



East Dorset Heritage Trust
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East Dorset Heritage Trust



Annual Report & Accounts 2017/18

This report includes a summary of the Trust's activities in the year ended 30th September 2018, the benefits it provides for the East Dorset Community and the Financial Statements for the Trust

Charity No. 1002126

Company No. 02532151



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 2017/18 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 has continued to benefit from the close working relationship it has with East Dorset District Council and I wish to thank the Council's officers for the assistance they have given over many years. This is the last report that will be given with East Dorset District Council as our landlords'.

When we produce the report for 2018/19 our landlord will be the new Dorset Council (a Unitary Authority). As a result, of this future change, the Trust must review its Governance and this will be done during the coming year.

The Trust is very much indebted to our local benefactors, who, by their continued patronage, give such tremendous help and support. This support has enabled the Trust to remain in a very healthy financial situation, as can be seen in the accounts published in this report. 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 are vital to what we do.

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

I commend the Annual report for 2017/18 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 2018.

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 30th September 2018.

Reference and Administrative Details

Charity Number - 10021216

Company Number - 02532151

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, Suite 2B, Lynes House, Lynes Lane, High Street, Ringwood, Hants BH24 1BT

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)

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

Staff

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

Patrons Prof. David Bellamy and Sir Tim Berners-Lee

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

2017 to 2018 is another year that seems to have disappeared in a blur.

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 little team for the continued loyalty, hard work and commitment to the Trust.

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 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, risk assessing and gardening. Without the time and commitment that these individuals give so freely to the Trust, we would not be able to manage and I am indebted 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 too.

The organised visits have all been immensely interesting and so clearly highlight the wealth of heritage that we, as a country, are so blessed with. The notable highlights during the year were Cothelstone Manor and Cotes English Willow, Chavenage House and Tetbury, Maunsel House (with the incredible hospitality that we received from Sir Ben Slade), plus Cadhay House and Ottery St Mary. Our Geology Field trips have also continued to be featured during the year, with Studland and the Fleet providing two very memorable days out.

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. To name just a few, there was Lewd Wenches and Loose Living Fellowes, Eldridge Pope and Wimborne, two series on the history of Southampton and then Winchester, The Life of Rev Canon CH Mayo, Thomas Hardy and the Artists, plus Women of the RNL. We also featured talks as a build up to the Wimborne History Festival on the History of Blandford Camp, The Victoria Crosses of Dorset and The War with no End. Our talks are becoming increasingly popular with most of them being sold out long before the date. We strive to find quality speakers with topics that will captivate our audiences and leave them wanting more – we don't always get it right, but the intention is always there.

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 to Kim for the many hours of dedication that they devote to this afternoon event.

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.

Public benefit

Number of Heritage Events: 49 (55 in 2017)

Number of Participants: 2168 (2143 in 2017)

Trust Training

The range of 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. Whatever the level of learning needed for whatever the subject, we will strive to accommodate as many as possible.

The interest in our language courses has developed over the years so that this area of learning has now become a mainstay of our educational programme. In September 2018, we extended our language offer by branching out into Italian classes with tutor Sam Craig, which has been very well received. The very popular French, with Carole Evernden, continues through the year and we are now able to offer three different levels of learning. Spanish has also grown in popularity this year under the tutoring of Elsa Mugica who sadly left in September 2018 and was replaced by Susana Prado Casal. Susana has fitted in really well with the team here at Allendale House and has continued to attract new students in the levels of learning that she offers.

Art History Appreciation is another subject that has continued to grow in popularity amongst our community. The tutor, Jennie Spiers, has been working for the Trust since 2011 and continues to enthral her audiences with her depth of knowledge and enthusiasm for her vast subject matter.

Creative Writing has also become a long established regular over many years thanks to tutor John Jenkins. 2018, in particular, was a very good year for the group which achieved success with local writing competitions plus the production of a published anthology of work.

In the autumn of 2017 we introduced a new music appreciation course, with tutor Andy Komocki which has received a very loyal following. It started with the history of rock and is now gradually developing into another of the Trust's regulars.

Over recent years the IT tuition trends of the community have begun to change, with classes becoming smaller as people are more computer literate. This has meant that our regular courses, such as beginners or improvers computing, becoming less popular, to the point that these courses were no longer a viable option to run. As this pattern has continued with other subjects like Facebook or ebay, where more classes had to be cancelled than actually run, the difficult decision was made during the summer to no longer run IT courses at all and simply concentrate on the individual service.

