

**Independent examiner's report to the trustees of Harrogate Symphony Orchestra**

I report to the trustees on my examination of the accounts of the Trust for the year ended on 31<sup>st</sup> July 2018.

**Respective 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 all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Name: *Lydia Devenny*

Lydia Devenny

Relevant professional  
qualification or body:

ACMA

Address: 2 Mallinson Way, Harrogate, HG2 9HL

Date: 01/11/2018

CC32 Accounts Direction – Harrogate Symphony Orchestra 2017/18 – 31 July 2018

	Direction	Action taken	Findings	Recommendation
<b>1</b>	<b>Check whether the charity is eligible to have an independent examination.</b> <b>The examiner must check to see if the charity is permitted to have an independent examination or whether it is required to have an audit by charity or company law or any other reason. If the trustees have chosen to prepare the accounts on a receipts and payments basis, the examiner must check that the charity is eligible for receipts and payments accounts.</b>			
<b>a</b>	<b>Check an audit is not required</b>	The charity is not incorporated under the Companies Act. The Constitution has been amended to require an independent examination (as was previously inferred as they dated back pre 1993) Gross income does not exceed £1m. Income is above £25,000	That and Independent Examination is appropriate.	None.
<b>b</b>	<b>Check if subsidiaries or branches have been taken into account</b>	Asked trustees for confirmation.	There are no subsidiaries or branches.	None
	<b>Check if accruals accounts are required</b>	The charity is not incorporated. Gross income is less than £250k. There is no reference to accruals in the Constitution.	Receipts and payments option is appropriate.	None
	<b>The examiner is able to carry out the examination</b>	Review appendix 5: relevant experience /knowledge and professional qualification requirements.	Member of Chartered Institute of Management Accounts. Former executive director of a small charity and current Deputy CEO of an Exempt charity.	None
	<b>Keeping the charity's income under review</b>	Check that income has not exceeded £250k (see also direction 3).	Income has not exceeded £250k.	None
	<b>Checking for any audit dispensation</b>	Not required.	n/a	None
	<b>If a company check for the audit exemption statement</b>	Not required.	n/a	None

CC32 Accounts Direction – Harrogate Symphony Orchestra 2017/18 – 31 July 2018

	Direction	Action taken	Findings	Recommendation
	Establishing early on that an independent examination can be carried out	Consider checks above.	An independent examination can be carried out.	None
2	Check for any conflict of interest that prevents the examiner from carrying out their independent examination. The examiner must not be influenced, or perceived to be influenced, by either close personal relationships with the trustees of the charity, being a major donor or having control or significant influence over a major funder to the charity, or through day to day involvement in the administration of the charity being examined. The examiner must ensure that there are no matters and no potential matters that would reasonably give rise to a perception of their independence that would affect their ability to carry out the examination in a wholly objective manner.			
	Examiner has no connection with the charity trustees which might inhibit the impartial conduct of the examination.  S145(1)(a) “an independent person who is reasonably believed by the charity trustees to have the requisite ability and practical experience to carry out a competent examination of the accounts”.	The examiner is a member of the charity. Is an experienced, qualified accountant. Is not the book-keeper The examiner has advised in the preparation of the accounts but has not maintained the records. No conflict of interest – no day to day involvement in running the charity. No close relationship	None	
3	Record your independent examination. The examiner must keep a record of their examination and the conclusions reached which is sufficient to allow a third party unconnected with their work to conclude that they have followed the Directions (including Directions 1 and 2) Working papers			
	<ul style="list-style-type: none"><li>• A communication with the trustees which confirms their appointment as the independent examiner</li><li>• Confirmation that the examiner has the qualification (where required)</li><li>• Confirmation that the charity is eligible for the independent examination</li><li>• The analytical review (Direction 11)</li></ul>	Emails discussing the examination and asking views. See D1 & 2 above  Accounts provided to IE prior to AGM, allowing review and report to be completed.	None	

**CC32 Accounts Direction – Harrogate Symphony Orchestra 2017/18 – 31 July 2018**

	<b>Direction</b>	<b>Action taken</b>	<b>Findings</b>	<b>Recommendation</b>
	<ul style="list-style-type: none"> <li>Notes as to how any areas of concern identified have been resolved, including meetings with trustees and charity staff, together with details of any verification procedures used</li> <li>Where verification procedures have been used, details of checks or vouching carried out during the examination, the conclusions reached on any areas of concern identified</li> <li>The approved accounts (see Direction 6)</li> <li>The trustees annual report where accruals accounts are prepared (consideration of the trustees' annual report (see Direction 12)</li> <li>Relevant information that the examiner relied upon and/or considered in carrying out their examination for example copies of the governing document, trustees' meeting minutes and a record of discussions with the charity's trustees and the charity's</li> <li>Copies of any written assurances that the examiner has required of the trustees confirming amounts including within the accounts.</li> <li>The examiner's conclusions about what they have found out during the independent examination that support their examiners' report to the trustees (Direction 13)</li> <li>Details of any matters identified as matters of material significance which the examiner must report to the Commission or any relevant matters that the examiner chose to report to the Commission.</li> </ul>		<p>Annual report not required</p> <p>Written assurances not deemed necessary.</p>	
<b>4</b>	<b>Plan the independent examination.</b> <b>In order to plan the specific examination procedures appropriate to the circumstances of the charity, the examiner must review:</b>			
	<ul style="list-style-type: none"> <li><b>The charity's constitution</b></li> </ul>		<p>Constitution reviewed and amendments noted.</p>	<p>No amendments in year in question, however the constitution has been revised and will be voted on at the next AGM.</p> <p>IE given opportunity to comment, feedback provided.</p>



