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**WAVES MUSIC  
THERAPY**

**ANNUAL REPORT**

JUNE 2022-JUNE 2023

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**Waves Music Therapy**  
Charity number 1194782

TRUSTEES' ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
YEAR ENDED 30 June 2023

**Trustees:**

Kanwaljit Sachdeva- Chair  
Paul Finnett  
Michelle Garner

**CEO:**

Victoria Hartkemeyer

**Project Lead:**

Ruth Spencer

**Clinical Lead:**

Hazel Child

**Funding lead:**

Anna Macken

**Address:**

Waves Music Therapy  
22 The Drive  
East Preston  
Littlehampton  
West Sussex  
BN16 1QL

**Independent Examiner:**

Philip Woodgate FCCA  
Woodgate Accounting Services Ltd  
Unit 43, Newhaven Enterprise  
Centre,  
Newhaven, BN9 9BA



# Chair of Trustees



Letter from the Chair of Trustees:

The excellent team at Waves have worked relentlessly over the year to build on its conversion to a CIO last year. In our second year, the charity has expanded its partnerships with local and national organisations as well as talented individuals that bring with them a wide variety of skills. Waves has been able to grow through providing a wider range of services to meet the needs of vulnerable young people and adults in the Sussex area through music therapy. Waves is developing a strong identity with practitioners who benefitted from the inaugural conference this year.

As we look to next year, we are planning to expand and develop the board of trustees to support the CEO and team more effectively as the charity grows.

The board would like to congratulate and thank Victoria for all her hard work and also the wider team at Waves who have made this a successful year.

**Kanwaljit  
Sachdeva**

CHAIR OF TRUSTEES



# Trustee Annual Report



## **WAVES MUSIC THERAPY TRUSTEE ANNUAL REPORT.**

**Year ended June 30th 2023**

The Trustees present their report and financial statements for the year ended 30 June 2023.

The financial statements have been prepared in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and comply with the charity's governing document, and the Charities Act 2011.

### **WHO WE ARE**

Waves Music Therapy is a West Sussex based team of HCPC-registered, experienced, and friendly clinicians who endeavour to provide the highest standard of music therapy provision. We are musicians who use our therapeutic tool kit, clinically recognised psychological interventions and creativity to connect and communicate with our service users in the way that is appropriate for them and their needs.

Waves provides music therapy sessions to individuals with a range of complex additional needs including social, emotional, mental health, trauma, physical, communication and learning needs. Our work provides opportunity for meaningful relationship building, self-expression, creativity and communication, reduces stress and anxiety, all of which leads to improved confidence and self-esteem, emotional well-being and growth.

# Our mission



## **OUR MISSION:**

Our mission is to enable any person, with any additional need, who seeks to engage in clinical music therapy with our qualified, HCPC registered therapists, to be able to do so. The charity will work across the county of West Sussex to ensure that there are no barriers to accessing the service and will use our funds to support our clients to engage in music therapy.

Waves Music Therapy provides individual and group clinical music therapy sessions for any person with any additional need who will benefit from a safe, accessible therapeutic space. Music therapy supports the social, emotional, mental health, communication, learning and physical needs of our service users with the objective of improving well being and quality of life.

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The Trustees are aware of Charity Commission guidance on public benefit reporting as set out in Section 17 of the Charities Act 2011. They believe Waves Music Therapy fulfils a fundamental public benefit by:

"For the public benefit, the relief of those in need by reason of physical and mental health, ill health, disability or social disadvantage through providing clinical music therapy by HCPC registered therapists with the overall objective of improving quality of life."