The individual computer service called 'Online with you' which we introduced in 2017 has continued under a new name, 1-2-1. This service was started in the hope to reach those people who have ventured into the digital world of tablets and smart phones, but who experience trouble operating them. It was also for those who need to contact government departments or to complete on-line forms and are unable to do so, or others who just need some hand holding to help with general computing issues.

In September 2018 Georgina Ralph, who has been an IT tutor for the Trust for several years, joined Pippa Worth in providing these individual sessions, so the Trust is now able to offer the service on a Tuesday and Wednesday for most of the year. The popularity of the scheme is developing month by month and we have a regular turnover of people attending. 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.

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 the very basics of computing or 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: 203 (168 in 2017)

Number of Participants: 994 (793 in 2017)

Allendale House

This wonderful historic building that we have the privilege to occupy also generates most of the income for the Trust. 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 the building and its equipment,

which, together with high levels of customer service, create an excellent venue for training courses, conferences, meetings or groups.

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: 145,215 (113,709 in 2017)

Countryside Trailer for the Disabled

The Countryside Trailer, which moved to Moors Valley Country Park a few years ago had another successful season at the Country Park during 2018. There is still the occasional issue with the security of the tractor and trailer during the season which causes some concern, but we hope there will be a new building soon that will be able to house the unit.

Thanks must go to the staff at Moors Valley who have been so accommodating and helpful. We could not have continued to run this project without our wonderful band of volunteers - Pete and Maggie Jennings, Christine Kerr, Fred Underdown, Robert and Pam Grant, Steve and Lin Arrowsmith, Tony Hall and Marilyn Aldred - 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 2018.

Dorset Architectural Heritage Week

Twenty five years since its inception, Dorset Architectural Heritage Week once again had a full programme of events in special celebration of its silver anniversary, which took place between Wednesday 6th and Thursday 16th 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 2018 programme which have been singled out for significant praise include two new events - one at Keepers Lodge on the Kingston Lacy Estate (but not NT) and the other was the Hinton Martell Village, Village Hall and St Giles House visit, both of which generated some wonderful feedback.

The regular annual participants, from the smallest cottages to the largest houses, provides a whole range of architectural history and heritage across the entire county. 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 3,500 people enjoyed free events across Dorset. 1,504 pre-booked and approximately 2,000 attended the non-bookable events.

Number of events: 79 main events - 25 stand alone, 54 repeated, 270 events in total (68 bookable, 202 non-bookable). In 2017 - 73 main events, 27 stand alone, 46 repeated and 224 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.

Website Statistics

March 2018 to September 2018 Website visits – 21,448 (Only 6.5 months due to new website tool)

Most Popular Page (not including DAHW) : Courses (663 unique visitors)

Most Popular Page overall: DAHW Events – 5,756 visitors

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 28 volunteers (not including the trustees/advisers on the Management Board) 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 by the BID and the many different events the BID have supported.

The Trust supports the Wimborne History Festival by acting as a central hub for contacts or deliveries and by 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

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. It has been another very good year with an increase in the surplus for the year of £17,640 compared to a surplus of just under £4,000 when the original budget was approved. What has impacted on the final figure; firstly a saving in expenditure on repairs and maintenance, cleaning and caretaking and computer expenses. There has been increased income from catering, heritage events, courses and box office commission. A change in accounting practice relating to income from Otago classes has now allocated this income from room hire to courses otherwise room hire would have continued to grow. Chairs were replaced during the year and Trustees were very grateful for the support of the Wimborne Minster Town Council and the anonymous donor in meeting this cost.

A significant amount of time was spent reviewing the VAT position regarding the Trust's activities and it is pleasing that the Trust comply with the current provisions and remain outside the scope for VAT. A review was undertaken of Gift Aid and the amount of income that the Trust can recover from this source in line with the current guidelines. The outcome of the review was to change the benefits attached to membership and other small changes to ensure the Trust were in line with the existing regulations.

What the figures illustrate overall is the continuing increased usage of the facilities throughout the year arising from hard work by the Manager and her team. There is a need to be flexible and adapt to the changing circumstances thereby attracting new business, having a varied heritage programme and providing courses and training that meet the requirements of the community. Allendale House is a very busy community building and you only have to call in to see how hard the staff work and the time and care they give to the customers. They all should be congratulated for what has been achieved.

