

# HERTFORD SYMPHONY ORCHESTRA

England & Wales · Charity number 270513

## Details

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**Other names** H S O

**Status** Registered

**Legal form** Other

**Registered** 1976-01-20

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 35 St. Leonards Road  
Hertford  
SG14 3JW

**Phone** 01763288367

**Website** [www.hertfordsymphonyorchestra.org.uk](http://www.hertfordsymphonyorchestra.org.uk)

## Activities

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**Objects:** TO EDUCATE THE PUBLIC IN THE ARTS AND SCIENCES AND IN PARTICULAR THE ART AND SCIENCE OF MUSIC BY THE PRESENTATION OF CONCERTS AND OTHER ACTIVITIES.

**Activities:** The principle activities of the Orchestra in the year under review are to promote live music by putting on concerts in the East Herts area including involving schools in children's and Christmas concerts, and to increase the standards of the local amateur musicians by engaging professional musicians to work and tutor.

## Classification

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- **How:** Provides Services
- **What:** Education/training, Arts/culture/heritage/science, Economic/community Development/employment
- **Who:** Children/young People, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

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- Hertfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£37,786	£37,095	-	-
2024-07-31	£29,901	£31,198	-	-
2023-07-31	£30,492	£29,727	-	-
2022-07-31	£26,912	£29,756	-	-
2021-07-31	£31,066	£5,148	-	-
2020-07-31	£23,364	£24,483	-	-

## Trustees

Name	Role	Appointed
<b>ANDY MEDHURST</b>	Chair	
Andrew Pummell		2023-09-05
Christopher John Woodrow		2023-09-05
HILDA MONIQUE BLACKFORD		2023-09-05

**HERTFORD SYMPHONY ORCHESTRA**

England & Wales - Charity number 270513

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# Accounts

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THE HERTFORD SYMPHONY ORCHESTRA YEAR ENDED 31 JULY 2025

FINANCIAL STATEMENTS  
THE HERTFORD SYMPHONY ORCHESTRA  
YEAR ENDED 31 JULY 2025

## **CONTENTS**

<b>Orchestra information</b>	<b>3</b>
<b>Orchestra Committee Report</b>	<b>4</b>
<b>Orchestra Committee's responsibilities</b>	<b>5</b>
<b>Independent Examiners Report</b>	<b>6</b>
<b>Balance Sheet</b>	<b>7</b>
<b>Income &amp; Expenditure Account</b>	<b>8</b>
<b>Notes to the accounts</b>	<b>9-10</b>

## ORCHESTRA INFORMATION

Music Director/Conductor	Jonathan Mann
Leader	Emily Groom
Chairman:	Andrew Medhurst
Honorary Secretary:	Chris Woodrow
Honorary Treasurer:	Monique Blackford
Orchestra Committee Members:-	See Committee's report
Registered office	35 St Leonard's Road, Bengeo, Hertford, Herts, SG14 3JW
Charity Registration Number	270513
Bankers	National Westminster Bank Plc 104 Fore Street Hertford Herts SG14 1YY

## **ORCHESTRA COMMITTEE'S REPORT**

The Orchestra Committee presents their report and accounts for the year ended 31 July 2025.

### **Principle Activities:**

The principal activities of the Orchestra in the year under review are to promote live music by putting on concerts in the East Herts area including involving schools in Children's and Christmas concerts, and to increase the standards of the local amateur musicians by engaging professional musicians to work and tutor.

### **Season Review:**

A summary of the Orchestra's results for the year is found on page 7 to the financial statement.

The Orchestra continues to obtain most of its income from concerts given for the general public and from subscriptions from its members, Friends and Patrons. The expenditure is related to the costs of putting on these concerts (rehearsal and performing costs)

The Orchestra returned to BEAM for two concerts in the season in Hertford (formerly Hertford Theatre).

The Orchestra had quite a few challenges with the May concert venue being cancelled with only a few months notice and a soloist falling ill at the last minute. The Committee rose to the challenge in securing a new venue and also getting a fabulous soloist at short notice.

### **Orchestra Committee Members:**

The following people served on the Orchestra Committee during the year.

Chairman: Andrew Medhurst	Katie Neilson
Honorary Secretary: Chris Woodrow	Richard Salthouse
Honorary Treasurer: Monique Blackford	Andrew Pummell
	Amie Boddy
	Sally Kee

Emily Groome (Leader)  
Jane Eldred (Librarian)

Diana Salthouse (Orchestra Manager)

## **STATEMENT OF THE ORCHESTRA COMMITTEE'S RESPONSIBILITIES**

Charity law requires the Orchestra Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Orchestra and of the surplus or deficit for that period. In preparing those statements, the Orchestra Committee is required to:

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

The Orchestra Committee is also responsible for maintaining proper accounting records as required by Part 8 of the Charities Act 2011, which disclose with reasonable accuracy at any time the financial position of the Orchestra and which are sufficient to show and explain the Orchestra's transactions and enable them to ensure that the financial statements are in accordance with the accounting and reporting framework provided by the Charities Act 2011.

It is also responsible for safeguarding the assets of the Orchestra, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## THE HERTFORD SYMPHONY ORCHESTRA

I report to the trustees on my examination of the accounts of Hertford Symphony Orchestra for the year ended 31 July 2025, which are set out on pages 7 to 10.

### Responsibilities and basis of report:

The charity's trustees are responsible for the preparation of the accounts.

I report in respect of my examination of the accounts carried out under section 145 of the Charities Act 2011, 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 which gives me cause to believe that in, any material respect: ·

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and 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.

Signed:



Date:

19/5/26

Relevant professional qualification or body:

ACCA

Address:

Milestone Road, Knebworth, SG3 6DA

THE HERTFORD SYMPHONY ORCHESTRA YEAR ENDED 31 JULY 2025

BALANCE SHEET	31.07.2025 £	31.07.24 £
<b>Fixed Assets</b>		
Stage piano, case & stand	250	319
Less Depreciation	<u>0</u>	<u>69</u>
<b>Net Fixed Assets</b>	<u><b>250</b></u>	<u><b>250</b></u>
<b>Current assets</b>		
Debtors: amounts falling due within one year	2,164	3187
Debtors: amounts falling due after one year	0	0
Refreshments stock	60	39
Pre-Payment Venue Hire	108	
Petty Cash	100	100
Robert Kiln Donation	23,573	23573
Reserve	15,000	15000
Treasurer's Current Account	10,192	9292
<b>Total current assets</b>	<u><b>51197</b></u>	<u><b>51192</b></u>
<b>LESS</b>		
Creditors: amounts falling due within one year	372	1058
Creditors: amounts falling due after one year	0	21
Purchase of refreshments	60	39
	<u><b>432</b></u>	<u><b>1118</b></u>
	<b>50765</b>	<b>50074</b>
<b>Total Net Assets</b>	<u><b>51015</b></u>	<u><b>50324</b></u>
<b>REPRESENTED BY:</b>		
<b>Accumulated Fund Brought Forward From</b>	<u><b>50324</b></u>	<u><b>51621</b></u>
<b>Current Year Surplus/(Deficit)</b>	<b>691</b>	<b>-1297</b>
<b>Accumulated Fund Carried Forward</b>	<u><b>51015</b></u>	<u><b>50324</b></u>