# Successes 22-23



## SUCCESSSES 2022-2023

- We increased our reach by 30% in this year
- 88% of all sessions were delivered free at point of delivery
- Our gross turnover increased from £94,000 to £132,000
- We raised £73,000 in grants
- We provided over 3300 client hours
- We ran 56 hours of rap workshops
- We welcomed Anna Macken as Fundraising Lead
- We became an Arts Awards Centre
- We succeeded in becoming an Adoption Support Fund provider
- The Toby Project continues to flourish
- We held our inaugural Waves conference



# NHS SUSSEX



In January 2023 Waves were one of six services in Sussex selected by the NHS Sussex Integrated Care Board (ICB) who, in recognising our ability to connect with and engage children and young people with complex additional needs, commissioned a piece of work entitled: **Reaching complex young people, elevating youth voices and opinions about the NHS.**

The aim of the research was to engage children and young people with additional needs, listening to their experiences of their health and care. We ran 6 workshops, reaching 46 children and young people; engaging children who use alternate communication modes such as communication devices, sign and makaton, children who are non speaking with profound needs, children with complex histories of trauma, children with mental health needs, children with learning needs and children in care.

Following the six, 2- hour workshops where each group was consulted about their feelings, their words were brought together in a powerful spoken word piece. The childrens' voices were clear, and common themes emerged. The children told us they need to feel heard and listened to, that there is a sense of powerlessness around their care, that they desire independence and that the NHS feels distant, that they don't know where to go for help and that they have experiences of reaching out and there being no response, action or resolution. We told the NHS that the young people need to feel seen and heard, that it takes time to build relationships and that commissioners need to meet the children where they are and aim to value and understand them., Our findings were submitted to the NHS and collated as part of their development of a new Integrated Care Board in Sussex. Links to the music and report can be found on our website



# Notable Moments



- NHS Sussex Integrated Care Board commissioned Waves Music Therapy to engage children and young people with additional needs as part of their research entitled 'Conversations in Health and Care'. Read the report here: [Waves NHS research Paper](#)
- The Royal Society for Public Health (RSPH) published a clinical case study from Waves, written by Victoria and edited by Florence Gildea.
- Our inaugural conference was held in September 2022, successfully bringing together 36 arts therapy delegates from across the South of England.
- In summer 2023 Waves became a delivery partner with West Sussex Music, the music education hub (MEH) for West Sussex.
- Our partnerships with Momentum Children's' Charity, West Sussex MIND, Mencap and Red Balloon in Worthing continued to flourish, as did our ongoing collaborative work with spoken word artist and performer, Louie Le Vack.





# BBC Comic Relief



## **BBC Comic Relief choose Waves to star in 2024 Red Nose day film.**

In summer 2023 BBC Comic Relief chose, from the thousands of projects that they support every year, the work that Waves Music Therapy undertakes in local schools to feature as their UK project on Red Nose Day - 15th March 2024 (BBC). Comic Relief's focus on our work is a huge validation of the work that we deliver.

Comic Relief's vision is to create a just world free of poverty. They believe that "those closest to the issues have the best solutions," so they partner with amazing projects and organisations that tackle some of the biggest challenges faced by society today. Comic Relief funding supported Waves to deliver spoken word workshops across schools in West Sussex and we are extremely proud that our work, ethos & vision is being recognised in this way.

Comic Relief also selected the project to be the foundation for Red Nose Day lesson plans. These classroom resources - based on the workshops delivered by our spoken word artist and facilitator - will be shared with every primary and secondary school in the UK.

We look forward to sharing all of the news in our 2023-24 report.



# Funding News



## GRANTS RECEIVED THIS FINANCIAL YEAR JUNE 22-23

### Restricted Grants

- Comic Relief (Groundsworld UK) £4,990
- Artsworld £484
- NHS £2,500
- SCF (Sussex Community Foundation) £5,000
- Worthing BC and Adur DC (Ukrainian refugees fund: £4990 each) £9,980
- Skipton Building Society £2,000

Total: £24,954

### Unrestricted Grants

- D'Oily Carte Charitable Trust £3,000
- Ernest Kleinwort charitable Trust £1,500
- National lottery community fund: £9,925.00

### The Toby Finnett Project:

- Received £15,600 from donations and fundraising events
- Funded the delivery of over 250 hours music therapy and rap workshops
- Fully funded the making of a video about the rap workshops



# Waves Conference 2022



On September 24th 2022 we held our inaugural Waves Music Therapy conference at Creative Heart in Littlehampton, West Sussex. The conference, entitled **Creative Arts Therapies: Collaboration, Connection and Communication**, brought together 36 Arts therapists, music practitioners and student music therapists in a day of experiential sessions, reflective practice, peer supervision, networking and learning.

