



Report of the Trustees and Financial Statements

For the year ended 19th May 2023

For

The Symphonia Verbum Orchestra

Charity Number: 1199023

Report of the Trustees for the Year Ended 19th May 2023

The trustees present their report and the financial statements of the charity for the year ended 19th May 2023. The trustees have adopted the provisions of 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 2015).

Objectives and Activities

The Symphonia Verbum Orchestra is active in and around Stoke-on-Trent, Staffordshire, and Cheshire. The orchestra delivers regular public concerts as well as community programmes comprising school workshops, Key Stage concerts, and outreach events such as relaxed performances and hospital visits.

The SVO is dedicated to engaging and educating as wide and diverse an audience as possible and has a strong focus on making classical music as accessible and desirable as possible for everybody. We believe passionately that experiencing live music improves health and wellbeing and can also positively impact academic achievement and are therefore committed to enabling people from all backgrounds to have such experiences.

The objects of the charity are:

- 1) to promote, advance, improve and maintain public education in and appreciation of the art and science of Music in all its aspects through the presentation of public concerts, the provision of educational and other community engagement programmes and other projects, and by such other ways as the CIO through its trustees shall determine from time to time.
- 2) to advance the education of the public in the subject of Music.

Strategic Report

Achievement and performance Charitable activities

Throughout the past year, the orchestra has begun to nurture and strengthen its community links within Stoke on Trent, Staffordshire and Cheshire. Driving forward with its aim of providing opportunities to experience high quality events - including concerts and outreach projects.

As a newly appointed charity The SVO were quick to get started in delivering two school workshops to Smallwood CE Primary Academy in May 2022, funded by a grant, previously awarded by Congleton Inclosure Trust. The workshops consisted of a reduced orchestra visiting the school along with Joe Hearson the Artistic Director and Sophie Hearson the Orchestra Manager, introducing the children to the various instruments of the orchestra, what they sound like and how each one makes a sound. Joe Hearson, artistic director then conducted the orchestra encouraging the children to listen out for the different instruments playing their melodies.

Following this the children worked with orchestra members in groups of up to 10 to compose and perform their own compositions using graphic scores and percussion instruments. They composed on either a theme of the Titanic, or Sport and Energy. It proved to be a highly enjoyable afternoon with excellent results and positive feedback from the teaching staff.

On June 11th 2022 The SVO successfully played in their first performance since becoming a charity. They played at the Kings Hall, Stoke on Trent. The programme included the world premiere of Atefeh Einali's The Window, Max Bruch's Violin Concerto in G minor, Op 26 with soloist Laura Embrey and Vaughan Williams Symphony No.5 which was sponsored by The Vaughan Williams Charitable Trust in commemoration of the composer's 150th anniversary. As well as the mentioned sponsorship, Steve Mountford sponsored 100 tickets for the event, Dave and Lucy Moss and Ann and Ray Lowe also sponsored the event. The concert was described as 'brilliant', 'superb' and greatly enjoyed by those that attended.

During September 2022 The SVO delivered workshops at Eaton Bank School in Congleton, Cheshire. The workshops were delivered to seven of the secondary school's local catchment primary schools. A total of 269 students took part in the workshops spread across morning and afternoon sessions. It was well received by both the students taking part and the adults present.

In October Forest Park primary school, Stoke on Trent took part in workshops led by The SVO. The theme for these workshops was the first world war. The format of the workshop was similar to previous workshops with the children being introduced to various orchestral instruments, the sound they make and their place within an orchestra. They then worked in groups to produce their own compositions using a picture as a stimulus for ideas.

Also in October, Joe Hearson, visited U3A's Congleton branch to give a talk about The SVO and its latest concert.

Through one of the orchestra's sponsorship packages Sandra Hearson sponsored a player for the season.

November 5th 2022 was The SVO's second concert, a teatime concert. The programme included Brahms' Academic Festival Overture Op.80, Mozart's Clarinet Concerto in A major K.622, performed by soloist Andy Mellor and Elgar's Variations on an Original Theme Op.36. Steve Mountford again sponsored tickets for the event and donations from Dave and Lucy Moss and Ann and Ray Lowe were also received.

