

THE ROYAL TUNBRIDGE WELLS SYMPHONY ORCHESTRA

England & Wales · Charity number 295781

Details

Status Registered

Legal form Other

Registered 1986-12-23

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

Contact

Address 11A High Street
Pembury
Tunbridge Wells
Kent
TN2 4PH

Phone 01892782298

Email treasurer@rtwso.org

Website www.rtwso.org

Activities

Objects: TO PROMOTE THE MUSICAL EDUCATION OF THE INHABITANTS OF ROYAL TUNBRIDGE WELLS THROUGH THE STUDY AND PRACTICE OF ORCHESTRAL MUSIC, IN ORDER TO FOSTER PUBLIC KNOWLEDGE AND APPRECIATION OF SUCH MUSIC BY MEANS OF PUBLIC PERFORMANCE.

Activities: Promotion of the musical education of the people of Tunbridge Wells through the study and practice of orchestral music.

Classification

- **How:** Provides Services
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** ROYAL TUNBRIDGE WELLS
- East Sussex
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-30	£129,389	£129,398	-	-
2024-04-30	£150,176	£131,056	-	-
2023-04-30	£143,829	£141,499	-	-
2022-04-30	£133,283	£143,196	-	-
2021-04-30	£24,696	£16,564	-	-

Trustees

Name	Role	Appointed
ANNE PARKER		2014-07-04
Alexandra Dicken-Woollard		2020-06-26
FRANCES ARMSTRONG		2019-06-28
GALE SMITH		2012-08-28
Graham Stuart King		2025-07-18
Hamish John Mureddu-Reid		2025-07-18
Zoe Hayward		2020-06-26

THE ROYAL TUNBRIDGE WELLS SYMPHONY ORCHESTRA

England & Wales - Charity number 295781

Accounts



Receipts and payments accounts

For the period from	Period start date 1st May 2024	To	Period end date 30th April 2025
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grant from Friends of the Orchestra	3,000			3,000	10,000
Donations	2,152	1,956		4,108	3,740
Patrons	12,050			12,050	12,350
Playing members subs	4,735			4,735	4,290
Fundraising (+Gift Aid via Justgiving)	2,198			2,198	1,854
Gift Aid	3,406			3,406	3,568
Advertising revenue	400			400	750
Advance season ticket sales	29,519	-	-	29,519	26,781
Other ticket sales	26	-	-	26	666
Box office sales	35,839	-	-	35,839	49,825
Sponsorship incl programmes	-	-	-	-	1,000
Bank interest	755	-	-	755	631
Orchestra Tax Relief via RTWSOPL	33,353	-	-	33,353	34,721
Sub total (Gross income for AR)	127,433	1,956	-	129,389	150,176
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	127,433	1,956	-	129,389	150,176
A3 Payments					
Fees:conductors, players via RTWSOPL	78,886	-	-	78,886	83,736
Special events (centenary, new MD etc	7,723			7,723	4,750
Printing of programmes	978			978	1,385
Music hire via RTWSOPL	2,927			2,927	2,689
Venue hire via RTWSOPL	24,816			24,816	24,921
Marketing	4,255			4,255	4,050
PRS	1,684			1,684	866
Advertisements	2,475			2,475	1,773
Misc Direct Costs including education	748	1,560		2,308	3,787
Admin	3,346			3,346	3,099
Sub total	127,838	1,560	-	129,398	131,056
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	127,838	1,560	-	129,398	131,056
Net of receipts/(payments)	- 405	396	-	9	19,120
A5 Transfers between funds					
A6 Cash funds last year end	38,874	2,404	-	41,278	22,158
Cash funds this year end	38,469	2,800	-	41,269	41,278

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Current Account	1,013	-	-
	Bank Deposit Account	37,456	2,800	-
	Bank Current Account		-	-
	Total cash funds	38,469	2,800	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

Trustees' Annual Report for the period

	Period start date				Period end date		
From	Day 1st	Month May	Year 2024	To	Day 30th	Month April	Year 2025

