and the orchestra hopes 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 has returned to return to rehearsing and performing in Autumn 2021.

Financial Review

<i>Reserves policy:</i>	To maintain reserves equivalent to one year's running costs.
<i>Further financial details:</i>	The accounts of the society for the financial year 2020 / 2021 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

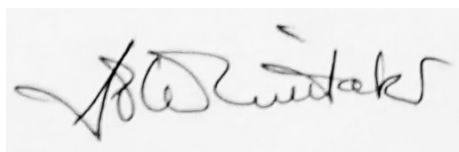
This was a very unusual financial year due to the covid pandemic and the resulting cancellation of all the planned concerts. There was no ticket income but correspondingly costs were much lower as no concerts took place. However, overheads still had to be covered and retainers were paid to our conductor and leader. The charity was extremely grateful to members and friends who were able to continue to support us financially during this unprecedented time.

Henley Symphony Orchestra Productions Ltd (HSOP), registered company number 11957773, was set up in 2019 with two members of the orchestra committee (trustees) as directors of the company, to take advantage of HMRC's Orchestra Tax Relief scheme. The orchestra pays an annual commissioning fee to this subsidiary company covering the costs of putting on concerts, 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. Although no concerts actually took place in the current financial year, HMRC allowed some expenditure for cancelled concerts to be included in the tax rebate calculation, and the tax reclaimed for the 2020-21 season of concerts was £440.

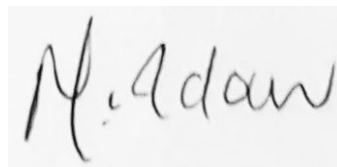
The orchestra's assets had increased by £5713 at the end of the financial year due to the generous support of friends and members, and this small surplus was very much needed when the orchestra returned to performances but with reduced audience numbers so less possibility of breaking even. In cash terms, the orchestra ended the financial year with approximately £10,000 more in the bank than at the start of the year, due to the payment of the Orchestra Tax Relief claim for the previous year and the fact that the low level of expenditure meant that there was a relatively small amount of tax relief owed to the orchestra for the current year's claim.

Due to the lower level of income for the financial year, which was well under £25,000 for the first time in many years, no independent examination of the accounts was required.

Signed on behalf of the trustees:

A handwritten signature in black ink, appearing to read 'Judy Whittaker', on a light grey background.

Judy Whittaker, Chairman

A handwritten signature in black ink, appearing to read 'M. Idowu', on a light grey background.

Maureen Idowu, Secretary

Date: November 2021

Henley Symphony Orchestra

Statement of Financial Activities

Year ended 30th April 2021

	See note	Prior year to 30/4/20
Incoming Resources		
Receipts relating to concerts in previous year	1	2,067
Income in advance	2	750
Rehearsals		
Members' subscriptions	5,630	5,830
Coffee sales (net)	-	237
	5,630	6,067
Concerts		
Ticket Sales	-	29,435
Programme sales	-	836
Refreshments	-	337
	-	30,607
General		
Friends' subscriptions	1,980	5,079
Business Friends	-	800
Donations	2,431	2,134
Bank Interest	16	111
Tax refund	3 1,937	4,228
	6,364	12,352
Total Incoming Resources	11,994	51,844
Payments		
Payments relating to concerts in previous year	1	5,207
General		
Costs related to relaunch of Friends Scheme	-	833
Open Evening	-	582
Subscriptions and donations to other organisations	20	20
General administration costs	584	165
	604	1,601
HSOP Commissioning Fee	4 5,677	41,956
Loan paid (repaid) to (from) HSOP	4 (4,177)	7,544
Total Payments	2,104	56,308
Surplus (Deficit)	9,890	(4,464)
Total resources expended	6,281	
Net movement in resources	5,713	
Receipts as agent		
Proceeds of raffle at Christmas Concert	-	372
Payments as agent		
Payment to chosen charity	5 -	372

Henley Symphony Orchestra

Balance Sheet

At 30/04/2021

Prior year

@ 30/4/20

Assets

Current assets

Debtors	-	100
Prepayments	2,925	1,325
Loan to HSOP repayable from tax relief	441	6,219
Petty cash	42	42
Bank current account	12,069	2,080
Bank deposit accounts	22,059	22,043
	<u>37,536</u>	<u>31,808</u>

Fixed assets

Timpani, lights, stands, etc.	3,162	3,162
-------------------------------	-------	-------

