

CC32 Accounts Direction – Harrogate Symphony Orchestra 2020/21 – 31 July 2022

	Direction	Action taken	Findings	Recommendation
1	<b>Check whether the charity is eligible to have an independent examination.</b> <b>The examiner must check to see if the charity is permitted to have an independent examination or whether it is required to have an audit by charity or company law or any other reason. If the trustees have chosen to prepare the accounts on a receipts and payments basis, the examiner must check that the charity is eligible for receipts and payments accounts.</b>			
a	<b>Check an audit is not required</b>	The charity is now incorporated as a CIO	That and Independent Examination is appropriate.	None.
b	<b>Check if subsidiaries or branches have been taken into account</b>	Asked trustees for confirmation.	There are no subsidiaries or branches.	None
	<b>Check if accruals accounts are required</b>	The charity is now incorporated as a CIO Gross income is less than £250k. There is no reference to audit requirement in the in the Foundation Constitution.	Receipts and payments option is appropriate.	None
	<b>The examiner is able to carry out the examination</b>	Review appendix 5: relevant experience /knowledge and professional qualification requirements.	Member of Chartered Institute of Management Accounts. Former executive director of a small charity and current FD of an Exempt charity.	None
	<b>Keeping the charity's income under review</b>	Check that income has not exceeded £250k (see also direction 3).	Income has not exceeded £250k.	None
	<b>Checking for any audit dispensation</b>	Not required.	n/a	None
	<b>If a company check for the audit exemption statement</b>	Not required.	n/a	None
	<b>Establishing early on that an independent examination can be carried out</b>	Consider checks above.	An independent examination can be carried out.	None
2	<b>Check for any conflict of interest that prevents the examiner from carrying out their independent examination.</b> <b>The examiner must not be influenced, or perceived to be influenced, by either close personal relationships with the trustees of the charity, being a major donor or having control or significant influence over a major funder to the charity, or through day to day involvement in the administration of the charity being examined. The examiner must ensure that there are no matters and no</b>			

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	<b>potential matters that would reasonably give rise to a perception of their independence that would affect their ability to carry out the examination in a wholly objective manner.</b>			
	<p><b>Examiner has no connection with the charity trustees which might inhibit the impartial conduct of the examination.</b></p> <p><b>S145(1)(a) “an independent person who is reasonably believed by the charity trustees to have the requisite ability and practical experience to carry out a competent examination of the accounts”.</b></p>		<p>The examiner is not a member of the charity, but is a member of the orchestra.</p> <p>Is an experienced, qualified accountant.</p> <p>Is not the book-keeper</p> <p>The examiner has advised on the preparation of the accounts but has not maintained the records.</p> <p>No conflict of interest – no day to day involvement in running the charity.</p> <p>No close relationship</p>	None
<b>3</b>	<p><b>Record your independent examination.</b></p> <p><b>The examiner must keep a record of their examination and the conclusions reached which is sufficient to allow a third party unconnected with their work to conclude that they have followed the Directions (including Directions 1 and 2)</b></p> <p><b>Working papers</b></p>			
	<ul style="list-style-type: none"> <li>• A communication with the trustees which confirms their appointment as the independent examiner</li> <li>• Confirmation that the examiner has the qualification (where required)</li> <li>• Confirmation that the charity is eligible for the independent examination</li> <li>• The analytical review (Direction 11)</li> <li>• Notes as to how any areas of concern identified have been resolved, including meetings with trustees and charity staff, together with details of any verification procedures used</li> <li>• Where verification procedures have been used, details of checks or vouching carried out during the examination, the conclusions reached on any areas of concern identified</li> <li>• The approved accounts (see Direction 6)</li> </ul>		<p>Emails discussing the examination and asking views.</p> <p>See D1 &amp; 2 above</p> <p>Accounts provided to IE prior to Members meeting, allowing review and report to be completed.</p> <p>Annual report not required</p> <p>Written assurances not deemed necessary.</p>	None

