

Harrison/Parrott Foundation

Charity number 1186987; Charitable Incorporated Organisation number CE020030

HARRISON/PARROTT FOUNDATION

Harrison/Parrott Foundation CIO

Registered Charity number 1186987

Trustees' annual report and Unaudited Accounts
For the year to 31 December 2021

Trustees' annual report and Unaudited Accounts

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Trustees' annual report

For the year to 31 December 2021

The Board presents its report and financial statements for the year ending 31 December 2021.

Reference and administrative information is set out on page 7 of this report. The financial statements comply with current statutory requirements, the Constitution and the Statement of Recommended Practice – Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Harrison/Parrott Foundation (HPF) is a Charitable Incorporated Organisation (CIO) incorporated and registered as a charity in 2019. The CIO was established under a Constitution which sets out the objectives and powers of the organisation.

The Trustees of HPF under charity law are also the Board Members. All Board Members give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in note 10 to the accounts.

The Trustees (and Board Members)

The charity trustees manage the affairs of the CIO and for that purpose exercise all the powers of the CIO. The charity trustees are also the members of the CIO. There is a maximum of 12 Trustees (and Board Members). The charity trustees are set out in the reference and administrative information on page X and are appointed for three years by a resolution passed by a meeting of the charity trustees. In selecting individuals for appointment as charity trustees regard is had to the skills, knowledge and experience needed for the effective administration of the CIO, and with the objective of promoting equal opportunities and reflecting and representing the diversity of the UK.

All incoming Trustees (and Board Members) will receive a current copy of the constitution, a copy of the CIO's latest Trustees' Annual Report and statement of accounts, and a copy of the current version of the Foundation's Trustee Handbook. The Board currently plans to meet four times a year.

How the Board functions

The Board is, in law, ultimately responsible for all aspects of the performance of HPF, but in practice operational matters are delegated to Harrison/Parrott Limited's (HPL) Chief Operating Officer supported by a number of HPL staff and the Foundation Secretary. No staff are directly employed by HPF.

The Board operates under a system of Policy Governance, set out in a single Board Policy Document defining:

- HPF's values and objectives
- Matters reserved to the Board
- Foundation standards including the handling of donations and legacies
- Financial activities, planning and budgeting
- Arrangements for Board meetings and agendas

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- Conduct of Board Members, roles and responsibilities

Relationship with Harrison/Parrott Limited

HPL launched HPF as part of its 50th anniversary celebrations throughout 2019/20 to champion diversity and inclusivity in the arts. HPL provides annual funding and personnel to manage and operate HPF. The majority of the charity trustees must be independent and not employed in any way by HPL.

Co-operation with other organisations

HPF has partnered with Tri-Borough Music Hub (TBMH) to develop the Artists for Inclusivity initiative as part of its delivery of subsidised music education in three West London boroughs.

Managing risk

In accordance with best practice, the Board has established and will continue to review a Register of Risks facing HPF. There are risks associated with governance, finance, operations, environmental and compliance. All are reviewed as to probability and impact.

It is not possible or desirable to run HPF without incurring any risk and the Register of Risks allows the Trustees (and Board Members) to identify and focus on the most serious risks so that actions can be taken to mitigate the most serious risks, while at the same delivering a service to meet HPF objectives and the identified needs of stakeholders.

Key risks identified are loss of and issues with key project team (HPL staff and artists), fund-raising, lack of direction and strategy, and activities potentially outside objects, powers or terms of gifts. Until such a point as HPF develops and can recruit a dedicated staff member HPF cannot control HPL staffing or allocation of resources to HPF. Protocols, policies and strategies are being developed to address the other risks.

Statements of policies

HPF has Safeguarding (children, young people and vulnerable adults), Privacy and Grant-making policies established and will introduce further policies as appropriate as the charity grows and develops.

OBJECTIVES AND ACTIVITIES

Public benefit statement

HPF as a registered charity is required to report how its activities in furtherance of its charitable powers provide public benefit, and the Trustees confirm that they have had regard to Charity Commission's guidance in this matter.

