

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

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
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

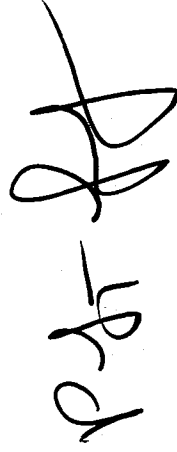
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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 be 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

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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 floats 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
	37,285	8,564	45,849	2,779
Cash Funds brought forward at 1 January 2020	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