2018

Section A Reference and administration details

Charity name ROYAL TUNBRIDGE WELLS SYMPHONY ORCHESTRA

Other names charity is known by RTWSO

Registered charity number (if any) 295781

Charity's principal address

11A High Street	
Pembury	
Tunbridge Wells, Kent	
Postcode	TN2 4PH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ms Frances Armstrong	Chairman		
2	Mr Andrew Muir	Deputy Chairman		
3	Mrs Gale Smith	Minutes Secretary		
4	Mrs Alexandra Dicken-Woollard	Treasurer		
5	Mrs Anne Parker	Orchestra Manager and Gen. Secretary		
6	Mrs Libby Summers	Librarian		
7	Mrs Zoe Hayward	News Editor		
8				
9				
10				
11				
12				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

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

None

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted at an AGM on 4 th July 2014.
How the charity is constituted (eg. trust, association, company)	The charity comprises Honorary Officers, Annual Subscribers and Playing Members. Seven Trustees manage its affairs, retire annually but may be re-elected. New Trustees are inducted and trained by existing Trustees.
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by the members at a duly constituted General Meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Charity is a member of Making Music, the UK's membership organisation for leisure-time music, and has used their general guidance in such matters as arranging insurance and risk management.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The Charity exists to promote the musical education of the inhabitants of Royal Tunbridge Wells and the surrounding area, through the study and practice of orchestral music, in order to foster public knowledge and appreciation of such music by means of public performance.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Charity put on its regular season of six orchestral concerts in Tunbridge Wells. Three free chamber concerts were also scheduled during the summer, one presenting the orchestral world of the French horn, and another bringing together a range of wind instruments.

Our Education Outreach programme again held a brass masterclass at a Tunbridge Wells secondary school; this time focussed on the trombone. Members of the orchestra also visited and played at The Rosewood School, a residential school for teenagers with profound mental health issues, run by Kent County Council.

The Charity's Education Officer held workshops in two local primary schools this year, with children drawn from 5 different schools in the area. Many then attended an orchestra performance with their families. In addition, school children and students of all ages were able to attend any of our classical concerts for a flat £5 ticket fee, regardless of the regular seat price.

We continue to maintain community pages on social media, encouraging and enabling fellow music charities from across the area to publicise their concerts and other activities via our website, Instagram, X and Facebook accounts. We also offered concert tickets to other charities (such as the Samaritans) to help with fundraising.

Our Trustees have remained mindful of Charity Commission guidance on what constitutes public benefit, and have continued to seek ways to widen access to orchestral and classical music in the Tunbridge Wells area, in line with the Charity's core objectives.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All our Trustees and player members are volunteers, some acting in a professional capacity – for example, negotiation with soloists of performance contracts, or placing advertising in local media.

In addition to the player members, the orchestra also contracts professional players on a concert-by-concert basis to make up the full symphony orchestra as required by the programme chosen.

Three Trustees also serve as directors of RTWSO Productions Ltd, a company established in 2018 to administer production expenses.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The orchestra performed its regular series of 6 concerts from October through to April, with a renowned soloist performing at each concert. The number of tickets sold for this 6-concert series continued the upward sales trend achieved year on year since covid, although no special '7th' concert was added this year.

The Charity always tries to support community initiatives led by Tunbridge Wells Borough Council, and this year donated tickets to new audience members and some younger hosts as part of the 'Silver Sunday' events run by the Council and Age UK Tunbridge Wells, to introduce older members of the community to new activities.

This year we have said goodbye to our longstanding Music Director, Roderick Dunk. Rod's final concert in April 2025 was very well attended, and he leaves us with enormous thanks from the whole orchestra. In May 2024 a series of workshops was held to determine a short list of candidates to replace him. The three candidates selected each conducted one of our regular Sunday concerts, and the orchestra voted for Peter Selwyn to become the new Music Director and our regular conductor. He has been appointed from 1 May 2025.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charity holds sufficient reserves to pay expenses anticipated ahead of the following season's ticket sales.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principal sources of funds are revenue from ticket sales and donations from Friends, patrons and other supporters. We also benefit from Orchestra Tax Relief.

