

THE HARWICH FESTIVAL

England & Wales - Charity number 1171712

Details

Status Registered

Legal form CIO

Company number [CE010357](#)

Registered 2017-02-21

Register [View on the Charity Commission register](#)

Contact

Address Harwich Arts & Heritage Centre
Main Road
Dovercourt
CO12 4AJ

Phone 01255319191

Email info@harwichfestival.com

Website www.harwichfestival.com

Activities

Objects: THE PROMOTION OF THE ARTS IN HARWICH AND THE SURROUNDING AREA FOR THE PUBLIC BENEFIT BY SUCH MEANS AS THE TRUSTEES DETERMINE INCLUDING:• ESTABLISHING THE HARWICH FESTIVAL AS A REGIONAL ARTS HUB THAT PROVIDES A DIVERSE RANGE OF CULTURAL ACTIVITIES, ADDRESSING THE NEEDS OF ALL SECTORS OF THE COMMUNITY;• PROMOTING THE DEVELOPMENT OF THE ANNUAL HARWICH FESTIVAL OF THE ARTS IN TERMS OF AUDIENCE GROWTH (OVERALL NUMBERS, AGE AND GEOGRAPHICAL SPREAD) AND DIVERSITY OF PROGRAMME AND BUILDING THE FESTIVAL AS A RESOURCE FOR LOCAL ARTS ACTIVITY;• PROMOTING CULTURAL EVENTS THROUGHOUT THE YEAR WHICH ARE LOCATED IN VENUES THAT ENSURE FULL ENGAGEMENT WITH THE COMMUNITY

Activities: Promote the Arts in Harwich and surrounding area by establishing The Harwich Festival as a regional Arts Hub that provides a diverse range of cultural activities, addressing the needs of all sectors of the community;

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science, Economic/community Development/employment, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£87,271	£80,145	-	-
2023-12-31	£50,815	£50,567	-	-
2022-12-31	£75,596	£101,208	-	-
2021-12-31	£46,798	£44,979	-	-
2020-12-31	£94,092	£48,243	-	-

Trustees

Name	Role	Appointed
PETER JAMES DAVIS	Chair	2017-02-21
DIANA ELIZABETH JANE BURRELL		2017-10-24
Dr John Michael Shaw		2017-02-21
Dr Sue Taplin		2021-05-10
Isobel Morath		2021-05-14
Kerith Ann Ririe		2017-10-24
Rosie-Roella Kevlin		2017-10-24

THE HARWICH FESTIVAL

England & Wales - Charity number 1171712

Accounts

The Harwich Festival

**Financial Statements
for the year ended 31 December 2024**

THE HARWICH FESTIVAL

CONTENTS

1. REPORT OF THE TRUSTEES

4. REPORT OF THE INDEPENDENT EXAMINER

5. RECEIPTS AND PAYMENTS ACCOUNT

6. STATEMENT OF ASSETS AND LIABILITIES

TRUSTEES REPORT

The Trustees present their annual report and the unaudited financial statements of the charity for the period year ended 31 December 2024.

Reference and Administrative Details

Registered Charity Name: The Harwich Festival

Registered Number: 1171712

Registered Office: 8 St Georges Avenue
Dovercourt
Essex
CO12 3RR

The Trustees

The Trustees who served the charity during the period were as follows:

K A Ririe (Chair)
P J Davis (Artistic Director)
D E J Burrell
R-R Kevlin
Dr J M Shaw (Treasurer)
S Taplin
I Morath

General Manager Mr C Berwick

Structure, Governance and Management**Governing Document**

The Harwich Festival is a registered charitable incorporated organisation - foundation governed by its constitution.

Recruitment and Appointment of Trustees

The Governing Document requires a minimum of 3 trustees but there is no upper number of trustees who can be appointed. Trustees are elected from the local community or due to their relevant experience. The Trustees elect various board appointments from among the Trustees. A separate process agreed by the Trustee Board is followed for the election of the Chair. No other persons or bodies external to the charity were entitled to appoint persons to the Trustee Board.

Organisational Structure

The Harwich Festival is governed by a Board of Trustees which is responsible for setting the strategic direction of the organisation and for the policies adopted by the charity. The Trustees carry ultimate responsibility for the conduct of the charity and for ensuring that it satisfies its legal and contractual obligations. Two Trustees meet on a regular basis with the charity's management committee but delegates day to day administration of the charity to its General Manager. The General Manager manages one employee on a flexible contract as well as freelance employees, as required.

Major Risks

The most significant external risk is that of the loss of funding. The effects of this have been minimised by the procedures that are in place, which has resulted in funding being secured from a variety of sources. The Charity continues to seek to diversify its sources of funding. Internal risks are minimised by the implementation of procedures for the authorisation of all transactions and projects, and to ensure consistent quality of delivery for all operational aspects of the Charity.

TRUSTEES REPORT (continued)

Aims and Objectives

The aims and objectives of the charity are set out in the Trust documents which specifies that the Harwich Festival seeks to:

- Promote the Arts in Harwich and the surrounding area by establishing The Harwich Festival as a regional Arts Hub that provides a diverse range of cultural activities, addressing the needs of all sectors of the community.
- Promote the development of the annual Harwich Festival of the Arts in terms of audience growth (overall numbers, age and geographical spread) and diversity of programme;
- Promote cultural events throughout the year which are located in venues that ensure full engagement with the community;
- Advance culture and the Arts within Harwich and the surrounding area through The Harwich Festival of the Arts and the Harwich Arts and Heritage Centre (HAHC) acting as an 'umbrella' for existing and new local events;
- Encourage, commission and present new works from all aspects of the Arts; Promote, in partnership with other local agencies, the regeneration of Harwich and Dovercourt by boosting visitor numbers to the area, raising the profile of the area as a destination, and offering employment opportunities in administration, design and performance; Procure services from local suppliers whenever appropriate, and offer opportunities to grass root local artists, musicians and performers;
- Consult with the local community on a regular basis to ensure that its Art based needs are being catered for.
-

Funding

The Harwich Festival would like to thank all the organisations who have provided funding and support during this period.

