



East Dorset Heritage Trust
allendale house

East Dorset Heritage Trust



Annual Report & Accounts 2016/17

This report includes a summary of the Trust's activities in the year ended 30th September 2017, the benefits it provides for the East Dorset Community and the Financial Statements for the Trust

Charity No. 1002126

Company No.2532151



East Dorset Heritage Trust
allendale house

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Chairman's Introduction

It gives me much pleasure to once again introduce and commend the Annual Report. This report for 2016/17 details the success of the Trust in continuing to provide its many services to the community of East Dorset in addition to its financial situation.

Sarah, the Trust Manager, has in her report set out in detail the activities of the Trust during the past year illustrating the public benefit for those who live in, or visit East Dorset.

The Trust continues to operate from Allendale House thereby ensuring that this historic building is available for all to enjoy. The Trust continues to benefit from the close working relationship and support of East Dorset District Council and we wish that close relationship to continue. But we have to accept that financial assistance from the District Council will continue to reduce.

The Trust is very much indebted to our local benefactors, who, by their continued patronage, give such tremendous help and support. The sponsorship of Dorset Architectural Heritage Week has enabled the Trust to again provide this very popular and much appreciated annual event.

I must again take the opportunity to congratulate and thank, Sarah Evans, Ian Utley and Kim Hiatt for their dedication and hard work during this year ensuring that the Trust has continued to provide an efficient service. Our dedicated band of volunteers and Tutors have again come up trumps and played a pivotal role during this year.

In conclusion, I again express thanks to Sarah, Ian, Kim, the Tutors, to our Treasurer Alan Breakwell, our Company Secretary, Mark Lockyer, the volunteers my fellow Trustees for their hard work and continued support of the Trust and to the many people who attend the events that the Trust provides.

I commend the Annual report for 2016/17 to you - I am sure you will enjoy the read!

Cllr. Derek Burt.

Chairman

East Dorset Heritage Trust

Report of the Trustees for the year ended 30th September 2017.

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 30th September 2017.

Reference and Administrative Details

Charity Number - 10021216

Company Number - 2532151

Registered Office – Allendale House, Hanham Road, Wimborne Minster, Dorset BH21 1AS

Bankers – Nat West Bank, 7 West Borough, Wimborne Minster, Dorset, BH21 1PR

Independent Examiners – Casson Beckman, Chartered Accountants, 32-34 High Street, Ringwood, Hants BH24 1AG

Directors and Trustees

The Directors of the Charitable Company (the charity) are its trustees for the purpose of charity law and throughout the report are collectively referred to as ‘the Trustees’.

The Trustees who served during the year and since the year end are as follows:

Chairman	Cllr. Derek Burt (East Dorset District Council)
Vice-Chairman	Mr D Smith (Co-opted)
Mr S Bartlett	(East Dorset District Council)
Mr N Bichard	(Royal Institute of British Architects)
Mr R Cook	(Dorset County Council – Resigned May 2017)
Mr P Finney	(Dorset County Council – Resigned May 2017)
Dr L Haskins	(Dorset Wildlife Trust)
Mr A Hunt	(The National Trust)
Mrs P Hymers	(Co-opted)
Mr S Protheroe	(Wimborne Civic Society)
Mrs C Thompson	(Priests House Museum Trust)
Mr P Walker	(East Dorset Antiquarian Society)

Secretary	Mr M Lockyer
Treasurer	Mr A Breakwell

Adviser	Mr J Lowe
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Staff

Trust Manager	Mrs Sarah Evans
Systems & Projects Manager	Mr Ian Utley
Receptionist/Admin Assistant	Mrs Kim Hiatt

<u>Patrons</u>	Prof. David Bellamy and Sir Tim Berners-Lee
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Structure, Governance and Management

Governing Document

East Dorset Heritage Trust is a company limited by guarantee governed by its Memorandum and Articles of Association dated March 2005. It is registered as a charity with the Charity Commission. The Members who are the Trustees undertake to contribute such amount as may be required (not exceeding £1) to the company's assets if it should be wound up, for payment of the company's debts and liabilities.