Between December 2022 – April 2023 some time has been spent focusing on raising funds and developing ideas to enable the orchestra to continue to move forward. During this time Steve Mountford offered to fully sponsor The SVO's next concert – 10th June 2023, for £10000. The trustees expressed grateful thanks as well as the Joe Hearson the artistic director. Christine Halliday kindly offered to sponsor the orchestra with money sponsored purchasing a much-needed conductor's podium.

During this time it was agreed that the charity needed some professional advice, a fundraising consultant would be ideal and help us in an area none of us had any expertise or experience.

After meeting with a couple of possible candidates, Jen Holyhead was appointed. She has experience in fundraising for the arts and in the short time she has been with us has proved invaluable into her insights and approach to fundraising for the orchestra. Two small grants have been applied for and a significant one specifically relating to Stoke on Trent.

Future Plans

In the very near future The SVO's 'Summer Spectacular' June concert takes place, already fully sponsored. The concert includes two soloists trumpeter Matt Williams who will be performing Haydn's Trumpet Concerto in Eb major and baritone Jordan Harding who will be singing some operatic classics.

Longer term The SVO has planned an exciting season including relaxed performances, specialist children's performances including an illustrator animating the concert, a range of workshops within schools, particularly targeting schools with high pupil premium and further community based workshops. It hopes to take the orchestra to people that may not be able to access their concerts and consolidate the work it does across the area, building successful collaborations across the community. This will be subject to successful funding being in place and shall be reviewed dependent on this.

Structure, Governance and Management

The charity is controlled by its governing document.

Charity Number: 1199023

Registered Office

Crotchety Cottage, Martins Moss Lane, Smallwood, Sandbach, Cheshire, CW11 2UW, England, UK

Trustees

Lucy Moss – Chair of Trustees

A handwritten signature in cursive script that reads "Lucy Moss".

22nd September 2023

Registered number
CE001171
Charity Number: 1156432

The Symphonia Verbum Orchestra
Charitable Incorporated Organisation
Report and Accounts
18 May 2023

**The Symphonia Verbum Orchestra
Financial Statements
for the year ended 18 May 2023**

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**The Symphonia Verbum Orchestra
Charity Reference and Administrative Details
for the year ended 18 May 2023**

Trustees

Lucy Elizabeth Moss (Chair)
Christine Margaret Halliday
Sandra May Hearson

Accountants

Protax Consultants Ltd
Lombard Business Park
8 Lombard House
Wimbledon
SW19 3TZ

Registered office

Crotchety Cottage
Martin Moss Lane
Smallwood
Cheshire
CW11 2UW

Registered number

CE029017

**The Symphonia Verbum Orchestra
Trustees' Annual Report
for the year ended 18 May 2023**

The trustees present their report and the financial statements of the charity for the year ended 18 May 2023.

The financial statements have been prepared on the accruals basis and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards. The financial statements have been prepared on the accruals basis and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland published on October 2019 (second edition).

Trustees of the charity

The directors of the charitable incorporated organisation are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end are named on page 1.

Name, registered office and registration number of the charity

The full name of the Charity is The Symphonia Verbum Orchestra

The legal registration details are :-

The Registered Office is	Crotchety Cottage Martin Moss Lane Cheshire CW11 2UW
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Charity Registration Number	1199023
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Objectives and activities

The Symphonia Verbum Orchestra (SVO) is active in and around Stoke-on-Trent, Staffordshire and Cheshire. The Orchestra delivers regular public concerts, and outreach events such as relaxed performance and hospital visits.

The SVO is dedicated to engaging and educating as wide and diverse an audience as possible and has a strong focus on making classical music accessible and desirable as possible for everybody. We believe passionately that experiencing live music improves health, wellbeing and can also positively impact academic achievements and are therefore committed to enabling people from all backgrounds to have such experiences.

The Charity is governed by its Constitution. Its objects are:

- to promote, advance, improve and maintain public education in and appreciation of the art and science of Music in all its aspects through the presentation of public concerts, the provision of educational and other community engagement programmes and other projects, and by such other ways as the CIO through its trustees shall determine from time to time.
- to advance the education of the public in the subject of Music.

