

# *Society of Architectural Historians of Great Britain*

**Annual Report and Summary Accounts  
for the year ending 31 December 2008**

Charity Commission Reference Number 236432

Company Registration Number 810735

## ANNUAL REPORT AND ACCOUNTS

### Reference and Administrative Details

The Society, a company limited by guarantee, is registered with the Charity Commission. The affairs of the Society are governed by its memorandum and articles of association. The liability of each member in the event of the company being wound up is limited to a sum not exceeding £1.

Chairman	Professor Andrew Ballantyne
Honorary Secretary	Simon Green
Honorary Treasurer	David Lermon
Trustees and Directors	Professor Andrew Ballantyne Simon Green Frank Kelsall David Lermon Professor Judi Loach
Registered office	Beech House Cotswold Avenue Lisvane Cardiff CF14 0TA
Company registration no	810735
Charity registration no	236432
Auditor	Ruth Kehoe ACA The Workhouse 4 Arthur Street Caerleon Newport South Wales NP18 1BJ

## Report of the Trustees

The Trustees present their report and the accounts for the year ended 31 December 2008.

Legal and administrative information set out on page one forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (issued March 2005).

### OBJECTS OF THE SOCIETY

The Society is established to further the study and advance the knowledge of the history and development of architecture. In this connection it publishes *Architectural History* and other articles and books and arranges symposia and visits to places of interest. It circulates its members with a newsletter, published thrice a year.

### ORGANISATION AND STRUCTURE

Candidates for the board of Trustees are nominated by the Committee and the membership and elected by the members at the Annual General Meeting. The Board of Trustees consists of the President, the Chairman, the Secretary, the Treasurer and the Editor of the Journal. The Society is governed by a Committee, consisting of the Trustees and other elected voting members as well as co-opted members who are non-voting. The President and the Vice President serve for a period of two years, renewable for a further period of two years. The Committee normally meets four times a year.

### DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS DURING THE YEAR

The Society has carried out its regular activities, which included the publication of three newsletters and Volume 51 of *Architectural History*. The Society's annual symposium was held in May with the theme 'British Vernacular Architecture'. There was a study tour of Bologna and the annual conference was held in Canterbury and East Kent in September. The annual lecture entitled 'Not as Ugly as Stonehenge' was given in November by our outgoing President, Frank Kelsall. The Alice Davis Hitchcock medallion and the Hawksmoor Essay Prize medal were awarded, as were two Stroud and one Ricketts Bursaries, the Ernest Cook Postgraduate Research Bursary, and the Jonathan Vickers Bursary. The society adopted David Walker and Andor Gomme as Honorary Patrons.

In 2009 there will be similar activities, including two overseas study tours of Naples and its surrounding area, led by Professor Alistair Rowan.

**RESERVES AND INVESTMENT POLICY**

The Society's reserves arise as a result of the Society having made surpluses and having received legacies from the estates of deceased members. Unrestricted funds are placed on deposit or invested in COIF funds in furtherance of the Society's aims and objectives. Restricted funds are similarly invested and managed to follow the donor's wishes.

The Trustees regularly review the Society's Reserves Policy in the light of its establishment of and responsibility for the two postgraduate bursaries which it has agreed to fund.

**RISK MANAGEMENT**

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to manage these risks.

## **Trustees' Responsibilities for the Financial Statements**

The Trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the net income or expenditure for the year. In preparing those financial statements the Trustees are required to:

- i) select suitable accounting policies and then apply them consistently
- ii) make judgments and estimates that are reasonable and prudent
- iii) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- iv) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Trustees are also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' Report, and the responsibility of the auditors in relation to the Trustees' Report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

So far as the Trustees are aware, there is no relevant audit information of which the charity's auditors are unaware and we have taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Approved by the Trustees on 10 June 2009

and signed on their behalf by:

PROFESSOR ANDREW BALLANTYNE  
Chairman

## **Independent Auditor's Report to the members of The Society of Architectural Historians of Great Britain**

We have audited the financial statements of The Society of Architectural Historians of Great Britain for the year ended 31 December 2008 which comprise the Statement of Financial Activities (incorporating the Income and Expenditure Account), the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charitable company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

The trustees' (who are also the directors of The Society of Architectural Historians of Great Britain for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Trustees' Annual Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**Opinion**

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice of the state of the charity's affairs as at 31 December 2008, and of its incoming resources and application of resources, including its income and expenditure, in the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' Annual Report is consistent with the financial statements.