The Friends of RTWSO kindly donated £3000 at the end of the season, which will be used to purchase stage 'risers' for performances requiring a larger orchestra than normal, and to help with the cost of venue hire (our regular rehearsal and function venue now being compelled to charge us VAT under rule changes for private school facilities hire).

The 'restricted funds' section of our accounts relates to donations made specifically for the furtherance of our Education Outreach activities.

Section F**Other optional information**

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Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Frances Armstrong	Alexandra Dicken-Woollard
Position (eg Secretary, Chair, etc)	CHAIRMAN	TREASURER
Date	20/07/2025	



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
The Royal Tunbridge Wells Symphony Orchestra

On accounts for the year ended

30 April 2025	Charity no (if any)	295781
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Set out on pages

1 and 2
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 April 2025.

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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:**

Name:

Relevant professional qualification(s) or body (if any):

Address:

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

THE ROYAL TUNBRIDGE WELLS SYMPHONY ORCHESTRA

England & Wales - Charity number 295781

Accounts



Receipts and payments accounts

For the period from	Period start date 1st May 2023	To	Period end date 30th April 2024
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Grant from Friends of the Orchestra	10,000			10,000	15,000
Special Centenary Grant from Friends	-			-	
Donations	2,592	1,148		3,740	2,546
Patrons	12,350			12,350	11,250
Playing members subs	4,290			4,290	4,000
Fundraising (+Gift Aid via Justgiving)	1,854			1,854	4,620
Gift Aid	3,568			3,568	2,076
Advertising revenue	750			750	750
Advance season ticket sales	26,781	-	-	26,781	26,294
Other ticket sales	666	-	-	666	25
Box office sales	49,825	-	-	49,825	47,202
Sponsorship incl programmes	1,000	-	-	1,000	3,500
Bank interest	631	-	-	631	134
Orchestra Tax Relief via RTWSOPL	34,721	-	-	34,721	26,432
Sub total (Gross income for AR)	149,028	1,148	-	150,176	143,829
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	149,028	1,148	-	150,176	143,829
A3 Payments					
Fees:conductors, players via RTWSOPL	83,736	-	-	83,736	82,406
Special events (centenary, new MD etc	4,750			4,750	11,900
Printing of programmes	1,385	-	-	1,385	1,427
Music hire via RTWSOPL	2,689	-	-	2,689	3,373
Venue hire via RTWSOPL	24,921	-	-	24,921	28,325
Marketing	4,050	-	-	4,050	4,937
PRS	866	-	-	866	2,814
Advertisements	1,773	-	-	1,773	1,691
Misc Direct Costs including education	2,187	1,600	-	3,787	1,674
Admin	3,099			3,099	2,953
Sub total	129,456	1,600	-	131,056	141,499
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	129,456	1,600	-	131,056	141,499
Net of receipts/(payments)	19,572	- 452	-	19,120	2,330
A5 Transfers between funds			-	-	-
A6 Cash funds last year end	19,302	2,856	-	22,158	19,827
Cash funds this year end	38,874	2,404	-	41,278	22,157

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Current Account	1,208	-	-
	Bank Deposit Account	37,666	2,404	-
	Bank Current Account		-	-
	Total cash funds	38,874	2,404	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1st	Month May	Year 2023		Day 30th	Month April	Year 2024

2018

Section A Reference and administration details

Charity name ROYAL TUNBRIDGE WELLS SYMPHONY ORCHESTRA

Other names charity is known by RTWSO

Registered charity number (if any) 295781

Charity's principal address

11A High Street	
Pembury	
Tunbridge Wells, Kent	
Postcode	TN2 4PH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ms Frances Armstrong	Chairman		
2	Mr Andrew Muir	Deputy Chairman		
3	Mrs Gale Smith	Minutes Secretary		
4	Mrs Alexandra Dicken-Woollard	Treasurer		
5	Mrs Anne Parker	Orchestra Manager and Gen. Secretary		
6	Mrs Libby Summers	Librarian		
7	Mrs Zoe Hayward	News Editor		
8				
9				
10				
11				
12				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

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

None

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution adopted at an AGM on 4th July 2014.