**The Symphonia Verbum Orchestra
Trustees' Annual Report
for the year ended 18 May 2023**

Achievements and performance

Throughout the past year, the orchestra has begun to nurture and strengthen its community links within Stoke on Trent, Staffordshire and Cheshire. Driving forward with its aim of providing opportunities to experience high quality events - including concerts and outreach projects.

As a newly appointed charity The SVO were quick to get started in delivering two school workshops to Smallwood CE Primary Academy in May 2022, funded by a grant, previously awarded by Congleton Inclosure Trust. The workshops consisted of a reduced orchestra visiting the school along with Joe Hearson the Artistic Director and Sophie Hearson the Orchestra Manager, introducing the children to the various instruments of the orchestra, what they sound like and how each one makes a sound. Joe Hearson, artistic director then conducted the orchestra encouraging the children to listen out for the different instruments playing their melodies.

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The Symphonia Verbum Orchestra Trustees' Annual Report for the year ended 18 May 2023

Between December 2022 – April 2023 sometime has been spent focusing on raising funds and developing ideas to enable the orchestra to continue to move forward. During this time Steve Mountford offered to fully sponsor The SVO's next concert – 10th June 2023, for £10000. The trustees expressed grateful thanks as well as the Joe Hearson the artistic director. Christine Halliday kindly offered to sponsor the orchestra with money sponsored purchasing a much-needed conductor's podium.

During this time, it was agreed that the charity needed some professional advice, a fundraising consultant would be ideal and help us in an area none of us had any expertise or experience.

After meeting with a couple of possible candidates, Jen Holyhead was appointed. She has experience in fundraising for the arts and in the short time she has been with us has proved invaluable into her insights and approach to fundraising for the orchestra. Two small grants have been applied for and a significant one specifically relating to Stoke on Trent.

Financial Review

The statement of financial activities for the year ended is set out on the receipts and payments account. The trustees are optimistic that the following years will generate more net incoming resources.

Structure, governance and management

The charity is a charitable incorporated organisation and was registered on the 19th of May 2023.

The trustees who served during the period are detailed on page 1. The current trustees decide on the appointment of new trustees. New trustees are proposed by the existing trustees and are appointed at Annual General Meeting. The Chair is Lucy Elizabeth Moss.

Future developments

In the very near future The SVO's 'Summer Spectacular' June concert takes place, already fully sponsored. The concert includes two soloists trumpeter Chris Avison who will be performing Haydn's Trumpet Concerto in Eb major and baritone Jordan Harding who will be singing some operatic classics.

Longer term The SVO has planned an exciting season including relaxed performances, specialist children's performances including an illustrator animating the concert, a range of workshops within schools, particularly targeting schools with high pupil premium and further community based workshops. It hopes to take the orchestra to people that may not be able to access their concerts and consolidate the work it does across the area, building successful collaborations across the community. This will be subject to successful funding being in place and shall be reviewed dependent on this.

Reserve policy

The policy of the trustees is to continue to maintain unrestricted reserves at a reasonable level to fulfil the objects of the Charity and allow it to make support in the following year. The trustees have decided that the Charity should have minimum reserves of £2,000.

**The Symphonia Verbum Orchestra
Trustees' Annual Report
for the year ended 18 May 2023**

Trustees' responsibilities

The trustees of The Symphonia Verbum Orchestra, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with Charities Act 2011.

Law applicable to Charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is appropriate to presume that the Charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the Charities Act 2011. 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.

This report was approved by the board on 12 July 2023 and signed on its behalf.

Lucy Elizabeth Moss

**Lucy Elizabeth Moss
Trustee**

The Symphonia Verbum Orchestra
Statement of assets and liabilities as at 18 May 2023

		2023 £
Current assets		
Cash at bank and in hand	1,744	
Creditors: amounts falling due within one year	(750)	
Net current assets	<hr/>	994
Net assets	<hr/>	<hr/> 994 <hr/>
Charity funds		
Unrestricted funds		994
Total charity funds		<hr/> 994 <hr/>

Signed on behalf of the board of trustees.

