

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 Kevin
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;
- 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
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 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 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	19,254
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