Appointment of Trustees

As set out in the Articles of Association Trustees are appointed from the organisations who were party to the establishment of the Trust. At the Annual General Meeting if there are more nominations than vacancies then the members present have a vote. Trustees can co-opt up to three members during the year and seek confirmation at the AGM. When considering co-option regard is given to a balance of skills to ensure that the trustees have as wide a knowledge base as possible.

Trustees Induction and Training

The induction process for any newly appointed Trustee is to firstly meet with the Chairman and the remaining board members, followed by further meetings with the Trustees to explain the objectives and procedures. The new Trustee will receive copies of the Charity's governing document and is expected to be fully conversant with its aims and objectives. The Trustee will meet with the Chair prior to their first meeting to clarify any uncertainties.

Organisation

The trustees have ultimate control over the Charity. A good support structure is in place within the Trust and the Trust Manager, Sarah Evans, undertakes the day to day running of the charity. The Trust Manager does attend board meetings and is therefore also involved in the strategic decision making and her input provides the trustees with a grounded view of the direct impact of their decisions on the way the facilities are run.

Pay Policy

The directors who are the Trust's trustees give of their time freely and receive no remuneration and details of any Trustees expenses are disclosed in the notes to the accounts.

The pay of the paid staff is reviewed annually at the time the annual budget is being considered. All staff receive a minimum of the living wage for carrying out their duties. The factors taken into account are inflation, local government settlements, pay levels locally and most importantly the ability of the Trust to pay. The staff has remained stable and there has not been the need to recruit in the wider market place for some time and the pay levels for the senior staff were set on similar posts elsewhere, local market rates and importantly what the Trust could afford. Staff undertaking the same job are paid equally and there is no pay grading scale in operation

Aims of the Trust:

- To stimulate interest in the landscape, wildlife, archaeology, architecture and history of the District; to enhance visitor appreciation of the area and its attractions.
- To foster an awareness of how the environment is managed today and how the community can influence decisions that affect it.
- To provide a forum for people with special environmental, academic and teaching skills to share their interest and expertise with children, visitors and the local community.
- To complement those organisations already involved with interpretation within the District and help relate their activities within the wider context.
- To develop new approaches to education which give people skills to learn about and interact with their environment and to support sustainable lifestyles.

Annual Review of the Year Manager's Report

2016/17 has gone by in a blur – what a year! One of positive change, incredible activity and also rather exciting!

As a team, Kim, Ian and I continue to work extremely hard to ensure that our finances are as healthy as they can be, optimising income at every opportunity and developing the Trust in a managed and measured way, while always maintaining standards. New approaches and ideas to achieve this are a constant in our daily work, so that we can benefit the Trust, our members, our clients and the community of Wimborne and East Dorset. Without our collective dedication and belief in what we do, this would not be possible and I am hugely grateful to my team for the continued loyalty, hard work and commitment to the Trust.

This was a year of change for our beautiful building. In November we started a programme of refurbishment to ensure that Allendale House continues to be cared for and to look its best for our clients and for our community. We were incredibly fortunate to receive donations of paint and wallpaper from Farrow & Ball to complete the hall and stairway, plus the Castleman Suite on the first floor, which was completed later in April. The results are wonderful and the building has been transformed. I sincerely hope that we can continue with the programme so that all the rooms will be completed over the next few years, so that the building can look really good and continue to impress those that use it.

Allendale House, as the Trust's main asset, with its prime location and range of rooms for hire, provides the main source of income which allows the Trust to maintain and develop its core activities. In order for the Trust to be financially sound, we strive to ensure that the building is utilised to its full extent to maximise income, whilst still maintaining the integrity of the Trust's aims and objectives. In a climate of continued uncertainty and rising costs, plus considerable local competition, this is not easy to achieve, but because, we as a team, believe in maintaining high levels of customer service, we continue to attract new business and our income year on year reflects this. We try to promote our building (and the Trust) at every opportunity and have continued to raise our profile, not only in the local area, but also Dorset-wide, whilst also ensuring that Allendale House continues to be a community building for the community it serves.