Lucy Elizabeth Moss

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Lucy Elizabeth Moss
Trustee (Chair)
12 July 2023

CIO registration number: CE029017

The Symphonia Verbum Orchestra

Report to the directors on the preparation of the unaudited statutory accounts of The Symphonia Verbum Orchestra for the year ended 18 May 2023

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of The Symphonia Verbum Orchestra for the year ended 18 May 2023 which comprise of the Profit and Loss Account, the Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://rulebook.accaglobal.com/>

This report is made solely to the Board of Directors of The Symphonia Verbum Orchestra, as a body, in accordance with the terms of our engagement letter dated 11 July 2023. Our work has been undertaken solely to prepare for your approval the accounts of The Symphonia Verbum Orchestra and state those matters that we have agreed to state to the Board of Directors of The Symphonia Verbum Orchestra, as a body, in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at <http://www.accaglobal.com/factsheet163>. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The Symphonia Verbum Orchestra and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that The Symphonia Verbum Orchestra has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit of The Symphonia Verbum Orchestra. You consider that The Symphonia Verbum Orchestra is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of The Symphonia Verbum Orchestra. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

Protax Consultants Ltd

**Protax Consultants Ltd
Chartered Certified Accountants & Registered Aud
Lombard Business Park
Unit 18, 8 Lombard House
Wimbledon
SW19 3TZ**

12 July 2023

The Symphonia Verbum Orchestra
Profit and Loss Account
For the period year ended 18 May 2023
This schedule does not form part of the statutory accounts

	Notes	2023 £
Income		
Total Income from charitable activities	1	<u>10,782</u>
 Charitable expenditure		
Charitable expenses	2	<u>6,884</u>
Legal and professional costs:		
Accountancy fees		<u>750</u>
Administrative expenses		<u>2,154</u>
Profit		<u><u>994</u></u>

The Symphonia Verbum Orchestra
Notes to the Financial Statements
for the year ended 18 May 2023

1	Income	2023
		£
	Corporate sponsorship	300
	Donations	5,006
	Fees generated from concert	4,526
	Fees generated from workshop	950
		<u>10,782</u>

2	Charitable Expenditure	2023
		£
	Concert fees	5,604
	Workshop fees	1,280
		<u>6,884</u>

To: Protax Consultants Ltd
Lombard Business Park
Unit 18, 8 Lombard road
Wimbledon
SW19 3TZ

The following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience such as we consider necessary in connection with your report on the [charitable company's / charity's]¹ financial statements for the year ended [date]. These enquiries have included inspection of supporting documentation where appropriate. All representations are made to the best of our knowledge and belief.

General

1. We acknowledge that the work performed by you is substantially less in scope than an audit performed in accordance with International Standards on Auditing (UK) and that you do not express an audit opinion.
2. We confirm that the charitable company qualifies as small in accordance with the conditions set out in chapter 1 of part 15 of the Companies Act 2006.
3. We confirm that the charitable company was entitled to exemption under section 144 of the Charities Act 2011 from the requirement to have its financial statements for the financial year ended [date] audited. We also confirm that the members have not required the company to obtain an audit of its financial statements for the financial year in accordance with section 476 of the Companies Act 2006.
4. We have fulfilled our responsibilities as trustees as set out in the terms of your engagement letter dated 11 July 2023 under the Companies Act 2006, for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK Generally Accepted Accounting Practice), for being satisfied that they give a true and fair view.
5. All the transactions undertaken by the charitable company have been properly reflected and recorded in the accounting records.
6. All the accounting records and related financial information, including minutes of all management and trustee meetings and correspondence with The Charity Commission have been made available to you for the purpose of your work.

Assets and liabilities

7. The charitable company has satisfactory title to all assets and there are no liens or encumbrances on the charitable company's assets, except for those that are disclosed as applicable in the notes to the financial statements.
8. All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as applicable.
9. We have no plans or intentions that may materially alter the carrying value and where relevant the fair value measurements or classification of assets and liabilities reflected in the financial statements.
10. The charitable company has not granted any advances or credits to, or made guarantees on behalf of, trustee other than those disclosed in the financial statements.