How the charity is constituted
(eg. trust, association, company)

The charity comprises Honorary Officers, Annual Subscribers and Playing Members. Seven Trustees manage its affairs, retire annually but may be re-elected. New Trustees are inducted and trained by existing Trustees.

Trustee selection methods
(eg. appointed by, elected by)

Trustees are appointed by the members at a duly constituted General Meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Charity is a member of Making Music, the UK's membership organisation for leisure-time music, and has used their general guidance in such matters as arranging insurance and risk management.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The Charity exists to promote the musical education of the inhabitants of Royal Tunbridge Wells and the surrounding area, through the study and practice of orchestral music, in order to foster public knowledge and appreciation of such music by means of public performance.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Charity put on its regular season of six orchestral concerts in Tunbridge Wells, plus an additional concert with its Honorary President, Nicola Benedetti, in a neighbouring school in Sevenoaks. Two further chamber concerts were performed during the summer at no charge, one of them introducing classical guitar pieces to our members.

Our Education Outreach programme was extended to the secondary school sector again this year, with a brass masterclass held at a Tunbridge Wells grammar school. Secondary schools from around the area sent participants and audience to the masterclass, with 30 young brass players attending in total.

The Charity's Education Officer was once again able to work with three local primary schools, who together formed a massed band to perform an arrangement written especially for them, based on a piece to be performed by the orchestra. Many then attended the orchestra performance with their families. In addition, school children and students of all ages were able to attend any of our classical concerts for a flat £5 ticket fee, regardless of the regular seat price.

We continue to maintain community pages on social media, encouraging and enabling fellow music charities from across the area to publicise their concerts and other activities via our website and social media accounts.

Our Trustees have remained mindful of Charity Commission guidance on what constitutes public benefit, and have continued to seek ways to widen access to orchestral and classical music in the Tunbridge Wells area, in line with the Charity's core objectives.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All our Trustees and player members are volunteers, some acting in a professional capacity – for example, negotiation with soloists of performance contracts, or placing advertising in local media.

In addition to the player members, the orchestra also contracts professional players on a concert-by-concert basis to make up the full symphony orchestra as required for the programme chosen.

Three Trustees also serve as directors of RTWSO Productions Ltd, a company established in 2018 to administer production expenses.

Section D Achievements and performance

<p>Summary of the main achievements of the charity during the year</p>	<p>The orchestra performed its regular series of 6 concerts from October through to April, with a renowned soloist performing at each concert. The number of tickets sold was the highest achieved since Covid.</p> <p>In addition, we were delighted to put on a seventh concert in January 2024 with our Honorary President, Nicola Benedetti. This took place at nearby Sevenoaks School, as our regular venue in Tunbridge Wells was unavailable in January, and the orchestra and audience were delighted to hear Nicola play with us.</p> <p>After many successful years with the orchestra, our Music Director and regular conductor Roderick Dunk announced his plan to move on after the 2024-2025 season. He kindly helped the orchestra to design a fair and comprehensive process to recruit his replacement, and applications were invited. The final short-list of candidates was invited to workshops with the orchestra in May 2024. After input from all involved, three candidates have been booked to conduct the orchestra in one of our 2024-25 season concerts, and it is hoped that one of them will accept an appointment to become our new Music Director thereafter. The Friends of the Royal Tunbridge Wells Symphony Orchestra kindly gave us a grant to cover the costs of this process,</p>
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Section E Financial review

<p>Brief statement of the charity’s policy on reserves</p>	<p>The Charity holds sufficient reserves to pay expenses anticipated ahead of the following season’s ticket sales.</p>
<p>Details of any funds materially in deficit</p>	<p>None</p>

<p>Further financial review details (Optional information)</p> <p>You may choose to include additional information, where relevant about:</p> <ul style="list-style-type: none"> • the charity’s principal sources of funds (including any fundraising); • how expenditure has supported the key objectives of the charity; • investment policy and objectives including any ethical investment policy adopted. 	<p>Our principal sources of funds are revenue from ticket sales and donations from Friends, patrons and other supporters. We also benefit from Orchestra Tax Relief and were pleased to note that the government announced in March that this will continue at 45% from 2025 for the foreseeable future.</p> <p>Ticket sales this year again increased slightly over the previous season, both seasons including 7 symphony orchestra concerts.</p> <p>We have ended the year with cash funds at a higher level than usual, reflecting the need to budget for the new Music Director workshops held in May.</p> <p>The ‘restricted funds’ section of our accounts relates to donations made specifically for the furtherance of our Education Outreach activities.</p>
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Section F**Other optional information**