The charity's main funding was received from:

Arts Council England
 National Heritage Lottery Fund
 Harwich Town Council
 Tendring District Council
 The Co-op (administered by the Essex Community Foundation)
 Essex County Council

Other income comes from the ticket sales, patronage and income from Friends of the HF, gifts from individuals and hire fees from the Harwich Arts and Heritage Centre.

Strategies and Achievements

The Harwich Festival continues to operate as a professional, all-year round Arts organisation. The impact of Covid-19 still impacted on overall trading and income, exacerbated by the on-going cost of living crisis. Staff hours have now returned to the pre-pandemic level and the Festival has established a new community art garden at the Harwich Arts and Heritage Centre.

The summer Festival of the Arts returned in June where over 40 events were spaced out over ten days. Some concerts were, as in previous years, funded in part by a grant from Harwich Town Council and by individual sponsors.

Regular activities and users of the Harwich Arts and Heritage Centre include:

Dovercourt Ukulele Club
 CC Dance Studios
 Craft Café
 Harwich Sing Tendring Voices
 Dovercourt Art Club
 Harwich & Dovercourt Camera Club
 Harwich Embroidery and Related Textiles (Heart) Group
 Meditation & Yoga Group
 NHS Training Groups
 Funnelwick Limb Theatre Group
 Catalina Carvajal (Artist)
 The Electric Palace Archives

TRUSTEES REPORT (continued)

Strategies and Achievements (continued)

The HAHC remains a registered Warm Space, open from 10am to 4pm weekdays and every other Saturday morning. These are the times when the varying exhibitions are open to the public. Hot drinks are provided from the HAHC cafe. Separate craft sessions are provided for Mayflower Primary School parents from 1 to 3pm on Tuesdays.

The partnership with the Active Wellbeing Society, who promote Essex Pedal Power, has been initiated and continued throughout 2024. The Harwich Library has temporarily relocated to the Arts Centre and are expected to be onsite until summer 2025. The charity is negotiating a long-term lease with its landlord which will help to aid applications for larger funding pots.

Trustees' Responsibilities Statement

The Trustees are responsible for preparing the financial statements in accordance with applicable law and regulations. In preparing these financial statements, the trustees are required to:-

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the SORP;
- Make judgements and accounting estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is appropriate to presume that the charity will continue in operation.
-
-

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Kerith Ririe
Chair of the Trustees

Date *K Ririe*

INDEPENDENT EXAMINER'S REPORT

Independent Examiner's Report to the Trustees of The Harwich Festival

I report on the accounts of The Harwich Festival for the year ended 31 December 2024, which comprise the Receipts and Payments Account and the Statement of Assets and Liabilities.

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 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 of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a 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 the 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 the course of my examination, no material matters have come to my attention which give me cause to believe that in any material respect:

- the accounting records were not kept in accordance with Section 130 of the 2011 Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Re-ports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

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.

P J T Frost
Chartered Certified Accountant

JTF
195 Main Road
Dovercourt
Harwich
Essex
CO12 3PH

Date

THE HARWICH FESTIVAL

RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2024

	Unrestricted income funds £	Restricted income funds £	Total £	31/12/2023 £
Receipts				
Grants				
EALC Golden Oldies	-	-	0	987
Harwich Town Council HF 24	3,500.00	-	3,500	3,300
Harwich Veterans Fund	-	4,801	4,801	-
Matthew Lindley	-	2,000	2,000	-
Essex County Council Piano Tuition	-	-	0	1,800
Essex County Council Uplift Fund	-	-	0	4,500
Essex County Council Winter Essentials Fund	990	-	990	825
Phone Box Art	-	980	980	523
Tendring District Council Chinese New Year	-	-	0	991
Tendring District Council Town Centre Project	-	12,760.00	12,760	12,760
Tendring District Council Rural Fund	-	3,226.00	3,226	-
Tendring District Council Warm Spaces	-	24,276.00	24,276	-
Essex Lottery	7	-	7	-
Essex Community Fund (Co-op) Café	-	-	0	15
All Year Programme Income	2,619	-	2,619	500
Art Fair	-	-	750	1,409
Donations	750	-	75	619
Patrons and Friends	75	-	0	338
Art Sales	-	-	18,887	122
Harwich Arts and Heritage Centre Rent and Room Hire	18,887	-	8,400	93
Harwich Festival 2024 income	8,400	-	0	14,906
Harwich Society Ticket Sales	-	-	4,000	6,646
Year 5 Creative Arts Conference	4,000	-	0	112
Transfer from Deposit Account	-	-	87,271	-
Total Receipts	39,228	48,043	87,271	50,815
Payments				
General Manager's net salary	9,757	11,789	21,546	18,946
Harwich Veterans	-	1,866	1,866	-
Tendring District Council Rural fund	-	1,523	1,523	-
Tendring District Council Town Centre	-	2,585	2,585	-
Tendring District Council Warm Spaces	-	5,556	5,556	-
Tendring District Council Chinese New Year	32	3,451	3,483	-
Tax, NI and pension contributions	1,486	-	1,486	5,344
Year 5 Art Conference	1,021	-	1,021	-
Harwich Festival 2024 artists	9,466	-	9,466	5,542
Harwich Society Ticket Sales	-	-	-	112
Active Essex Ballet Barre	-	-	-	450
All Year Round Programme	3,012	550	3,562	1,415
General Overheads	623	902	1,525	549
Essex County Council Piano Tuition	210	-	210	1,534
Essex County Council Warm Spaces	-	-	-	449
Insurance	1,117	-	1,117	1,042
Miscellaneous	380	-	380	-
Accountancy	413	-	413	413
Consultancy fees	-	2,464	2,464	-
Galloper	-	980	980	523
Grassroots administrator's salary	-	-	-	5,007
HAHC Amin Salary	4,241	2,941	7,182	-
HAHC Miscellaneous	2,667	1,751	4,418	1,538
HAHC Rent	1,500	6,000	7,500	7,015
HAHC caretaking and cleaning	157	750	907	670
Art Sales	955	-	955	18
Total payments	37,037	43,108	80,145	50,567
	2,191	4,935	7,126	248
Transfer between funds	-	-	-	-
	2,191	4,935	7,126	248
Cash Funds brought forward at 1 January 2024	19,616	-	19,616	19,368
Cash Funds carried forward at 31 December 2024	21,807	4,935.00	26,742	19,616

STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 DECEMBER 2023

	Unrestricted funds £	Restricted funds £	Total £	31/12/2022
Fixed Assets				
Piano	-	-	-	-
Portable Staging	-	-	-	-
Laptop	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
Current Assets				
Cash funds				
Cash at bank	21,807	4,935.00	26,742	19,616
Petty cash	-	-	-	-
HBO cash at bank	-	-	-	-
	<u>21,807</u>	<u>4,935.00</u>	<u>26,742</u>	<u>19,616</u>
	<u><u>21,807</u></u>	<u><u>4,935.00</u></u>	<u><u>26,742</u></u>	<u><u>19,616</u></u>

Approved by the Board of Trustees on Date

K Ririe
Trustee 

J M Shaw
Trustee 

THE HARWICH FESTIVAL

England & Wales - Charity number 1171712

Accounts

The Harwich Festival

**Financial Statements
for the year ended 31 December 2023**

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S Taplin
I Morath

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TRUSTEES REPORT (continued)

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- Procure services from local suppliers whenever appropriate, and offer opportunities to "grass root" local artists, musicians and performers;
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Strategies and Achievements

The Harwich Festival continues to operate as a professional, all-year round Arts organisation. The impact of Covid-19 still impacted on overall trading and income, exacerbated by the on-going cost of living crisis. Staff hours have now returned to the pre-pandemic level.

The summer Festival of the Arts reverted to its traditional pre-pandemic structure where events were spaced out over ten days and hosting over 30 events. Some concerts were, as in previous years, funded in part by a grant from Harwich Town Council.

Regular activities and users of the Harwich Arts and Heritage Centre include:

Dovercourt Ukulele Club
CC Dance Studios
Craft Café
Harwich Sing Tendring Voices
Dovercourt Art Club
Harwich & Dovercourt Camera Club
Harwich Embroidery and Related Textiles (Heart) Group
Meditation & Yoga Group
Writing Group

TRUSTEES REPORT (continued)

Strategies and Achievements (continued)

The HAHC remains a registered Warm Space, open from 10am to 4pm weekdays and every other Saturday morning. These are the times when the varying exhibitions are open to the public. Hot drinks are provided from the HAHC cafe. Separate craft sessions are provided for Mayflower Primary School parents from 1 to 3pm on Tuesdays. The HAHC Warm Space was awarded £24,000 by the National Lottery Fund.

The partnership with the Active Wellbeing Society, who promote Essex Pedal Power, has been initiated and continued throughout 2023.

The Harwich Festival's five-year lease with Essex County Council for the Harwich Arts and Heritage Centre were concluded in September 2023, with the lease extended until 1st September 2024. The Harwich Festival has started discussions with the building's owners so as to obtain a further extension of the lease. On renewal on 1st September 2023, the Harwich Festival expanded into the space vacated by the ACL Pre-school and Hairdressing Salon on the first floor.

Trustees' Responsibilities Statement

The Trustees are responsible for preparing the financial statements in accordance with applicable law and regulations. In preparing these financial statements, the trustees are required to:-

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the SORP;
- Make judgements and accounting estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is appropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Kerith Ririe
Chair of the Trustees

Date: 01/10/2024

INDEPENDENT EXAMINER'S REPORT

Independent Examiner's Report to the Trustees of The Harwich Festival

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examine the accounts under section 145 of the 2011 Act;

to follow the 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 of independent examiner's report

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Independent examiner's statement

In the course of my examination, no material matters have come to my attention which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with Section 130 of the 2011 Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Re-ports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

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.

P J T Frost
Chartered Certified Accountant

JTF
195 Main Road
Dovercourt
Harwich
Essex
CO12 3PH

Date

RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2023

	Unrestricted income funds £	Restricted income funds £	Total £	31/12/2022 £
Receipts				
Grants				
COVID Building Fund	-	-	-	5,274
EALC Golden Oldies	987	-	987	-
Harwich Town Council HF 23	-	3,300	3,300	3,480
Essex County Council HF 22	-	-	-	4,206
Essex County Council Piano Tuition	1,800	-	1,800	-
Essex County Council Uplift Fund	4,500	-	4,500	-
Essex County Council Winter Essentials Fund	825	-	825	-
Phone Box Art	-	523	523	893
Tendring District Council - Illuminate	-	-	-	15,500
Tendring District Council Chinese New Year	991	-	991	-
Tendring District Council Town Centre Project	12,760.00	-	12,760.00	-
Essex Lottery	15	-	15	12
Warm Space Grant ECC	-	-	-	940
Active Essex Ballet Barre	-	-	-	3,545
Essex Community Fund (Co-op) Café	-	500	500	4,340
Queen' Platinum Jubilee (Harwich Town Council)	-	-	-	15,776
All Year Programme Income	1,409	-	1,409	3,359
Art Fair	619	-	619	-
Donations	338	-	338	728
Patrons and Friends	122	-	122	155
Art Sales	93	-	93	311
Harwich Arts and Heritage Centre Rent and Room Hire	14,906	-	14,906	10,427
Harwich Festival 2023 income	6,646	-	6,646	6,651
Harwich Society Ticket Sales	-	112	112	-
Transfer from Deposit Account	369	-	369	-
Total Receipts	46,380	4,435	50,815	75,597
Payments				
General Manager's net salary	17,246	1,700	18,946	18,573
Tax, NI and pension contributions	5,344	-	5,344	6,933
Harwich Festival 2023 artists	4,697	845	5,542	10,091
Harwich Society Ticket Sales	-	112	112	-
Performers' remuneration	-	-	-	4,445
Active Essex Ballet Barre	450	-	450	-
All Year Round Programme	1,415	-	1,415	-
Premises and hall hire	-	-	-	1,975
Publicity	-	-	-	522
General Overheads	549	-	549	564
Digital Confidence	-	-	-	1,776
Essex County Council Piano Tuition	1,534	-	1,534	-
Essex County Council Warm Spaces	449	-	449	-
Insurance	1,042	-	1,042	991
Illuminate	-	-	-	7,275
Festival Operational Costs	-	-	-	1,748
Phone Box Art	-	-	-	893
Café Fund	-	-	-	1,185
COVID Building Fund	-	-	-	4,204
Queen's Platinum Jubilee	-	-	-	12,313
Accountancy	413	-	413	413
Galloper	-	523	523	1,930
Grassroots administrator's salary	3,752	1,255	5,007	11,355
HF 2 Artists Expenses	-	-	-	129
HAHC Miscellaneous	1,538	-	1,538	2,800
HAHC Rent	7,015	-	7,015	9,353
HAHC caretaking and cleaning	670	-	670	1,425
Art Sales	18	-	18	315
Total payments	46,132	4,435	50,567	101,208
	248	-	248	(25,611)
Transfer between funds	-	-	-	-
	248	-	248	(25,611)
Cash Funds brought forward at 1 January 2023	19,368	-	19,368	44,979
Cash Funds carried forward at 31 December 2023	19,616	-	19,616	19,368

STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 DECEMBER 2023

	Unrestricted funds £	Restricted funds £	Total £	31/12/2022
Fixed Assets				
Piano	-	-	-	-
Portable Staging	-	-	-	-
Laptop	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>	<hr/>
Current Assets				
Cash funds				
Cash at bank	19,616	-	19,616	18,983
Petty cash	-	-	-	16
HBO cash at bank	-	-	-	369
	<hr/>	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>	<hr/>

Approved by the Board of Trustees on Date:
01/10/2024



K Ririe
Trustee



J M Shaw
Trustee

THE HARWICH FESTIVAL

England & Wales - Charity number 1171712

Accounts

The Harwich Festival

**Financial Statements
for the year ended 31 December 2022**

THE HARWICH FESTIVAL

CONTENTS

1. **REPORT OF THE TRUSTEES**

4. **REPORT OF THE INDEPENDENT EXAMINER**

5. **RECEIPTS AND PAYMENTS ACCOUNT**

6. **STATEMENT OF ASSETS AND LIABILITIES**

TRUSTEES REPORT

The Trustees present their annual report and the unaudited financial statements of the charity for the period year ended 31 December 2022.

Reference and Administrative Details

Registered Charity Name: The Harwich Festival

Registered Number: 1171712

Registered Office:
8 St Georges Avenue
Dovercourt
Essex
CO12 3RR

The Trustees

The Trustees who served the charity during the period were as follows:

K A Ririe
P J Davis
D E J Burrell
R-R Kevin
J M Shaw
S Taplin
I Morath

General Manager Mr C Berwick

Structure, Governance and Management**Governing Document**

The Harwich Festival is a registered charitable incorporated organisation - foundation governed by its constitution.

Recruitment and Appointment of Trustees

The Governing Document requires a minimum of 3 trustees but there is no upper number of trustees who can be appointed. Trustees are elected from the local community or due to their relevant experience. The Trustees elect various board appointments from among the Trustees. A separate process agreed by the Trustee Board is followed for the election of the Chair. No other persons or bodies external to the charity were entitled to appoint persons to the Trustee Board.

Organisational Structure

The Harwich Festival is governed by its Trustees Board which is responsible for setting the strategic direction of the organisation and policy of the charity. The Trustees carry ultimate responsibility for the conduct of the charity and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet every six weeks with its management committee and delegates day to day administration of the charity to its General Manager and other subcommittee members appointed by the trustees and Management Committee. The General Manager manages one employee on a flexible contract and some freelance.

There are 3 sub committees as follows:-

- | Fundraising and Financial Management
- | Programming
- | Visual Arts

TRUSTEES REPORT (continued)**Major Risks**

The most significant external risk is that of the loss of funding. The effects of this have been minimised by the procedures in place, which has resulted in funding being secured from a variety of sources. The Charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charity. The hire fee price looks to be increased in 2022 to combat the effects of the cost-of-living crisis on the Harwich Festival whilst still keeps the fees affordable to community groups and arts organisations.

Aims and Objectives

The aims and objectives of the charity are set out in the Trust documents which specify-

- | That the Harwich Festival seeks to promote the Arts in Harwich and surrounding area by establishing The Harwich Festival as a regional Arts Hub that provides a diverse range of cultural activities, addressing the needs of all sectors of the
- | promote the development of the annual Harwich Festival of the Arts in terms of audience growth (overall numbers, age and geographical spread) and diversity of programme;
- | promote cultural events throughout the year which are located in venues that ensure full engagement with the
- | advance culture and the Arts within Harwich and surrounding area through The Harwich Festival and the Harwich Arts and Heritage Centre acting as an 'umbrella' for existing and new local events;
- | encourage, commission and present new works from all aspects of the Arts;
- | promote, in partnership with other local agencies, the regeneration of Harwich and Dovercourt through boosting visitor numbers to the area, raising the profile of area as a destination, and offering employment opportunities in administration, design and performance;
- | procure services from local suppliers whenever appropriate and offer opportunities to "grass root" local artists, musicians and performers;
- | consult with the local community on a regular basis to ensure that its Art based needs are being catered for.

The Harwich Festival would like to thank all the organisations who have provided funding and support during the period and the previous years.

The charity's main funding is grant and earned income from:

- Arts Council England
- National Heritage Lottery Fund
- Harwich Town Council
- Tendring District Council
- Co-op administered by the Essex Community Foundation
- Essex County Council
- Southeast Borough Council

Other income comes from the ticketsales, annual patronage, gifts from individuals and hire fees from the Harwich Arts and Heritage Centre.

Strategies and Achievements

The Festival continues to operate as an all-year round arts organisation and on a professional basis despite the extreme trading conditions brought about by the Covid-19 Pandemic followed by the cost of living crisis.

To support staff the Festival requested that part of its Grassroots Supporting Live Music Grant be repurposed and this was approved by Arts Council England. The Arts Council England Culture Recovery Fun has helped to ensure the organisation is financially viable through 2022.