HPF has as its charitable purposes:

- the advancement of education in the musical arts are associated art forms; and
- the promotion of equality, diversity and inclusivity in the musical arts and associated arts, both amateur and professional, and fostering understanding between people from diverse backgrounds

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Main activities and plans

The HarrisonParrott Foundation is committed to working with the Tri-borough Music Hub (TBMH) as a delivery partner and has entered into a collaborative partnership arrangement. Subject to continued discussion and agreement with TBMH regarding the details, at the time of writing, our future work with the TBMH will involve the following:

- Workshops with HarrisonParrott artists – with medium-to-large group sizes, working with individuals, ensembles, and full orchestra, where appropriate. These workshops will be delivered in-person with online access available.
- Masterclasses with HarrisonParrott artists – with small-to-medium group sizes, focussing on a particular instrument. These workshops will be delivered in-person with online access available.
- Online music access awareness week showcasing the work of the TBMH.

Following easing of restrictions brought about by the COVID-19 pandemic and the appointment of a part-time Foundation Manager there was an increase in business development activities in Q4. The priority of HPF was to grow its activities and collaborative partnership base in a sensible and organic manner, such that its mission could, ultimately, reach more young people. As an element of this, partnership plans were drawn up with Orchestras for All, a charity operating three major programmes nationally for young people and educators, whose values closely align with those of HPF.

Similarly, HPF partnered with Music for All, a charitable organisation focussed on furnishing young people with musical instruments, to create a 'glossary' of musical instrument introductory videos with a narrative dimension related to barriers artists faced on their musical journeys. The videos are due for release on YouTube in summer 2022.

Finally, the HP Foundation decided, alongside its practical work breaking down barriers to participatory music activities for young people, to partner with research related to why young people experience barriers to arts activities. Plans were drawn up to partner with research performed by researchers and students as part of the Music, Mind and Brain programme at Goldsmiths, University of London.

Towards the end of the year, the HPF fundraising strategy was reviewed in advance of preparation of an updated fundraising strategy for the following year.

In March 2022 HPF was successful in recruiting an Education trustee to support the Board in overseeing the delivery of programs and projects, identification of potential projects for financing, and act as a connector to key leaders in education and potential partner organisations.

ACHIEVEMENTS AND PERFORMANCE

The charitable activities during the charity's second year continued to be hampered by the challenge of the COVID-19 pandemic.

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The following activities were carried out:

- Generation Success Conference, October 2021: aligned with the HPF commitment to equality, diversity and inclusion, HPF and HPL jointly hosted a stand at the Generation Success Virtual Careers Conference. The careers' conference is run annually and is aimed at promising University students from diverse minority backgrounds who would like to pursue careers in London.
- Preparation of 'glossary' of musical instrument introductory videos with a narrative dimension related to barriers artists faced on their musical journeys ready for release on YouTube in summer 2022.

FINANCIAL REVIEW

Results for the period and reserves

Incoming funds for the period to 31 December 2021, all unrestricted, totalled £29,228 (2020 - £20,336). Expenditure, primarily on seconded staff donated by HPL totalled £18,814 (2020 - £14,254), leaving a fund balance of £16,496 at the end of 2021 (2020 - £6,082).

At this early point in the charity the Trustees continue to plan to develop the working reserves to enable future projects and initiatives to be planned, including a grant-making policy.

All funds held at 31 December are 'free' reserves and funds which are freely available to spend on the charity's purposes. There were no restricted or designated funds at 31 December 2021.

Fundraising

HPL donated £10,000 (2020 - £2,650) during the period and provided donated services in the form of seconded personnel valued at £17,553 (2020 - £9,843). HPL has pledged £10,000 of funding for the 2022 financial year, and continued support in the form of seconded personnel. Additionally, the trustees plan during 2022 to develop a fundraising strategy to widen the charity's income base.

Gift Aid

The charity has registered with HMRC to enable it to claim gift aid on UK individual donations.

Statement of the Board's responsibilities

The charity trustees (who are Board members) are responsible for preparing the Trustees' report and accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the CIO and enable them to ensure that the accounts comply with the requirements of the Act and relevant accounting standards. They are also responsible for safeguarding the assets of the CIO and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Board Members have no beneficial interest in the CIO.

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REFERENCE AND ADMINISTRATIVE DETAILS

Registered office and principal address	South Wing Somerset House The Strand London WC2R 1LA
Web address	www.harrisonparrott.com/foundation
E-mail address	lan.giddons@harrisonparrott.co.uk
Bankers	National Westminster Bank 106 Finchley Road London NW3 5JN
Solicitors	Russell-Cooke 8 Bedford Row London WC1R 4BX
Independent Examiners	Dixon Wilson 22 Chancery Lane London WC2A 1LS

Charity Trustees (and Board Members) at 31 December 2021

Jasper Parrott	Chair
Lydia Connolly	
Jessika Gillam MBE	
Oliver Howell	
Alina Kireeva	
Jonathan Kuhles	
Samir Savant	

Officers and Staff at 31 December 2021

Lorna Aizlewood	Honorary Secretary
Ian Giddons	Honorary Treasurer

Funds held as custodian trustees on behalf of others

No funds are held as custodian trustees on behalf of others.

