

North Yorkshire Music Therapy Centre
(Registered Charity)

REPORT AND ACCOUNTS

Year ended 31 December 2020

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 advisor

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

Banker

Yorkshire Bank
7 Wheelgate
Malton
North Yorkshire YO17 7HX

Independent examiner

Ian Smithson
3 Orchard Court
Northallerton
North Yorkshire DL7 8DQ

Employees

| | |
|---------------------------|-------------------------------------|
| Director of Music Therapy | Laura Festa |
| Office Manager | Kerry Metcalfe (until 19 Feb 2020) |
| Office Administrator | Michelle Cookson (from 14 Sep 2020) |

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 Administrator.

Financial risk assessment

1. Our existing commitments for salaries and associated costs are not covered by our funds from therapy fees. 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 provision of music therapy in clinical and community settings, and the promotion of the relevance of that therapy to health and wellbeing.

Provision

During the year, and when pandemic restrictions allowed, 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 freelance 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 are autistic or live with a range of multiple or severe disability or developmental delay. Although the pandemic severely restricted our face-to-face activities, we completed a total of 158 individual therapy sessions and 453 group therapy sessions in 2020, many of which were conducted over the internet.

Therapy has also been given to adults in their homes, and in residential care home settings. As well as delivering face-to-face sessions, we have explored the delivery of therapy over the internet, which in many cases has proved to be highly effective. The Director has also developed resources and materials for use by teachers, carers, and parents in their own settings, and 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 placements for students and training for postgraduates as Community Musicians, with appropriate supervision. The Director has been appointed to the role of coordinator for the North-East Regional Group of BAMT (the British Association for Music

Therapy). She has qualified as a Neurologic Music Therapist, and the Charity is supporting relevant training for our freelance therapists.

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. *Impact of Covid-19.* The pandemic severely restricted opportunities during the year both to conduct face-to-face therapy and to run group sessions or events in our premises. Our income from therapy fees was therefore reduced, and the Director was placed on furlough during the lockdown periods. As mentioned above, we obtained funding to explore and pilot the use of internet-based therapy and to develop resources for use by carers, teachers and parents. These resources are freely available from our website.

2. *Financial support.* We are grateful to the following bodies supporting our work in 2020:

- Co-op Local Community Fund
- Kirkby Foundation
- NYCC Inspire Fund
- NYCC Two Ridings Fund
- W W Spooner Charitable Trust

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

Our finances (period 1 Jan to 31 Dec 2020) show an overall surplus of receipts over payments of £7,895. The receipts include the planned sale of £20,000 from our investment portfolio early in the year, as authorised by the Trustees. This surplus contrasts with a deficit of £13,992 in 2019.

The restrictions imposed by the pandemic severely restricted opportunities for generating income through therapy fees, both from special schools and from other clients. In addition, opportunities arising from our move to larger premises in 2019, intended to allow us to conduct more community-based activities with associated funding opportunities, could not be realised because of requirements for social distancing. Some of these financial losses were offset through placing the Director on furlough for those periods when therapy could not be delivered, and by receipt of an RHL small business grant from Ryedale County Council. Nevertheless, we considerably increased our income from grants (£33,626 compared with £9,360 in 2019). We also improved our unrestricted fund balance (a surplus

of £3,197 compared with a deficit of £14,181 in 2019), despite the reduced income from therapy fees.

During the year, our finance sub-committee took external advice on fund-raising which proved to be highly effective, not only for this year but also in terms of putting strategies in place for the future.

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: 18/06/21

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

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2020.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

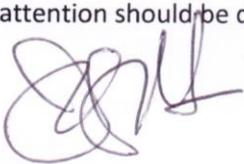
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 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.