Approved By:	Signature	Date
Chairman	A. Medhurst	19.05.2026
Trustee	C. Woodrow	19.05.2026
Treasurer	M. Blackford	19.05.2026

**Income and Expenditure Account**

		<b>2024-2025</b>		<b>2023-2024</b>
	<b>Note</b>	<b>£</b>		<b>£</b>
<b>INCOME</b>				
Ticket Sales	(4)	20834		13,146
HSO Subscriptions		11832		12,328
FOHO Subscriptions		841		1,284
Gift Aid		2063		1,815
Refreshments		793		961
Programme Sales		229		293
<b>TOTAL INCOME</b>		<b>36591</b>		<b>29,827</b>
<b>LESS</b>				
<b>DIRECT COSTS</b>				
Rehearsal Costs	(5)	11126		10,826
Concert Venue Hire		4811		2,571
Professional Expenses	(6)	16040		13,414
Staging		428		750
Posters		1108		884
Concert Programmes		1009		700
First Aid		549		526
		<b>35071</b>		<b>29,671</b>
<b>GROSS</b>				
<b>SURPLUS/DEFICIT</b>		<b>1520</b>		<b>156</b>
<b>Donations Received</b>	(7)	<b>1195</b>		<b>1,011</b>
<b>INDIRECT COSTS</b>				
Depreciation		0		69
Brochures		178		412
Advertising		660		437
Performing Rights		313		298
Miscellaneous Costs		270		160
Insurance		155		151
Purchases for Refreshments		448		419
		<b>2024</b>		<b>1,945</b>
<b>CURRENT YEAR SURPLUS/DEFICIT</b>				
		<b>691</b>		<b>-778</b>
<b>Write Off's</b>				
	Debtors	0	Debtors	-936
	Creditors	0	Creditors	418
<b>CURRENT YEAR SURPLUS/DEFICIT</b>				
		<b>691</b>		<b>-1297</b>

## NOTES TO THE ACCOUNTS

### Note 1 Accounting Policies

#### a) Basis of Accounting:

The Charities (Accounts and Reports) Regulations 2008 require the methods and principles of The Statement of Recommended Practice - Accounting and Reporting by Charities (SORP), issued in March 2005 to be followed when accounts are prepared under the Charities Act 2011

SORP sets out the recommended practice for the purpose of preparing the Trustees' Annual Report and for preparing the accounts on the accruals basis.

#### b) Income:

Income represents ticket and programme sales, advertising sponsorship, subscriptions, grants, donations, Gift aid on donations and refreshment sales.

#### c) Cashflow statement:

The Orchestra Committee has taken advantage of the exemptions in Financial Reporting Standard No. 1 from producing a cashflow statement on the grounds that it is a small charity.

#### d) Depreciation:

Depreciation is provided on all fixed assets at the following rates to write off the assets over their useful economic lives:

Plant & Equipment 20% on written down value

#### e) Taxation

The Orchestra is not able to claim rebates on Value Added Tax.

### Note 2 Income

The income and surplus/deficit are attributable to the principal activities of the Orchestra.

The Orchestra maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the principal activities of the Orchestra.

Restricted funds have been provided to the Orchestra for a specific purpose and it is the policy of the Orchestra Committee to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

### Note 3 Reserve

The Orchestra has a policy of maintaining adequate reserves to accommodate a reasonable degree of unforeseen financial circumstances and to provide a sound financial basis for undertaking innovative activities, either independently or in conjunction with other societies. Such non-routine activities would normally carry a higher financial risk than the usual pattern of concerts in Hertford.

	<b>2024-2025</b>	<b>2023-2024</b>
	£	£
<b>Note 4 Ticket Sales</b>		
November	2,353	2,940
Christmas	2,173	2,693
February (Children's)	6,377	0
March	4,698	2,099
May	2,073	2,117
June/July	3,160	3,297
	<u><b>20,834</b></u>	<u><b>13,146</b></u>
<b>Note 5 Rehearsal Costs</b>		
Hall Hire	3,110	3,023
Music Hire incl commissions	1,061	1,328
Conductor	3,044	3,378
Guest Conductor	1,206	480
Leader	2,705	2,618
	<u><b>11,126</b></u>	<u><b>10,826</b></u>
<b>Note 6 Professional Expenses</b>		
Conductor	3865	3210
Leader	1410	1150
Soloist & Expenses	2840	1897
Percussion	4605	4027
Professionals	3440	3130
	<u><b>16160</b></u>	<u><b>13414</b></u>
<b>Note 7 Income From Donations</b>		
<b>Unrestricted Funds</b>		
Raffle	397	368
Donations	401	0
East Herts Lottery	398	418
Conducting Workshop	0	200
Easy Fundraising	0	26
	<u><b>1195</b></u>	<u><b>1011</b></u>
<b>Restricted Funds</b>		
	<u>0</u>	<u>0</u>
	<u><b>0</b></u>	<u><b>0</b></u>
<b>Total Income From Donations</b>	<u><b>1195</b></u>	<u><b>1011</b></u>

**HERTFORD SYMPHONY ORCHESTRA**

England & Wales - Charity number 270513

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# Accounts

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FINANCIAL STATEMENTS  
THE HERTFORD SYMPHONY ORCHESTRA  
YEAR ENDED 31 JULY 2024

## **CONTENTS**

<b>Orchestra information</b>	<b>3</b>
<b>Orchestra Committee Report</b>	<b>4</b>
<b>Orchestra Committee's responsibilities</b>	<b>5</b>
<b>Independent Examiners Report</b>	<b>6</b>
<b>Balance Sheet</b>	<b>7</b>
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## ORCHESTRA INFORMATION

Music Director/Conductor	Jonathan Mann
Leader	Emily Groom
Chairman:	Andrew Medhurst
Honorary Secretary:	Nick Gazey
Honorary Treasurer:	Monique Blackford
Orchestra Committee Members:-	See Committee's report
Registered office	35 St Leonard's Road, Bengeo, Hertford, Herts, SG14 3JW
Charity Registration Number	270513
Bankers	National Westminster Bank Plc 104 Fore Street Hertford Herts SG14 1YY

## **ORCHESTRA COMMITTEE'S REPORT**

The Orchestra Committee presents their report and accounts for the year ended 31 July 2024.

### **Principle Activities:**

The principal activities of the Orchestra in the year under review are to promote live music by putting on concerts in the East Herts area including involving schools in Children's and Christmas concerts, and to increase the standards of the local amateur musicians by engaging professional musicians to work and tutor.

### **Season Review:**

A summary of the Orchestra's results for the year is found on page 7 to the financial statement.

The Orchestra continues to obtain most of its income from concerts given for the general public and from subscriptions from its members, Friends and Patrons. The expenditure is related to the costs of putting on these concerts (rehearsal and performing costs)

The Orchestra welcomed back Jonathan Mann as Music Director and Conductor.