Our three presenters delivered 6 hours of CPD:

**Through the 'magical window': An Exploration of Role in Drama Therapy.** Stephanie McClean. Creative Arts Psychotherapist (drama).

**Speaking Through Music - coming back to the future through listening to songs. Experiences of a community music therapy group for adults.**

Anna Macken, Music Therapist.

**Spoken word: a workshop sharing the use of rap to engage at-risk, vulnerable and complex young people.** Louie LeVack: rapper, performer & practitioner.

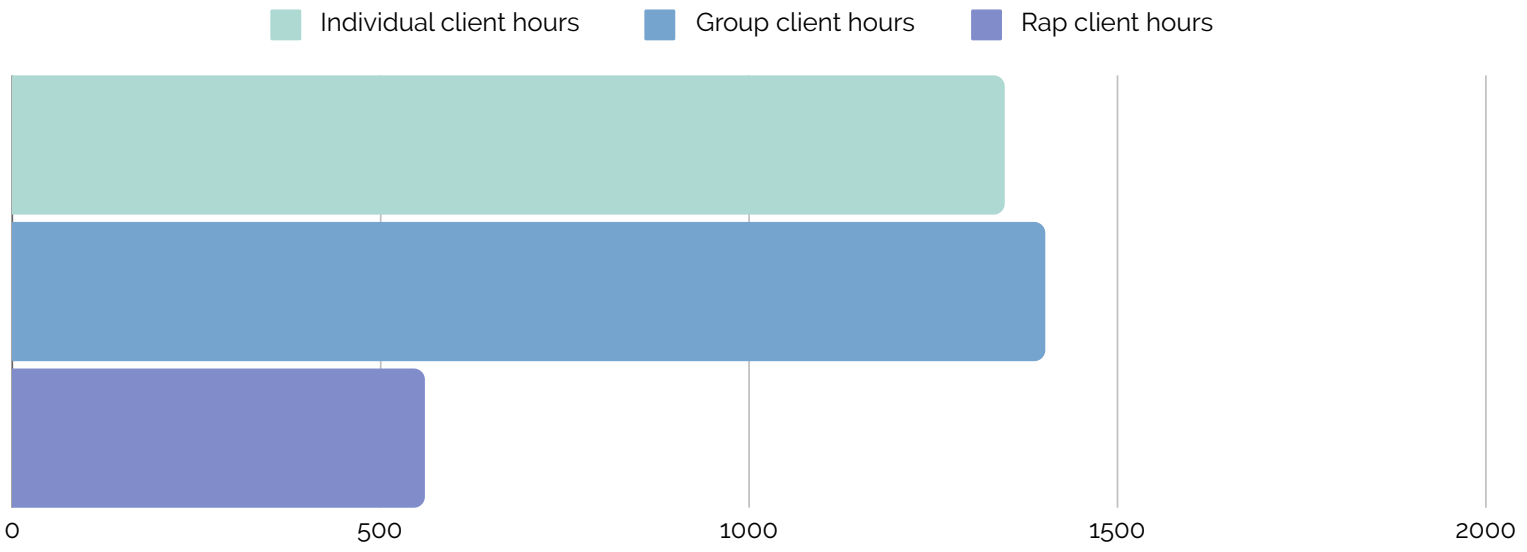
100% of delegates shared that they would like to attend future events and feedback included: "Hugely helpful and inspiring" "Great to connect with other therapists" "I feel nourished, have lots of new ideas and am ready to get started" and "Waves feels like home."