Ian Smithson CPFA,
3 Orchard Court,
Northallerton,
North Yorkshire
DL7 8DQ

Date 18/06/2021

Receipts and payments for the year ended 31 December 2020

| | 2020 | | | 2019 |
|---------------------------------------|----------------|----------------|----------------|------------------|
| | Unrestr | Restricted | Total | Total |
| Receipts | | | | |
| Donations ¹ | £4,466 | £2,097 | £6,563 | £8,183 |
| Charitable activities ² | £36,471 | £23,126 | £59,597 | £28,764 |
| Trading activities ³ | £932 | £0 | £932 | £426 |
| Investment income ⁴ | £4,105 | £0 | £4,105 | £6,182 |
| Subtotal | £45,973 | £25,223 | £71,196 | £43,555 |
| Sale of assets and investments | | | | |
| Sale of investment assets | £20,000 | £0 | £20,000 | £40,000 |
| Total receipts | £65,973 | £25,223 | £91,196 | £83,555 |
| Payments | | | | |
| Expenses ⁵ | £62,593 | £15,807 | £78,400 | £95,975 |
| Purchase of fixed assets | £183 | £4,718 | £4,901 | £1,572 |
| Total payments | £62,776 | £20,525 | £83,301 | £97,547 |
| Surplus (deficit) for the year | £3,197 | £4,698 | £7,895 | (£13,992) |
| Cash balances | | | | |
| Cash funds at start of year | (£5,794) | £13,970 | £8,176 | £22,168 |
| Cash funds at end of year | (£2,597) | £18,668 | £16,071 | £8,176 |

Statement of assets and liabilities for the year ended 31 December 2020

| | 2020 | | | 2019 |
|--|-----------------|------------|-----------------|----------|
| | Unrestr | Restricted | Total | Total |
| Cash funds | | | | |
| Current bank account | (£3,548) | £18,698 | £15,150 | £7,763 |
| Specific events bank account | £833 | £0 | £833 | £413 |
| Petty cash | £88 | £0 | £88 | £0 |
| Total cash funds | <u>(£2,627)</u> | £18,698 | £16,071 | £8,176 |
| Debtors | | | | |
| Therapy fees owed | ~ | ~ | £966 | £3,486 |
| Assets retained for Charity's use | | | | |
| Office equipment & instruments | ~ | ~ | £8,031 | £3,845 |
| Investment assets | ~ | ~ | £109,314 | £134,364 |
| <i>Estimated valuations</i> | | | | |
| Liabilities (invoiced in 2020) | | | | |
| Services | ~ | ~ | £24 | |
| Freelance fees | ~ | ~ | £300 | |
| Total liabilities* | | | £324 | £4,940 |

