



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1 August 2022** **To** **31 July 2023**

Charity name: **HENLEY MUSIC SCHOOL**

Charity registration number: **1178102**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the public in the subject of music.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	For the public benefit to promote the musical education of children, young people and by extension adults regardless of ability, background or means in such ways as the charity trustees think fit, including by: <ol style="list-style-type: none">1. providing bursaries to those who are otherwise unable to avail themselves of the musical opportunities that are available;2. giving individual music lessons in any instrument;3. running Music School Sunday workshops;4. offering free music clubs to state schools;5. designing and running music introduction sessions and fun days within the schools;6. providing curriculum support for local state schools;7. organising and running the Henley Young Musician Competition;8. putting on concerts and performances throughout the year; and9. running the Henley Youthful Orchestra for adult music students who are interested in performing.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Henley Music School meets the definition of a public benefit entity under FRS102. The accounts and the trustees report have both been prepared in accordance guidance issued by the Charity Commission

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<p><u>Henley Music School Individual Bursary Policy</u></p> <p>In accordance with the vision and aims of the charity to provide up to 100% bursaries on fees for every activity it offers. HMS offers subsidiaries and or bursaries to identified children.</p> <p>Henley Music School (HMS) pledges to provide up to 100% bursaries on fees for every activity it offers providing certain criteria are met; below is the HMS policy on awarding a bursary to an individual.</p> <p>Director of HMS to have a discussion with head teacher at the school attended by the child regarding funding. This discussion would include seeking clarification on the following types of criteria:</p> <p><u>Child on Pupil Premium</u> Conversation with parent Conversation with school Agreement that bursary is reviewed annually</p> <p><u>School aged child</u> Initial conversation with parent/carer on amount required Form to fill in Proof of address Copy of Benefit letter or pay slip Photo ID Further conversation with head teacher Agreement that the bursary is reviewed annually Confirmation of invoice values for Tutor and HMS</p> <p><u>Adult learner</u> Initial conversation with individual on amount required. Form to fill in Proof of address Copy of Benefit letter or pay slip Photo ID Agreement that the bursary is reviewed annually Confirmation of invoice values for Tutor & HMS</p> <p><u>Autistic learner</u> Same policy as school aged child.</p> <p><u>TERMS OF SUBSIDY/BURSARY</u> Instruments are kept in good condition Child has a minimum of 75% attendance rate to supported activity Bursary/subsidy will be initially awarded for one full school year to be reviewed annually. HMS reserves the right to alter or remove subsidiary/bursaries having provided 4 weeks' notice</p>

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<ol style="list-style-type: none"> 1. Provision of bursaries to those who are otherwise unable to avail themselves of the musical opportunities that are available: 25 bursaries awarded ranging between 10% – 100% 2. Individual music lessons given in any instrument: 141 pupils received lessons in 13 different instruments. 3. Provision of Music School Sunday workshops once a month 4. Free music clubs offered to state schools 5. Designing and running music introduction sessions and fun days within the schools: Most instruments represented across all schools. 6. Provision of curriculum support for local state schools: 1 school 100% bursary and 2 schools at reduced rates. 7. Organisation and running of the Henley Young Musician Competition. 8. Concerts and performances throughout the year: Living Advent performances by all Henley Music School groups open to the public, free of charge 9. Running the Henley Youthful Orchestra for adult music students who are interested in performing, including performances at the Living Advent.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>In this year the charity received funding and income from charitable activities totalling of £49,315 and after costs of providing tuition this resulted in a deficit of £8,024.</p> <p>Reserves from previous years have been used in order to provide ongoing music tuition at a time when there was a funding shortfall.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The income and property of the CIO must be applied solely towards the promotion of the objects.</p> <p>Reserves are held in order to be able to provide ongoing training and support to the clients should there be a short-term funding shortfall and would sustain operations for up to three months whilst other sources of funding were secured.</p>
Amount of reserves held	Para 1.22	Reserves are held at yearend totalling £3,262.
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	CIO – FOUNDATION
How is the charity constituted?	Para 1.25	CHARITABLE INCORPORATED ORGANISATION (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.

Reference and Administrative details

Charity name	HENLEY MUSIC SCHOOL
Other name the charity uses	
Registered charity number	1178102
Charity's principal address	Blooms Cottage, Binfield Heath, Oxfordshire RG9 4ED

Names of the charity trustees who manage the charity

		Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
	1	GLEN LAMBERT	Chair		
	2	ISOBEL HARRIS	Treasurer		
	3	GLORIA WALKER		TO 06/07/2023	
	4	IAN HOLLIDAY			
	5	WILL HART			

Name of chief executive or names of senior staff members (Optional information)

Laura Nicola Reineke - CEO

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

	Signature(s)	Isobel Harris	
	Full name(s)	Isobel Haris	
	Position (eg Secretary, Chair, etc)	Treasurer	
	Date	31/05/2024	

Charity number: 1178102

Henley Music School CIO
Report of the Trustees and Unaudited Financial Statements
For the year ended 31 July 2023

Henley Music School CIO
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For the year ended 31 July 2023

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Statement of Financial Activities	2
Statement of Financial Position	3
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**Henley Music School CIO
Report of the Trustees
For the year ended 31 July 2023**

I report to the trustees on my examination of the accounts of the charity for the year ended 31 July 2023.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiners statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



ACS Accounting (Berkshire) Ltd
Chartered Management Accountants
Suite 3 Market House
19-21 Market Place
Wokingham
RG40 1AP

10 February 2023

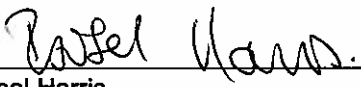
Henley Music School CIO
Statement of Financial Activities
For the year ended 31 July 2023