The orchestra had the fantastic experience of playing Mahler 1 in November with guest conductor Daniel Hogan, together with the Mozart clarinet concerto, played beautifully by Meline Le Calvez.

Jonathan brought all his usual enthusiasm to a great Winter Wonderland Christmas concert featuring an excellent dancer, a new idea that everyone seemed to enjoy.

In the spring, Jonathan brought four student conductors along for a masterclass on Brahms 4, and in March the Orchestra returned to All Saints Church in Hertford to perform again with the fantastic trumpet player Chris Avison. His rendition of the Hummel trumpet concerto was superb and Brahms 4 was well received.

In May the Orchestra had the great pleasure of playing our first concert under the direction of guest conductor Michal Oren. Michal brought such musicality to the performance and the orchestra hopes to work with her again in the future.

At the end of the season, the children's concerts, 'Musical Fairytales', featuring guest Lucy Drever, proved to be one of the Orchestra's most successful Children's Concerts.

### **Orchestra Committee Members:**

The following people served on the Orchestra Committee during the year.

Chairman: Andrew Medhurst  
Honorary Secretary: Nick Gazey  
Honorary Treasurer: Monique Blackford

Chris Woodrow  
Katie Neilson  
Richard Salthouse  
Andrew Pummell  
Amie Boddy

Emily Groome (Leader)  
Jane Eldred (Librarian)

Diana Salthouse (Orchestra Manager)

## **STATEMENT OF THE ORCHESTRA COMMITTEE'S RESPONSIBILITIES**

Charity law requires the Orchestra Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Orchestra and of the surplus or deficit for that period. In preparing those statements, the Orchestra Committee is required to:

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

The Orchestra Committee is also responsible for maintaining proper accounting records as required by Part 8 of the Charities Act 2011, which disclose with reasonable accuracy at any time the financial position of the Orchestra and which are sufficient to show and explain the Orchestra's transactions and enable them to ensure that the financial statements are in accordance with the accounting and reporting framework provided by the Charities Act 2011.

It is also responsible for safeguarding the assets of the Orchestra, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE HERTFORD SYMPHONY ORCHESTRA

I report to the trustees on my examination of the accounts of Hertford Symphony Orchestra for the year ended 31 July 2024, which are set out on pages 7 to 10.

### Responsibilities and basis of report:

The charity's trustees are responsible for the preparation of the accounts.

I report in respect of my examination of the accounts carried out under section 145 of the Charities Act 2011, 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 which gives me cause to believe that in, any material respect: -

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and 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.

Signed: MATTHEW NEJDICK

Date: 29/5/25

Relevant professional qualification or body: ACCA

Address: MILESTONE ROAD, KNEBWORTH, SG3 6DA

THE HERTFORD SYMPHONY ORCHESTRA YEAR ENDED 31 JULY 2024

BALANCE SHEET	31.07.2024		31.07.23	
	£		£	
<b>Fixed Assets</b>				
Stage piano, case & stand		319		388
Less Depreciation		69		69
<b>Net Fixed Assets</b>		<u>250</u>		<u>319</u>
<b>Current assets</b>				
Debtors: amounts falling due within one year	3,187		3374	
Debtors: amounts falling due after one year	0		456	
Refreshments stock	39		39	
Petty Cash	100		100	
Robert Kiln Donation	23,573		24107	
Reserve	15,000		15000	
Treasurer's Current Account	9,292		9280	
<b>Total current assets</b>		<u>51192</u>		<u>52356</u>
<b>LESS</b>				
Creditors: amounts falling due within one year	1058		718	
Creditors: amounts falling due after one year	21		297	
Pre-Payments Stock for refreshments	39		39	
		<u>1118</u> <u>50074</u>		<u>1054</u> <u>51302</u>
<b>Total Net Assets</b>		<u>50324</u>		<u>51621</u>
<b>REPRESENTED BY:</b>				
Forward From previous		<u>51621</u>		<u>50856</u>
Surplus/(Deficit)		<u>-1297</u>		<u>765</u>
<b>Accumulated Fund Carried Forward</b>		<u>50324</u>		<u>51621</u>

Approved By:		Date
Chairman	Andrew Medhurst	30.05.2025
Trustee	Chris Woodrow	29.05.2025
Treasurer	Monique Blackford	29.05.2025

## Income and Expenditure Account

	Note	2023-2024 £	2022-2023 £
<b>INCOME</b>			
Ticket Sales	(4)	13146	13,908
HSO Subscriptions		12328	11,452
FOHO Subscriptions		1284	497
Gift Aid		1815	2,092
Refreshments		961	816
Programme Sales		293	0
<b>TOTAL INCOME</b>		<b>29827</b>	<b>28,765</b>
<b>LESS</b>			
<b>DIRECT COSTS</b>			
Rehearsal Costs	(5)	10826	10,157
Concert Venue Hire		2571	2,500
Professional Expenses	(6)	13414	12,509
Staging		750	600
Posters		884	634
Concert Programmes		700	497
First Aid		526	489
		<b>29671</b>	<b>27,386</b>
<b>SURPLUS/DEFICIT</b>		<b>156</b>	<b>1,379</b>
<b>Donations Received</b>	(7)	<b>1011</b>	<b>1,727</b>
<b>INDIRECT COSTS</b>			
Depreciation		69	69
Brochures		412	215
Advertising		437	75
Performing Rights		298	275
Miscellaneous Costs		160	1,008
Insurance		151	143
Purchases for Refreshments		419	556
		<b>1945</b>	<b>2,341</b>
<b>CURRENT YEAR SURPLUS/DEFICIT</b>		<b>-778</b>	<b>765</b>
<b>Write Off's</b> (8)			
	Debtors	-936	0
	Creditors	418	0
<b>CURRENT YEAR SURPLUS/DEFICIT</b>		<b>-1297</b>	<b>765</b>

## **NOTES TO THE ACCOUNTS**

### **Note 1 Accounting Policies**

#### **a) Basis of Accounting:**

The Charities (Accounts and Reports) Regulations 2008 require the methods and principles of The Statement of Recommended Practice - Accounting and Reporting by Charities (SORP), issued in March 2005 to be followed when accounts are prepared under the Charities Act 2011

SORP sets out the recommended practice for the purpose of preparing the Trustees' Annual Report and for preparing the accounts on the accruals basis.

#### **b) Income:**

Income represents ticket and programme sales, advertising sponsorship, subscriptions, grants, donations, Gift aid on donations and refreshment sales.

#### **c) Cashflow statement:**

The Orchestra Committee has taken advantage of the exemptions in Financial Reporting Standard No. 1 from producing a cashflow statement on the grounds that it is a small charity.

#### **d) Depreciation:**

Depreciation is provided on all fixed assets at the following rates to write off the assets over their useful economic lives:

Plant & Equipment 20% on written down value

#### **e) Taxation**

The Orchestra is not able to claim rebates on Value Added Tax.