Staff hours were back to pre-pandemic levels after being reduced in 2020. This allowed activity to be built back up over the course of 2021 and 2022.

The summer festival changed format to weekend only over a month aiming to go back to ten days straight. To replace the box office, tickets for events were sold either online or from the Harwich - arts and Heritage Centre.

TRUSTEES' REPORT (continued)

Strategies and Achievements (continued)

Holiday Activities programme run by Active Essex at the start of the year, continues with Firstsite. The Festival was involved with several public arts projects including with Kinetica on Beach of Dreams and a school project with Galloper Wind Farm.

The Festival's five year lease with Essex County Council for the Arts and Heritage Centre finishes in September 2023. The Festival has initiated discussions with ECC to extend the lease and to expand into space vacated by the ACL Pre-school and Hairdressing Salon.

There is a new website to be launched early in 2022 funded by the NHLF Digital Confidence Fund.

Trustees' Responsibilities Statement

The Trustees are responsible for preparing the financial statements in accordance with applicable law and regulations. In preparing these financial statements, the trustees are required to:-

- | Select suitable accounting policies and then apply them consistently;
- | Observe the methods and principles of the SORP;
- | Make judgements and accounting estimates that are reasonable and prudent; and
- | Prepare the financial statements on the going concern basis unless it is appropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



Kerith Rirte
Chair of the Trustees

1 June 2023

INDEPENDENT EXAMINER'S REPORT

Independent Examiner's Report to the Trustees of The Harwich Festival

I report on the accounts of The Harwich Festival for the year ended 31 December 2022, which comprise the Receipts and Payments Account and the Statement of Assets and Liabilities.

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 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 of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a 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 the 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 the course of my examination, no material matters have come to my attention which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with Section 130 of the 2011 Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Re-ports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

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.

P J T Frost
Chartered Certified Accountant

JTF
195 Main Road
Dovercourt
Harwich
Essex
CO12 3PH

2 June 2023

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2022**

	Unrestricted Income funds £	Restricted Income funds £	Total £	31/12/2021 £
Receipts				
Grants				
Arts Council	-	-	-	5,213
COVID Building Fund	5,274	-	5,274	-
Grass Roots	-	-	-	15,403
Harwich Town Council	3,480	-	3,480	2,130
Essex County Council HF 22	4,206	-	4,206	-
Phone Box Art	-	893	893	-
Tendring District Council - Illuminate	15,500	-	15,500	-
Tendring District Council We Are Art	-	-	-	1,000
Essex Lottery	12	-	12	102
STEAM Friese Green	-	-	-	2,500
Warm Space Grant ECC	940	-	940	-
Active Essex Ballet Barre	3,545	-	3,545	-
Essex Community Fund (Co-op) Café	4,340	-	4,340	-
Queen's Platinum Jubilee (Harwich Town Council)	15,776	-	15,776	-
Galloper Curtain Funding	-	-	-	250
All Year Programme Income	3,359	-	3,359	-
Advertising and sponsorship	-	-	-	300
Donations	728	-	728	98
Patrons and Friends	155	-	155	-
Events and Concerts (net of commission)	-	-	-	4,237
Art Sales	311	-	311	284
ZO by 20	-	-	-	-
Harwich Town Brewery Ticket Sales	-	-	-	4,584
Curtain Appeal	-	-	-	522
Harwich Arts and Heritage Centre Rent and Room Hire	10,427	-	10,427	10,175
Harwich Festival 2022 Income	6,651	-	6,651	-
Net floats repaid	-	-	-	-
Total Receipts	74,703	893	75,596	46,798
Payments				
General Manager's net salary	14,859	3,714	18,573	18,006
Tax, NI and pension contributions	6,933	-	6,933	5,757
Harwich Festival 2022 artists	10,091	-	10,091	-
Performers' remuneration	4,445	-	4,445	6,047
Art exhibition	75	-	75	60
Accommodation, hospitality, travel	-	-	-	647
Premises and hall hire	1,200	775	1,975	892
Publicity	522	-	522	888
General Overheads	564	-	564	442
Digital Confidence	-	1,776	1,776	1,924
Insurance	991	-	991	990
Illuminate	7,275	-	7,275	-
Festival Operational Costs	1,748	-	1,748	550
STEAM Friese Green	-	-	-	1,958
Phone Box Art	-	893	893	-
Café Fund	1,185	-	1,185	-
COVID Building Fund	4,204	-	4,204	-
Harwich Town Brewery Ticket Sales	-	-	-	4,381
Queen's Platinum Jubilee	-	-	-	1,450
Bank charges and Paypal fees	12,313	-	12,313	-
Harwich Festival Co-ordinator	-	-	-	-
Accountancy	-	-	-	299
Galloper	413	-	413	-
Grassroots administrator's salary	9,084	1,930	11,014	6,359
HF 2 Artists Expenses	129	2,271	2,400	-
Grassroots Miscellaneous	-	-	-	396
HAHC Miscellaneous	2,800	-	2,800	5,435
HAHC Rent	9,353	-	9,353	8,574
HAHC caretaking and cleaning	1,425	-	1,425	2,544
HAHC salaries	-	-	-	552
Art Sales	240	-	240	-
Total payments	89,849	11,359	101,208	67,991
	(15,146)	(40,466)	(25,612)	(21,193)
Transfer between funds	(2,567)	2,567	-	(21,193)
	(17,713)	(7,899)	(25,612)	-
Cash Funds brought forward at 1 January 2022	37,080	7,899	44,979	66,172
Cash Funds carried forward at 31 December 2022	19,367	-	19,367	23,766

THE HARWICH FESTIVAL

STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 DECEMBER 2022

	Unrestricted funds £	Restricted funds £	Total £	31/12/2021
Fixed Assets				
Piano	-	-	-	0
Portable Staging	-	-	-	0
Laptop	-	-	-	0
	<u>-</u>	<u>-</u>	<u>-</u>	<u>0</u>
Current Assets				
Cash funds				
Cash at bank	18,982	-	18,982	44,593
Petty cash	16	-	16	16
HBO cash at bank	369	-	369	369
	<u>19,367</u>	<u>-</u>	<u>19,367</u>	<u>44,978</u>

Approved by the Board of Trustees on 1 June 2023


K Ririe
Trustee

J M Shaw
Trustee

THE HARWICH FESTIVAL

England & Wales - Charity number 1171712

Accounts

The Harwich Festival

**Financial Statements
for the year ended 31 December 2021**

THE HARWICH FESTIVAL

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TRUSTEES REPORT

The Trustees present their annual report and the unaudited financial statements of the charity for the period year ended 31 December 2021.