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	<ul style="list-style-type: none"><li>• The trustees annual report where accruals accounts are prepared (consideration of the trustees' annual report (see Direction 12)</li><li>• Relevant information that the examiner relied upon and/or considered in carrying out their examination for example copies of the governing document, trustees' meeting minutes and a record of discussions with the charity's trustees and the charity's</li><li>• Copies of any written assurances that the examiner has required of the trustees confirming amounts including within the accounts.</li><li>• The examiner's conclusions about what they have found out during the independent examination that support their examiners' report to the trustees (Direction 13)</li><li>• Details of any matters identified as matters of material significance which the examiner must report to the Commission or any relevant matters that the examiner chose to report to the Commission.</li></ul>			
4	<b>Plan the independent examination.</b> <b>In order to plan the specific examination procedures appropriate to the circumstances of the charity, the examiner must review:</b>			
	<ul style="list-style-type: none"><li>• <b>The charity's constitution</b></li></ul>	Constitution revised in the previous year, as Foundation CIO Constitution.	None	
	<ul style="list-style-type: none"><li>• <b>The way the organisation is controlled and managed</b></li></ul>	Trustees meet regularly to plan and organise concerts, review finances etc.	None	
	<ul style="list-style-type: none"><li>• <b>Whether action has been taken on any previous recommendations for improvement</b></li></ul>	No actions taken since previous year.	None	
	<ul style="list-style-type: none"><li>• <b>The accounting records and systems</b></li></ul>	Simple spreadsheet analysis is clear and easy to understand.	None	
	<ul style="list-style-type: none"><li>• <b>The charity's structure, its funds and how fund balances changed in the year; and</b></li></ul>	Reviewed opening and closing balances. Balances remain	None	

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			stable, as little activity during year.	
	<ul style="list-style-type: none"> <li>The charity's activities in the year and spending and the financial risks the charity faces.</li> </ul>		Careful management during Covid-19 lockdown, in post lock-down period, losses covered by reserves.	None
5	<b>Check that accounting records are kept to the required standard.</b>			
	The examiner must ensure that accounting records have been kept in compliance with the relevant legislative requirements.		Transactions listed on a spreadsheet.	None
	<b>Check that the accounts are consistent with the accounting records.</b>			
	The examiner must compare the accounts of the charity with the charity's accounting records in sufficient detail to reasonably conclude that the accounts are not materially inconsistent with the accounting records.		All transactions provided in a list on a spreadsheet, able to check them to invoices, where appropriate.	None
7	<b>If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly disclosed in the notes to the accounts.</b>			
	The examiner must check that the trustees have considered if there were any related party transactions in the reporting period and check whether the trustees have made the disclosures required by the applicable Statement of Recommended Practice (SORP) in the notes to the accounts.		<p>Reviewed the accounts, as presented to the members. Accounts prepared on a receipts and payments basis. Honoraria disclosed. Confirmation sought from Treasurer that the level of payment made appropriate and proportionate.</p> <p>Revised constitution makes the situation clearer.</p>	None.
8	<b>Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts. The examiner must:</b>			
	<ul style="list-style-type: none"> <li>Check whether the separate funds of the charity have been correctly accounted for and reported correctly in the accounts.</li> </ul>		No other separate funds.	None

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	<ul style="list-style-type: none"> <li>Check the reasonableness of any significant estimates or judgements.</li> </ul>		Receipts and payments basis, no estimates or judgements required.	
	<ul style="list-style-type: none"> <li>Where accruals accounts are prepared check that the accounting policies adopted are consistent with the applicable SORP and are appropriate to the activities of the charity.</li> </ul>		Accounts on a receipts and payments basis. Not applicable.	None
9	<p>The examiner must check whether the trustees have considered the financial circumstances of the charity at the end of the reporting period and, if the accounts are prepared on an accruals basis, check whether the trustees have made an assessment of the charity's position as a going concern when approving the accounts.</p>			
	Where either receipts and payments or accruals accounts are prepared, the examiner must consider whether the trustees have assessed what invoices, bills and commitments remain outstanding at the end of the reporting period and whether the trustees have identified if they can settle these as and when they fall due.		Accounts are prepared on a receipts and payments basis. There are sufficient cash balances for the charity to continue in operation and meet liabilities as they fall due. Trustees have chosen to manage reserves such that there is sufficient to cover concert costs in the event of there being a substantial loss of concert income.	None
10	<p>Check the form and content of the accounts. The examiner must carry out such procedures as the examiner considers necessary to provide a reasonable basis on which to conclude whether or not the accounts have been properly prepared. The examiner must:</p>			
	Where receipts and payments accounts have been prepared check that the charity can lawfully prepare such accounts, that all the accounting statements are present and that the funds of the charity are correctly identified		Receipts and payments are at a similar level the previous year. No statement of assets and liabilities.	None
11	<p>Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence. The examiner must carefully consider if, during the course of their examination, items were found that were material to the accounts which need further explanation or supporting evidence. If the examiner is concerned that the charity's accounts could be materially misstated then the examiner must undertake sufficient additional work to be satisfied that any such item has been explained and correctly included in the accounts. The examiner must be alert to any related party transactions that require separate disclosure in the accounts. Where the examiner is not satisfied on any item that the examiner must refer to it in their independent examiner's report.</p>			