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Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Frances Armstrong	Alexandra Dicken-Woollard
Position (eg Secretary, Chair, etc)	CHAIRMAN	TREASURER
Date	3 July 2024	



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

The Royal Tunbridge Wells Symphony Orchestra

On accounts for the year
ended

30 April 2024

Charity no
(if any)

295781

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 April 2024.

Responsibilities and basis
of report

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

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

Independent examiner's statement I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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:**

Name:

Relevant professional qualification(s) or body (if any):

Address:

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Virtual Cabinet Portal Digital Signatures

Digital Signature Verification

You can verify that this is a genuine Virtual Cabinet Document Portal signed document by uploading it to the following secure web page:

<https://www.virtualcabinetportal.com/VerifySignedDocument>

Signature Dates and Times

All dates and times shown in the signatures below are expressed in Coordinated Universal Time (UTC), which is generally equivalent to GMT.

You can find out more about UTC at the following web page:

<http://www.virtualcabinetportal.com/WhatIsUTC>

Signature 1

Signed by Alexandra Dicken-Woollard using authentication code bG0+czguISZcd1Vq at IP address 86.182.0.120, on 2024/07/04 08:37:10 Z.

Alexandra Dicken-Woollard's e-mail address is: akwoollard@btinternet.com.

THE ROYAL TUNBRIDGE WELLS SYMPHONY ORCHESTRA

England & Wales - Charity number 295781

Accounts



Receipts and payments accounts

For the period from	Period start date 1st May 2022	To	Period end date 30th April 2023
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grant from Friends of the Orchestra	15,000	-	-	15,000	33,500
Special Centenary Grant from Friends	-	-	-	-	7,500
Donations	1,425	1,121	-	2,546	4,492
Patrons	11,250	-	-	11,250	9,757
Playing members subs	4,000	-	-	4,000	4,177
Fundraising (+Gift Aid via Justgiving)	4,620	-	-	4,620	7,268
Gift Aid	2,076	-	-	2,076	808
Advertising revenue	750	-	-	750	2,584
Advance season ticket sales	26,294	-	-	26,294	30,005
Other ticket sales	25	-	-	25	-
Box office sales	47,202	-	-	47,202	30,260
Sponsorship incl programmes	3,500	-	-	3,500	2,000
Bank interest	134	-	-	134	4
Orchestra Tax Relief via RTWSOPL	26,432	-	-	26,432	928
Sub total (Gross income for AP)	142,708	1,121	-	143,829	133,283
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	142,708	1,121	-	143,829	133,283
A3 Payments					
Fees:conductors, players via RTWSOPL	82,406	-	-	82,406	72,033
Centenary activities including CD	11,900	-	-	11,900	14,119
Printing of programmes	1,427	-	-	1,427	5,167
Music hire via RTWSOPL	3,373	-	-	3,373	3,306
Venue hire via RTWSOPL	28,325	-	-	28,325	27,054
Marketing	4,937	-	-	4,937	11,758
PRS	2,814	-	-	2,814	2,657
Advertisements	1,691	-	-	1,691	1,570
Misc Direct Costs including education	1,160	514	-	1,674	2,950
Admin	2,953	-	-	2,953	2,582
	-	-	-	-	-
Sub total	140,985	514	-	141,499	143,196
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	140,985	514	-	141,499	143,196
Net of receipts/(payments)	1,723	607	-	2,330	(9,913)
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	17,578	2,249	-	19,827	29,740
Cash funds this year end	19,301	2,856	-	22,157	19,827

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Current Account	3,067	-	-
	Bank Deposit Account	16,234	2,856	-
	Total cash funds	19,301	2,856	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Frances Armstrong	04 July 2023
	Alexandra Dicken-Woollard	04 July 2023