CC32 Accounts Direction – Harrogate Symphony Orchestra 2017/18 – 31 July 2018

	Direction	Action taken	Findings	Recommendation
	<ul style="list-style-type: none"> <li>The way the organisation is controlled and managed</li> </ul>		Trustees meet regularly to plan and organise concerts, review finances etc.	None
	<ul style="list-style-type: none"> <li>Whether action has been taken on any previous recommendations for improvement</li> </ul>		IE attended a meeting and discussed finances as well as the proposed amendments to the constitution.	
	<ul style="list-style-type: none"> <li>The accounting records and systems</li> </ul>		Simple spreadsheet analysis replaces more complex system. Clear and easy to understand.	None
	<ul style="list-style-type: none"> <li>The charity's structure, its funds and how fund balances changed in the year; and</li> </ul>		Reviewed opening and closing balances. Balances have increased.	None
	<ul style="list-style-type: none"> <li>The charity's activities in the year and spending and the financial risks the charity faces.</li> </ul>		Income reduced, made a healthy surplus	None
5	Check that accounting records are kept to the required standard.			
	The examiner must ensure that accounting records have been kept in compliance with the relevant legislative requirements.		Transactions listed on a spreadsheet.	None
	Check that the accounts are consistent with the accounting records.			
	The examiner must compare the accounts of the charity with the charity's accounting records in sufficient detail to reasonably conclude that the accounts are not materially inconsistent with the accounting records.		All transactions provided in a list on a spreadsheet, able to check them to invoices, where appropriate.	None
7	If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly disclosed in the notes to the accounts.			
	The examiner must check that the trustees have considered if there were any related party transactions in the reporting period and check whether the trustees have made the disclosures required by the applicable Statement of Recommended Practice (SORP) in the notes to the accounts.		Reviewed the accounts, as presented to the members. Accounts prepared on a receipts and payments basis.	Not need to disclose, but should have something set out in relation to the payments made (or subscriptions waived) see here for further

CC32 Accounts Direction – Harrogate Symphony Orchestra 2017/18 – 31 July 2018

	Direction	Action taken	Findings	Recommendation
			Honoraria disclosed in reports to members  Revised constitution makes the situation clearer.	information:  <a href="https://www.gov.uk/guidance/payments-to-charity-trustees-what-the-rules-are">https://www.gov.uk/guidance/payments-to-charity-trustees-what-the-rules-are</a>
8	<b>Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts. The examiner must:</b>			
	<ul style="list-style-type: none"> <li>Check whether the separate funds of the charity have been correctly accounted for and reported correctly in the accounts.</li> <li>Check the reasonableness of any significant estimates or judgements.</li> </ul>		No reconciliation for the social fund, which is restricted under the constitution.	<p>Keep the social funds receipts and payments separate from the main fund. Ensure that funds from the main account are not used to subsidise social events.</p> <p>Fund will be closed under new constitution, if approved.</p>
	<ul style="list-style-type: none"> <li>Where accruals accounts are prepared check that the accounting policies adopted are consistent with the applicable SORP and are appropriate to the activities of the charity.</li> </ul>		Accounts on a receipts and payments basis. Not applicable.	None
9	<b>The examiner must check whether the trustees have considered the financial circumstances of the charity at the end of the reporting period and, if the accounts are prepared on an accruals basis, check whether the trustees have made an assessment of the charity's position as a going concern when approving the accounts.</b>			
	<b>Where either receipts and payments or accruals accounts are prepared, the examiner must consider whether the trustees have assessed what invoices, bills and commitments remain outstanding at the end of the reporting period and whether the trustees have identified if they can settle these as and when they fall due.</b>		Accounts are prepared on a receipts and payments basis. There are sufficient cash balances for the charity to continue in operation and meet liabilities as they fall due. Trustees have chosen to manage reserves such that there is sufficient to cover concert costs in the event of there being a substantial loss of concert income.	None