The heritage programme continues to be a considerable but enjoyable challenge three times a year. Researching and investigating different places to visit or new speakers, takes time, especially when quality, variety and integrity of each event is so important. We wholeheartedly believe that the events we organise make a positive impact on all those who attend, and we hope to continue to do our best to ensure that the programmes are maintained for all to enjoy. Keeping the momentum of fresh ideas can be a challenge with our busy workloads but I hope that the 50 or so events that we have arranged have been enjoyable and worthwhile for everyone.

As an educational facility we have done our best to maintain the number and range of courses that we offer and are trialling new ideas with each new programme. We will continue to ensure that the learning needs of the community are met and catered for as far as possible, reacting to shifting requirements and continuing to update our technology in line with advancing trends.

Once again this year we have relied heavily on our enthusiastic band of volunteers who carry out a range of tasks from data input to research, from walk creation and leading, to ticket taking and devising quiz questions or tractor driving and risk assessing. Without the time and commitment that these individuals give so freely to the Trust, we would not be able to manage and I am incredibly grateful to each and every one.

I look forward to the challenges of the year ahead, and know that with the help of our dedicated staff and volunteers, and the backing of the Trustees, it will be another successful one.

Heritage Events

The programme of heritage events continues to provide pleasure and stimulus to a large number of people throughout the community of East Dorset. Activities range widely from guided walks throughout some of Dorset's most beautiful countryside, visits to historic buildings or locations, to talks about all aspects of Dorset's history and environment and further afield.

This past year, the visits have been wide and varied – and notable highlights during the year were The Summer House at Warnford, The Physic Garden at Petersfield, Kingston Bagpuize, Milton Manor plus Portman Lodge. There was a Geology Field trip to the Fleet, a visit to Kingfisher Barn and Twyford Waterworks.

One of the principles of the Trust is that it should stimulate interest in all aspects of our culture, history, landscape and architecture and the links therein and our range of talks this year have covered all those bases – from the life of a little known Dorset Squire, to the history of the Blandford Fly, Thomas Hardy, Mr Selfridge and Heywood Sumner. We also featured talks on the History of Paper, The Wreck of the Halsewell and a series of unsolved British murders, together with Salisbury, The Queen's Bodyguard and The Dorset Regiment in WWI.

We will endeavour to continue to maintain a high standard and range of events and we always welcome any ideas for future visits, talks or events. The History Bus, which was a great asset to the Trust, was sadly withdrawn at the beginning of 2017, which was a significant blow to our Heritage event programme. In order to try to maintain this type of event which are always popular, we have managed to hire a minibus from U-drive, but at a much more significant cost.

Our annual Great EDHT Quiz has now become a firm Christmas tradition for the Trust. An immensely entertaining afternoon takes most of the year to organise, as all the questions and speciality rounds are tailor-made for the event. Thanks must go to our volunteer Christine Widdowson and Kim for the many hours of dedication that they devote to this afternoon event.

Public benefit

Number of Heritage Events: 55 (54 in 2016)

Number of Participants: 2143 (2129 in 2016)

Trust Training

Courses that the Trust offers are all tailor-made for the community of East Dorset. Our highly skilled tutors plan and devise the courses specifically for the needs of the public that use Allendale House. Our regular beginners' computer courses have been joined by a wide range of specialised workshops including iPad and Samsung tablet. The very popular French discussion classes, Art Appreciation and Creative Writing have continued, and the Spanish Conversation and Tapestry Weaving have now also become regulars. Whatever the level of learning needed for whatever the subject, we will strive to accommodate as many as possible.

