

**North Yorkshire Music Therapy Centre**  
(Registered Charity)

**REPORT AND ACCOUNTS**

**Year ended 31 December 2019**

## REPORT OF THE TRUSTEES

*Charity name:* North Yorkshire Music Therapy Centre

*Registered Number:* 702533

*Address:* The Byre  
Wath Court  
Hovingham  
North Yorkshire  
YO60 4NN

### *The Charity's trustees*

Sir Frederic Strickland-Constable	President
Caroline Hall	Chair
Margaret Mackinder	Secretary
Nicholas Hammond	Treasurer
Jo Danischewsky	
Sue Hoggett	
Geoff Bishop	

### *Independent financial advisors*

Mark Calvert  
HKA (FS) Ltd  
Tower House Business Centre  
Office 10A - 1st Floor  
Fishergate  
York  
YO10 4UA

### *Bankers*

Yorkshire Bank  
7 Wheelgate  
Malton  
North Yorkshire  
YO17 7HX

### *Independent examiner*

Simon Harrison F.C.A.  
Townsend Harrison Limited  
13 Yorkersgate  
Malton  
North Yorkshire  
YO17 7AA

*Employees*

Director of Music Therapy	Laura Festa
Office Manager	Kerry Metcalfe

Structure, Governance, and Management

*Governing document*

North Yorkshire Music Therapy Centre was established by a constitution on 14 December 1989 and amended on 28 November 1996 and again on 1 February 2000.

*Trustees' role and selection*

The Trustees of the charity are responsible for managing risk in relation to the activities and structure of the charity. The different aspects of the work of the charity are regularly reviewed at Trustee meetings, and wherever possible, control systems are established to mitigate any identified risks. New Trustees are appointed by agreement of the existing trustees.

*Operational management of the charity*

The operation of the charity is organised by the Director of Music Therapy, who oversees the use of other therapists and volunteers, to deliver the services provided; this work is supported by the Office Manager.

*Financial risk assessment*

1. Our existing commitments for salaries and associated costs are not covered by our funds from therapy fees and grants. There is therefore a significant fundraising target to achieve each year. The Trustees and staff are committed to assisting with applications to Charitable Trusts, Award bodies etc, and to supporting a variety of fund-raising activities.
2. The long-term ill health of any employee will put the charity at risk both in terms of finances and of reputation. In the light of the stressful nature of the work, the Trustees have reviewed the process of risk assessment carried out by the therapists to ensure that sufficient emphasis is placed on identifying and mitigating risk to health, particularly mental health. Each therapist is responsible for maintaining a manageable and varied work load and is provided with regular clinical supervision.
3. The investments of the charity will be managed by Mark Calvert of HKA (FS) Ltd, York who will act on behalf of the charity's Trustees to ensure proper management of the funds.
4. In the event of the charity winding up its activities due to a lack of funds, all remaining assets will be donated to another Music Therapy charity with the prior agreement of the Charity Commissioners. Every effort would be made to find therapists for existing clients.

### Public Benefit Statement

The trustees confirm that the charity has complied with the duty in section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission. This report illustrates how the charity delivers public benefit.

### Main activities

The charity's work primarily consists of the clinical provision of music therapy and the promotion of the relevance of that therapy to health and well-being.

### *Provision*

During the year, the Director of Music Therapy, a professional HPC-registered therapist, has provided music therapy sessions to a variety of client groups and individuals; she has also engaged other, self-employed, therapists to ensure that people receive music therapy if requested. Much of the clinical therapy is delivered at three special schools in North Yorkshire, where the effects are monitored closely and reported to parents and staff at the schools. The children receiving benefit suffer from a range of disabilities, including autism, multiple and severe disability, and developmental delay. A total of 538 individual sessions and 141 group sessions were provided in 2019.

Therapy has also been given to adults in their homes, and in residential care home settings. An important development in clinical activity has been provision of group sessions for clients of Next Steps, a local Mental Health Resource Centre. In addition, the Director has provided significant training for staff and musicians working in special schools and for carers of mental health clients.

### *Promotion*

Information is made available to families, individuals and referring agencies about the benefits of music therapy and how it can be accessed through the charity. The therapist has given talks and organised workshops for local referring groups and interested community groups, and participates in a network of professional arts therapists in the region.

Another significant area of work is in promoting music therapy as a career for music students; the Director has given lectures at Huddersfield and Leeds Universities, and the charity has provided training placements for students, with appropriate supervision.

We continue to be in touch with Professor Helen Odell-Miller who is Head of the Cambridge Institute for Music Therapy Research and a patron of the charity; this contact provides us with first-hand information on current thinking and potential developments in the field of music therapy.

### *Other points of note*

1. An important milestone was reached in 2019, the 30<sup>th</sup> anniversary of the charity's registration with the Charity Commission, when we finally achieved the ambitions of the 2015-18 development plan. Of particular significance was the establishment of a new Centre, by moving into larger premises with the space in which to organise a wide range of new activities and to contribute to the well-being of the local community.