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1st	Month May	Year 2022		Day 30th	Month April	Year 2023

2018

Section A Reference and administration details

Charity name ROYAL TUNBRIDGE WELLS SYMPHONY ORCHESTRA

Other names charity is known by RTWSO

Registered charity number (if any) 295781

Charity's principal address 11A High Street
 Pembury
 Tunbridge Wells, Kent
Postcode TN2 4PH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ms Frances Armstrong	Chairman		
2	Mr Andrew Muir	Deputy Chairman		
3	Mrs Gale Smith	Minutes Secretary		
4	Mrs Alexandra Dicken-Woollard	Treasurer		
5	Mrs Anne Parker	Orchestra Manager and Gen. Secretary		
6	Mrs Libby Summers	Librarian		
7	Mrs Zoe Hayward	News Editor		
8				
9				
10				

11			
12			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

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

None

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted at an AGM on 4 th July 2014.
How the charity is constituted (eg. trust, association, company)	The charity comprises Honorary Officers, Annual Subscribers and Playing Members. Seven Trustees manage its affairs, retire annually but may be re-elected. New Trustees are inducted and trained by existing Trustees.
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by the members at a duly constituted General Meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Charity is a member of Making Music, the UK's membership organisation for leisure-time music, and has used their general guidance in such matters as arranging insurance and risk management.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The Charity exists to promote the musical education of the inhabitants of Royal Tunbridge Wells through the study and practice of orchestral music, in order to foster public knowledge and appreciation of such music by means of public performance.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Charity began the financial year with a special centenary concert on May 1st. The event was a departure from the usual classical programme, presenting orchestral versions of 1970s hits, with a view to bringing the Orchestra to the attention of a wider public. This was followed by a further season of 6 classical orchestral concerts.

The Charity's Education Officer was once again able to work with local schools – this time three local primary schools - and to co-ordinate outreach activities. Some 400 children took part, whether listening, participating or performing. In addition, school children and students of all ages were able to attend any of our classical concerts for a flat £5 ticket fee, regardless of the regular seat price.

Our Trustees have remained mindful of Charity Commission guidance on what constitutes public benefit, and have continued to seek ways to widen access to orchestral and classical music in the Tunbridge Wells area, in line with the Charity's core objectives.

This year we have focussed on developing our community pages on social media, encouraging and enabling fellow music charities from across the area to publicise their concerts and other activities via our website, Instagram, twitter and Facebook accounts.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All our Trustees and player members are volunteers, some acting in a professional capacity – for example, negotiation with soloists of performance contracts, or placing advertising in local media.

Three Trustees also serve as directors of RTWSO Productions Ltd, a company established in 2018 to administer production expenses.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

We began the year with a special Centenary concert, music from the 70s, which was very well attended and enabled the members of the orchestra to celebrate our 100th birthday with the community.

We also produced and launched our first CD, recorded at the end of last year, with the help of a special centenary grant from the Friends of RTWSO and wider fundraising by orchestra members. Sales of the CD will help towards future fundraising, but more importantly we now have a quality recording of the orchestra to share with prospective new players and soloists, and to use in radio advertising etc.

The orchestra performed its regular series of 6 concerts from October through to April, welcoming several international soloists and guest conductors to the town. Audience numbers rose through the season, and we were able to repeat last year's offer of free tickets to local NHS staff.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charity holds sufficient reserves to pay expenses anticipated ahead of the following season's ticket sales.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principal sources of funds are revenue from ticket sales and donations from Friends, patrons and other supporters.

Ticket sales this year are higher than for the 2021-22 season, reflecting a small increase in ticket revenue from our traditional series, plus the income from the centenary concert.

Following a difficult period over Covid, we were extremely pleased that the rate of Orchestra Tax Relief was raised to 50% from Autumn 2021, leading to the payment of over £26,000 from HMRC towards our funding this year. The Spring 2023 budget has extended this 50% rate through to 31 March 2026. This has enabled us to afford recent increases in our costs due to inflationary pressures, whilst maintaining our ticket prices at 2021 levels for a further year.