In January 2017 we introduced a one to one service called 'Online with you' which we hoped would reach those people who have ventured into the digital world of tablets and smart phones, but who have trouble operating them. This service is also for those who need to contact government departments or complete on-line forms and are unable to do so, or just need some hand holding to help with general computing issues. In providing this unique service we hope to reach many more people in our community who strive to be independent but who just need a little help to achieve that goal. The popularity of the scheme has grown month by month and we have a regular turnover of people attending. Thanks must go to Pippa Worth for helping us achieve this service.

We have also continued with our 'Welcome Online' sessions on a Monday morning, staffed by our long-standing volunteer, David Lewis with help from Tony Culpan, as we still need to reach those members of our community that are in need of assistance with computing and getting used to the internet. We continue to have a very positive response to this scheme, which has brought many students into Allendale House for further learning and we will continue to support those who are becoming increasingly marginalised from society because they don't possess the skills to access online services that they need. Digitalisation is here to stay and we are here to help those that need assistance.

Public Benefit

Number of Courses at Allendale House: 168 (145 in 2016)

Number of Participants: 793 (895 in 2016)

(Figures are lower this year because of tutor changes)

Allendale House

This wonderful historic building that we have the privilege to occupy also generates most of the income for the Trust to continue to function. The hire of rooms by a wide range of organisations such as community groups, local authorities, the NHS and many other local businesses, brings in considerable income to the Trust, without which we could not survive. We pride ourselves in the quality of customer service that we provide the building and its equipment, which, together with high levels of customer service, create an excellent venue for training courses, conferences, meetings or groups.

For several years it has become apparent that areas of the building were in increasing need of redecoration. During the summer of 2016 initial talks began with Farrow and Ball to discover whether they as a company would be interested in supporting EDHT and our hopes for redecoration. Their colour consultancy team were keen to help and arranged for the donation of wallpaper and paint for the hall and stairway. Intex Decorators were then employed to do the job and work started in November. The result was an amazing transformation which has changed the whole feel of the building and of which we are incredibly proud. Luckily we were in a position to continue with more work, so the Castleman Suite on the first floor was started a few months later, again with donated materials from Farrow and Ball. Hopefully with their continued support the process can be extended to other parts of the building so that we can continue to improve the facilities for our clients and the community as a whole.

Whilst we pride ourselves in the quality of the building, we also acknowledge its shortcomings. The ground floor kitchen at the back of the building had seriously limited facilities, with a sink in the wrong place and no cupboard space or work surface. With the Annex room being used more and more by community groups, who needed use of the kitchen, it had become an embarrassment, so we decided to make some changes. We obtained permission from EDDC to go ahead with the works, asked Howdens kitchens to come up with a design and found a kitchen fitter. Thanks must go in particular to the fitter, Rob Webber, who approached Howdens and persuaded them to give the Trust a kitchen with appliances, free of charge. Thanks must also go to Howdens for their kind generosity and to EDDC for their support in helping to fund the installation of the kitchen.

As a hub of the Wimborne and East Dorset community, Allendale House serves as a focal point for many different organisations, some as a registered address, and others as a dropping off point or meeting place. As an organisation, the Trust is happy to play a key part in our community and welcomes being able to assist other community groups achieve their aims.

Public Benefit

A centrally located building with helpful and skilled staff that are happy to help others in the community.

Allendale House footfall total for year: 113,709 (79,415 in 2016)

Countryside Trailer for the Disabled

The Countryside Trailer, which moved to Moors Valley in 2015 had another successful season at the Country Park in 2017. There were a few issues with the security of the tractor and trailer during the early summer months that caused some concern but hopefully these worries will soon be allayed when a new building is built that will house the unit with other park equipment.

Thanks must go to the staff at Moors Valley who have been so accommodating and helpful. We could not have managed without our wonderful band of volunteers - Pete and Maggie Jennings, Christine Kerr, Steve Arrowsmith, Fred Underdown and Colin Burrows, - who have all worked so hard to ensure that this valuable service continues. Special recognition must also be made to Chris and Wendy Pope from Barford Farm, for providing a dry secure home for the tractor and trailer during the winter months and going above and beyond the call of duty to help us.

