

# **The Harwich Festival**

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

## THE HARWICH FESTIVAL

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**TRUSTEES REPORT**

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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  
Southend 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 Ririe  
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 £
<b>Receipts</b>				
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	-
Gallopier Curtain Funding	-	-	-	250
All Year Programme Income	3,359	-	3,359	-
Advertising and sponsorship	-	-	-	-
Donations	728	-	728	300
Patrons and Friends	155	-	155	98
Events and Concerts (net of commission)	-	-	-	4,237
Art Sales	311	-	311	284
20 by 20	-	-	-	-
Harwich Town Brewery Ticket Sales	-	-	-	-
Curtain Appeal	-	-	-	4,584
Harwich Arts and Heritage Centre Rent and Room Hire	10,427	-	10,427	522
Harwich Festival 2022 Income	6,651	-	6,651	10,175
Net floats repaid	-	-	-	-
<b>Total Receipts</b>	<b>74,703</b>	<b>893</b>	<b>75,596</b>	<b>46,798</b>
<b>Payments</b>				
General Manager's net salary	14,859	3,714	18,573	18,006
Tax, NI and pension contributions	6,933	-	6,933	5,797
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	688
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	413	-	413	299
Gallopier	-	1,930	1,930	-
Grassroots administrator's salary	9,084	2,271	11,355	6,359
HF 2 Artists Expenses	129	-	129	-
Grassroots Miscellaneous	-	-	-	386
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	-
<b>Total payments</b>	<b>89,819</b>	<b>11,359</b>	<b>101,208</b>	<b>67,991</b>
	<b>(15,146)</b>	<b>(10,466)</b>	<b>(25,612)</b>	<b>(21,193)</b>
<b>Transfer between funds</b>	<b>(2,567)</b>	<b>2,567</b>	<b>-</b>	<b>-</b>
	<b>(17,713)</b>	<b>(7,899)</b>	<b>(25,612)</b>	<b>(21,193)</b>
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	23,786

## THE HARWICH FESTIVAL

STATEMENT OF ASSETS AND LIABILITIES  
AS AT 31 DECEMBER 2022

	Unrestricted funds £	Restricted funds £	Total £	31/12/2021
<b>Fixed Assets</b>				
Piano	-	-	-	0
Portable Staging	-	-	-	0
Laptop	-	-	-	0
<b>Current Assets</b>				
<b>Cash funds</b>				
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