### **Note 2 Income**

The income and surplus/deficit are attributable to the principal activities of the Orchestra.

The Orchestra maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the principal activities of the Orchestra.

Restricted funds have been provided to the Orchestra for a specific purpose and it is the policy of the Orchestra Committee to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

### **Note 3 Reserve**

The Orchestra has a policy of maintaining adequate reserves to accommodate a reasonable degree of unforeseen financial circumstances and to provide a sound financial basis for undertaking innovative activities, either independently or in conjunction with other societies. Such non-routine activities would normally carry a higher financial risk than the usual pattern of concerts in Hertford.

<b>NOTES TO THE ACCOUNTS</b>	<b>2023-2024</b>	<b>2022-2023</b>
	£	£
<b>Note 4 Ticket Sales</b>		
November	2,940	3,033
Christmas	2,693	2,483
March	2,099	3,167
May	2,117	1,727
June/July	3,297	3,497
	<u><b>13,146</b></u>	<u><b>13,908</b></u>
<b>Note 5 Rehearsal Costs</b>		
Hall Hire	3,023	2,360
Music Hire incl commissions	1,328	979
Conductor	3,378	3,720
Guest Conductor	480	480
Leader	2,618	2,618
	<u><b>10,826</b></u>	<u><b>10,157</b></u>
<b>Note 6 Professional Expenses</b>		
Conductor	3210	3300
Leader	1150	1220
Soloist & Expenses	1897	1106
Percussion	4027	3693
Professionals	3130	3190
	<u><b>13414</b></u>	<u><b>12509</b></u>
<b>Note 7 Income From Donations Unrestricted Funds</b>		
Raffle	368	273
Donations	0	4
Donations for Sounds of the Forest CD	0	115
East Herts Lottery	418	302
Conducting Workshop	200	200
Easy Fundraising	26	24
	<u><b>1011</b></u>	<u><b>918</b></u>
<b>Restricted Funds</b>		
	0	809
	<u><b>0</b></u>	<u><b>809</b></u>
<b>Total Income From Donations</b>	<u><b>1011</b></u>	<u><b>1727</b></u>
<b>Note 8 Debtors Write-Offs</b>		
Malcolm Arnold Trust contribution towards music hire not received (22-23)		356.25
Unpaid Subscriptions from(22-23)		480.00
Refund of NatWest incorrect debit unresolved (19-20)		100.00
<b>Total Debtor write-off's</b>		<u><b>936.25</b></u>
<b>Creditor Write-Offs</b>		
Estimated PRS not charged by Spotlight Theatre (21-22)		107.60
Travelling expenses for Soloist Christmas Concert not claimed (21-22)		50.00
3rd Hoddesdon Scouts staging cheque not cashed (19-20)		140.00
Haileybury School Refreshments Christmas Concert not charged (22-23)		120.00
<b>Total Creditor write-off's</b>		<u><b>417.60</b></u>

**HERTFORD SYMPHONY ORCHESTRA**

England & Wales - Charity number 270513

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# Accounts

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FINANCIAL STATEMENTS  
THE HERTFORD SYMPHONY ORCHESTRA  
YEAR ENDED 31 JULY 2023

## **CONTENTS**

<b>Orchestra information</b>	<b>3</b>
<b>Orchestra Committee Report</b>	<b>4</b>
<b>Orchestra Committee's responsibilities</b>	<b>5</b>
<b>Independent Examiners Report</b>	<b>6</b>
<b>Balance Sheet</b>	<b>7</b>
<b>Income &amp; Expenditure Account</b>	<b>8</b>
<b>Notes to the accounts</b>	<b>9-10</b>

## ORCHESTRA INFORMATION

Music Director/Conductor	Vacancy
Leader	Margaret Holter
Chairman:	Andrew Medhurst
Honorary Secretary:	Nick Gazey
Honorary Treasurer:	Monique Blackford
Orchestra Committee Members:-	See Committee's report
Registered office	35 St Leonard's Road, Bengeo, Hertford, Herts, SG14 3JW
Charity Registration Number	270513
Bankers	National Westminster Bank Plc 104 Fore Street Hertford Herts SG14 1YY

### **Orchestra Committee Members:**

The following people served on the Orchestra Committee during the year.

Chairman: Andrew Medhurst	Chris Woodrow
Honorary Secretary: Nick Gazey	Katie Neilson
Honorary Treasurer: Monique Blackford	Jill Valentine
Andrew Pummell	Margaret Holter (Leader)
Jane Eldred (Librarian)	Diana Salthouse (Orchestra Manager)

## ORCHESTRA COMMITTEE'S REPORT

The Orchestra Committee presents their report and accounts for the year ended 31 July 2023.

### Principle Activities:

The principal activities of the Orchestra in the year under review are to promote live music by putting on concerts in the East Herts area including involving schools in Children's and Christmas concerts, and to increase the standards of the local amateur musicians by engaging professional musicians to work and tutor.

### Season Review:

A summary of the Orchestra's results for the year is found on page 7 to the financial statement.

The Orchestra continues to obtain most of its income from concerts given for the general public and from subscriptions from its members, Friends and Patrons. The expenditure is related to the costs of putting on these concerts (rehearsal and performing costs)

Following the very sad and tragic passing of our Music Director Tom Hammond in 2021, the Orchestra were not yet in a position to appoint a Music Director for this season. The Orchestra continued to work with guest conductors until the vacancy could be filled.

Our guest Conductor and former Music Director Jonathan Mann returned to the Orchestra for a wonderful concert in November with the Bruch violin concerto played beautifully by Magdalena Filipczak.

This was also our last concert with Margaret Holter as leader of the orchestra before her retirement after 30 years with Hertford Symphony Orchestra.

Our guest Conductor Daniel Hogan brought all his usual enthusiasm to a great Christmas concert at Haileybury School and a challenging and exciting concert in March with the wonderful Joely Koos playing Dvořák Cello Concerto.

Our guest conductor Bill Carslake was inspirational for our May concert.

The children's concerts at the end of the season proved somewhat challenging to prepare with guest conductor John Landor, but overall, the concerts were a great success with our cellist Katie Nielson co-ordinating the school choirs and the audience participation.

Signed on behalf of the Orchestra Committee

N. Gazey (Honorary Secretary)

Date: 18 MAY 2024



## **STATEMENT OF THE ORCHESTRA COMMITTEE'S RESPONSIBILITIES**

Charity law requires the Orchestra Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Orchestra and of the surplus or deficit for that period. In preparing those statements, the Orchestra Committee is required to:

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

The Orchestra Committee is also responsible for maintaining proper accounting records as required by Part 8 of the Charities Act 2011, which disclose with reasonable accuracy at any time the financial position of the Orchestra and which are sufficient to show and explain the Orchestra's transactions and enable them to ensure that the financial statements are in accordance with the accounting and reporting framework provided by the Charities Act 2011.

It is also responsible for safeguarding the assets of the Orchestra, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE HERTFORD SYMPHONY ORCHESTRA

I report on the accounts of the Hertford Symphony Orchestra for the year ended 31 July 2023, which are set out on pages 7 to 10.