2. Financial support:- we are grateful to the Troutsdale Trust, the W W Spooner Charitable Trust, the Charles and Elise Sykes Trust, and Jessie's Fund for support with 'Music, My Voice' projects with children and young people in schools. We would also thank the W W Spooner Charitable Trust, the Scarborough Academy of Music, Ryedale Choral Union, Soanes Poultry, and the Provincial Grand Lodge of Markmaster Masons Benevolent Fund for generous contributions to our unrestricted funds.

3. Community Support for NYMTC:- We are grateful to our many generous supporters through the year, particularly the 'Friends' of the North Yorkshire Music Therapy Centre, new and old, who support our events and help us so generously with regular donations.

### Financial review

The charity results show an overall deficit of receipts over payments of £13,992 (2018: £19,559) and this was after the charity sold part of its investment portfolio which raised £40,000 to assist the charity's cashflow (2018: Nil). If you remove the £40,000 receipt from the results the deficit is £53,992 (2018: £19,559).

The charity moved to a new larger rented office in the year and this move increased the charity's rental and related service and maintenance expenses by £24,949 from those incurred in 2018. This is the main reason the charity has reported an increased deficit. We had budgeted for a significant deficit due to the move, with associated one-off costs in adapting the space for our needs in addition to the higher rent. The new premises will allow us to conduct a much higher level of community-based activity in future years, with associated opportunities for grant applications and other fund-raising activities.


The deficit is split between unrestricted funds with a deficit of £14,181 and restricted funds with a surplus of £189. The charity also had £6,128 of unrestricted receipts owed to it at 31 December 2019 and the value of the investment portfolio had a market value of £134,364 at 31 December 2019.

The trustees have set up a finance sub-committee and are taking external advice on how to increase its income in order that it can move towards a breakeven position in 2020.

### Declaration

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees

Signature: 

Full Name: Dr Caroline Lucy Mary Hall

Position: Chair

Date: 16 August 2020

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
OF NORTH YORKSHIRE MUSIC THERAPY CENTRE

I report on the accounts of North Yorkshire Music Therapy Centre for the year ended 31 December 2019 which are set out on pages eight to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.


Basis 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 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 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 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.



S P Harrison F.C.A.

Townsend Harrison Limited  
Chartered Accountants  
Malton

19 August 2020

Receipts and Payments for the year ended 31 December 2019

		Unrestricted	Restricted	2019	2018
		<u>Funds</u>	<u>funds</u>	<u>funds</u>	<u>funds</u>
	<u>Notes</u>	£	£	£	£
<b><u>RECEIPTS</u></b>					
Donations	2	4,734	3,449	8,183	11,615
Charitable activities	3	21,904	6,860	28,764	22,066
Other trading activities	4	426	-	426	368
Investment income	5	6,182	-	6,182	6,410
		-----	-----	-----	-----
		33,246	10,309	43,555	40,459
<b><u>SET AND INVESTMENT SALES, ETC</u></b>					
Proceeds from sale of investments		40,000	-	40,000	-
		-----	-----	-----	-----
<b><u>TOTAL RECEIPTS</u></b>		73,246	10,309	83,555	40,459
		=====	=====	=====	=====
<b><u>EXPENSE PAYMENTS</u></b>	6	85,855	10,120	95,975	57,188
<b><u>ASSET AND INVESTMENT PURCHASES, ETC</u></b>					
Purchase of Fixed Assets		1,572	-	1,572	2,830
Purchase of Investments		-	-	-	-
		-----	-----	-----	-----
<b><u>TOTAL PAYMENTS</u></b>		87,427	10,120	97,547	60,018
		=====	=====	=====	=====
Net of receipts/(payments) for the year		(14,181)	189	(13,992)	(19,559)
Transfer between funds		-	-	-	-
Cash funds at 1 January 2019		8,357	13,811	22,168	41,727
		-----	-----	-----	-----
Cash funds at 31 December 2019		(5,824)	14,000	8,176	22,168
		=====	=====	=====	=====



Statement of assets and liabilities for the year ended 31 December 2019

		2019	2018
	Unrestricted	Restricted	Total
	funds	funds	funds
Notes	£	£	£
<u>CASH FUNDS</u>			
Current Bank account	(5,824)	13,587	7,763
Special Events Bank account	-	413	413
	-----	-----	-----
TOTAL CASH FUNDS	(5,824)	14,000	8,176
	=====	=====	=====
<u>OTHER MONETARY ASSETS</u>			
<u>Other Debtors</u>			
Therapy fees and travel fees	3,486	-	3,486
Gift Aid & income tax HMRC repayment claim	1,157	-	1,157
Rates expenses to be reimbursed	1,387	-	1,387
Salary overpayments	98	-	98
	-----	-----	-----
TOTAL MONETARY ASSETS	6,128	-	6,128
	=====	=====	=====
<u>INVESTMENT ASSETS</u>			
Unit Trusts & OEICs – current value	8 134,364	-	134,364
	=====	=====	=====
<u>ASSETS RETAINED FOR CHARITY'S OWN USE</u>			
Office equipment & musical instruments current value	3,845	-	3,845
	=====	=====	=====
<u>LIABILITIES</u>			
<u>Other Creditors</u>			
Independent examiners fees	1,200	-	1,200
Rent	-	-	-
Salaries	152	-	152
Salaries – PAYE	2,458	-	2,458
Pension	252	-	252
Repairs & maintenance	15	-	15
Miscellaneous	-	-	-
Travel expenses	148	-	148
Freelance therapist	715	-	715
	-----	-----	-----
TOTAL LIABILITIES	4,940	-	4,940
	=====	=====	=====

