

North Yorkshire Music Therapy Centre
(Registered Charity)

REPORT AND ACCOUNTS

Year ended 31 December 2018

REPORT OF THE TRUSTEES

Charity name: North Yorkshire Music Therapy Centre

Registered Number: 702533

Address: 121 Town Street
Old Malton
Malton
North Yorkshire
YO17 7HD

The Charity's trustees

Sir Frederic Strickland-Constable	President
Caroline Hall	Chair
Margaret Mackinder	Secretary
Nicholas Hammond	Treasurer
Jo Danischewsky	
Sue Hoggett	
Karen McNeil Suddaby (resigned June 2018)	
Declan Suddaby (resigned June 2018)	
Geoff Bishop (appointed June 2018)	

Independent financial advisors

David Booth
HKA (FS) Ltd t/a Walsh Lucas and Co
31 Micklegate
York
YO1 6JH

Bankers

Yorkshire Bank
11 Smiddy Hill
Pickering
North Yorkshire
YO18 7AN

Independent examiner

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

Employees

Lead Music Therapist	Angela Harrison: Resigned November 2018
Director of Music Therapy	Laura Festa: Appointed August 2018
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. It is currently under review for revision in 2019.

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 main Music Therapist, now entitled 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 David Booth of HKA (FS) Ltd t/a Walsh, Lucas and Co, 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, both of the professional HPC-registered therapists have provided music therapy sessions to a variety of client groups and individuals; they have also involved 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. During the year, 678 sessions were provided [643 to schools and 35 to adults], to a total of 77 people [67 children, 10 adults]. Therapy has also been given to adults in their homes, and in residential settings. In addition, a series of "taster" workshops was provided in the town of Malton for parents with young children to improve relationships in parenting. The evaluation of these sessions provided by participants was extremely positive, and encourages a proposal for further development of work of this sort.

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 therapists have also given talks and organised workshops for local referring groups and interested

community groups, and they participate in a network of professional arts therapist in the region.

We have strengthened our relationship with academics working in music therapy. Professor Helen Odell-Miller who is Head of the Cambridge Institute for Music Therapy Research is a patron of the charity and contacts with the her department provide us with first hand information on the benefits of the charity's work. Our contact with University of Leeds Music Psychology unit is also significant in support of our work.

Other points of note

1. 2018 has been a time of great change for the charity, building on plans for its development made in 2015, but also coping with the retirement of its Lead Therapist, Angela Harrison who has been largely responsible for the activity of the charity since 1989. A new post, Director of Music Therapy, is now established with the appointment of Laura Festa. Activities this year have accordingly focussed on managing this change, to establish secure underpinnings for continuity and to ensure a proper transition of current therapeutic work.

2. Financial support:- we are grateful to the Two Ridings Community Fund, the Liz and Terry Bramall Foundation and the Troutdale Trust for support with 'Music, My Voice' projects with children and young people in schools. We would also thank the W W Spooner Charitable Trust and the Calmcott Trust for generous contributions to our unrestricted funds.

3. Community Support for NYMTC :- We are grateful to our many generous supporters through the year, who include the York Competitive Festival of Singing, Sand Hutton Parochial Church Council, the Parish Singers, the Police Mutual Assurance Society, The Easingwold Singers, all who supported Autumn Serenade, a concert to raise funds for NYMT, particularly The Giocoso Wind Ensemble, Helen Odell Miller and all at St Chads Church, York who helped to organise the event, Joseph Finister, who completed the Hackney Half Marathon, raising over £1000 for NYMT, and all those who made individual donations.

We thank everyone who contributed in any way, either as donors or as hosts of fundraisers and 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

Full accounts follow this trustees' report. In summary:

The accounts, prepared on a receipts and payments basis, show a deficit of income over expenditure in the year of £19,559 (2017: deficit of income over expenditure £4,541). We budgeted for a deficit of £13,200 in view of the three-month overlap of our (part-time) Lead Therapist Angela Harrison, who left us at the end of October, and our new (full-time) Director of Therapy, Laura Festa, who joined us in August. The deficit was larger than anticipated because of the increased hours for our Office Administrator (now Office Manager) from August and the additional one-off administrative and equipment costs due to the staff change-over. We were also less successful in obtaining grants than we had hoped. The restricted funds held in the charity's bank accounts at the end of the year stood at £13,811 (2017: £12,441), and the unrestricted funds at £8,357 (2017: £29,286).

The charity has an investment portfolio which was valued at 31 December 2018 at £161,405 (2017: £175,334). This portfolio of investments provided income to the charity in the year totalling £6,410 (2017: £6,932). During the year, the Trustees have developed a new and more detailed Reserves and Investments Policy, which will be confirmed in 2019.

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: 12 July 2019

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 2018 which are set out on pages eight to twelve.

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

16 July 2019

Receipts and Payments for the year ended 31 December 2018

		Unrestricted	Restricted	2018	2017
		Funds	funds	Total	Total
	Notes	£	£	£	£
<u>RECEIPTS</u>					
Donations	2	11,615	-	11,615	8,486
Charitable activities	3	3,258	18,808	22,066	15,938
Other trading activities	4	368	-	368	386
Investment income	5	6,410	-	6,410	6,932
		-----	-----	-----	-----
		21,651	18,808	40,459	31,742
<u>ASSET AND INVESTMENT SALES, ETC</u>					
Proceeds from sale of investments		-	-	-	-
		-----	-----	-----	-----
<u>TOTAL RECEIPTS</u>		21,651	18,808	40,459	31,742
		=====	=====	=====	=====
<u>EXPENSE PAYMENTS</u>	6	39,750	17,438	57,188	36,283
<u>ASSET AND INVESTMENT PURCHASES, ETC</u>					
Purchase of Fixed Assets		2,830	-	2,830	-
Purchase of Investments		-	-	-	-
		-----	-----	-----	-----
<u>TOTAL PAYMENTS</u>		42,580	17,438	60,018	36,283
		=====	=====	=====	=====
Net of receipts for the year		(20,929)	1,370	(19,559)	(4,541)
Transfer between funds		-	-	-	-
Cash funds at 1 January 2018		29,286	12,441	41,727	46,268
		-----	-----	-----	-----
Cash funds at 31 December 2018		8,357	13,811	22,168	41,727
		=====	=====	=====	=====