# The numbers



Client hours for period June 22-June 23  
 Total hours client hours delivered: **3309**

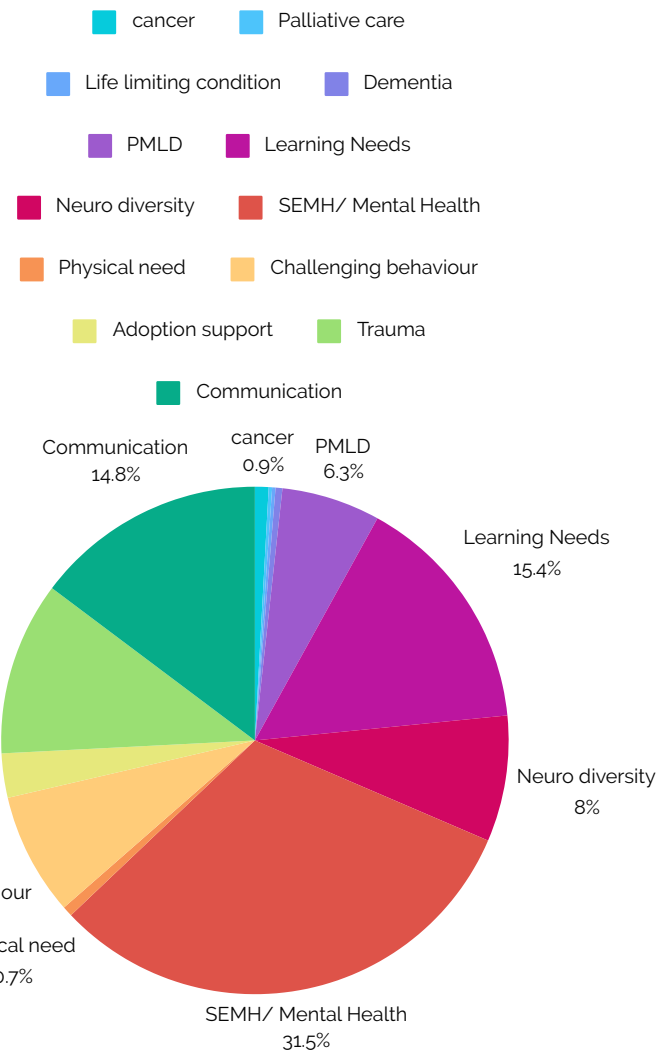


The pie chart to the right expresses the primary reason for referral to music therapy and community music with Waves Music Therapy in 2022-23.

In this year we have seen a marked increase in the referrals to our service from mainstream education settings to support children with Social, Emotional and Mental Health needs. Music therapy is evidenced as an effective means of enabling young people who struggle to communicate to build positive relationships and move towards well-being.

Our referrals across all areas have increased and our team of therapists work across all age groups 0-65+ offering music therapy in individual, group and community settings,

We delivered a record 3309 clients hours in 22-23.



# Note from the CEO



I am very proud of the achievements of our service in this, our second year as a CIO. Being selected for major pieces of work on a county wide level with NHS Sussex, and then on a national level with our work with Comic Relief is huge reinforcement that the work we are doing is valuable, valued and continually growing. This is also reflected in the growing number of people with complex needs that we delivered over 3300 client hours this year across early years, children, young people, adults and the elderly in a diverse range of settings.

Our team continues to thrive and support one another, most notably with our conference in September '22 which brought the opportunity for us to be together to learn, collaborate and celebrate our work. I think that the comment from one of our delegates that the Waves conference "felt like home" is the biggest validation for me as founder when remembering back in 2013 that I established Waves to bring people together; both those in need and qualified clinicians, in a supportive environment.

My sincere thanks to the trustee board who guide and oversee all that we do, our talented and dedicated team and of course our musician beneficiaries.



**Victoria  
Hartkemeyer**

FOUNDER/CEO

# Financial Review



## FINANCIAL REVIEW

Total income for the year ended 30 June 2023 was £132,772, made up of 56.5% from therapy sales, 30% from grants and 13.5% from donations.

A breakdown of our therapy sales revealed that less than 12% is funded by private individuals and families. The rest we help our service users to access funding – for example from social services, pupil premium, charities, virtual school, direct payments.

Total expenditure in the year was £117,730. Of this over 82% paid directly for delivery of music therapy/workshops.