Legal claims

11. We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for and disclosed as applicable in the financial statements.

Laws and regulations

12. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

Related parties

13. Related party relationships and transactions have been appropriately accounted for and disclosed as applicable in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of [company / charity]¹ law or accounting standards.

Subsequent events

14. All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed as applicable.

Going concern

15. We believe that the charitable company's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charitable company's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charitable company's ability to continue as a going concern need to be made in the financial statements.

Grants and donations

16. All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

Restricted grants and donations

17. There are none

Yours faithfully

Lucy Elizabeth Moss

.....
Signed on behalf of the board of trustees

12 July 2023



TAX INVOICE

The Symphonia Verbum orchestra
Crotchety Cottage
Martins Moss Lane
Martins Moss
Smallwood
Sandbach
Cheshire East
CW11 2UW
GBR

Invoice Date
11 Jul 2023

Invoice Number
INV-0046

Reference
Accounts 23


Protax Consultants Ltd
Lombard Business Park
Unit 18, 8 Lombard House
Wimbledon
SW19 3TZ
UNITED KINGDOM

Description	Quantity	Unit Price	Amount GBP
In connection with preparation of financial statements for the period ended 18th May 2023.	1.00	725.00	725.00
Subtotal			725.00
TOTAL NO VAT			0.00
TOTAL GBP			725.00

Due Date: 25 Jul 2023

Bank Details
Mettle
Account holder: Protax Consultants Ltd
Sort Code: 04-03-33
Account number: 33688593

Registered to carry out audit work in UK & Ireland by the Association of Chartered Certified Accountant. Details about our audit registration can be viewed at www.auditregister.org.uk, under company reference number 5743262.

	
<h1>PAYMENT ADVICE</h1>	
To: Protax Consultants Ltd Lombard Business Park Unit 18, 8 Lombard House Wimbledon SW19 3TZ UNITED KINGDOM	
Customer	The Symphonia Verbum orchestra
Invoice Number	INV-0046
Amount Due	725.00
Due Date	25 Jul 2023
Amount Enclosed	Enter the amount you are paying above

To the Board of Trustees The Symphonia Verbum Orchestra
Crotchety Cottage
Martins Moss Lane
Smallwood
Cheshire
CW11 2UW

Dear Sirs,

This letter including the standard terms and conditions of business dated 11 July 2023 set out the basis on which we are to compile the statutory financial statements and perform other accounting services.

ACCOUNTING SERVICES

1 Your responsibilities

Your responsibilities as trustees of The Symphonia Verbum Orchestra (the charity) are set out below:

- 1.1 As trustees of the charity, you are responsible for maintaining proper accounting records and an appropriate system of internal control for the charity and for preparing the account and statement in accordance with the Charities Act 2011 and regulations thereunder and you are also responsible for preparing the annual report and accounts which give a true and fair view and have been prepared in accordance with (United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and the Charities Act 2011 ("the Act") and regulations thereunder.
- 1.2 Your responsibility for preparation of the financial statements extends to the application of exemptions and options on transition to, and application of, new accounting standards. As trustees of the charity you should also consider the impact of new accounting standards on the charity, including the impact on going concern.
- 1.3 In accordance with the Charities Act 2011 section 133, where the charity's gross income in any financial year does not exceed £250,000, the charity's trustees may elect to prepare a receipts and payments account and a statement of assets and liabilities as its annual statement of accounts. You have elected to prepare such an account and statement.

As trustees of a charity, you are under a duty to prepare an annual report for each financial year complying in its form and content with regulations made under the Charities Act 2011. You should also have regard to the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' 2005 / 2015 (FRS 102) / 2015 (FRSSE)¹, issued by the joint SORP-making body, and any subsequent amendments or variations to this statement.

- 1.4 Under the Charities Act 2011 We have a statutory responsibility to state whether or not any matters have come to our attention to which in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached, and to report

whether or not any matter has come to our attention in connection with the examination which gives us reasonable cause to believe that in any material respect:

- accounting records have not been kept by the charity in accordance with Section 130 Charities Act 2011;
- the accounts are not in agreement with the accounting records; and
- the accounts do not comply with the accounting requirements of the Charities Act 2011.