Total assets

<u>40,698</u>	<u>34,970</u>
---------------	---------------

Liabilities

Income in Advance	(750)	(750)
Creditors falling due in one year	(40)	(25)

Total liabilities

<u>(790)</u>	<u>(775)</u>
--------------	--------------

Total net assets or liabilities

<u>39,908</u>	<u>34,195</u>
---------------	---------------

Statement of cashflows

Receipts / cashflows received	12,134	51,844
Payments / cashflows used	(2,129)	(56,308)
Net cash provided by (used in) operating activities	<u>10,005</u>	<u>(4,464)</u>

Cash and cash equivalents at the beginning of the year

24,164	28,628
--------	--------

Change in cash and cash equivalents in the year

10,005	(4,464)
--------	---------

Cash and cash equivalents at the end of the year

<u>34,169</u>	<u>24,164</u>
---------------	---------------

Reconciliation of Funds

Total funds brought forward at 1st May	34,195
Net movement in funds	5,713

Total funds carried forward at 30th April

<u>39,908</u>

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

These accounts have been prepared on an accruals basis but 2019-20 was a transition year so there are additional entries in the accounts to include transactions that would not otherwise be included.

- 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 from previous year)
- 3 The 2020 figure includes a partial reclaim of tax for the previous 3 tax years
- 4 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.
- 5 2019-20: Headway.

First concert - 14 June 2020 (concert cancelled due to covid pandemic)**Date of cancellation: 19/3/2020**

Commissioning fee	£702.68	
Costs		Amount apportioned for OTR
Music Director/Leader fee	£330.00	£330.00
Music Hire/purchase	£247.99	£247.99
Musician fees	£0.00	£0.00
Rehearsal costs	£0.00	£0.00
Concert Venue	£0.00	£0.00
Marketing	£32.99	£0.00
PRS	£0.00	£0.00
Other	£207.30	£0.00
	£818.28	£577.99

Second concert - 12 July 2020 (concert cancelled due to covid pandemic)**Date of cancellation: 1/6/2020**

Commissioning fee	£2,022.30	
Costs		Amount apportioned for OTR
Music Director/Leader fee	£1,815.00	£0.00
Music Hire/purchase	£0.00	£0.00
Musician fees	£0.00	£0.00
Rehearsal costs	£0.00	£0.00
Concert Venue	£0.00	£0.00
Marketing	£0.00	£0.00
PRS	£0.00	£0.00
Other	£207.30	£0.00
	£2,022.30	£0.00

Third concert - 15 November 2020 (concert cancelled due to covid pandemic)**Date of cancellation: 1/9/2020**

Commissioning fee	£207.30	
Costs		Amount apportioned for OTR
Music Director/Leader fee	£0.00	£0.00
Music Hire/purchase	£0.00	£0.00
Musician fees	£0.00	£0.00
Rehearsal costs	£0.00	£0.00
Concert Venue	£0.00	£0.00
Marketing	£0.00	£0.00
PRS	£0.00	£0.00
Other	£207.30	£0.00
	£207.30	£0.00

Fourth concert - 13 December 2020 (concert cancelled due to covid pandemic)**Date of cancellation: 1/11/2020**

Commissioning fee	£1,917.30	
Costs		Amount apportioned for OTR
Music Director/Leader fee	£1,730.00	£1,000.00
Music Hire/purchase	£30.00	£30.00
Musician fees	£0.00	£0.00
Rehearsal costs	£195.00	£195.00
Concert Venue	£0.00	£0.00
Marketing	£0.00	£0.00
PRS	£0.00	£0.00
Other	£207.30	£0.00
	£2,162.30	£1,225.00

Fifth concert - 14th March 2021 (concert cancelled due to covid pandemic)**Date of cancellation: 5/1/2021**

Commissioning fee	£827.50	
Costs		Amount apportioned for OTR
Music Director/Leader fee	£662.00	£365.00
Music Hire/purchase	£0.00	£0.00
Musician fees	£0.00	£0.00
Rehearsal costs	£39.00	£39.00
Concert Venue	£0.00	£0.00
Marketing	£0.00	£0.00
PRS	£0.00	£0.00
Other	£207.30	£0.00
	£908.30	£404.00

TOTALS for YEAR	£6,118.48	£2,206.99
------------------------	------------------	------------------