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Declarations

As the gross income of the charity now exceed £25,000 in the accounting period there is a requirement by law to have an independent examination or audit.

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

Signed on behalf of the charity trustees/Board Members

Signatures	<div><div>DocuSigned by: Jasper Parrott F7C8EF719859434...</div><div>Samir Savant</div></div>
Full names	<div>Jasper William Parrott</div> <div>Samir Savant</div>
Position	<div>Trustee</div> <div>Trustee</div>
Date	<div>1 July 2022</div>

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Independent examiner's report to the trustees of the Harrison/Parrott Foundation ('the Foundation')

I report to the trustees on my examination of the accounts of the Foundation for the year ended 31 December 2021.

Responsibilities and basis of report

As the charity trustees of the Foundation you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). You are satisfied that an audit is not required for this year under charity law and that an independent examination is needed.

I report in respect of my examination of the Foundation'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.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the accounts present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material 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 Foundation as required by section 130 of the 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.
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no 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.



STEVEN WAKEFIELD ACA

Dixon Wilson

22 Chancery Lane

London WC2A 1LS

20 July 2022

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Statement of financial activities for the year to 31 December 2021

	Note	Unrestricted funds £	2021 Total funds £	2020 Total funds £
Income from:	4			
Donations and legacies		29,227	29,227	14,508
Investments		1	1	5
Funds transferred from H/P International Arts Trust		-	-	5,823
Total		29,228	29,228	20,336
Expenditure on:	6			
Raising funds		177	177	2,290
Charitable activities		18,637	18,637	7,844
Website and logo design		-	-	4,120
Total		18,814	18,814	14,254
Net income		10,414	10,414	6,082
Other recognised gains/(losses)		-	-	-
Net movement in funds		10,414	10,414	6,082
Reconciliation of funds:				
Total funds brought forward		6,082	6,082	-
Total funds carried forward		16,496	16,496	6,082

All funds of the charity are unrestricted.

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Balance sheet at 31 December 2021

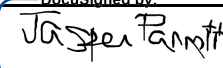
	Note	2021 Total funds £	2020 Total funds £
Current assets:			
Debtors and prepayments	8	1,594	1,594
Cash at bank and in hand		14,988	8,202
Total current assets		16,582	9,796
Liabilities:			
Creditors: Amounts falling due within one year	9	86	3,714
Total net assets		16,496	6,082
The funds of the charity:			
Unrestricted funds		16,496	6,082
Total charity funds		16,496	6,082

All funds of the charity are unrestricted.

In accordance with the Charities Act 2011 and the charity's constitution the charity was not required to obtain an audit or independent examination.

These accounts have been prepared in accordance with FRS 102 SORP.

Signed by a trustee on behalf of the Board of Trustees

Jasper William Parrott	Date of approval
 <small>DocuSigned by:</small> <small>F7C0EF710050434...</small>	1 July 2022

Notes to the accounts

For the year to 31 December 2021

1 - STATUTORY INFORMATION

The Harrison/Parrott Foundation (HPF) is a Charitable Incorporated Organisation (CIO) incorporated and registered as a charity in 2019.

The registered office address and principal place of business is South Wing, Somerset House, The Strand, London WC2R 1LA

2 - BASIS OF PREPARATION

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

These accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) which meet the requirements of the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

Going concern

The COVID-19 pandemic commenced during the year ended 31 December 2020 and continues to date. The full impact of the COVID-19 pandemic continues to evolve as of the date of this report and its magnitude is uncertain. However, the trustees have assessed the charity's financial position having considered the possible impact of COVID-19 pandemic and are of the opinion that the charity's financial position is sound, and that the charity will continue in operational existence for the foreseeable future.

3 - ACCOUNTING POLICIES

Income

Income is recognised when the charity becomes entitled to the resources, it is more than likely that the trustees will receive the resources, and the monetary value can be measured with sufficient reliability.

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Income from grants and donations, whether 'capital' or 'revenue', is recognised when the general income recognition criteria are met. In the case of any performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met.

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Legacies are included in the SOFA when receipt is probable, namely when there has been a grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

The charity has received no governments grants in the reporting period.