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	Direction	Action taken	Findings	Recommendation
10	<b>Check the form and content of the accounts.</b> <b>The examiner must carry out such procedures as the examiner considers necessary to provide a reasonable basis on which to conclude whether or not the accounts have been properly prepared. The examiner must:</b>			
	Where receipts and payments accounts have been prepared check that the charity can lawfully prepare such accounts, that all the accounting statements are present and that the funds of the charity are correctly identified	Receipts and payments are at a similar level the previous year. No statement of assets and liabilities.	None	
11	<b>Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence.</b> <b>The examiner must carefully consider if, during the course of their examination, items were found that were material to the accounts which need further explanation or supporting evidence. If the examiner is concerned that the charity's accounts could be materially misstated then the examiner must undertake sufficient additional work to be satisfied that any such item has been explained and correctly included in the accounts.</b> <b>The examiner must be alert to any related party transactions that require separate disclosure in the accounts. Where the examiner is not satisfied on any item that the examiner must refer to it in their independent examiner's report.</b>			
	Compare the analysis of the cash received and the cash spent in the current year with the previous year to identify any significant changes from year to year. The examiner is recommended to look for material items, differences or changes which require further explanation.	Review of payments (invoices) no unusual expenditure found.  Revised constitution will propose removing designated /restricted funds.	None	
12	<b>Compare the trustees' annual report with the accounts.</b> <b>The examiner must compare any narrative information or figures in the trustees' annual report with the accounts in order to identify any material inconsistency between the trustees' annual report and the accounts.</b>			
	If accounts are prepared on the receipts and payments basis under section 42(3) there is no requirement placed on the examiner to comment on whether an inconsistency is present.	An annual report is not required	None	
13	<b>Write and sign the independent examination report.</b> <b>The examiner must review the conclusions from their independent examination and then prepare and sign their independent examiner's report. The content of their report must cover all the matters required by the 2008 Regulations. If the examiner has identified a matter of concern because one or more of the specific matters listed in the 2008 Regulations or in this Direction are present or remain unresolved then the examiner must bring it to the attention of trustees in their independent examiner's report.</b>			
	Statutory duty to report matters of material significance to the Commission. These are listed in section 156(3) of the Charities Act 2011.	None to report	None	

**Harrogate Symphony Orchestra**  
**Annual Financial Statements**  
**Years ended 31st July 2017 and 31st July 2018**

<b>Non Concert Attributable</b>	<b>Total 2018</b>	<b>Total 2017</b>
<b>Income</b>		
CD & DVD sales		117
Subscriptions	6,060	5,137
Donations & Miscellaneous	566	1,122
Gift Aid	2,337	
PRS Refund		1,686
Organ Sponsorship		785
Sundry	330	896
Tea & Coffee	334	368
	<u>9,627</u>	<u>10,676</u>
<b>Expenditure</b>		
Recording Costs	300	
Rehersal Room	1,352	2,889
MD Honorarium	2,750	2,750
Leader Honorarium	800	800
Legal Costs	1,380	
Making Music Sub & PL Insurance	254	251
Postage & Stationery & Sundry	122	172
Charitable Donation	1,283	1,098
AGM Catering	187	167
Christmas Meal	899	1,262
Gifts & Flowers	231	281
	<u>9,558</u>	<u>10,235</u>
<b>Surplus</b>	<b>69</b>	<b>441</b>



**Harrogate Symphony Orchestra**  
**Annual Financial Statements**  
**Years ended 31st July 2017 and 31st July 2018**

Concerts	2018			2,017		
	Income	Expenditure	Profit (Loss)	Income	Expenditure	Profit (Loss)
St. Wilfrid's Church				500	617	(117)
November	5,780	3,614	2,166	5,113	5,123	(10)
Christmas	6,474	5,969	505	6,117	4,707	1,410
March	4,923	4,897	26	5,207	5,332	(125)
June	7,667	5,409	2,258	7,694	6,548	1,146
July	1,240	381	859	0	1,302	(1,302)
Future Concerts		2,367	(2,367)		3,121	(3,121)
	<u>26,084</u>	<u>22,637</u>	<u>3,447</u>	<u>24,631</u>	<u>26,750</u>	<u>(2,119)</u>
Non Concert Attributable	9,627	9,558	69	10,676	10,235	441
Bank Interest	13		13	6		6
<b>Total</b>	<u>35,724</u>	<u>32,194</u>	<u>3,529</u>	<u>35,313</u>	<u>36,985</u>	<u>(1,672)</u>

**Bank Summary**

Opening Balances		
Community Fund Account	20,819	22,747
Social Fund Account	859	609
Savings Account	<u>12,608</u>	<u>12,602</u>
	34,286	35,958
Surplus (Defecit) as above	<u>3,529</u>	<u>(1,672)</u>
	<u>37,815</u>	<u>34,286</u>
Closing Balances		
Community Fund Account	37,815	20,819
Social Fund Account		859
Savings Account		<u>12,608</u>
	<u>37,815</u>	<u>34,286</u>