

**SAHGB**

The Society of  
Architectural  
Historians of  
Great Britain

**Annual Report and Summary Accounts,  
for the year ending 31 December 2010**

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.

<b>Chairman</b>	Kathryn Morrison
<b>Honorary Secretary</b>	Simon Green
<b>Honorary Treasurer</b>	David Leron
<b>Trustees and Directors</b>	Kathryn Morrison Simon Green Professor Malcolm Airs David Leron Professor Judi Loach
<b>Registered office</b>	Beech House Cotswold Avenue Lisvane Cardiff CF14 0TA
<b>Company registration no</b>	810735
<b>Charity registration no</b>	236432
<b>Independent Examiner</b>	Ruth Kehoe ACA The Workhouse Allstone Cottage Cold Bath Road Caerleon Newport South Wales NP18 1NF

## Report of the Trustees

The trustees present their report and the accounts for the year ended 31 December 2010.

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

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

In planning the Society's programme of activities, the Trustees have had full regard to the Charity Commission's guidance on public benefit. While Society events are for members only, there is no requirement for holders of awards to be members of the Society, although this is strongly encouraged. The Society endeavours to support postgraduate students of architectural history at a time when government (in particular AHRC funding) is reduced, in order to further and advance the knowledge of the history and development of architecture.

The Society has carried out its regular activities, which included the publication of three newsletters as well as Volume 52 of *Architectural History*. The Society's annual Symposium was held in May on the theme "The Geographies of Seventeenth-Century British Architecture: Historiography and New Horizons". There was a further overseas study tour of Naples and its surrounding area, led by Professor Alistair Rowan. There were study days at Yotes Court and Mereworth (Kent), Barlborough Hall (Derbyshire) and Croome Court (Worcestershire). The annual conference was held in Hereford over four days

in September. The annual lecture in November was given by Professor Eric Fernie on "Romanesque Great Churches in France and Germany and the Discipline of Architectural History." 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 the Ernest Cook Trust bursary (for PhD students in architectural history) at an annual cost of £10,000, and will revert to two bursaries valued in total at £20,000 per annum for 2011.

The Society also awarded three 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, three Ramsden bursaries (given to support research expenses, normally to students registered for higher degrees) were awarded. Two students received bursaries to attend our annual conference, and additional student awards were made to cover the cost of attending the Annual Symposium. A grant was made to assist with costs of publication of the Symposium proceedings. The cost of these additional bursaries and other awards amounted to £6,184.

In 2011 there will be similar activities, including two study tours of Padua and its surrounding area, led by Professor Rowan.

#### **RESERVES AND INVESTMENT POLICY**

The Society's reserves (amounting to £206,077) 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 and also its other educational and publishing commitments.

#### **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 20 May 2011  
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**

*[Note by Hon. Treasurer: this report has been abbreviated to save space; relevant paragraphs are shown below. The full report is available on request from the Hon. Treasurer]*

### **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  
Allstone Cottage  
Cold Bath Road  
Caerleon  
Newport  
South Wales NP18 1NF  
27 May 2011

**Statement of Financial Activities incorporating the  
Income and Expenditure Account  
Year Ended 31 December 2010**

	Note	Unrestricted funds £	Restricted funds £	Total 2010 funds £	Total 2009 funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income - donations		800	-	800	1,225
- legacies		2,000	-	2,000	-
Investment income - interest received		391	1,268	1,659	3,983
- trading surplus from subsidiary paid under gift aid		4,212	-	4,212	3,554
<b>Incoming resources from charitable activities</b>	<b>2</b>	110,874	-	110,874	104,716
<b>TOTAL INCOMING RESOURCES</b>		118,277	1,268	119,545	113,478
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>	<b>3</b>	93,745	300	94,045	108,527
<b>Governance costs</b>	<b>3</b>	3,587	-	3,587	4,540
<b>TOTAL RESOURCES EXPENDED</b>		97,332	300	97,632	113,067
<b>NET INCOMING RESOURCES BEFORE OTHER RECOGNISED GAINS AND NET INCOME FOR THE YEAR</b>					
		20,945	968	21,913	411
<b>Unrealised gain (loss) on investment assets</b>	<b>5</b>	11,833	-	11,833	10,264
<b>NET MOVEMENT IN FUNDS</b>		32,778	968	33,746	10,675
<b>TOTAL FUNDS BROUGHT FORWARD</b>		205,129	221,141	426,270	415,595
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>9</b>	237,907	222,109	460,016	426,270

**Balance Sheet**  
As at 31 December 2010

	Note	£	2010 £	£	2009 £
<b>Fixed assets</b>					
Investments	5	<u>137,984</u>		<u>126,151</u>	
<b>Total fixed assets</b>			137,984		126,151
<b>Current assets</b>					
Stock		1		1	
Debtors	6	9,823		15,601	
Cash at bank and in hand		<u>329,117</u>		<u>311,467</u>	
		338,941		327,069	
<b>Creditors: amounts due within one year</b>	7	<u>16,909</u>		<u>26,950</u>	
<b>Net current assets</b>			<u>322,032</u>		<u>300,119</u>
<b>Net assets</b>	8		<u>460,016</u>		<u>426,270</u>
<b>Funds of the Charity</b>					
Unrestricted funds					
General funds			205,907		181,129
Designated funds			32,000		24,000
Restricted income funds			<u>222,109</u>		<u>221,141</u>
<b>Total funds</b>	9		<u>460,016</u>		<u>426,270</u>

For the year ended 31 December 2010 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 8 to 12 form part of these accounts.