### Respective responsibilities of trustees and examiner:

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement


In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: MATTHEW NEWDICK 

Relevant professional qualification or body: ACCA



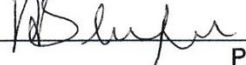
Address: Milestone Rd, Knebworth, SG3 6DA

Date: 18/5/24

THE HERTFORD SYMPHONY ORCHESTRA YEAR ENDED 31 JULY 2023

THE HERTFORD SYMPHONY ORCHESTRA YEAR ENDED 31 JULY 2023

<b>BALANCE SHEET</b>	<b>31.07.2023</b>		<b>31.07.22</b>	
	<b>£</b>		<b>£</b>	
<b>Fixed Assets</b>				
Stage piano, case & stand		388		457
Less Depreciation		69		69
<b>Net Fixed Assets</b>		<b>319</b>		<b>388</b>
<b>Current assets</b>				
Debtors: amounts falling due within one year	3374		7313	
Debtors: amounts falling due after one year	456		100	
Refreshments stock	39		0	
Petty Cash	100		0	
Robert Kiln Donation	24107		24107	
Reserve	15000		15000	
Treasurer's Current Account	9280		6321	
<b>Total current assets</b>	<b>52356</b>		<b>52841</b>	
<b>LESS</b>				
Creditors: amounts falling due within one year	718		2233	
Creditors: amounts falling due after one year	297		140	
Pre-Payments Stock for refreshments	39		0	
	<b>1054</b>	<b>51302</b>	<b>2373</b>	<b>50468</b>
<b>Total Net Assets</b>		<b>51621</b>		<b>50856</b>
<b>REPRESENTED BY:</b>				
Accumulated Fund Brought Forward From previous year		<b>50856</b>		<b>53700</b>
Current Year Surplus/(Deficit)		<b>765</b>		<b>-2844</b>
<b>Accumulated Fund Carried Forward</b>		<b>51621</b>		<b>50856</b>

<b>Approved By:</b>		<b>Date</b>
Chairman		18/5/2024
Trustee		18/5/2024
Treasurer		18.05.2024

**Income and Expenditure Account**

	Note	2022-2023 £	2021-2022 £
<b>INCOME</b>			
Ticket Sales	(4)	13908	9,878
HSO Subscriptions		11452	10,644
FOHO Subscriptions		497	806
Gift Aid		2092	2,450
Refreshments		816	0
<b>TOTAL INCOME</b>		<b>28765</b>	<b>23,778</b>
<b>LESS</b>			
<b>DIRECT COSTS</b>			
Rehearsal Costs	(5)	10157	10,206
Concert Venue Hire		2500	2,954
Professional Expenses	(6)	12509	12,505
Staging		600	764
Posters		634	306
Concert Programmes		497	920
First Aid		489	449
		<b>27386</b>	<b>28,105</b>
<b>GROSS SURPLUS/DEFICIT</b>		<b>1379</b>	<b>-4,327</b>
<b>Donations Received</b>	(7)	<b>1727</b>	<b>3,134</b>
<b>INDIRECT COSTS</b>			
Depreciation		69	69
Brochures		215	0
Advertising		75	21
Performing Rights		275	473
Miscellaneous Costs		1008	952
Insurance		143	137
Purchases for Refreshments		556	0
		<b>2341</b>	<b>1,651</b>
<b>CURRENT YEAR SURPLUS/DEFICIT</b>		<b>765</b>	<b>-2844</b>

## NOTES TO THE ACCOUNTS

### Note 1 Accounting Policies

#### a) Basis of Accounting:

The Charities (Accounts and Reports) Regulations 2008 require the methods and principles of The Statement of Recommended Practice - Accounting and Reporting by Charities (SORP), issued in March 2005 to be followed when accounts are prepared under the Charities Act 2011

SORP sets out the recommended practice for the purpose of preparing the Trustees' Annual Report and for preparing the accounts on the accruals basis.

#### b) Income:

Income represents ticket and programme sales, advertising sponsorship, subscriptions, grants, donations, Gift aid on donations and refreshment sales.

#### c) Cashflow statement:

The Orchestra Committee has taken advantage of the exemptions in Financial Reporting Standard No. 1 from producing a cashflow statement on the grounds that it is a small charity.

#### d) Depreciation:

Depreciation is provided on all fixed assets at the following rates to write off the assets over their useful economic lives:

Plant & Equipment 20% on written down value

#### e) Taxation

The Orchestra is not able to claim rebates on Value Added Tax.

### Note 2 Income

The income and surplus/deficit are attributable to the principal activities of the Orchestra.

The Orchestra maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the principal activities of the Orchestra.

Restricted funds have been provided to the Orchestra for a specific purpose and it is the policy of the Orchestra Committee to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

### Note 3 Reserve

The Orchestra has a policy of maintaining adequate reserves to accommodate a reasonable degree of unforeseen financial circumstances and to provide a sound financial basis for undertaking innovative activities, either independently or in conjunction with other societies. Such non-routine activities would normally carry a higher financial risk than the usual pattern of concerts in Hertford.

<b>NOTES TO THE ACCOUNTS</b>	<b>2022-2023</b>	<b>2021-2022</b>
	£	£
<b>Note 4 Ticket Sales</b>		
November	3,033	2,091
Christmas	2,483	1,080
March	3,167	2,193
May	1,727	2,054
June/July	3,497	2,460
	<b><u>13,908</u></b>	<b><u>9,878</u></b>
<b>Note 5 Rehearsal Costs</b>		
Hall Hire	2,360	2,510
Music Hire incl commissions	979	1,094
Conductor	3,720	3,120
Guest Conductor	480	864
Leader	2,618	2,618
	<b><u>10,157</u></b>	<b><u>10,206</u></b>
<b>Note 6 Professional Expenses</b>		
Conductor	3300	3,200
Leader	1220	1,360
Soloist & Expenses	1106	199
Percussion	3693	3,536
Professionals	3190	4,210
	<b><u>12509</u></b>	<b><u>12,505</u></b>
<b>Note 7 Income From Donations</b>		
<b>Unrestricted Funds</b>		
Raffle	273	187
Donations	4	2,022
Donations for Sounds of the Forest CD	115	0
East Herts Lottery	302	209
Conducting Workshop	200	0
Easy Fundraising	24	30
	<b><u>918</u></b>	<b><u>2,448</u></b>
<b>Restricted Funds</b>		
	<b><u>809</u></b>	<b><u>686</u></b>
	<b><u>809</u></b>	<b><u>686</u></b>
<b>Total Income From Donations</b>	<b><u>1727</u></b>	<b><u>3,134</u></b>

**HERTFORD SYMPHONY ORCHESTRA**

England & Wales - Charity number 270513

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# Accounts

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FINANCIAL STATEMENTS  
THE HERTFORD SYMPHONY ORCHESTRA  
YEAR ENDED 31 JULY 2022