Statement of assets and liabilities for the year ended 31 December 2018

		Unrestricted	Restricted	2018	2017
		funds	funds	Total	Total
	<u>Notes</u>	£	£	£	£
<u>CASH FUNDS</u>					
Current Bank account		5,164	13,811	18,975	38,940
Special Events Bank account		3,193	-	3,193	2,787
		-----	-----	-----	-----
TOTAL CASH FUNDS		8,357	13,811	22,168	41,727
		=====	=====	=====	=====
<u>OTHER MONETARY ASSETS</u>					
<u>Other Debtors</u>					
Therapy fees and travel fees		3,098	-	3,098	2,063
Gift Aid & income tax HMRC repayment claim		1,157	-	1,157	1,326
Travel expenses to be reimbursed		-	-	-	625
Salary overpayments		648	-	648	-
		-----	-----	-----	-----
TOTAL MONETARY ASSETS		4,903	-	4,903	4,014
		=====	=====	=====	=====
<u>INVESTMENT ASSETS</u>					
Unit Trusts & OEICs – current value	8	161,405	-	161,405	175,334
		=====	=====	=====	=====
<u>ASSETS RETAINED FOR CHARITY'S OWN USE</u>					
Office equipment & musical instruments current value		3,415	-	3,415	1,095
		=====	=====	=====	=====
<u>LIABILITIES</u>					
<u>Other Creditors</u>					
Independent examiners fees		1,110	-	1,110	1,080
Rent		1,495	-	1,495	1,310
Salaries		152	-	152	152
Salaries – PAYE		3,192	-	3,192	1,380
Pension		339	-	339	36
Miscellaneous		33	-	33	470
Travel expenses		-	-	-	546
Freelance therapist		381	-	381	-
		-----	-----	-----	-----
TOTAL LIABILITIES		6,702	-	6,702	4,974
		=====	=====	=====	=====

For and on behalf of all the trustees of North Yorkshire Music Therapy Centre

Dr Caroline Lucy Mary Hall – Chair

Dated: 12 July 2019

Notes to the financial statements for the year ended 31 December 2018

1. TRUSTEES

No trustees received remuneration for services rendered.

No trustees were reimbursed expenses in the year (2017: £Nil).

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2017: Nil).

2. DONATIONS

			2018	2017
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
Donations	9,340	-	9,340	7,369
Tax reclaimed on covenanted or gift aid payments	1,330	-	1,330	1,117
Furniture donated to the charity	945	-	945	-
	-----	-----	-----	-----
	11,615	-	11,615	8,486
	=====	=====	=====	=====

3. CHARITABLE ACTIVITIES

Grants	600	5,500	6,100	2,500
Therapy fees	1,956	13,058	15,014	12,952
Travel costs reimbursed	702	250	952	486
	-----	-----	-----	-----
	3,258	18,808	22,066	15,938
	=====	=====	=====	=====

4. OTHER TRADING ACTIVITIES

Charity presentations	368	-	368	386
	=====	=====	=====	=====

5. INVESTMENT INCOME

Listed investments	6,410	-	6,410	6,932
	=====	=====	=====	=====

Notes to the financial statements for the year ended 31 December 2018

6. EXPENSE PAYMENTS

	<u>Unrestricted</u>	<u>Restricted</u>	2018 <u>Total</u>	2017 <u>Total</u>
Salaries - therapists	22,439	14,859	37,298	26,094
Salaries - administrator	8,763	600	9,363	1,727
Pension	349	-	349	200
Freelance fees	566	-	566	145
Volunteers expenses	274	-	274	1,001
Rent	710	600	1,310	-
Insurance	511	-	511	511
Travel costs	1,340	933	2,273	2,292
Subscriptions	119	-	119	119
Telephone	393	120	513	454
Internet & website costs	375	136	511	541
Printing, stationery, postage & advertising	288	190	478	586
Payroll & pension services	586	-	586	346
Independent examiners fees	1,080	-	1,080	1,050
Legal & professional fees	662	-	662	762
Course & supervision fees	990	-	990	455
Miscellaneous expenses	305	-	305	-
	-----	-----	-----	-----
	39,750	17,438	57,188	36,283
	=====	=====	=====	=====

Notes to the financial statements for the year ended 31 December 2018

7. RESTRICTED FUNDS

	Balance at 1 January 2018	Receipts	Payment	Balance at 31 December 2018
	-----	-----	-----	-----
Music My Voice	8,972	18,808	17,248	10,532
Stationery and Printing Fund	3,469	-	190	3,279
	-----	-----	-----	-----
<u>Total funds</u>	12,441	18,808	17,438	13,811
	=====	=====	=====	=====

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.

8. INVESTMENT ASSETS

Unit Trusts & OEICs

Market value at 1 January 2018	175,334
Additions to investments at cost	-
Sales at carrying value	-

	175,334
add: Net (loss) profit on revaluation	(13,929)

Market value at 31 December 2018	161,405
	=====

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.