Public benefit

This project enables people with limited mobility to enjoy the countryside of Dorset that would not normally be accessible to them. There were over 20 trips between March and September 2017.

Dorset Architectural Heritage Week

Twenty four years since its inception, Dorset Architectural Heritage Week once again had a full programme of events which took place between Wednesday 7th and Thursday 14th September. Dr Alistair Somerville-Ford from the Institute of Commercial Management, sponsored the whole event for another year, for which we are tremendously grateful.

Highlights of the 2017 programme which have been singled out for significant praise include new event Byngley House in Poole, Weymouth Stonemasonry Workshop Day, Belmont (18th century Marine Villa in Lyme Regis, Cotness Cottages (Listed cottages in Creech completely rebuilt after a fire), Deans Court Tours (Wimborne), Military Architecture of Dorchester Tour (The Keep Museum, Dorchester) and Highcliffe Castle Open Day.

This week-long event has become a significant element of the Dorset Diary and the Trust is regularly applauded for the work it does to bring so much to those who participate.

Public benefit

Over 3000 people enjoyed free events across Dorset. 1134 pre-booked and approximately 2500 attended the non-bookable events.

Number of events: 73 main events - 27 stand alone, 46 repeated. 224 events in total (70 bookable, 154 non-bookable). In 2016 - 73 main events, 30 stand alone, 43 repeated and 146 in total.

Internet Profile

The Trust's website continues to be a major tool in getting our message out to the community and public arena. It is regularly kept up to date with news features and what's on. We have a regularly updated profile on both Facebook and Twitter which are used as much as possible to promote all that we do. The social networking element does take a lot of time and effort so we need to actively recruit a volunteer to take on this role to champion the Trust on social media in general.

Public benefit

Website traffic information is not available this year because of changes with our service provider. We hope to rectify this ourselves by the next report.

Volunteers

The Trust has a significant number of very talented and dedicated volunteers who undertake their differing roles with enthusiasm and humour. There are four key areas: computer training support, heritage programme walks and visits, the Countryside Trailer and general administration. All these areas are vital to the smooth running of the Trust and the hours of time these individuals give so freely are much appreciated by all the staff and trustees. As funding gaps widen, there will be an increasing need for volunteers to step into the breach and offer valuable time to organisations like the Trust in order for them to survive.

Public benefit

Currently 23 volunteers working for the Trust in various capacities collectively providing over 750 working hours per year.

Organisations Supported by the Trust

The Trust supports many local organisations throughout the year. These include The Ancient Technology Centre at Cranborne, Vision Wimborne, Wimborne Community Theatre, Wimborne BID (Business Improvement District), Sting in the Tale Festival of Stories, the Priest's House Museum and the Wimborne History Festival.

By using the services of the Trust at Allendale House, The Ancient Technology Centre and Wimborne Community Theatre are able to sell tickets for their performances, which can be bought in person, by phone, email or letter. Without this service both groups would find it difficult to survive.

The Vision Wimborne project for the less mobile - Dialaride - occupies office space at Allendale House and is supported by the Trust on a daily basis. This can be in the form of IT support, admin or assisting its volunteers or clients, as well as providing free parking for its three specially adapted vehicles. Vision Wimborne is also supported by Allendale House being a central point for banking and administration support.

The Wimborne BID also occupies office space at Allendale House and is regularly supported by the Trust on IT issues, general admin and providing a venue for various meetings or functions. Wimborne is a bustling little town which has greatly benefitted from the regional promotion that the BID and the many different events the BID have supported.

The Trust supports Sting in the Tale by helping to look after its accounting system, being a regular venue for meetings, its registered office and general administrative support. The Priests House Museum occupies the annex to Allendale House to store some of its larger-item archive before being housed in the new facility at the Museum itself.