Ruth Kehoe ACA  
The Workhouse  
Chartered Accountants and Registered Auditors  
4 Arthur Street  
Caerleon  
Newport  
NP18 1BJ  
Date: 10 June 2009

**Statement of Financial Activities incorporating the  
Income and Expenditure Account  
Year Ended 31 December 2008**

	Note	Unrestricted funds £	Restricted funds £	Total 2008 funds £	Total 2007 funds £
<b>Incoming Resources</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income - donations		929	4,470	5,399	19,525
- legacies		500	-	500	1,000
Investment income - interest received		4,346	12,566	16,912	15,824
- gift aid receipt from subsidiary		2,255	-	2,255	3,004
<b>Incoming resources from charitable activities</b>	<b>2</b>	<b>98,319</b>	<b>-</b>	<b>98,319</b>	<b>96,017</b>
<b>Total Incoming Resources</b>		<b>106,349</b>	<b>17,036</b>	<b>123,385</b>	<b>135,370</b>
<b>Resources Expended</b>					
<b>Charitable activities</b>	<b>3</b>	<b>83,517</b>	<b>17,810</b>	<b>101,327</b>	<b>100,836</b>
<b>Governance costs</b>	<b>3</b>	<b>2,982</b>	<b>-</b>	<b>2,982</b>	<b>3,689</b>
<b>Total Resources Expended</b>		<b>86,499</b>	<b>17,810</b>	<b>104,309</b>	<b>104,525</b>
<b>Net incoming resources before other recognised gains and net income for the year</b>		<b>19,850</b>	<b>(774)</b>	<b>19,076</b>	<b>30,845</b>
<b>Unrealised (loss)/gain on investment assets</b>	<b>5</b>	<b>(14,140)</b>	<b>-</b>	<b>(14,140)</b>	<b>6,385</b>
<b>Net movement in funds</b>		<b>5,710</b>	<b>(774)</b>	<b>4,936</b>	<b>37,230</b>
<b>Total funds brought forward</b>		<b>170,582</b>	<b>240,077</b>	<b>410,659</b>	<b>373,429</b>
<b>Total funds carried forward</b>	<b>9</b>	<b>176,292</b>	<b>239,303</b>	<b>415,595</b>	<b>410,659</b>

**Balance Sheet**  
As at 31 December 2008

	Note	£	2008 £	£	2007 £
<b>Fixed assets</b>					
Investments	5	<u>115,887</u>		<u>130,027</u>	
<b>Total fixed assets</b>			115,887		130,027
<b>Current assets</b>					
Stock and work in progress		1		1	
Debtors	6	6,161		2,660	
Cash at bank and in hand		<u>325,634</u>		<u>295,122</u>	
		331,796		297,783	
<b>Creditors: amounts due within one year</b>	7	<u>32,088</u>		<u>17,151</u>	
<b>Net current assets</b>			<u>299,708</u>		<u>280,632</u>
<b>Net assets</b>	8		<u>415,595</u>		<u>410,659</u>
<b>Funds of the Charity</b>					
Unrestricted funds			176,292		170,582
Restricted income funds			<u>239,303</u>		<u>240,077</u>
<b>Total funds</b>	9		<u>415,595</u>		<u>410,659</u>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

The notes on pages 9 to 12 form part of these accounts.

Signed on behalf of the trustees on 10 June 2009

A Ballantyne  
D Leron

**Notes to the Accounts**  
**Year Ended 31 December 2008**

**1 ACCOUNTING POLICIES**

These accounts have been prepared in accordance with the Companies Act 1985, the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 and with applicable accounting standards. The accounts have been drawn up on the historical cost basis except for investments which are stated at market value.

**Cash Flow Statement**

The charity has taken advantage of the exemption permitted for small entities by Financial Reporting Standard 1 and has not published a cash flow statement.

**Incoming resources**

Incoming resources are included gross, without netting off any related expenditure. Incoming resources, including legacies, are generally recognised when the charity becomes entitled to the resources, when receipt is virtually certain and when the monetary amount can be measured with sufficient reliability. Specific policies relating to the charity's particular income sources are as follows: Donations are included in the Statement of Financial Activities (SOFA) gross of any related tax reclaim. Income relating specifically to a future accounting period is deferred.

**Resources expended**

Liabilities are included once the charity is under a legal or constructive obligation to transfer economic resources. Costs of charitable activities include those costs directly attributable to activities undertaken in pursuit of the charity's objects. Support costs include central functions and have been allocated to activity cost categories consistent with the use of these resources. Governance costs include all costs relating to complying with legal and regulatory requirements. Grants payable are included as liabilities once the charity has irrevocably committed itself to the award.

**Investment gains**

Gains/losses on investment assets are included in the SOFA, whether realised or unrealised.

**Foreign currency translation**

Transactions denominated in a foreign currency are translated into sterling at the rate ruling at the date of the transaction. Outstanding balances are translated at the rate ruling at the balance sheet date.

**Stock**

Stock comprises copies of the Society's publications and is included at the lower of cost and net realisable value with due provision made for obsolete and slow moving items.