As Waves seeks to support people at their point of need, including assisting with financing sessions, we are keen to secure grants for ongoing projects as well as secure grants to enable us to meet our operational costs. We will also endeavour to build up reserves to enable us to finance the charity's commitments for 3-6 months.

Any funds described as "restricted income" are available only for the specific projects or purposes determined by the funders. In addition, we hold "designated funds" which have been raised for a specific project or purpose.

At the end of June 2023, we carried forward the following restricted funds:

Groundwork UK (Comic Relief) £4,990

Adur District Council (Ukrainian Refugee fund) £4,990

Worthing Borough Council (Ukrainian Refugee fund) £4,990

Skipton Building Society £2,000

and the following designated fund:

The Toby Finnett Project Fund £18,914

# Financial Review



## FINANCIAL REVIEW

As part of the year end process the Trustees reviewed the charity's Reserves Policy. It was confirmed that the policy was still valid, and that the charity would maintain free reserves because: it has no endowment funding and is entirely dependent on income funding from year to year, which is inevitably subject to fluctuation, and it requires protection against, and the ability to continue operating despite catastrophic or lesser but damaging events.

To this end, Waves Music Therapy aims to accumulate reserves equal to 3 to 6 months unrestricted expenditure. At the end of June 2023 our unrestricted reserves (excluding designated reserves) stood at £25,030; this represents just over 3 months of unrestricted expenditure.

The Trustees are responsible for overseeing the risks faced by the charity. Risks are identified and assessed throughout the year. The trustees are satisfied that any risks have been adequately mitigated where necessary and they have undertaken an overall risk assessment.

Signed by

*K Sachdeva*

Kanwaljit Sachdeva. Chair of Trustees

# Governance



## **GOVERNANCE, STRUCTURE, AND MANAGEMENT**

Waves Music Therapy registered as a Charitable Incorporated Organisation on 14 June 2021. The charity is governed under its Constitution. The Trustees have a responsibility to ensure that all aspects of the charity's activities are properly conducted and carried out in full compliance with its Constitution. All Trustees give their time voluntarily and receive no benefits from the charity. No expenses were claimed by any Trustee during the year.

### Board of Trustees

- Kanwaljit Sachdeva Chair of Trustees.
- Michelle Garner. Safeguarding and policies lead.
- Paul Finnett. Financial lead.

### CEO

- Victoria Hartkemeyer. As a music therapist and founder of the charity, she was best placed to continue to drive the charity forward. She reports to the board of Trustees.

### CORE TEAM

- Hazel Child taking clinical leadership responsibility, working closely with therapists.
- Ruth Spencer taking on the role of Project Lead, focusing on the delivery of projects supported by grants and overseeing the spending of each.
- Anna Macken joined us leading on fundraising.

### Notes

- We continued to successfully use the clearer accounting system introduced last year. A breakdown of therapy sales was introduced
- Charity banking was moved from HSBC to a free Natwest account
- We started to utilise Freeagent software for invoicing and billing.



# Governance



## **GOVERNANCE, STRUCTURE, AND MANAGEMENT**

The Trustees are appointed under the terms of the Constitution. Each new Trustee is given a copy of the Constitution, details of their responsibilities as a charity trustee, contact details of fellow Trustees and core team, background on the charity's strategy and current projects and other information useful in pursuing their role. New Trustees are recruited in consultation with the CEO to ensure that the requisite skills are available to support the charity's activities.

The Trustees provide governance and develop policy for the charity and accept ultimate legal authority for it. The Trustees formulate and regularly review the long- and short-term strategic aims of the charity as well as setting specific goals and priorities. The Trustees approve budgets and are responsible for the good stewardship of the charity's resources.