For and on behalf of all the trustees of North Yorkshire Music Therapy Centre  
Dr Caroline Lucy Mary Hall – Chair

Dated: 16 August  
2020

Caroline Hall

Notes to the financial statements for the year ended 31 December 2019

1. TRUSTEES

No trustees received remuneration for services rendered.

2. DONATIONS

			2019	2018
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
Donations	4,734	3,449	8,183	9,340
Tax reclaimed on covenanted or gift aid payments	-	-	-	1,330
Furniture donated to the charity	-	-	-	945
	-----	-----	-----	-----
	4,734	3,449	8,183	11,615
	=====	=====	=====	=====

3. CHARITABLE ACTIVITIES

Grants	2,500	6,860	9,360	6,100
Therapy fees	18,348	-	18,348	15,014
Travel costs reimbursed	1,056	-	1,056	952
	-----	-----	-----	-----
	21,904	6,860	28,764	22,066
	=====	=====	=====	=====

OTHER TRADING ACTIVITIES

Charity presentations	426	-	426	368
	=====	=====	=====	=====

5. INVESTMENT INCOME

Listed investments	6,182	-	6,182	6,410
	=====	=====	=====	=====

Notes to the financial statements for the year ended 31 December 2019

6. EXPENSE PAYMENTS

			2019	2018
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
Salaries - therapists	24,644	10,013	34,657	37,298
Salaries - administrator	14,336	-	14,336	9,363
Employers National Insurance	2,090	-	2,090	-
Pension	1,149	-	1,149	349
Freelance fees	7,275	-	7,275	566
Volunteers expenses	-	107	107	274
Rent	15,548	-	15,548	1,310
Rates	2,353	-	2,353	-
Rental premises services expenses	1,648	-	1,648	-
Repairs & maintenance	6,710	-	6,710	-
Insurance	543	-	543	511
Travel costs	2,822	-	2,822	2,273
Subscriptions	241	-	241	119
Telephone	350	-	350	513
Internet & website costs	1,516	-	1,516	511
Printing, stationery, postage & advertising	363	-	363	478
Payroll & pension service	634	-	634	586
Independent examiners fees	1,200	-	1,200	1,080
Legal & professional fees	1,355	-	1,355	662
Course & supervision fees	1,022	-	1,022	990
Miscellaneous expenses	56	-	56	305
	-----	-----	-----	-----
	85,855	10,120	95,975	57,188
	=====	=====	=====	=====

Notes to the financial statements for the year ended 31 December 2019

7. RESTRICTED FUNDS

	Balance at 1 January 2019	Receipts	Payment	Balance at 31 December 2019
	-----	-----	-----	-----
Music My Voice	10,532	9,674	9,833	10,373
Stationery and Printing Fund	3,279	-	-	3,279
Individual's therapy fund	-	360	180	180
Byre Singers Fund	-	275	107	168
	-----	-----	-----	-----
<u>Total funds</u>	13,811	10,309	10,120	14,000
	=====	=====	=====	=====

Music My Voice

This is funding from a number of different providers which is used to subsidise and provide free music therapy sessions for children with Special Needs in York and North Yorkshire.

Stationery and Printing

This is a donation towards the costs of printing and publishing the Development Plan and Annual Reviews.

Individual's therapy fund

This is a grant from Jessie's Fund to subsidise part of the music therapy sessions for a specific individual with Special Needs.

Byre Singers Fund

This is a new fund to support a choir, the Byre Singers. The choir is part of the charity's services, and not an independent entity either in terms of its activities or its fund raising. The choir provides a community service for its members and it performs at the charity's community events and meetings.

Notes to the financial statements for the year ended 31 December 2019

8. INVESTMENT ASSETS

Unit Trusts & OEICs

Market value at 1 January 2019	161,405
Additions to investments at cost	-
Sales at carrying value	(40,000)
	-----
	121,405
add: Net profit on revaluation	12,959
	-----
Market value at 31 December 2019	134,364
	=====

DESIGNATED FUNDS

This above investment portfolio originates from a donated portfolio of investments from the Fox Memorial Trust. According to the wishes of the trustees of the Fox Memorial Trust the trustees of North Yorkshire Music Therapy Centre have agreed that the asset be designated as capital reserves.

9. ANNUAL COMMITMENTS UNDER OPERATING LEASES

At 31 December 2019 the charity had an annual operating lease commitment which expires as follows:

Land and buildings	<u>2019</u>	<u>2018</u>
- Within two to five years	13,220	-
	=====	=====

The six year lease on the premises at Unit 4, The Byre, Wath Court, Hovingham has a break clause after three years.