## **CONTENTS**

<b>Orchestra information</b>	<b>3</b>
<b>Orchestra Committee Report</b>	<b>4</b>
<b>Orchestra Committee's responsibilities</b>	<b>5</b>
<b>Independent Examiners Report</b>	<b>6</b>
<b>Balance Sheet</b>	<b>7</b>
<b>Income &amp; Expenditure Account</b>	<b>8</b>
<b>Notes to the accounts</b>	<b>9-10</b>

THE HERTFORD SYMPHONY ORCHESTRA YEAR ENDED 31 JULY 2022  
ORCHESTRA INFORMATION

Music Director/Conductor	Tom Hammond
Leader	Margaret Holter
Chairman:	Andrew Medhurst
Honorary Secretary:	Nick Gazey
Honorary Treasurer:	Monique Blackford
Orchestra Committee Members:-	See Committee's report
Registered office	35 St Leonard's Road, Bengeo, Hertford, Herts, SG14 3JW
Charity Registration Number	270513
Bankers	National Westminster Bank Plc 104 Fore Street Hertford Herts SG14 1YY

## ORCHESTRA COMMITTEE'S REPORT

The Orchestra Committee presents their report and accounts for the year ended 31 July 2022.

### Principal Activities:

The principal activities of the Orchestra in the year under review are to promote live music by putting on concerts in the East Herts area including involving schools in Children's and Christmas concerts, and to increase the standards of the local amateur musicians by engaging professional musicians to work and tutor.

### Season Review:

A summary of the Orchestra's results for the year is found on page 7 to the financial statement.

The Orchestra continues to obtain most of its income from concerts given for the public and from subscriptions from its members, Friends and Patrons. The expenditure is related to the costs of putting on these concerts (rehearsal and performing costs)

2021-2022 was a tough season for the orchestra. After two very good concerts in November and December (including world premiere of Sounds of the Forest) returning after a season with no performances, the orchestra was devastated by the sudden death of their Music Director and Conductor, Tom Hammond, at the end of December 2021.

HSO was fortunate that previous HSO Music Directors/Conductors Jonathan Mann and Gerry Cornelius were able to help at short notice to complete the season that Tom had created, along with conductor Daniel Hogan, whom Tom had been mentoring.

Audience numbers were lower than previous seasons, but this was to be expected with the Covid-19 restrictions.


### Orchestra Committee Members:

The following people served on the Orchestra Committee during the year.

**Chairman:** Andrew Medhurst (Trustee)  
**Honorary Secretary:** Nick Gazey  
**Honorary Treasurer:** Monique Blackford  
Andrew Pummell  
Katie Neilson  
Jill Valentine  
Chris Woodrow  
Margaret Holter (Leader)

Jane Eldred (Librarian)  
Diana Salthouse (Orchestra Manager)

### Signed on behalf of the Orchestra Committee

 , 16 MAY 2023

N. Gazey (Honorary Secretary)

## **STATEMENT OF THE ORCHESTRA COMMITTEE'S RESPONSIBILITIES**

Charity law requires the Orchestra Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Orchestra and of the surplus or deficit for that period. In preparing those statements, the Orchestra Committee is required to:

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

The Orchestra Committee is also responsible for maintaining proper accounting records as required by Part 8 of the Charities Act 2011, which disclose with reasonable accuracy at any time the financial position of the Orchestra and which are sufficient to show and explain the Orchestra's transactions and enable them to ensure that the financial statements are in accordance with the accounting and reporting framework provided by the Charities Act 2011.

It is also responsible for safeguarding the assets of the Orchestra, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE HERTFORD SYMPHONY ORCHESTRA

I report on the accounts of the Hertford Symphony Orchestra for the year ended 31 July 2022, which are set out on pages 7 to 10.

### Respective responsibilities of trustees and examiner:

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Matthew Nendick

Relevant professional qualification or body: ACCA

Address: Milestone Rd, Knebworth

Date: 1<sup>st</sup> November 2022

THE HERTFORD SYMPHONY ORCHESTRA YEAR ENDED 31 JULY 2022

<b>BALANCE SHEET</b>	<b>31.07.2022</b>		<b>31.07.21</b>	
	<b>£</b>		<b>£</b>	
<b>Fixed Assets</b>				
Staging		0.00		0
Stage piano, case & stand		457.00		526
<b>Total Fixed Assets</b>		<u>457.00</u>		<u>526</u>
Less Depreciation		69.00		69
<b>Net Fixed Assets</b>		<u>388.00</u>		<u>457</u>
<b>Current assets</b>				
Debtors: amounts falling due within one year	7,313		1,449	
Debtors: amounts falling due after one year	100		214	
Robert Kiln Donation	24,107		25,000	
Reserve	15,000		15,000	
Treasurer's Current Account	6,321		11,806	
<b>Total current assets</b>	<u>52,841</u>		<u>53,469</u>	
<b>LESS</b>				
Creditors: amounts falling due within one year	2,233		18	
Creditors: amounts falling due after one year	140		208	
	<u>2,373</u>	<u>50,468</u>	<u>226</u>	<u>53,243</u>
<b>Total Net Assets</b>		<u>50,856</u>		<u>53,700</u>
<b>REPRESENTED BY:</b>				
Accumulated Fund Brought Forward From previous year		<u>53,700</u>		<u>27,782</u>
Current Year Surplus/(Deficit)		<u>-2,844</u>		<u>25,918</u>
<b>Accumulated Fund Carried Forward</b>		<u>50,856</u>		<u>53,700</u>

<b>Approved By:</b>		<b>Date</b>
Chairman	<i>Andrew Madhuset</i>	16/5/23
Trustee Hon. Secretary	<i>N GAZEY</i>	16 MAY 2023
Treasurer	<b>M Blackford</b>	08.11.2022

## Income and Expenditure Account

	Note	2021-2022 £	2020-2021 £
<b>INCOME</b>			
Ticket Sales	(4)	9,878	0
HSO Subscriptions		10,644	3,538
FOHO Subscriptions		806	77
Gift Aid		2,450	1,232
Programme advertising		0	200
Refreshments		0	0
<b>TOTAL INCOME</b>		<b>23,778</b>	<b>5,047</b>
<b>LESS</b>			
<b>DIRECT COSTS</b>			
Rehearsal Costs	(5)	10,206	4,527
Venue Hire		2,954	0
Staging		764	0
Professional Expenses	(6)	12,505	0
Instrument Hire		0	0
Posters		306	0
Concert Programmes		920	0
First Aid		449	0
		<b>28,105</b>	<b>4,527</b>
<b>GROSS SURPLUS/DEFICIT</b>		<b>-4,327</b>	<b>520</b>
<b>Donations Received</b>	(7)	<b>3,134</b>	<b>26,019</b>
<b>INDIRECT COSTS</b>			
Depreciation		69	69
Brochures and Programme Covers		0	0
Advertising		21	0
Performing Rights		473	275
Miscellaneous Costs		952	93
Insurance		137	132
Administration Costs		0	0
		<b>1,651</b>	<b>569</b>
<b>CURRENT YEAR SURPLUS/DEFICIT</b>		<b>-2,844</b>	<b>25,970</b>
<b>Write Offs</b>		<b>0</b>	<b>52</b>
<b>CURRENT YEAR SURPLUS/DEFICIT</b>		<b>-2,844</b>	<b>25,918</b>

## NOTES TO THE ACCOUNTS

### Note 1 Accounting Policies

#### a) Basis of Accounting:

The Charities (Accounts and Reports) Regulations 2008 require the methods and principles of The Statement of Recommended Practice - Accounting and Reporting by Charities (SORP), issued in March 2005 to be followed when accounts are prepared under the Charities Act 2011

SORP sets out the recommended practice for the purpose of preparing the Trustees' Annual Report and for preparing the accounts on the accruals basis.