They work in partnership with the CEO with a view to furthering the charity's objectives. The Trustees are responsible for preparing the Report of the Trustees (Annual Report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report was approved by the Board of Trustees on the 28th February 2024 and signed on its behalf, by: Kanwaljit Sachdeva, Chair of the Board of Trustees

Signed by

Kanwaljit Sachdeva. Chair of Trustees

# Independent auditor



## **Report to the trustees of Waves Music Therapy CIO on accounts for the year ended 30 June 2023.**

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

### **Respective responsibilities of trustees and examiner**

As the charity’s trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (“the Act”). The charity’s trustees consider that an audit is not required for this year (under section 144(2) of 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 Commissioners under section 145(b) of the 2011 Act;
- 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 auditor



## Independent examiner's statement

I have completed my examination. I confirm that no matter have 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.

**Signed:** *Philip Woodgate*

**Date:** 10 April 2024

**Name:** Philip Woodgate, FCCA

**Professional Body:** ACCA

**Address:** Woodgate Accounting Services Ltd, Unit 43, Newhaven Enterprise Centre, Newhaven, East Sussex, BN9 9BA

# Accounts



**WAVES MUSIC THERAPY CIO**  
**Charity Number: 1194782**  
**Receipts and Payments Accounts**  
**For the Year Ended 30 June 2023**

## Section A Receipts and Payments

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds £	Last Year £
<b>Receipts</b>					
Service Delivery	75,291	-	-	75,291	68,287
Grants Received	14,425	24,954	-	39,379	21,456
Donations	18,009	-	-	18,009	3,994
Interest Received	93	-	-	93	5
Waves Music Therapy CIC	-	-	-	-	31,323
	107,818	24,954	-	132,772	125,065
<b>Asset and Investment Sales</b>	-	-	-	-	-
<b>Total Receipts</b>	<b>107,818</b>	<b>24,954</b>	<b>-</b>	<b>132,772</b>	<b>125,065</b>
<b>Payments</b>					
Therapists	69,810	11,205	-	81,015	56,962
Administration	23,705	6,577	-	30,282	19,050
Equipment	806	-	-	806	266
Marketing	-	-	-	-	6
Postage and Stationery	156	-	-	156	217
Room Hire	-	1,276	-	1,276	238
Insurance	346	-	-	346	286
IT Costs	1,056	-	-	1,056	534
Telephone	78	-	-	78	97
Training	332	-	-	332	61
Travel and Subsistence	274	-	-	274	77
Bank Charges	63	-	-	63	33
Accountancy	480	-	-	480	-
Sundry Expenses	142	-	-	142	431
Waves Music Therapy CIC	1,424	-	-	1,424	935
	98,672	19,058	-	117,730	79,193
<b>Asset and Investment Purchases</b>	-	-	-	-	-
<b>Total Payments</b>	<b>98,672</b>	<b>19,058</b>	<b>-</b>	<b>117,730</b>	<b>79,193</b>
<b>Net of Receipts/(Payments)</b>	<b>9,146</b>	<b>5,896</b>	<b>-</b>	<b>15,042</b>	<b>45,872</b>
<b>Transfers Between Funds</b>	- 585	585	-	-	-
<b>Cash Funds Last Year End</b>	35,383	10,489	-	45,872	-
<b>Cash Funds This Year End</b>	<b>43,944</b>	<b>16,970</b>	<b>-</b>	<b>60,914</b>	<b>45,872</b>

# Accounts



**WAVES MUSIC THERAPY CIO**  
**Charity Number: 1194782**  
**Receipts and Payments Accounts**  
**For the Year Ended 30 June 2023**

**Section B Statement of Assets and Liabilities as at 30 June 2023**

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £
<b>Cash Funds</b>			
Current Account	31,984	16,970	-
Current Account	11,959	-	-
Deposit Account	1	-	-
<b>Total Cash Funds</b>	<b>43,944</b>	<b>16,970</b>	<b>-</b>
<b>Other Monetary Assets</b>	-	-	-
	Funds to which asset belongs	Cost	Current Value
<b>Investment Assets</b>	-	-	-
<b>Assets Retained for Charity's Own Use</b>	-	-	-
	Funds to which liability relates	Amount Due	When Due
<b>Liabilities</b>			
Independent Examiners' Invoice	Unrestricted	552	

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

Signature	Print Name	Date of Approval
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>