1.5 You have agreed that your staff will be responsible for:

- keeping the record of receipts and payments;
- reconciling the balances monthly with the bank statements;
- keeping posted and balanced the accounting ledgers;
- preparing a detailed list of ledger balances;

1.3 You have undertaken to make available to us, as and when required, all the [charitable company's / charity's]¹ accounting records and related financial information, including minutes of management and Board meetings, necessary for the compilation of the accounts and you will make full disclosure to us of all relevant information.

2 Our responsibilities

2.1 You have asked us to help you compile the statutory financial statements in accordance with the requirements of the [Companies Act 2006, the]¹ [Charities Act 2011 / Charities and Trustee Investment (Scotland) Act 2005 / Charities Act (Northern Ireland) 2008]¹ and regulations made under it and with the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' 2015 (FRS102) [,and for preparing accounts for filing]. We will compile the annual financial statements for your approval based on the accounting records maintained by you and the information and explanations given to us by you. In carrying out our engagement we will make enquiries of management and undertake any procedures that we judge appropriate.

2.2 During the course of completing our work, we will advise you on whether your accounting records are appropriate for the preparation of financial statements, in doing so we will also recommend any improvements we may come across.

2.3 We have a professional duty to compile financial statements that conform with generally accepted accounting principles from the accounting records and information and explanations given to us. Where we identify that the financial statements do not conform with the requirements of legislation or with the guidance issued by the [Charity Commission / Office of the Scottish Charity Regulator / Charity Commission for Northern Ireland]¹ or if the accounting policies adopted are not immediately apparent, this will need to be disclosed in the financial statements. We will not compile financial statements if the accounting principles, or the accounting policies selected by management, are inappropriate.

2.4 We have a professional duty not to allow our name to be associated with financial statements that we believe could be misleading. Therefore, should we, for any reason, believe the financial

statements may be misleading, we will discuss the matter with you and agree appropriate adjustments or disclosures required. In situations where the proposed adjustments that we consider necessary are not made, and as a result the financial statements are misleading, we will withdraw from the engagement.

Other accounting services

- 1.1 We will also carry out the following services as your agent on the basis that you will make full disclosure to us of all relevant information:
- providing assistance in preparing and lodging returns with the Registrar of Companies; and
 - investigating irregularities and fraud upon receiving specific instructions.

OTHER SERVICES

If any other services are required at a later date these will be agreed with the practice and a supplementary section of this engagement letter will be sent to you covering the specific services required.

STANDARD TERMS AND CONDITIONS OF BUSINESS

The following terms of business apply to all engagements accepted by Protax Consultants Ltd. All work is carried out under these terms except where changes are expressly agreed in writing.

1.0 Professional rules and practice guidelines

- 1.1 We will observe and act in accordance with the bye-laws, regulations and code of ethics of the Institute of Chartered Certified Accountants in England and Wales and accept instructions to act for you on this basis. You give us the authority to correct errors made by HMRC where we become aware of them. We will not be liable for any loss, damage or cost arising from my compliance with statutory or regulatory obligations. The requirements are available on the internet. The link is as follows:

<http://www.accaglobal.com/uk/en/member/practice/practising-information/information-handbook.html>.

2.0 Investment advice

- 2.1 If during the provision of professional services to you, you need advice on investments, we may have to refer you to someone who is authorised by the Financial Services Authority or licensed by a Designated Professional Body, as I am not.

3.0 Commissions or other benefits

- 3.1 In some circumstances I or one of my associates may receive commissions or other benefits for introductions to other professionals or transactions I or such associates arrange for you. In this case, we will notify you in writing of the amount, the terms of payment and receipt of any such commissions or benefits. The fees you would otherwise pay as described below will

not be reduced by such amounts. You agree that I or my associates, can retain the commission or other benefits without being liable to account to you for any such amounts.

