

Society of Architectural Historians of Great Britain

**Annual Report and Summary Accounts,
for the year ending 31 December 2009**

Charity Commission Reference Number 236432

Company Registration Number 810735

ANNUAL REPORT AND ACCOUNTS

LEGAL AND ADMINISTRATIVE INFORMATION

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	Kathryn Morrison (appointed 3 September 2009)
	Professor Andrew Ballantyne (resigned 3 September 2009)
Honorary Secretary	Simon Green
Honorary Treasurer	David Lermon
Trustees and Directors	Kathryn Morrison (appointed 3 September 2009)
	Professor Malcolm Airs
	Professor Andrew Ballantyne (resigned 3 September 2009)
	Simon Green
	David Lermon
	Professor Judi Loach
Registered office	Beech House Cotswold Avenue Lisvane Cardiff CF14 0TA
Company registration no	810735
Charity registration no	236432
Independent Examiner	Ruth Kehoe ACA The Workhouse 4 Arthur Street Caerleon Newport South Wales NP18 1B

Report of the Trustees

The Trustees present their report and the accounts for the year ended 31 December 2009.

The Legal and Administrative information 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. Members are circulated with a newsletter, published thrice a year.

ORGANISATION AND STRUCTURE

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

In planning the Society's programme of activities, the Trustees have had full regard to the Charity Commission's guidance on public benefit.

The Society has carried out its regular activities, which included the publication of three newsletters as well as Volumes 51 and 52 of *Architectural History*, and the Annual Symposium 2007. The Society's Annual Symposium was held in May on the theme of British Architecture seen from abroad. There were two overseas study tours of Naples and its surrounding area, led by Professor Alistair Rowan. There were study days at Dumfries House and at Deptford. The annual conference was held in Liverpool over four sunny days in September. The annual lecture was given in November by Professor Vaughan Hart, on 'Temperance, Luxury and the use of the Orders in the Works of Inigo Jones'. This was once again the occasion for awarding the Alice Davis Hitchcock medallion and the Hawksmoor Essay Prize medal.

During the year the Society maintained funding for both the Vickers and Ernest Cook Trust bursaries (for PhD students in architectural history), at an annual cost of £20,000.

The Society also awarded four Stroud bursaries, these being given to support costs of publication, and a Ricketts bursary (given to support authors in the publication of their work on architectural subjects, with preference being given to the study of English architecture of the 16th and 17th centuries). In addition, four Ramsden bursaries (given to support research expenses, normally to students registered for higher degrees) were awarded. Three students received bursaries to attend our annual conference. The cost of these additional bursaries and other awards amounted to £5,653.

It has been agreed that the surpluses arising from the overseas study tours led by Professor Rowan will be held in the Symposium Prize Bursary Fund and used to subsidise places for students attending Annual Symposiums.

There is no requirement for holders of awards to be members of the Society, although this is strongly encouraged.

In 2010 there will be similar activities, including a final repeat study tour of Naples and its surrounding area, led by Professor 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 lessen these risks.

Approved by the Trustees on 21 May 2010
and signed on their behalf by
Kathryn Morrison
Chairman

Independent Examiner's Report to the Trustees of The Society of Architectural Historians of Great Britain Limited

I report on the accounts of the company for the year ended 31 December 2009 which are set out on pages 7 to 13.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended); and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

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

Independent examiner's statement

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.

RUTH KEHOE ACA
The Workhouse
4 Arthur Street
Caerleon
Newport
NP18 1BJ
21 May 2010

**Statement of Financial Activities incorporating the
Income and Expenditure Account
Year Ended 31 December 2009**

	Note	Unrestricted funds £	Restricted funds £	Total 2009 funds £	Total 2008 funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income - donations		-	1,225	1,225	5,399
- legacies		-	-	-	500
Investment income - interest received		1,020	2,963	3,983	16,912
- trading surplus from subsidiary paid under gift aid		3,554	-	3,554	2,255
Incoming resources from charitable activities	2	104,716	-	104,716	98,319
TOTAL INCOMING RESOURCES		109,290	4,188	113,478	123,385
RESOURCES EXPENDED					
Charitable activities	3	86,177	22,350	108,527	101,327
Governance costs	3	4,540	-	4,540	2,982
TOTAL RESOURCES EXPENDED		90,717	22,350	113,067	104,309
NET INCOMING RESOURCES BEFORE OTHER RECOGNISED GAINS AND NET INCOME FOR THE YEAR					
		18,573	(18,162)	411	19,076
Unrealised gain (loss) on investment assets	5	10,264	-	10,264	(14,140)
NET MOVEMENT IN FUNDS		28,837	(18,162)	10,675	4,936
TOTAL FUNDS BROUGHT FORWARD		176,292	239,303	415,595	410,659
TOTAL FUNDS CARRIED FORWARD	9	205,129	221,141	426,270	415,595

Balance Sheet
As at 31 December 2009

	Note	2009	2008
		£	£
Fixed assets			
Investments	5	<u>126,151</u>	<u>115,887</u>
Total fixed assets		126,151	115,887
Current assets			
Stock and work in progress		1	1
Debtors	6	15,601	6,161
Cash at bank and in hand		<u>311,467</u>	<u>325,634</u>
		327,069	331,796
Creditors: amounts due within one year	7	<u>26,950</u>	<u>32,088</u>
Net current assets		<u>300,119</u>	<u>299,708</u>
Net assets	8	<u>426,270</u>	<u>415,595</u>
Funds of the Charity			
Unrestricted funds		205,129	176,292
Restricted income funds		<u>221,141</u>	<u>239,303</u>
Total funds	9	<u>426,270</u>	<u>415,595</u>

For the year ended 31 December 2009 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities: The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 2006 relating to small entities.