Reference and Administrative Details

Registered Charity Name: The Harwich Festival
Registered Number: 1171712
Registered Office: 8 St Georges Avenue
Dovercourt
Essex
CO12 3RR

The Trustees

The Trustees who served the charity during the period were as follows:

K A Ririe
P J Davis
D E J Burrell
R-R Kevlin
J M Shaw
S Taplin (appointed 14 May 2021)
I Morath (appointed 10 May 2021)

General Manager Mr C Berwick

Structure, Governance and Management**Governing Document**

The Harwich Festival is a registered charitable incorporated organisation - foundation governed by its constitution.

Recruitment and Appointment of Trustees

The Governing Document requires a minimum of 3 trustees but there is no upper number of trustees who can be appointed. Trustees are elected from the local community or due to their relevant experience. The Trustees elect various board appointments from among the Trustees. A separate process agreed by the Trustee Board is followed for the election of the Chair. No other persons or bodies external to the charity were entitled to appoint persons to the Trustee Board.

Organisational Structure

The Harwich Festival is governed by its Trustees Board which is responsible for setting the strategic direction of the organisation and policy of the charity. The Trustees carry ultimate responsibility for the conduct of the charity and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet every six weeks with its management committee and delegates day to day administration of the charity to its General Manager and other subcommittee members appointed by the trustees and Management Committee. The General Manager manages one employee on a flexible contract and some freelance.

There are 3 sub committees as follows:-

- Fundraising and Financial Management
- Programming
- Visual Arts

TRUSTEES REPORT (continued)

Major Risks

The most significant external risk is that of the loss of funding. The effects of this have been minimised by the procedures in place, which has resulted in funding being secured from a variety of sources. The Charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charity.

Aims and Objectives

The aims and objectives of the charity are set out in the Trust documents which specify-

- That the Harwich Festival seeks to promote the Arts in Harwich and surrounding area by establishing The Harwich Festival as a regional Arts Hub that provides a diverse range of cultural activities, addressing the needs of all sectors of the community;
- promote the development of the annual Harwich Festival of the Arts in terms of audience growth (overall numbers, age and geographical spread) and diversity of programme;
- promote cultural events throughout the year which are located in venues that ensure full engagement with the community;
- advance culture and the Arts within Harwich and surrounding area through The Harwich Festival and the Harwich Arts and Heritage Centre acting as an 'umbrella' for existing and new local events;
- encourage, commission and present new works from all aspects of the Arts;
- promote, in partnership with other local agencies, the regeneration of Harwich and Dovercourt through boosting visitor numbers to the area, raising the profile of area as a destination, and offering employment opportunities in administration, design and performance;
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- consult with the local community on a regular basis to ensure that its Art based needs are being catered for.

The Harwich Festival would like to thank all the organisations who have provided funding and support during the period and the previous years.

The charity's main funding is grant and earned income from:

Arts Council England
National Heritage Lottery Fund
Harwich Town Council
Tendring District Council
Co-op administered by the Essex Community Foundation
Essex County Council
Southend Borough Council

Other income comes from the ticket sales, annual patronage, gifts from individuals and hire fees from the Harwich Arts and Heritage Centre.

Strategies and Achievements

The Festival continues to operate as an all year round arts organisation on a professional basis despite the extreme trading conditions brought about by the Covid-19 Pandemic. 2022 started during the third lockdown. The centre was closed to the public but open to hirers as some groups could continue to run under government guidance at the time.

To support staff the Festival requested that part of its Grassroots Supporting Live Music Grant be repurposed and this was approved by Arts Council England. The Arts Council Culture Recovery Fund has helped to ensure the organisation is financially viable through 2022.

Staff hours were back to pre-pandemic levels after being reduced the previous year. This allowed activity to be built back up over the course of the year.

The summer festival changed format to weekend only over a month aiming to go back to ten days straight. To replace the box office, tickets for events were sold either online or from the Harwich Arts and Heritage Centre.

TRUSTEES REPORT (continued)

Strategies and Achievements (continued)

Holiday Activities programme run by Active Essex at the start of the year, continues with Firstsite. The Festival was involved with several public arts projects including with Kinetica on Beach of Dreams and a school project with Galloper Wind Farm.

The Festival's five year lease with Essex County Council for the Arts and Heritage Centre finishes in September 2023. The Festival has initiated discussions with ECC to extend the lease and to expand into space vacated by the ACL Pre-school and Hairdressing Salon.

There is a new website to be launched early in 2022 funded by the NHLF Digital Confidence Fund.

Trustees' Responsibilities Statement

The Trustees are responsible for preparing the financial statements in accordance with applicable law and regulations. In preparing these financial statements, the trustees are required to:-

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the SORP;
- Make judgements and accounting estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is appropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



Kerith Ririe
Chair of the Trustees

INDEPENDENT EXAMINER'S REPORT

Independent Examiner's Report to the Trustees of The Harwich Festival

I report on the accounts of The Harwich Festival for the year ended 31 December 2021, which comprise the Receipts and Payments Account and the Statement of Assets and Liabilities.

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 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 of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a 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 the 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 the course of my examination, no material matters have come to my attention which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with Section 130 of the 2011 Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

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.