Public benefit

Accessible box office

Accessible office space, free car parking and support for a valued local mobility project

Accessible office space and support for a community initiative

Accounting support to several organisations

Provision of space for the archive of the local museum

Focal point for several local organisations and events

The Future

The year ahead will again be full of challenges which we look forward to with enthusiasm. The Trust's dedicated staff will endeavour to ensure that a quality programme of events and courses continues to be offered, that income is optimised at every opportunity to help secure the future of the Trust, and that Allendale House continues to be both an integral and important hub of the community that it supports, long into the future.

Financial Review

As in previous years the detailed information behind the figures on Income and Expenditure can be found in notes 2 and 3 attached to the accounts. Yet again it has been an excellent year. There continues to be growth in the level of activity coupled with tight control on expenditure resulting in a surplus for the year of over £28,500 compared to shortfall of just under £3,000 when the original budget was approved. What has influenced the final figure; firstly the anonymous donor who supported the Trust in the past has very generously continued supporting the Trust. Secondly East Dorset District Council allocated money from their capital pot towards improvements to the kitchen and local District councillors used their ward budgets to support essential maintenance work. It is very pleasing that the District Council continues to support the Trust in this way and it is very much appreciated in the continuing development of the Trust.

Finally the increased activity throughout the year arising from excellent work by the Manager and her team which has seen room bookings rise along with increased catering income. Over the last five years turnover has increased by over 50% on room hire, rental of rooms, catering, courses and events to over £112,000 and in the same period the surplus on those activities has increased by 62.5% to just over £90,000. Allendale House is a very busy community building and you only have to call in to see how busy the staff are and the time and care they give to the customers. They should all be congratulated for what has been achieved.

At the end of the year the Trust has total funds of £193,964 and note 7 illustrates how that figure is compiled. There are a number of designated funds and in this year further contributions have been transferred to provide resources for future costs that will arise thereby minimising the impact on the day to day operations of the Trust. These are shown in note 7 and this then leaves the amount in hand in line with the policy of the Trust of a general reserve equivalent to a year's expenditure. The Trustees are pleased with the progress made and will continue to maintain a tight control on the finances through the monitoring at board meetings.

The Trust is in a stronger position than this time last year. The Manager and her team continue to work exceedingly hard and have increased activity to generate additional income. The support of the anonymous donor has been vital and cannot be understated how important this support has been to the future of the Trust. The policy of providing sound balances is prudent management and provides a buffer in the short term. However there is still the long term that the Trust has to address by securing additional sources of finance on an on-going basis.

STATEMENT OF DIRECTORS' RESPONSIBILITIES FOR THE YEAR ENDED 30TH SEPTEMBER 2017

The Trustees (who are also directors of the East Dorset Heritage Trust for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charitable company's state of affairs at the end of the year and of its deficit or surplus for that period. In preparing these financial statements, the trustees are required to:-

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in the Charities SORP;
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- ◆ prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at the time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- ◆ there is no relevant audit information of which the charitable company's Independent Examiner is unaware; and
- ◆ Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the Independent Examiner is aware of that information.

INDEPENDENT EXAMINER

A resolution to re-appoint Casson Beckman as Independent Examiner for the ensuing year will be proposed at the Annual General Meeting in accordance with Section 43 of the Charities Act 1993.

Approved by the Board of Trustees

And signed on their behalf



Derek Burt
Chairman

Independent Examiner's report to the Trustees of East Dorset Heritage Trust

We report on the accounts of the company for the year ended 30th September 2017, which are set out on pages 13 – 20

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 145(1) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our 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 Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

Our 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 examiner's statement

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

(1) which gives us 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 Charities

have not been met: or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....
Stephen Walter BA, FCA

For and on behalf of
Casson Beckman, Chartered Accountants
32-34 High Street, Ringwood, Hampshire, BH24 1AG

STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDING 30TH SEPTEMBER 2017

	Notes	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
INCOME					
Income and Endowments from:					
Donations and legacies	2	55,781	10,063	65,844	43,727
Charitable activities	2	118,368	-	118,368	108,618
Investments	2	626	-	626	841
Total Income		174,775	10,063	184,838	153,186
EXPENDITURE					
Charitable activities	3	146,975	8,902	155,877	133,619
Total Resources Expended		146,975	8,902	155,877	133,619
Net movements in funds		27,800	1,161	28,961	19,567
Reconciliation of Funds					
Total Funds brought forward		149,065	15,938	165,003	145,436
Total Funds carried forward	7	176,865	17,099	193,964	165,003

The notes on pages 15 to 20 form part of these accounts.

The Charity has no recognised gains or losses, other than those dealt with in the statement of financial activities.

BALANCE SHEET AS AT 30TH SEPTEMBER 2017

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Fixed Assets					
Tangible Assets	4	3,871	-	3,871	3,427
Current Assets					
Debtors	5	18,911	-	18,911	22,951
Cash at bank and in Hand		180,342	17,099	197,441	167,635
		199,253	17,099	216,352	190,586
Liabilities					
Creditors falling due within one year	6	26,259	-	26,259	29,010
Net Current Assets		172,994	17,099	190,093	161,576
Net Assets		176,865	17,099	193,964	165,003
Fund Balances					
Unrestricted Funds	7	176,865	-	176,865	149,065
Restricted Funds	7	-	17,099	17,099	15,938
		176,865	17,099	193,964	165,003

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30th September, 2017. The members have not required the charitable company to obtain an audit of its accounts for the year ended 30th September, 2017, in accordance with section 476 of the Companies Act 2006. The Directors acknowledge responsibility for:

- i) ensuring the charitable company keeps accounting records which comply with section 386 and 387 of the Companies Act 2006; and
- ii) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and its profit and loss for each financial year in accordance with Sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Directors on 16th April, 2017



Signed by Derek Burt – Chairman.

The notes on pages 15 to 20 form part of these accounts

NOTES TO THE ACCOUNTS **FOR THE YEAR ENDED 30th SEPTEMBER 2017**

1) ACCOUNTING POLICIES

a) Basis of Accounting

- i) The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015) and the Charities Act 2011.
- ii) In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

b) Depreciation

- i) Depreciation is provided on all tangible fixed assets in use at rates calculated to write off the cost less estimated residual value (where applicable) of each asset over its expected useful life. Assets costing less than £500 are written off as expenditure in the year of acquisition. The depreciation rates have been reviewed and the following were agreed as appropriate:-
 - ii) Leasehold Property - equal instalments over the period of the lease
 - iii) Furniture and Equipment - 20% p.a. straight line
 - iv) Computers - 33.3 % p.a. straight line
 - v) Tractor - 12.5% p.a. reducing balance
 - vi) Trailer - 20% p.a. straight line

c) Grants and Donations

- i) Revenue Grants and Donations are credited to the Income and Expenditure Account on receipt. However if the grant or donation covers more than one financial year then the amount relating to future years is shown as Deferred Income under Creditors.

d) Expenditure

- i) Liabilities are recognised and expended as soon as there is a legal and constructive obligation committing the Charity to the expenditure. All expenditure is included on an accruals basis and has been classified under headings that aggregate all costs related to that category.
- ii) Costs of charitable activities include costs directly associated with running the centre and associated activities.
- iii) Governance costs comprise all costs involving the public accountability of the Charity and its compliance with regulation and good practice. These costs include costs related to accountancy services.

e) Financial Reporting Standard No.1 – Cash Flow Statements

- i) As permitted by Financial Reporting Standard No. 1, the company has not produced a cash flow statement on the grounds that it has satisfied the conditions exempting it as a small company.

NOTES TO THE ACCOUNTS CONTINUED

f) Funds accounting

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor and/or within restricted purposes included in the objects of the Charity.

Unrestricted funds comprise those funds which the Trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the Trustees, at their discretion, have created a fund for a specific purpose.