The notes on pages 9 to 13 form part of these accounts.

Signed on behalf of the Trustees on 21 May 2010

Kathryn Morrison

David Lermon

Notes to the Accounts
Year Ended 31 December 2009

1 ACCOUNTING POLICIES

These accounts have been prepared in accordance with the Companies Act 2006, 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 compliance with legal and regulatory requirements. Bursaries payable are included as liabilities once the charity has irrevocably committed itself to the award.

Investment gains

Both realised and unrealised gains/losses on investment assets are included in the SOFA.

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.

Foreign currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Monetary assets and liabilities are retranslated at the rate of exchange ruling at the balance sheet date. All differences are taken to the SOFA.

2 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Study days/ conferences £	Educational publications £	Support for research £	Total 2009 £	Total 2008 £
Subscriptions from members	-	36,229	-	36,229	35,369
Sales of publications	-	731	-	731	314
Events:					
Conference	21,623	-	-	21,623	33,882
Annual lecture	672	-	-	672	799
Symposium	1,380	-	-	1,380	2,595
Overseas study tours	43,696	-	-	43,696	25,360
Other events	385	-	-	385	-
	67,756	36,960	-	104,716	98,319

3 RESOURCES EXPENDED

	Study days/ conferences £	Educational publications £	Support for research £	Total 2009 £	Total 2008 £
Charitable activities:					
Printing & distribution of journals & newsletters	-	20,150	-	20,150	20,069
Events					
Conference	23,132	-	-	23,132	30,576
Annual lecture	1,048	-	-	1,048	934
Symposium	3,292	-	-	3,292	2,848
Overseas study tours	35,210	-	-	35,210	23,388
Other events	436	-	-	436	-
Activities undertaken directly	63,118	20,150	-	83,268	77,815
Grant funding of activities					
Bursaries awarded	-	-	24,626	24,626	22,944
Support costs - administration costs	437	196	-	633	568
Total charitable activities	63,555	20,346	24,626	108,527	101,327
Governance costs					
Audit fee				-	1,000
Independent examination fee				250	-
Accountancy & taxation				800	560
Committee expenses				2,932	842
Statutory compliance				558	580
TOTAL RESOURCES EXPENDED				113,067	104,309

Bursaries 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 bursaries awarded during the year were made to individuals and relate to research undertaken in architectural history.

4 STAFF COSTS AND TRUSTEE PAYMENTS

No trustee received remuneration during either year and there were no employees in either year. 5 (2008:3) trustees were reimbursed travel expenses to a total of £658 during the year (2008: £203).

5 INVESTMENTS

	Market value 1-Jan-09 £	Revaluation £	Market value 31-Dec-09 £
COIF Charities Fixed Interest Fund	51,420	1,034	51,420
COIF Charities Investment Fund	64,466	9,230	73,696
Share in SAHGB Publications Limited	1	-	1
	115,887	10,264	126,151

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

	2009 £	2008 £
Other debtors	630	-
Tax receivable on gift aided receipts	7,200	5,160
Overseas tours deposit account	6,972	-
Amounts receivable from subsidiary	189	160
Prepayments and accrued income	610	841
	15,601	6,161

7 CREDITORS: amounts falling due within one year

	2009 £	2008 £
Trade creditors	1,106	1,106
Accruals & deferred income	8,107	16,832
Bursaries & awards	17,737	14,150
	26,950	32,088

Deferred income of £6,817 (2008: £nil) represents deposits received for the 2010 study tour.

8 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	Total funds £
Investments	126,151	-	126,151
Other net assets	78,978	221,141	300,119
	205,129	221,141	426,270

9 MOVEMENT IN FUNDS

	1 January 2009 £	Incoming £	Outgoing £	Gains £	Transfers £	31 December 2009 £
Unrestricted funds						
General funds	150,042	109,290	90,717	10,264	2,250	181,129
Designated funds (Bursaries)	26,250	-	-	-	(2,250)	24,000
	176,292	109,290	90,717	10,264	-	205,129
Restricted funds:						
Jonathan Vickers Fund	206,850	2,900	10,000	-	-	199,750
Annabel Ricketts Memorial Fund	21,453	288	350	-	-	21,391
General Bursaries	11,000	1,000	12,000	-	-	-
	239,303	4,188	22,350	-	-	221,141
TOTAL FUNDS	415,595	113,478	113,067	10,264	-	426,270

Included in unrestricted funds is an amount of £13,015 (2008:£4,529) in respect of the Symposium Prize Bursary Fund, accumulated from the Society's overseas tours; prizes will be awarded annually to students attending the Annual Symposium.

Designated funds

The trustees have designated funds equivalent to five years' regularly awarded bursaries in order to ensure the continuity of funding for these awards.

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.

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.