One major donation made in 2020, of £4,500 from the Saville Turner Holistic Trust, was to be used specifically for our education outreach activities over a three- year period. This appears in the 'restricted funds' section of our cash accounts, together with further cash donations made specifically to our Outreach activities through a retiring collection at our December concert.

Section F

Other optional information

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Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Frances Armstrong	Alexandra Dicken-Woollard
Position (eg Secretary, Chair, etc)	CHAIRMAN	TREASURER

Date 4 July 2023



Section A Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name The Royal Tunbridge Wells Symphony Orchestra
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**On accounts for the year
ended**

30 April 2023	Charity no (if any)	295781
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Set out on pages

1 and 2 <small>(remember to include the page numbers of additional sheets)</small>

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 April 2023.

**Responsibilities and basis
of report**

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: **Date:**

Name:

Relevant professional qualification(s) or body (if any):

Address:

Section B Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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THE ROYAL TUNBRIDGE WELLS SYMPHONY ORCHESTRA

England & Wales - Charity number 295781

Accounts



Receipts and payments accounts

For the period from	Period start date 1st May 2021	To	Period end date 30th April 2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grant from Friends of the Orchestra	33,500	-	-	33,500	-
Special Centenary Grant from Friends	7,500	-	-	7,500	-
Major donations	4,492	-	-	4,492	7,549
Patrons	9,757	-	-	9,757	2,790
Playing members subs	4,177	-	-	4,177	-
Fundraising (+Gift Aid via Justgiving)	7,268	-	-	7,268	125
Gift Aid	808	-	-	808	-
Advertising revenue	2,584	-	-	2,584	-
Advance season ticket sales	30,005	-	-	30,005	(48)
Other ticket sales	-	-	-	-	-
Box office sales	30,260	-	-	30,260	1,403
Sale/sponsorship of programmes	2,000	-	-	2,000	-
Bank interest	4	-	-	4	6
Orchestra Tax Relief via RTWSOPL	928	-	-	928	12,871
	-	-	-	-	-
Sub total (Gross income for AR)	133,283	-	-	133,283	24,696
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	133,283	-	-	133,283	24,696
A3 Payments					
Fees:conductors, players via RTWSOPL	72,033	-	-	72,033	5,065
Centenary activities including CD	14,119	-	-	14,119	-
Printing of programmes	5,167	-	-	5,167	-
Music hire via RTWSOPL	3,306	-	-	3,306	-
Venue hire via RTWSOPL	27,054	-	-	27,054	245
Marketing	11,758	-	-	11,758	8,237
PRS	2,657	-	-	2,657	168
Advertisements	1,570	-	-	1,570	-
Misc Direct Costs including education	1,049	1,901	-	2,950	419
Admin	2,582	-	-	2,582	2,430
	-	-	-	-	-
Sub total	141,295	1,901	-	143,196	16,564
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	141,295	1,901	-	143,196	16,564
Net of receipts/(payments)	(8,012)	(1,901)	-	(9,913)	8,132
A5 Transfers between funds					
	25,590	4,150	-	29,740	21,608
A6 Cash funds last year end					
Cash funds this year end	17,578	2,249	-	19,827	29,740

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Current Account	1,822	-	-
	Bank Deposit Account	15,756	2,249	-
	Total cash funds	17,578	2,249	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed electronically by trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Frances Armstrong	8 July 2022
		Alexandra Dicken-Woollard	8 July 2022

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1st	Month May	Year 2021		Day 30th	Month April	Year 2022

2018

Section A Reference and administration details

Charity name

ROYAL TUNBRIDGE WELLS SYMPHONY ORCHESTRA

Other names charity is known by

RTWSO

Registered charity number (if any)

295781

Charity's principal address

11A High Street

Pembury

Tunbridge Wells, Kent

Postcode

TN2 4PH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ms Frances Armstrong	Chairman		
2	Mr Andrew Muir	Deputy Chairman		
3	Mrs Gale Smith	General Secretary		
4	Mrs Alexandra Dicken-Woollard	Treasurer		
5	Mrs Anne Parker	Orchestra Manager		
6	Mrs Libby Summers	Librarian		
7	Mrs Zoe Hayward	News Editor		
8				
9				
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11				