P J T Frost
Chartered Certified Accountant
JTF
195 Main Road
Dovercourt
Harwich
Essex
CO12 3PH

Date

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Unrestricted Income funds £	Restricted Income funds £	Total £	31/12/2020 £
Receipts				
Grants				
Arts Council	5,213	-	5,213	46,913
National Heritage	-	-	0	10,000
Grass Roots	15,408	-	15,408	18,254
Harwich Town Council	-	2,130	2,130	-
Tendring District Council We Are Art	-	1,000	1,000	-
Essex Lottery	102	-	102	127
STEAM Friese Green	-	2,500	2,500	-
Gallopier Curtain Funding	-	250	250	3,490
All Year Programme Income	-	-	0	-
Advertising and sponsorship	300	-	300	-
Donations	98	-	98	275
Patrons and Friends	-	-	0	743
Events and Concerts (net of commission)	4,237	-	4,237	1,638
20 by 20	284	-	284	-
Harwich Town Brewery Ticket Sales	203	4,381	4,584	-
Curtain Appeal	-	522	522	-
Harwich Arts and Heritage Centre Rent and Room Hire	10,175	-	10,175	11,652
Net floats repaid	-	-	0	-
Total Receipts	36,015	10,783	46,798	94,092
Payments				
General Manager's net salary	16,464	1,542	18,006	14,732
Tax, NI and pension contributions	5,797	-	5,797	3,558
Performers' remuneration	2,917	3,130	6,047	4,555
Art exhibition	60	-	60	-
Accommodation, hospitality, travel	647	-	647	-
Premises and hall hire	892	-	892	-
Publicity	688	-	688	18
General Overheads	442	-	442	298
Digital Confidence	-	1,924	1,924	-
Insurance	990	-	990	805
Illuminate	-	-	0	250
Festival Operational Costs	550	-	550	-
STEAM Friese Green	-	1,958	1,958	-
Harwich Town Brewery Ticket Sales	-	4,381	4,381	-
Queen's Platinum Jubilee	1,450	-	1,450	-
Bank charges and Paypal fees	-	-	0	11
Harwich Festival Co-ordinator	-	-	0	1,000
Accountancy	299	-	299	420
Grassroots administrator's salary	6,359	-	6,359	3,718
Grassroots Miscellaneous	396	-	396	-
HAHC Miscellaneous	2,539	2,896	5,435	2,702
HAHC Rent	8,574	-	8,574	9,458
HAHC caretaking and cleaning	2,544	-	2,544	1,793
HAHC salaries	-	552	552	4,926
Total payments	51,608	16,383	67,991	48,243
	(15,593)	(5,600)	(21,193)	45,849
Cash Funds brought forward at 1 January 2021	52,673	19,499	66,172	20,323
Cash Funds carried forward at 31 December 2021	37,080	7,899	44,979	66,172


STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 DECEMBER 2021

	Unrestricted funds £	Restricted funds £	Total £	31/12/2020
Fixed Assets				
Piano	-	-	0	0
Portable Staging	-	-	0	0
Laptop	-	-	0	0
	<u>-</u>	<u>-</u>	<u>0</u>	<u>0</u>
Current Assets				
Cash funds				
Cash at bank	36,695	7,899	44,594	65,738
Petty cash	16	-	16	16
HBO cash at bank	369	-	369	418
	<u>37,080</u>	<u>7,899</u>	<u>44,979</u>	<u>66,172</u>

Approved by the Board of Trustees on Date



K Ririe
Trustee



J M Shaw
Trustee

THE HARWICH FESTIVAL

England & Wales - Charity number 1171712

Accounts

The Harwich Festival

**Financial Statements
for the year ended 31 December 2020**

THE HARWICH FESTIVAL

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TRUSTEES REPORT

The Trustees present their annual report and the unaudited financial statements of the charity for the period year ended 31 December 2020.

Reference and Administrative Details

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Registered Number: 1171712

Registered Office: 8 St Georges Avenue
Dovercourt
Essex
CO12 3RR

The Trustees

The Trustees who served the charity during the period were as follows:

K A Ririe
P J Davis
D E J Burrell
R-R Kevlin
J M Shaw
F L Brunning (resigned March 2020)

General Manager

Mr C Berwick (appointed October 2020)
Mr M Offord (resigned October 2020)

Structure, Governance and Management**Governing Document**

The Harwich Festival is a registered charitable incorporated organisation - foundation governed by its constitution.

Recruitment and Appointment of Trustees

The Governing Document requires a minimum of 3 trustees but there is no upper number of trustees who can be appointed. Trustees are elected from the local community. The Trustees elect various board appointments from among the Trustees. A separate process agreed by the Trustee Board is followed for the election of the Chair. No other persons or bodies external to the charity were entitled to appoint persons to the Trustee Board.

TRUSTEES REPORT (continued)**Organisational Structure**

The Harwich Festival is governed by its Trustees Board which is responsible for setting the strategic direction of the organisation and policy of the charity. The Trustees carry ultimate responsibility for the conduct of the charity and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet every quarter with its management committee and delegates day to day administration of the charity to its Artistic Director and General Manager and other subcommittee members appointed by the Artistic Director and General Manager.

There are 2 sub committees as follows:-

- Fundraising and Financial Management
- Programming

Sub committees meet in between meetings of the Trustees and report back on a regular basis.

Major Risks

The most significant external risk is that of the loss of funding. The effects of this have been minimised by the procedures in place, which has resulted in funding being secured from a variety of sources. The Charity continues to seek to diversify its funding sources. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charity.

Aims and Objectives

The aims and objectives of the charity are set out in the Trust documents which specifies:-

- That the Harwich Festival seeks to promote the Arts in Harwich and surrounding area by establishing The Harwich Festival as a regional Arts Hub that provides a diverse range of cultural activities, addressing the needs of all sectors of the community;
- promote the development of the annual Harwich Festival of the Arts in terms of audience growth (overall numbers, age and geographical spread) and diversity of programme;
- promote cultural events throughout the year which are located in venues that ensure full engagement with the community;
- advance culture and the Arts within Harwich and surrounding area through The Harwich Festival and its "Box Office" acting as an 'umbrella' for existing and new local events;
- encourage, commission and present new works from all aspects of the Arts;
- promote, in partnership with other local agencies, the regeneration of Harwich and Dovercourt through boosting visitor numbers to the area, raising the profile of area as a destination, and offering employment opportunities in administration, design and performance;
- procure services from local suppliers whenever appropriate and offer opportunities to "grass root" local artists, musicians and performers;
- consult with the local community on a regular basis to ensure that its Art based needs are being catered for.