Signed on behalf of the Trustees on 20 May 2011

**Kathryn Morrison**

**David Lermon**

**Notes to the Accounts**  
**Year Ended 31 December 2010**

**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 £	Other educational £	Support for research £	Total 2010 £	Total 2009 £
Subscriptions from members	-	43,842	-	43,842	36,229
Sales of publications	-	908	-	908	731
Events:					
Conference	38,866	-	-	38,866	21,623
Annual lecture	889	-	-	889	672
Symposium	1,605	-	-	1,605	1,380
Overseas study tours	23,364	-	-	23,364	43,696
Other events	1,500	-	-	1,500	385
	66,224	44,750	-	110,974	104,716

**3 RESOURCES EXPENDED**

	Study days/ conferences £	Other educational £	Support for research £	Total 2010 £	Total 2009 £
<b>Charitable activities:</b>					
Printing & distribution of journals & newsletters	-	19,830	-	19,830	20,150
Events					
Conference	29,246	-	-	29,246	23,132
Annual lecture	1,293	-	-	1,293	1,048
Symposium	1,457	-	-	1,457	3,292
Overseas study tours	19,580	-	-	19,580	35,210
Other events	1,793	-	-	1,793	436
<b>Activities undertaken directly</b>	53,369	19,830	-	73,199	83,268
<b>Grant funding of activities</b>					
Bursaries awarded	-	-	16,184	16,184	24,626
Support costs - administration	3,217	1,445	-	4,662	633
<b>Total charitable activities</b>	56,586	21,275	16,184	94,045	108,527
<b>Governance costs</b>					
Independent examination fee				256	250
Accountancy & taxation				800	800
Committee expenses				1,257	2,932
Statutory compliance				1,274	558
<b>TOTAL RESOURCES EXPENDED</b>				97,632	113,067

# SOCIETY OF ARCHITECTURAL HISTORIANS OF GREAT BRITAIN

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. Three (2009:five) trustees were reimbursed travel expenses to a total of £338 during the year (2009: £658).

## 5 INVESTMENTS

	Market value 1-Jan-10 £	Revaluation £	Market value 31-Dec-10 £
COIF Charities Fixed Interest Fund	52,454	3,334	55,788
COIF Charities Investment Fund	73,696	8,499	82,195
Share in SAHGB Publications Limited	1	-	1
	126,151	11,833	137,984

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

	2010 £	2009 £
Other debtors	232	630
Tax receivable on gift aided receipts	9,400	7,200
Overseas tours deposit account	22	6,972
Amounts receivable from subsidiaries	19	189
Prepayments and accrued income	150	610
	9,823	15,601

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

	2010 £	2009 £
Trade creditors	1,106	1,106
Accruals & deferred income	1,415	8,107
Bursaries & awards	14,388	17,737
	<b>16,909</b>	<b>26,950</b>

Deferred income of £175 (2009:£6,817) represents deposits received for the 2011 study tour

**8 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds £	Restricted funds £	Total funds £
Investments	137,984	-	137,984
Other net assets	100,093	222,109	322,202
	<b>238,077</b>	<b>222,109</b>	<b>460,186</b>

**9 MOVEMENT IN FUNDS**

	1 January 2010 £	Incoming £	Outgoing £	Gains £	Transfers £	31 December 2010 £
<b>Unrestricted funds</b>						
General funds	181,129	118,277	97,332	11,833	(8000)	205,907
Designated funds (Bursaries)	24,000	-	-	-	8,000	32,000
	<b>205,129</b>	<b>118,277</b>	<b>97,332</b>	<b>11,833</b>	<b>-</b>	<b>237,907</b>
<b>Restricted funds:</b>						
Jonathan Vickers Fund	199,750	1,145		-	-	200,895
Annabel Ricketts Memorial Fund	21,391	123	300	-	-	21,214
	<b>221,141</b>	<b>1,268</b>	<b>300</b>	<b>-</b>	<b>-</b>	<b>222,109</b>
<b>TOTAL FUNDS</b>	<b>426,270</b>	<b>119,545</b>	<b>97,632</b>	<b>11,833</b>	<b>-</b>	<b>460,016</b>

Included in unrestricted funds is an amount of £16,573 (2009:£13,015) 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.