12			
13			
14			
15			
16			
17			
18			
19			
20			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

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

None

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted at an AGM on 4 th July 2014.
How the charity is constituted (eg. trust, association, company)	The charity comprises Honorary Officers, Annual Subscribers and Playing Members. Seven Trustees manage its affairs, retire annually but may be re-elected. New Trustees are inducted and trained by existing Trustees.
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by the members at a duly constituted General Meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Charity is a member of Making Music, the UK's membership organisation for leisure-time music, and has used their general guidance in such matters as arrangements for Covid-secure rehearsals and performance.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The Charity exists to promote the musical education of the inhabitants of Royal Tunbridge Wells through the study and practice of orchestral music, in order to foster public knowledge and appreciation of such music by means of public performance.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Following the covid pandemic, the charity planned and delivered its regular season of six classical concerts at the Assembly Hall Theatre in Tunbridge Wells. Local NHS staff were invited to attend several of these concerts free of charge.

Members of the Orchestra also played to support the local Council's thank you picnic for volunteers during the Covid pandemic, and the Orchestra used one concert to support the Mayor of Tunbridge Wells' chosen charity, Mental Health Resource.

The Charity's Education Officer was once again able to visit local schools and co-ordinate outreach activities, which included demonstrations of instruments, workshops and performances with 5 primary schools and

with a group of local A-level music students.

Our Trustees are always mindful of Charity Commission guidance on what constitutes public benefit, and are actively diversifying our programme to provide more.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All our Trustees and player members are volunteers, some acting in a professional capacity – for example, negotiation with soloists of performance contracts, or managing players for specific concerts.

Three Trustees also serve as directors of RTWSO Productions Ltd, a company established in 2018 to administer production expenses.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Charity delivered six full orchestral concerts in Tunbridge Wells, despite continued disruption due to the covid pandemic.

To mark its Centenary Season, the orchestra also recorded a CD of music drawn from the season's programme, to be used as a souvenir of the Centenary, for fundraising amongst supporters and to attract new members.

The Charity's Education Outreach activities delivered workshops and performances amongst five local primary schools. In addition, a conducting workshop with a well-known English conductor was held for local 16-18 year olds studying A level music, and a composition workshop was held for 11 year olds, lead by a local composer.

A further centenary celebration concert was also planned, to be delivered in May 2022.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charity holds sufficient reserves to pay expenses anticipated ahead of the following season's ticket sales.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principal sources of funds are revenue from ticket sales, together with donations from Friends, patrons and other supporters. Following the Covid pandemic, which resulted in a reduction in audience numbers compared to pre-Covid years, donations from Friends and patrons represented a higher proportion of the Charity's income. However, ticket sales remained the largest contributor to the Charity's revenue.

During the 2021-2022 season, being the Orchestra's centenary season, fundraising was also carried out through Justgiving and some donations were received via the Paypal Giving Fund. This fundraising enabled the production of a professional quality CD as a souvenir of the centenary.

One major donation made in 2020, of £4,500 from the Saville Turner Holistic Trust, was to be used specifically for our education outreach activities over a three- year period, and is thus shown under 'restricted funds' in our accounts.

Section F **Other optional information**

Section G **Declaration**

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

Signed electronically on behalf of the charity's trustees

Signature(s)		
Full name(s)	Frances Armstrong	Alexandra Dicken-Woollard
Position (eg Secretary, Chair, etc)	CHAIRMAN	TREASURER
Date	8 July 2022	



Section A Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
The Royal Tunbridge Wells Symphony Orchestra

**On accounts for the year
ended**

30 April 2022	Charity no (if any)	295781
---------------	--------------------------------	--------

Set out on pages

1 and 2
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 April 2022.

**Responsibilities and basis
of report**

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

11 July 2022

Name: S R Sampson

Relevant professional qualification(s) or body (if any): BFP FCA FCIE DChA

Address: Ashdown Hurrey Auditors Limited
20 Havelock Road, Hastings
East Sussex, TN34 1BP

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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