Donated services provided in the form of support on governance and carrying out the charitable activities from Harrison/Parrott Limited (HPL) personnel have been recognised as income in the SOFA based on the valuation provided by HPL, with an equivalent amount recognised as an expense under the appropriate heading. The time spent by HPL trustees has not been included in the SOFA.

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Income from interest is included in the accounts when receivable and can be measured reliably.

Expenditure and liabilities

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable clarity.

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs including public accountability of the charity and its compliance with regulations and good practice.

The charity has creditors which are measured at settlement amounts less any trade discounts.

The charity has no deferred income or provisions for liabilities at the balance sheet date.

The charity accounts for basic financial instruments on initial recognition as per paragraph 11.7 FRS 102 SORP.

Assets

The charity has no tangible fixed assets, intangible fixed assets, heritage assets, investments, or stocks.

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discount or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Cash at bank and in hand is held to meet short-term commitments as they fall due. At the reporting date all cash was held in a business reserve account.

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Fund accounting

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for charitable purposes.

Designated funds are unrestricted funds earmarked by the trustees for specific purposes.

As at the reporting date the charity has only unrestricted funds.

4 – INCOME

Analysis of income	Note	2021	2020
		Unrestricted funds	Total funds
			£
Donations and legacies			
Donations and gifts		10,674	10,674
Donated services	5	18,553	18,553
Total		29,227	14,508
Income from investments			
Interest income		1	1
Separate material item of income			
Funds transferred from H/P International Arts Trust		-	5,823
TOTAL INCOME		29,228	20,336

All funds of the charity are unrestricted.

5 – DONATED SERVICES

	Raising funds	Charitable activities	2021	2020
			£	£
Seconded staff	141	17,412	17,553	9,483
Pro-bono independent examiner fees	-	1,000	1,000	-
Total	141	18,412	18,553	9,483

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Donated services are provided from Harrison/Parrott Limited (HPL) personnel in the form of support on governance, finance and administration, and carrying out the charitable activities. Donated services are recognised at the point of delivery and valued at the respective employment cost to HPL. An equivalent amount is recognised as an expense under the appropriate heading. The analysis between raising funds and charitable activities is based on time allocation information provided by HPL.

The time spent by HPL personnel acting as trustees has not been recognised.

The value of voluntary help received from artists of HPL is not included as income in the accounts but is described in the trustees' annual report.

6 – EXPENDITURE

Analysis of expenditure	Notes	2021		2020
		Unrestricted funds	Total funds £	Total funds £
Expenditure on raising funds				
Incurring seeking donations		36	36	232
Staging fundraising events		-	-	302
Advertising		-	-	117
Support costs	5	141	141	1,639
Total		177	177	2,290
Expenditure on charitable activities				
Training		225	225	-
Support costs	7	18,412	18,412	7,844
Total		18,637	18,637	7,844
Separate material item of expense				
Website and logo design		-	-	4,120
TOTAL EXPENDITURE		18,814	18,814	14,254

All funds of the charity are unrestricted.

Included in Support costs on charitable activities is an amount for independent examiner fees £1,000 (2020 – nil). No other expenditure was incurred on other assurance services, tax advisory services or other related professional fees.

7 – ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

Activity	Activities undertaken directly	Support costs	2021	2020
	£	£	£	£
Tri-Borough Music Hub ‘Artists for Inclusivity’	-	3,610	3,610	2,445
Finance and administration	-	9,167	9,167	2,559
Governance	-	5,635	5,635	2,840
Total	-	18,412	18,412	7,844

8 – DEBTORS AND PREPAYMENTS

	2021	2020
	£	£
Trade debtors	-	-
Prepayments and accrued income	1,594	1,594
Other debtors	-	-
Total	1,594	1,594

Prepayments relate solely to event costs for a planned event now being rescheduled for 2023.

9 – CREDITORS AND ACCRUALS

	Amounts falling due within one year	Amounts falling due after more than one year	Amounts falling due within one year	Amounts falling due after more than one year
	2021	2021	2020	2020
	£	£	£	£
Trade creditors	86	-	3,714	-

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10 – TRUSTEE REMUNERATION

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity (2020 – none).

No trustee expenses have been incurred.

11 – RELATED PARTY TRANSACTIONS

There have been no related party transactions in the reporting period (2020 – none).

12 – STAFF COSTS AND EMPLOYEE BENEFITS

There are no staff employed by the charity.