#### b) Income:

Income represents ticket and programme sales, advertising sponsorship, subscriptions, grants, donations, Gift aid on donations and refreshment sales.

#### c) Cashflow statement:

The Orchestra Committee has taken advantage of the exemptions in Financial Reporting Standard No. 1 from producing a cashflow statement on the grounds that it is a small charity.

#### d) Depreciation:

Depreciation is provided on all fixed assets at the following rates to write off the assets over their useful economic lives:

Plant & Equipment 20% on written down value

#### e) Taxation

The Orchestra is not able to claim rebates on Value Added Tax.

### Note 2 Income

The income and surplus/deficit are attributable to the principal activities of the Orchestra.

The Orchestra maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the principal activities of the Orchestra.

Restricted funds have been provided to the Orchestra for a specific purpose and it is the policy of the Orchestra Committee to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

### Note 3 Reserve

The Orchestra has a policy of maintaining adequate reserves to accommodate a reasonable degree of unforeseen financial circumstances and to provide a sound financial basis for undertaking innovative activities, either independently or in conjunction with other societies. Such non-routine activities would normally carry a higher financial risk than the usual pattern of concerts in Hertford.

	<b>2021-2022</b>	<b>2020-2021</b>
	£	£
<b>Note 4 Ticket Sales</b>		
November	2,091	0
Christmas	1,080	0
		0
March	2,193	0
May	2,054	0
June/July	2,460	0
	<u><b>9,878</b></u>	<u><b>0</b></u>
<b>Note 5 Rehearsal Costs</b>		
Hall Hire	2,510	1,200
Music Hire incl commissions	1,094	18
Conductor	3,120	1,880
Guest Conductor	864	120
Leader	2,618	1,309
	<u><b>10,206</b></u>	<u><b>4,527</b></u>
<b>Note 6 Professional Expenses</b>		
Conductor	3,200	0
Leader	1,360	0
Soloist & Expenses	199	0
Professionals	7,746	0
	<u><b>12,505</b></u>	<u><b>0</b></u>
<b>Note 7 Income From Donations</b>		
<b>Unrestricted Funds</b>		
Donations	2,022	240
Robert Kiln Charitable Trust	0	25,000
Raffle	187	
East Herts Lottery	209	18
Easy Fundraising	30	21
	<u><b>2,448</b></u>	<u><b>25,279</b></u>
<b>Restricted Funds</b>		
Donations in memory of Roy Jones	0	740
Donations	686	0
	<u><b>686</b></u>	<u><b>740</b></u>
<b>Total Income From Donations</b>	<u><b>3,134</b></u>	<u><b>26,019</b></u>

**HERTFORD SYMPHONY ORCHESTRA**

England & Wales - Charity number 270513

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# Accounts

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FINANCIAL STATEMENTS  
THE HERTFORD SYMPHONY ORCHESTRA  
YEAR ENDED 31 JULY 2021

## **CONTENTS**

<b>Orchestra information</b>	<b>3</b>
<b>Orchestra Committee Report</b>	<b>4</b>
<b>Orchestra Committee's responsibilities</b>	<b>5</b>
<b>Independent Examiners Report</b>	<b>6</b>
<b>Balance Sheet</b>	<b>7</b>
<b>Income &amp; Expenditure Account</b>	<b>8</b>
<b>Notes to the accounts</b>	<b>9-10</b>

## ORCHESTRA INFORMATION

Music Director/Conductor	Tom Hammond
Leader	Margaret Holter
Chairman:	Andy Medhurst
Honorary Secretary:	Nick Gazey
Honorary Treasurer:	Monique Blackford
Independent Examiner	Matt Nendick
Orchestra Committee Members:-	See Committee's report
Registered Office	35 St Leonard's Road, Bengeo, Hertford, Herts, SG14 3JW
Charity Registration Number	270513
Bankers	National Westminster Bank Plc 104 Fore Street Hertford Herts SG14 1YY

## ORCHESTRA COMMITTEE'S REPORT

The Orchestra Committee presents their report and accounts for the year ended 31 July 2021.

### Principle Activities:

The principle activities of the Orchestra in the year under review are to promote live music by putting on concerts in the East Herts area including involving schools in Children's and Christmas concerts, and to increase the standards of the local amateur musicians by engaging professional musicians to work with and tutor.

### Season Review:

A summary of the Orchestra's results for the year is found on page 7 to the financial statement.

The Orchestra continues to obtain its main income from concerts given for the general public and from subscriptions from its members, Friends and Patrons, however during the Covid-19 Pandemic and Government Restrictions, it was not possible to perform any concerts during this season.

The expenditure is related to the costs of putting on the rehearsals and associated expenses of insurance, Making Music Membership and other indirect costs.

Orchestra members were able to meet for rehearsals when government restrictions permitted and the invitation to play was extended to players outside of the usual membership.

The ability to switch from our usual rehearsal venue at Mill Mead School to the Ware Drill Hall (considered a Covid-safe venue) was key to the orchestra continuing to play music.

In November 2020 we received a generous donation from the Robert Kiln Charitable Trust following the winding up of the Trust. HSO will use this donation to continue the wonderful children's concerts. Therefore this money has been ring-fenced for activities associated with this concert.

### Orchestra Committee Members:

The following people served on the Orchestra Committee during the year.

**Chairman:** Andy Medhurst (Trustee)  
**Honorary Secretary:** Nick Gazey  
**Honorary Treasurer:** Monique Blackford  
Andrew Pummell  
Katie Neilson  
Jill Valentine  
Chris Woodrow  
Margaret Holter (Leader)  
Claire Lovegrove.(Trustee)

**Librarian:** Jane Eldred  
**Orchestra Manager:** Diana Salthouse

### Signed on behalf of the Orchestra Committee

Monique Blackford  
Honorary Treasurer

25 May 2022

Date:

## **STATEMENT OF THE ORCHESTRA COMMITTEE'S RESPONSIBILITIES**

Charity law requires the Orchestra Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Orchestra and of the surplus or deficit for that period. In preparing those statements, the Orchestra Committee is required to:

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

The Orchestra Committee is also responsible for maintaining proper accounting records as required by Part 8 of the Charities Act 2011, which disclose with reasonable accuracy at any time the financial position of the Orchestra and which are sufficient to show and explain the Orchestra's transactions and enable them to ensure that the financial statements are in accordance with the accounting and reporting framework provided by the Charities Act 2011.