	Notes	Unrestricted funds £	2022 £
Income and endowments from:			
Donations and legacies	2	49,315	36,342
Total		49,315	36,342
Expenditure on:			
Charitable activities			
Music Education		(57,339)	(66,886)
Total		(57,339)	(66,886)
Net expenditure		(8,024)	(30,544)
Reconciliation of funds			
Total funds brought forward		11,286	41,830
Total funds carried forward		3,262	11,286

Henley Music School CIO
Statement of Financial Position
As at 31 July 2023

	Notes	2023 £	2022 £
Current assets			
Debtors	7	-	2,753
Cash at bank and in hand		5,741	10,658
		5,741	13,411
Creditors: amounts falling due within one year	8	(2,479)	(2,125)
Net current assets		3,262	11,286
Total assets less current liabilities		3,262	11,286
Net assets		3,262	11,286
The funds of the charity			
Unrestricted income funds	9	3,262	11,286
Total funds		3,262	11,286

The financial statements were approved and authorised for issue by the Board and signed on its behalf by:


 Isobel Harris
 Trustee
 10 February 2024

Henley Music School CIO
Notes to the Financial Statements
For the year ended 31 July 2023

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

Henley Music School CIO meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Statement of cash flows

The Trustees have taken advantage of the exemption in SORP FRS 102 from including a cash flow statement in the financial statements on the grounds that the charity is small.

Incoming resources

All incoming resources are included in the statement of financial activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Resources expended

Liabilities are recognised as resources expended when there is a legal or constructive obligation committing the Charity to the expenditure:

2. Income from donations and legacies

	2023	2022
	£	£
Unrestricted funds		
Donations received	49,315	36,342
	49,315	36,342

3. Net income/(expenditure) for the year

This is stated after charging/(crediting):

	2023	2022
	£	£
Accountancy fees	450	864
Staff pension contributions	825	713

Henley Music School CIO
Notes to the Financial Statements Continued
For the year ended 31 July 2023

4. Staff costs and emoluments

Total staff costs for the year ended 31 July 2023 were:

	2023	2022
	£	£
Salaries and wages	41,894	46,353
Pension costs	825	713
	<u>42,720</u>	<u>47,065</u>

	2023	2022
	£	£
Operations	1	1
	<u>1</u>	<u>1</u>

5. Comparative for the Statement of Financial Activities

The comparative year values on the Statement of Financial Activities are for unrestricted funds.

The depreciation charge for the year is £(75) in respect of assets leased under finance leases or hire purchase contracts.

7. Debtors

	2023	2022
	£	£
Amounts due within one year:		
Other debtors	-	2,753
	<u>-</u>	<u>2,753</u>

8. Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	1,006	668
Other creditors	1,023	593
Accruals and deferred income	450	864
	<u>2,479</u>	<u>2,125</u>

Henley Music School CIO
Notes to the Financial Statements Continued
For the year ended 31 July 2023

9. Movement in funds

Unrestricted Funds

	Balance at 01/08/2022 £	Incoming resources £	Outgoing resources £	Balance at 31/07/2023 £
<i>General</i>				
General	11,286	49,315	(57,339)	3,262
	11,286	49,315	(57,339)	3,262

Unrestricted Funds - Previous year

	Balance at 01/08/2021 £	Incoming resources £	Outgoing resources £	Balance at 31/07/2022 £
<i>General</i>				
General	41,830	36,342	(66,886)	11,286
	41,830	36,342	(66,886)	11,286

Purpose of unrestricted Funds

Mermaid

The income and property of the CIO must be applied solely towards the promotion of the objects being in short the promotion of musical education for children, young people and by extension adults regardless of ability.

These funds were raised as a result of a one off fund raising activity of a cross channel swim.

General

The income and property of the CIO must be applied solely towards the promotion of the objects being in short the promotion of musical education for children, young people and by extension adults regardless of ability

10. Analysis of net assets between funds

	Net current assets / (liabilities) £	Net Assets £
Unrestricted funds		
<i>General</i>		
General	3,262	3,262
	3,262	3,262

Henley Music School CIO
Notes to the Financial Statements Continued
For the year ended 31 July 2023

Previous year

	Net current assets / (liabilities) £	Net Assets £
Unrestricted funds		
<i>General</i>		
General	11,286	11,286
	11,286	11,286

Henley Music School CIO
Detailed Statement of Financial Activities
For the year ended 31 July 2023

	2023	2022
	£	£
INCOME AND ENDOWMENT		
Donations and legacies		
Donations & grants	49,315	36,342
	49,315	36,342
Total incoming resources	49,315	36,342
EXPENDITURE		
Charitable activities		
Direct costs	(435)	(4,304)
Tutor costs	(8,144)	(16,353)
	(8,579)	(20,657)
SUPPORT COSTS		
Management		
Staff costs - wages & salaries	(33,750)	(30,000)
Staff costs - pension contributions	(825)	(713)
	(34,575)	(30,713)
Governance costs		
Governance costs	-	(88)
Accountancy fees	(450)	(864)
Legal and professional fees	(3,695)	(586)
Premises costs	(949)	(780)
Motor and travel expenses	-	(300)
Other office costs	(228)	(376)
Interest payable	(75)	-
Other finance costs	(33)	(14)
Insurance	(821)	(991)
Bursary costs	(6,709)	(9,627)
Sundry marketing	(247)	(1,068)
Bookkeeping costs	(378)	(351)
Telephone & Internet	(600)	(471)
	(14,185)	(15,516)
Total resources expended	(57,339)	(66,886)
Net Expenditure	(8,024)	(30,544)

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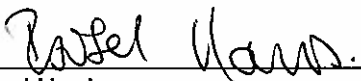
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