2) ANALYSIS OF INCOME

	2017	2016
	£	£
Donations and legacies		
Friends Subscriptions	4,065	3,859
Grant – East Dorset District Council	3,000	5,500
Grants - Other	5,084	350
Donations	37,937	19,227
Miscellaneous Income	5,695	4,209
	55,781	33,145
Restricted Income		
Dorset Architectural Heritage Week	10,063	10,582
Income from Charitable Activities		
Hire of Facilities	67,115	58,097
Catering	19,620	16,404
Courses	14,829	14,032
Heritage Events	10,763	14,020
Provision of Services	6,041	6,065
	118,368	108,618
Investment Income	626	841
Total Income	184,838	153,186

3) ANALYSIS OF EXPENDITURE

	2017	2016
	£	£
Premises	37,637	17,587
Advertising and Marketing	2,132	2,028
Establishment Expenses	3,518	3,668
Catering	9,337	8,501
Courses	7,394	7,572
Heritage Events	4,034	6,083
Depreciation	749	1,255
Support costs (note a)	82,174	77,697
	146,975	124,391
Restricted Expenditure		
Dorset Architectural Heritage Week	8,902	9,228
Total Expenditure	155,877	133,619
a) Support Costs		
Wages and salaries	80,061	75,624
Governance costs	2,113	2,073
	82,174	77,697

The Charity had an average of three employees during the period. There are no employees earning more than £60,000.

4) TANGIBLE FIXED ASSETS

	Leasehold Property £	Furniture & Other Equipment £	Tractor and Trailer £	Total £
Cost				
1 st October 2016	23,260	162,446	26,426	212,132
Additions	-	1,193	-	1,193
30 th September 2017	23,260	163,639	26,426	213,325
Depreciation				
1 st October 2016	23,620	161,853	23,592	208,705
Provision for the year	-	749	-	749
30 th September 2017	23,620	162,602	23,592	209,454
Net Book Value				
30 th September 2017	-	1,037	2,834	3,871
30 th September 2016	-	593	2,834	3,427

5) DEBTORS

	2017	2016
	£	£
Trade Debtors	7,019	11,853
Prepayments and Accrued Income	11,892	11,098
Total	18,911	22,951

6) CREDITORS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Trade Creditors	-	312
Accruals and Deferred Income	26,259	28,698
Total	26,259	29,010

7) FUNDS

	Unrestricted	Restricted	Total	2016
	£	£	2017	£
			£	
Fixed Asset Reserve	3,871	-	3,871	3,427
Designated Reserve - Equipment	21,660	-	21,660	12,853
Tractor & Trailer	11,327	-	11,327	1,116
Building Repairs	9,430	-	9,430	5,000
Legal Liabilities	19,620	-	19,620	17,500
General Reserve	110,957	-	110,957	109,169
Restricted Reserve	-	17,099	17,099	15,938
Total	176,865	17,099	193,964	165,003

8) MOVEMENT IN FUNDS

	Unrestricted	Restricted		2016
	General	DAHW	Total	£
	funds	funds	2017	
	£	£	£	
At 1 October 2016	149,065	15,938	165,003	145,436
Net movement in funds	27,800	1,161	28,961	19,567
Transfers between funds	-	-	-	-
At 30 September 2017	176,865	17,099	193,964	165,003

9) COMMITMENTS

As at the 30th September 2017 the Trust had annual commitments under non-cancellable Operating leases as follows:

	2017	2016
	£	£
Operating leases which expire		
Within two and five years	<u>3,024</u>	<u>4,200</u>

10) PROPERTY

The Trust operates from Allendale House, Wimborne under a 35 year lease from the East Dorset District Council that runs until November 2036.

11) TRUSTEES REMUNERATION AND EXPENSES

During the current and previous year no remuneration or other benefits were payable to the Trustees by the charity. There were no Trustees expenses during the year.

12) RELATED PARTY TRANSACTIONS

There were no related party transactions during the current or previous year.