4.0 Clients' money regulations

- 4.1 We are not planning to hold any money on your behalf. If needed we will agree this in advance and the money will be held in trust in a client bank account, which is segregated from the firm's funds.
- 4.2 All client monies will be held in an interest-bearing account. To avoid excessive administration, interest will only be paid to you where the amount earned on the balances held on your behalf in any calendar year exceeds £25.00. If the total sum of money held on your behalf is enough to give rise to a significant amount of interest or is likely to do so, then we will put the money in a designated interest-bearing client bank account and pay the interest to you. Subject to any tax legislation, interest will be paid gross.
- 4.3 We will return monies held on your behalf promptly as soon as there is no longer any reason to retain those funds. If any funds remain in our client account that are unclaimed and the client to which they relate has remained untraced for five years or we as a firm cease to practise, then we may pay those monies to a registered charity.

5.0 Retention of records

- 5.1 During our work we will collect information from you and others acting on your behalf and will return any original documents to you following preparation of your financial statements and tax return. You should retain them for 6 years from the 31 January following the end of the accounting year. You should retain them for longer if HM Revenue & Customs enquire into your tax return.
- 5.2 Whilst certain documents may legally belong to you, unless you tell us not to, we intend to destroy correspondence and other papers that are more than six years old, except documents I think may be of continuing significance. You must tell us if you wish us to keep any document for any longer period.

6.0 Conflicts of interest and independence

- 6.1 We reserve the right during our engagement with you to deliver services to other clients whose interests might compete with yours or are or may be adverse to yours, subject to 7 below. We confirm that we will notify you immediately should we become aware of any conflict of interest involving us and affecting the company.

7.0 Confidentiality

- 7.1 We confirm that where you give us confidential information, We shall at all times keep it confidential, except as required by law or as provided for in regulatory, ethical or other professional statements relevant to our engagement.

8.0 Data Protection

- 8.1 To enable us to discharge the services agreed in this engagement letter, comply with related legal and regulatory obligations and for other related purposes including updating and enhancing client records and analysis for management purposes, as a data controller, we may obtain, use, process and disclose personal data about your company its shareholders, officers and employees as described in our privacy notice. We confirm when processing data on your behalf that we will comply with the provisions of all relevant data protection legislation and regulation (Including the Data Protection Act 2018, the General Data Protection Regulation (GDPR) and any related regulations).
- 8.2.1 You are also an independent controller responsible for complying with data protection legislation and regulation in respect of the personal data you process and, accordingly where you disclose personal data to us you confirm that such disclosure is fair and lawful and otherwise does not contravene relevant requirements. Nothing within this engagement letter relieves you as a data controller of your own direct responsibilities and liabilities under data protection legislation and regulation.
- 8.2.2 Our privacy notice, which is enclosed explains how we process personal data in respect of the various services that we provide.

9.0 Proceeds of Crime Act 2002 and Money Laundering Regulations 2017

- 9.1 In common with all accountancy and legal practices, the firm is required by the Proceeds of Crime Act 2002 and the Money Laundering Regulations 2017 to:
- have due diligence procedures for the identification of all clients;
 - maintain appropriate records of evidence to support customer due diligence; and
 - report in accordance with the relevant legislation and regulations.

10.0 Help us give you the best service

- 10.1 We wish to provide a high quality of service at all times. If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please let us know by contacting us on 0208 545 7451.

11.0 Contracts (Rights of Third Parties) Act 1999

- 11.1 Only someone who is a party to this agreement has the right under the Contracts (Rights of Third Parties) Act 1999 to enforce any of its terms. This clause does not affect any right or remedy that exists independently of the Act.
- 11.2 The advice we give you is for your sole use and is confidential to you and will not constitute advice for any third party to whom you may communicate it. We will accept no responsibility to third parties for any aspect of our professional services or work that is made available to them.

12.0 Fees

12.1 Our fees are calculated on the basis of the time spent on your affairs and on the levels of skill or responsibility involved. Our fees will be billed upon completion of the service, together with outlays and VAT, and our invoices will be due for payment when issued.

12.2 If we need to do work outside the responsibilities outlined in our engagement letter, we will advise you in advance. This will involve additional fees.