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	Compare the analysis of the cash received and the cash spent in the current year with the previous year to identify any significant changes from year to year. The examiner is recommended to look for material items, differences or changes which require further explanation.		Review of payments (invoices) no unusual expenditure found.  Revised constitution has removed designated /restricted funds.	None. Recovery from Covid-19 has seen lower sales with losses on some concerts.
<b>12</b>	<b>Compare the trustees' annual report with the accounts.</b> <b>The examiner must compare any narrative information or figures in the trustees' annual report with the accounts in order to identify any material inconsistency between the trustees' annual report and the accounts.</b>			
	If accounts are prepared on the receipts and payments basis under section 42(3) there is no requirement placed on the examiner to comment on whether an inconsistency is present.		An annual report is not required	None
<b>13</b>	<b>Write and sign the independent examination report.</b> <b>The examiner must review the conclusions from their independent examination and then prepare and sign their independent examiner's report. The content of their report must cover all the matters required by the 2008 Regulations. If the examiner has identified a matter of concern because one or more of the specific matters listed in the 2008 Regulations or in this Direction are present or remain unresolved then the examiner must bring it to the attention of trustees in their independent examiner's report.</b>			
	Statutory duty to report matters of material significance to the Commission. These are listed in section 156(3) of the Charities Act 2011.		None to report	None



**Harrogate Symphony Orchestra CIO**  
**Annual Financial Statements**  
**Year to July 2022**

Concerts			Year to 31st July 2022	Year to 31st July 2021
	Income	Expenditure	Profit (Loss)	Profit (Loss)
December	6,823	5,359	1,464	0
Snowman	10,317	8,680	1,637	0
March	5,279	4,960	319	0
June	4,247	5,863	(1,616)	0
July	249	1,800	(1,551)	0
Future/Past Concerts	400	1,924	(1,524)	(4,792)
	<u>27,315</u>	<u>28,586</u>	<u>(1,271)</u>	<u>(4,792)</u>
Non Concert Attributable			(428)	(7,261)
Total			<u>(1,699)</u>	<u>(12,053)</u>
Bank Summary				
	Opening Balance		20,794	32,847
	Surplus (Defecit) as above		<u>(1,699)</u>	<u>(12,053)</u>
	Closing Balance		19,095	20,794

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**Year to July 2022**

<b>Non Concert Attributable</b>	<b>Year to 31st July 2022</b>	<b>Year to 31st July 2021</b>
	<b>Total</b>	<b>Total</b>
<b>Income</b>		
CD & DVD sales		
Subscriptions	6,196	100
Donations & Miscellaneous	0	
Gift Aid	2,050	
Advertising Income	100	
Owing to Ukraine Red Cross Appeal		
Tea & Coffee		
	<u>8,346</u>	<u>100</u>
<b>Expenditure</b>		
Video & Sound Recording Costs	330	
Rehersal Room	3,180	
MD Honorarium	2,500	2,500
Leader Honorarium	400	400
Website/Zoom costs	734	812
King of the Birds T-shirts	486	3,000
Gifts to Committee members	204	
Making Music Sub & PL Insurance	322	264
Postage & Stationery	281	91
Charitable Donation	-255	
Photography	135	
AGM Catering		
Bed Race	331	
Christmas Meal		
Gifts & Flowers	120	170
Sundry	6	124
	<u>8,774</u>	<u>7,361</u>
<b>Surplus/(Deficit)</b>	<u>-428</u>	<u>-7,261</u>



## **Independent examiner's report to the trustees of Harrogate Symphony Orchestra CIO**

I report to the trustees on my examination of the accounts of the Trust for the year ended on 31<sup>st</sup> July 2022.

### **Respective responsibilities and basis of report**

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

I report in respect of my examination of the Trust'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 examiner's statement**

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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Name:



Lydia Devenny

Relevant professional qualification or body:

ACMA

Address:

2 Mallinson Way, Harrogate, HG2 9HL

Date:

10/02/2023