It is also responsible for safeguarding the assets of the Orchestra, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE HERTFORD SYMPHONY ORCHESTRA

I report on the accounts of the Hertford Symphony Orchestra for the year ended 31 July 2021, which are set out on pages 7 to 10.

### Respective responsibilities of trustees and examiner:

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Matthew Nendick

Relevant professional qualification or body: ACCA

Address: Oakwell Close, Stevenage, SG2 8UG

Date: 17/5/22

THE HERTFORD SYMPHONY ORCHESTRA YEAR ENDED 31 JULY 2021

<b>BALANCE SHEET</b>	<b>31.07.2021</b>	<b>31.07.2020</b>
	<b>£</b>	<b>£</b>
<b>Fixed Assets</b>		
Staging	0	65
Stage piano, case & stand	526	595
<b>Total Fixed Assets</b>	<u>526</u>	<u>660</u>
Less Depreciation	69	82
<b>Net Fixed Assets</b>	<u>457</u>	<u>578</u>
<b>Current assets</b>		
Debtors: amounts falling due within one year	1,449	2,163
Debtors: amounts falling due after one year	214	302
Reserve	40,000	15,000
Treasurer's Current Account	11,806	10,651
Pre-Payments	0	250
<b>Total current assets</b>	<u>53,469</u>	<u>28,366</u>
<b>LESS</b>		
Creditors: amounts falling due within one year	18	985
Creditors: amounts falling due after one year	208	177
Equipment		
	<u>226</u>	<u>1,162</u>
	<u>53,243</u>	<u>27,204</u>
<b>Total Net Assets</b>	<u>53,700</u>	<u>27,782</u>
<b>REPRESENTED BY:</b>		
<b>Accumulated Fund Brought Forward From previous year</b>	<u>27,782</u>	<u>28,290</u>
<b>Current Year Surplus/(Deficit)</b>	<u>25,918</u>	<u>-508</u>
<b>Accumulated Fund Carried Forward</b>	<u>53,700</u>	<u>27,782</u>

<b>Approved By:</b>		<b>Date</b>
Chairman	A Medhurst	17.05.2022
Trustee	A Medhurst	17.05.2022
Treasurer	HM Blackford	17.05.2022

**Income and Expenditure Account to 31 July 2021**

	Note	2020-2021 £	2019-2020 £
<b>INCOME</b>			
Ticket Sales	(4)	0	9,914
HSO Subscriptions		3,538	6,562
FOHO Subscriptions		77	1,715
Gift Aid		1,232	1,283
Programme advertising		200	25
Refreshments		0	115
<b>TOTAL INCOME</b>		<b>5,047</b>	<b>19,614</b>
<b>LESS</b>			
<b>DIRECT COSTS</b>			
Rehearsal Costs	(5)	4,527	6,785
Venue Hire		0	3,070
Staging		0	280
Professional Expenses	(6)	0	10,754
Instrument Hire		0	0
Posters		0	512
Concert Programmes		0	660
First Aid		0	300
		<b>4,527</b>	<b>22,360</b>
<b>GROSS SURPLUS/DEFICIT</b>		<b>520</b>	<b>-2,746</b>
<b>Donations Received</b>	(7)	<b>26,019</b>	<b>3,750</b>
<b>LESS</b>			
<b>INDIRECT COSTS</b>			
Depreciation		69	82
Brochures and Programme Covers		0	145
Advertising		0	115
Performing Rights & Making Music Membership		275	605
Miscellaneous Costs		93	130
Insurance		132	132
Administration Costs		0	0
		<b>569</b>	<b>1,209</b>
<b>NET SURPLUS/DEFICIT</b>		<b>25,970</b>	<b>-205</b>
<b>Write Offs</b>	(8)	<b>52</b>	<b>303</b>
<b>CURRENT YEAR SURPLUS/DEFICIT</b>		<b>25,918</b>	<b>-508</b>

## NOTES TO THE ACCOUNTS

### 1. Accounting Policies

#### a) Basis of Accounting:

The Charities (Accounts and Reports) Regulations 2008 require the methods and principles of The Statement of Recommended Practice - Accounting and Reporting by Charities (SORP), issued in March 2005 to be followed when accounts are prepared under the Charities Act 2011

SORP sets out the recommended practice for the purpose of preparing the Trustees' Annual Report and for preparing the accounts on the accruals basis.

#### b) Income:

Income this season represents subscriptions, donations and Gift aid on donations..

#### c) Cashflow statement:

The Orchestra Committee has taken advantage of the exemptions in Financial Reporting Standard No. 1 from producing a cashflow statement on the grounds that it is a small charity.

#### d) Depreciation:

Depreciation is provided on all fixed assets, so as to write off the assets over their useful economic lives:

#### e) Taxation

The Orchestra is not able to claim rebates on Value Added Tax.

### 2. Income

The income and surplus/deficit are attributable to the principle activities of the Orchestra.

The Orchestra maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the principle activities of the Orchestra.

Restricted funds have been provided to the Orchestra for particular purposes and it is the policy of the Orchestra Committee to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

### 3. Reserve

The Orchestra has a policy of maintaining adequate reserves to accommodate a reasonable degree of unforeseen financial circumstances and to provide a sound financial basis for undertaking innovative activities, either independently or in conjunction with other societies. Such non-routine activities would normally carry a higher financial risk than the usual pattern of concerts in Hertford.

The donation of £25,000 from the Robert Kiln Charitable Trust has been added to the Reserves.

<b>NOTES TO THE ACCOUNTS</b>	<b>2020-2021</b>	<b>2019-2020</b>
	£	£
<b>Note 4 Ticket Sales</b>		
November	0	1,887
Christmas	0	2,791
Children's	0	3,026
March	0	2,210
May	0	0
June/July	0	0
	<u>0</u>	<u>9,914</u>
<b>Note 5 Rehearsal Costs</b>		
Hall Hire	1,200	832
Music Hire incl commissions	18	1,499
Conductor	1,880	2,520
Guest Conductor	120	240
Leader	1,309	1,694
	<u>4,527</u>	<u>6,785</u>
<b>Note 6 Professional Expenses</b>		
Conductor	0	2,930
Leader	0	1,115
Soloist & Expenses	0	1,285
Professionals	0	5,424
	<u>0</u>	<u>10,754</u>
<b>Note 7 Income From Donations</b>		
<b>Unrestricted Funds</b>		
Donations	240	5
East Herts Lottery	18	0
Easy Fundraising	21	45
	<u>279</u>	<u>50</u>
<b>Restricted Funds</b>		
Robert Kiln Charitable Trust	25,000	3,700
Donations In Memory of Roy Jones	740	0
	<u>25,740</u>	<u>3,700</u>
<b>Total Income From Donations</b>	<u>26,019</u>	<u>3,750</u>
<b>Note 8 Write Offs</b>		
Unpaid programme advertising & Subscriptions		303
Disposal of Staging (Value at 31.07.2020)	52	