**Funds structure**

Unrestricted funds are those funds expendable at the discretion of the Trustees in accordance with the charitable objects. Restricted funds may only be utilised in accordance with the wishes of the donor. Designated funds are determined by the Trustees.

**Taxation**

As a registered charity, the Company is generally exempt from income tax and capital gains tax on its charitable activities, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

## 2 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Study days/ conferences £	Educational publications £	Total 2008 £	Total 2007 £
Subscriptions	-	35,369	35,369	32,500
Sales of publications	-	314	314	2,195
Events:				
Conference	33,882	-	33,882	38,888
Annual lecture	799	-	799	708
Symposium	2,595	-	2,595	815
Overseas study tour	25,360	-	25,360	19,701
Other events	-	-	-	1,210
	62,636	35,683	98,319	96,017

## 3 RESOURCES EXPENDED

	Study days/ conferences £	Educational publications £	Support for research £	Total 2008 £	Total 2007 £
<b>Charitable activities:</b>					
Activities undertaken directly	57,746	20,069	-	77,815	85,244
Grant funding of activities	-	-	22,944	22,944	14,338
Support costs - administration costs	392	176	-	568	1,254
	58,138	20,245	22,944	101,327	100,836
<b>Governance costs</b>					
Audit fee				1,000	1,000
Accountancy & taxation				560	-
Committee expenses				842	1,594
Legal and professional				-	235
Statutory compliance				580	860
<b>Total Resources Expended</b>				104,309	104,526

Grants are awarded in accordance with the Society's objects of furthering the study and advancing the knowledge of the history and development of architecture. All grants awarded during the year were made to individuals and relate to research undertaken in connected fields.

## 4 STAFF COSTS AND TRUSTEE PAYMENTS

No trustee received remuneration during either year and there were no employees in either year. Three (2007:five) trustees were reimbursed travel expenses to a total of £203 during the year (2007: £617).

**5 INVESTMENTS**

	Market value 1-Jan-08 £	Revaluation £	Market value 31-Dec-08 £
COIF Charities Fixed Interest Fund	46,927	4,493	51,420
COIF Charities Investment Fund	83,099	(18,633)	64,466
Share in SAHGB Publications Limited	1	-	1
	130,027	(14,140)	115,887

SAHGB Publications Limited, a wholly owned subsidiary company of the charity, is not considered material to the group and therefore has not been consolidated. All net profits made by this company are donated to the Society under the Gift Aid provisions and are included as investment income in the SOFA.

**6 DEBTORS**

	2008 £	2007 £
Tax receivable on gift aided receipts	5,160	2,500
Amounts receivable from subsidiaries	160	160
Prepayments and accrued income	841	-
	6,161	2,660

**7 CREDITORS: amounts falling due within one year**

	2008 £	2007 £
Trade creditors	1,106	358
Accruals & deferred income	16,832	7,643
Bursaries & awards	14,150	9,150
	32,088	17,151

There was no deferred income in 2008; deferred income of £6,250 in 2007 related to deposits received for the 2008 study tour.

**8 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds £	Restricted funds £	Total funds £
Investments	115,887	-	115,887
Other net assets	60,405	239,303	299,708
	176,292	239,303	415,595

## 9 MOVEMENT IN FUNDS

	1 January 2008 £	Incoming £	Outgoing £	Gains/(Losses) £	31 December 2008 £
<b>Unrestricted funds</b>					
General funds	144,332	106,349	86,499	(14,140)	150,042
Designated funds (Bursaries)	26,250	-	-	-	26,250
	170,582	106,349	86,499	(14,140)	176,292
<b>Restricted funds:</b>					
Jonathan Vickers Fund	204,036	12,814	10,000	-	206,850
Annabel Ricketts Memorial Fund	21,041	1,222	810	-	21,453
Ernest Cook Fund	7,000	-	7,000	-	-
General Bursaries	8,000	3,000	-	-	11,000
	240,077	17,036	17,810	-	239,303
<b>Total Funds</b>	410,659	123,385	104,309	(14,140)	415,595

### **Jonathan Vickers Fund**

The income from this restricted fund (set up in the name of, and with a substantial donation from the estate of, a late member) is to be used specifically to award bursaries to post-graduate students of architectural history.

### **Annabel Ricketts Memorial Fund**

This fund, set up at the request of Simon Ricketts in memory of his late wife, Annabel Ricketts, is used to assist post-graduate students and other persons in the production of the fruits of their research on architecture.

### **Ernest Cook Fund**

This has been received from The Ernest Cook Trust to part fund a postgraduate research bursary for students of architectural history.

## 10 COMPANY LIMITED BY GUARANTEE

The charity is a company limited by guarantee and as such does not have any share capital. The members have each agreed to contribute £1 in the event of a winding up.

## 11 CONTROL

In the opinion of the Trustees there is no single controlling party of the charity.