*Note: Liabilities for 2019 calculated on basis of likely future costs

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

Dated: 18/06/21

Caroline Hall

Notes on the financial statements

| | 2020 | | | 2019 |
|---|----------|------------|-----------------|---------|
| | Unrestr | Restricted | Total | Total |
| 1. Donations | | | | |
| Individual donations | £30 | £1,999 | £2,029 | |
| Friends of the Charity | £4,436 | £0 | £4,436 | |
| Bequests | £0 | £98 | £98 | |
| Total donations | £4,466 | £2,097 | £6,563 | £8,183 |
| <i>Note: In 2019, individual donations & Friends were not reported separately</i> | | | | |
| 2. Charitable activities | | | | |
| Grants | £10,500 | £23,126 | £33,626 | £9,360 |
| Therapy fees | £11,248 | £0 | £11,248 | £18,348 |
| Reimbursement of travel | £103 | £0 | £103 | £1,056 |
| Furlough (JRS) | £14,620 | £0 | £14,620 | £0 |
| Total charitable income | £36,471 | £23,126 | £59,597 | £8,183 |
| 3. Trading activities | | | | |
| Charity presentations | £294 | £0 | £294 | £426 |
| Sale of goods | £638 | £0 | £638 | £0 |
| Total donations | £932 | £0 | £932 | £426 |
| 4. Listed investments | £4,105 | £0 | £4,105 | £6,182 |
| 5. Expense payments | | | | |
| Salary (Director) | £14,247 | £12,587 | £26,834 | £34,657 |
| Salary (Administrators) | £4,571 | £0 | £4,571 | £14,336 |
| PAYE/NI | £9,956 | £0 | £9,956 | £2,090 |
| Pension | £2,650 | £0 | £2,650 | £1,149 |
| Freelance fees | £2,745 | £2,425 | £5,170 | £7,275 |
| Volunteer expenses | £0 | £0 | £0 | £107 |
| Trading event costs | £90 | £0 | £90 | £0 |
| Rent | £15,000 | £0 | £15,000 | £15,548 |
| Rates (refund) | (£2,353) | £0 | (£2,353) | £2,353 |
| Services | £2,250 | £0 | £2,250 | £1,648 |
| Repairs & maintenance | £152 | £0 | £152 | £6,710 |
| Insurance | £1,158 | £0 | £1,158 | £543 |
| Travel costs | £608 | £0 | £608 | £2,822 |
| Subscriptions & prof fees | £179 | £0 | £179 | £241 |
| Courses & supervision fees | £100 | £0 | £100 | £1,022 |
| Phone/internet/Web | £1,105 | £794 | £1,899 | £1,866 |
| Printing, adverts, postage | £765 | £0 | £765 | £363 |
| Payroll service | £691 | £0 | £691 | £634 |
| Independent examiner fees | £1,236 | £0 | £1,236 | £1,200 |
| Other prof & legal fees | £4,078 | £0 | £4,078 | £1,355 |
| Ex gratia payment (redundancy) | £2,426 | £0 | £2,426 | £0 |
| Miscellaneous | £939 | £0 | £939 | £56 |
| Total expenses | £62,593 | £15,807 | £78,400 | £95,975 |

Sources of restricted funds in 2020

| | Balance at 1 Jan | Receipts | Payment | Balance at 31 Dec |
|-------------------------------|---------------------|----------------|----------------|----------------------|
| Music my voice | £10,373 | £1,967 | £8,453 | £3,888 |
| Clowes fund | £3,279 | £0 | £794 | £2,485 |
| Byre choir fund | £168 | £130 | £0 | £298 |
| NYCC: Inspire fund | £0 | £1,000 | £1,000 | £0 |
| NYCC: 2-Ridings fund (1) | £0 | £1,000 | £1,000 | £0 |
| NYCC: 2-Ridings fund (2) | £0 | £10,500 | £4,200 | £6,300 |
| Coop community fund | £0 | £0 | £0 | £0 |
| Kirkby Foundation | £0 | £5,416 | £4,718 | £698 |
| Jessie's Fund | £150 | £210 | £360 | £0 |
| D'Oyle Carte | £0 | £5,000 | £0 | £5,000 |
| Total restricted funds | £13,970 | £25,223 | £20,525 | £18,668 |

| | |
|--------------------------------------|--|
| Music my voice | Funding from a variety of providers used to subsidise music therapy sessions for people with special needs |
| Clowes fund | A one-off donation to support printing and publishing |
| Byre choir fund | Donations to be used to support the costs of the Charity's choir, the Byre Singers |
| NYCC: Inspire fund | A grant from NYCC to develop internet-based therapy for the elderly |
| NYCC: 2-Ridings fund (1) | A grant from NYCC to develop on-line support resources for use by carers, teachers and others |
| NYCC: 2-Ridings fund (2) | A grant from NYCC to run a variety of group therapy sessions (on-line & face-to-face) |
| Coop local community fund | We are a named charity for the Coop: any payments (in 2021) will support group therapy sessions |
| Kirkby Foundation | A grant to support the purchase of musical instruments and A/V equipment |
| Jessie's Fund | Grants to support specific individual therapy sessions |
| D'Oyle Carte Charitable Trust | Grant to support the development of a local choir for children with and without disabilities (in 2021) |