12.3 We reserve the right to charge interest on overdue accounts at the current rate under the Late Payment of Commercial Debts (Interest) Act 1998. We also reserve the right to terminate our engagement and cease acting if payment of any fees billed is unduly delayed.

13.0 Applicable law

13.1 Our engagement with you is governed by, and interpreted in accordance with, English law. The Courts of England shall have exclusive jurisdiction in relation to any claim, dispute or difference concerning our engagement letter and terms of business and any matter arising from or under them. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inconvenient forum, or to claim that those courts do not have jurisdiction.

14.0 The Provision of Services Regulations 2009

The details of our professional indemnity insurer can be obtained from our office.

15.0 Limitation of liability

15.1 In the event of any claim arising in respect of the professional services, you have agreed that the sum of five times the fee received for work performed on your behalf in respect of the tax year represents the maximum total liability to you in respect of the firm. This maximum total liability includes any claims in respect of breaches of contract, tort or otherwise in respect of the professional services and shall also include interest.

15.2 We will provide services as outlined in this letter with reasonable care and skill. However, to the fullest extent permitted by law, We will not be responsible for any losses, penalties, surcharges, interest or additional tax liabilities where you or others supply incorrect or incomplete information, or fail to supply any appropriate information or where you fail to act on our advice or respond promptly to communications from us or the tax authorities.

You will not hold our firm and staff, responsible, to the fullest extent permitted by law, for any loss suffered by you arising from any misrepresentation (intentional or unintentional) supplied to us orally or in writing in connection with this agreement. You have agreed that you will not bring any claim in connection with services we provide to you against any of our partners or employees personally.



Our work is not, unless there is a legal or regulatory requirement, to be made available to third parties without our written permission and we will accept no responsibility to third parties for any aspect of our professional services or work that is made available to them.

16.0 Communicating with you

- 16.1 We will communicate with you in relation to the company's accounting and other affairs having agreed with you that you will represent the company.
- 16.2 We may communicate with you by email. As with other means of delivery this carries with it the risk of inadvertent misdirection or non-delivery. The recipient is responsible for carrying out a virus check on attachments.
- 16.3 Internet communications may be corrupted, and we accept no responsibility for changes to such communications after their dispatch. It may therefore be advisable to get written confirmation of advice provided by email. We do not accept responsibility for any errors or problems that may arise through the use of the internet, and you must accept all risks connected with sending commercially sensitive information relating to the company. If you do not accept this risk, you should notify us in writing that email is not acceptable to you.

17.0 Agreement of terms and conditions

17.1 Period of engagement

- 17.1.1 This engagement will start on 11 July 2023 with the company.
- 17.1.2 This letter supersedes any previous engagement letter for the period covered. Once agreed, this letter will remain effective from the date of signature until it is replaced. You or we may agree to vary or terminate our authority to act on your behalf at any time without penalty. Notice of variation or termination must be given in writing.



17.2 Confirmation of your agreement

17.2.1 Please confirm your agreement to the terms of this letter and the attached terms of business by signing and returning the enclosed copies.

17.2.2 If this letter and the attached terms of business are not in accordance with your understanding of our terms of appointment, please let us know.

Yours sincerely

Protax Consultants Ltd

Protax Consultants Ltd

We acknowledge receipt of this letter, and we agree to this letter, which together with the terms of business fully records the agreement between us concerning your appointment to carry out the work described in it.

Lucy Elizabeth Moss

Lucy Elizabeth Moss

Name..... Signed

Jul 19 2023

Date

On behalf of board of Trustees

Furthermore, we agree to personally guarantee any outstanding fees that have not been paid to your practice for work carried out.

Lucy Elizabeth Moss

Lucy Elizabeth Moss

Name..... Signed

Jul 19 2023

Date

On behalf of board of Trustees



+44 208 545 7451



info@protax.org.uk



www.protax.org.uk



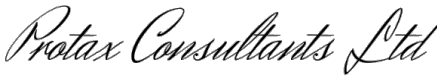
Lombard Business Park, G18, 8 Lombard House, Wimbledon, SW19 3TZ



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