TRUSTEES REPORT (continued)**Aims and Objectives (continued)**

The Harwich Festival would like to thank all the organisations who have provided funding and support during the period and the previous years.

The charity's main funding is grant income from:

Arts Council England
 Harwich Town Council
 Tendring District Council
 Essex Community Foundation
 Essex County Council
 University of Essex

Other income comes from the ticket sales, annual patronage, gifts from individuals and hire fees from the Harwich Arts and Heritage Centre.

Strategies and Achievements

The Festival continues to operate as an all year round arts organisation on a professional basis despite the extreme trading conditions brought about by the Covid-19 Pandemic. At the start of the Pandemic in March the Harwich Arts and Heritage Centre and Box Office were closed and all planned events cancelled. To support staff the Festival requested that part of its Grassroots Supporting Live Music Grant be repurposed and this was approved by Arts Council England. In addition, staff hours were reduced. The Festival team then organised a Summer Online Festival and several online exhibitions and community projects.

Towards the end of the first lockdown the Harwich Arts and Heritage Centre was gradually reopened and was able to support a Holiday Activities programme run by Active Essex. The use of the Centre started to increase and a number of other Arts organisations in the town, such as Harwich Sing and Dovercourt Art Club, were attracted.

As a consequence of this difficult year the following decisions were taken:

- The Box Office was moved from Harwich Library to the Harwich Arts and Heritage Centre.
- The number of committees was reduced to streamline decision making. The Programming Committee now covers programming and marketing and there is a Finance Committee. All other committees have been disbanded.

The Festival is now halfway through its five year lease with Essex County Council for the Arts and Heritage Centre. The Festival will now initiate discussions with ECC to extend the lease and to expand into space vacated by the ACL Pre-school and Hairdressing Salon.

Trustees' Responsibilities Statement

The Trustees are responsible for preparing the financial statements in accordance with applicable law and regulations. In preparing these financial statements, the trustees are required to:-

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the SORP;
- Make judgements and accounting estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is appropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Kerith Ririe
 Chair of the Trustees

INDEPENDENT EXAMINER'S REPORT

Independent Examiner's Report to the Trustees of The Harwich Festival

I report on the accounts of The Harwich Festival for the year ended 31 December 2020, which comprise the Receipts and Payments Account and the Statement of Assets and Liabilities.

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 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 of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a 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 the 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 the course of my examination, no material matters have come to my attention which give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with Section 130 of the 2011 Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Re-ports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

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.



P J T Frost
Chartered Certified Accountant

JTF
195 Main Road
Dovercourt
Harwich
Essex
CO12 3PH

20 September 2021

THE HARWICH FESTIVAL

RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2020

Receipts	Unrestricted income funds £	Restricted income funds £	Total £	31/12/2019 £
Grants				
Arts Council	46,913	-	46,913	1,049
National Heritage	-	10,000	10,000	-
Grass Roots	19,254	-	19,254	-
Harwich Town Council	-	-	0	4,670
Tendring District Council Beach Festival	-	-	0	17,770
Tendring District Council Illuminate 2018	-	-	0	4,390
Tendring District Council Illuminate 2019	-	-	0	17,030
Essex Lottery	127	-	127	104
Essex Community Fund	-	-	0	7,860
Galloper	-	3,490	3,490	-
All Year Programme Income	-	-	0	705
Advertising and sponsorship	-	-	0	4,255
Donations	275	-	275	2,042
Patrons and Friends	743	-	743	435
Events and Concerts	1,638	-	1,638	11,529
20 by 20	-	-	0	383
Essex rocks	-	-	0	3
Harwich Box office	-	-	0	2,962
Harwich Arts and Heritage Centre Rent and Room Hire	11,652	-	11,652	18,743
New Heritage Solutions Projects	-	-	0	200
Net flats repaid	-	-	0	90
Total Receipts	80,602	13,490	94,092	94,220
Payments				
General Manager's net salary	14,732	-	14,732	15,200
Tax, NI and pension contributions	3,558	-	3,558	3,049
Beach festivals	-	-	0	8,456
Performers' remuneration	4,555	-	4,555	13,108
Art exhibition	-	-	0	150
Accommodation, hospitality, travel	-	-	0	80
Premises and hall hire	-	-	0	2,290
Publicity	18	-	18	2,690
General Overheads	298	-	298	1,019
Creative Arts Conference	-	-	0	352
Insurance	805	-	805	986
Illuminate	250	-	250	12,598
Festival Operational Costs	-	-	0	2,034
Box office	-	-	0	2,496
Year Round Projects	-	-	0	1,156
Bank charges and Paypal fees	11	-	11	176
Fishy Business	-	-	0	35
Harwich Festival Co-ordinator	1,000	-	1,000	1,000
New Heritage Solution Projects	-	-	0	0
Accountancy	420	-	420	409
Grassroots Co-ordinator's salary	3,718	-	3,718	0
HAHC Miscellaneous	2,701	-	2,701	5,710
HAHC Rent	9,458	-	9,458	12,431
HAHC caretaking and cleaning	1,793	-	1,793	2,045
HAHC salaries	-	4,926	4,926	3,971
Total payments	43,317	4,926	48,243	91,441
Cash Funds brought forward at 1 January 2020	37,285	8,564	45,849	2,779
	15,388	4,935	20,323	17,544
Cash Funds carried forward at 31 December 2020	52,673	13,499	66,172	20,323

STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 DECEMBER 2020

	Unrestricted funds £	Restricted funds £	Total £	31/12/2019
Fixed Assets				
Piano	-	-	0	0
Portable Staging	-	-	0	0
Laptop	-	-	0	0
	-	-	0	0
Current Assets				
Cash funds				
Cash at bank	51,031	14,707	65,738	19,864
Petty cash	16	-	16	16
HBO cash balance	418	-	418	418
Paypal account	-	-	0	25
	51,465	14,707	66,172	20,323

Approved by the Board of Trustees on 16 September 2021

K Ririe
TrusteeJ M Shaw
Trustee