At the end of the year the Trust has total funds of £211,604 and note 7 illustrates how that figure is compiled. There are a number of designated funds that 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 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.

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.

STATEMENT OF DIRECTORS' RESPONSIBILITIES FOR THE YEAR ENDED 30TH SEPTEMBER 2018

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 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 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 2018, which are set out on pages 15 – 21.

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.



25th March 2019

.....
Stephen Walter BA, FCA

For and on behalf of

Casson Beckman, Chartered Accountants

Suite 2B, Lynes House, Lynes Lane, High Street, Ringwood, Hampshire, BH24 1BT

STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDING 30TH SEPTEMBER 2018

	Notes	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
INCOME					
Income and Endowments from:					
Donations and legacies	2	28,568	10,000	38,568	65,844
Charitable activities	2	127,456	-	127,456	118,368
Investments	2	716	-	716	626
Total Income		156,740	10,000	166,740	184,838
EXPENDITURE					
Charitable activities	3	140,875	8,225	149,100	155,877
Total Expenditure		140,875	8,225	149,100	155,877
Net movements in funds		15,865	1,775	17,640	28,961
Reconciliation of Funds					
Total Funds brought forward		176,865	17,099	193,964	165,003
Total Funds carried forward	8	192,730	18,874	211,604	193,964

The notes on pages 17 to 21 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 2018

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Fixed Assets					
Tangible Assets	4	5,336	-	5,336	3,871
Current Assets					
Debtors	5	15,845	-	15,845	18,911
Cash at bank and in Hand		192,333	18,874	211,207	197,441
		208,178	18,874	227,052	216,352
Liabilities					
Creditors falling due within one year	6	20,784	-	20,784	26,259
Net Current Assets		187,394	18,874	206,268	190,093
Net Assets		192,730	18,874	211,604	193,964
Fund Balances					
Unrestricted Funds	8	192,730	-	192,730	176,865
Restricted Funds	8	-	18,874	18,874	17,099
		192,730	18,874	211,604	193,964

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30th September, 2018. The members have not required the charitable company to obtain an audit of its accounts for the year ended 30th September, 2018, 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 25th March 2019

Signed by Derek Burt – Chairman.



The notes on pages 17 to 21 form part of these accounts

NOTES TO THE ACCOUNTS **FOR THE YEAR ENDED 30th SEPTEMBER 2018**

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.

The Charity has taken advantage of the exemption in Financial Reporting Standard 1 from the requirement to produce a cash flow statement on the grounds that it qualifies as a small Charity.

The presentation currency of the financial statements is the Pound Sterling.

The charity meets the definition of a public benefit entity under FRS102.

- b) 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 £200 are written off as expenditure in the year of acquisition. The depreciation rates have been reviewed and the following were agreed as appropriate:-

- i) Leasehold Property - equal instalments over the period of the lease
- ii) Furniture and Equipment - 20% and 33% p.a. straight line
- iii) Computers - 33.3 % p.a. straight line
- iv) Tractor - At residual value
- v) 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.
- iv) The charity operates a defined contribution pension scheme and contributions are shown in the SOFA in the period to which they relate.

NOTES TO THE ACCOUNTS CONTINUED

e) 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.

f) Legal status

The charity is a company limited by guarantee and has no share capital. The company is registered in England and Wales and the registered office is shown on page 4.

2) ANALYSIS OF INCOME

	2018	2017
	£	£
Donations and legacies		
Friends Subscriptions	4,481	4,065
Grant – East Dorset District Council	3,000	3,000
Grants - Other	1,100	5,084
Donations	15,144	37,937
Miscellaneous Income	4,843	5,695
	28,568	55,781
Restricted Income		
Dorset Architectural Heritage Week	10,000	10,063
Income from Charitable Activities		
Hire of Facilities	63,563	67,115
Catering	20,103	19,620
Courses	22,119	14,829
Heritage Events	15,761	10,763
Provision of Services	5,910	6,041
	127,456	118,368
Investment Income	716	626
Total Income	166,740	184,838

3) ANALYSIS OF EXPENDITURE

	2018	2017
	£	£
Premises	20,578	34,335
Equipment repairs and leasing	3,927	3,302
Advertising and Marketing	2,337	2,132
Establishment Expenses	3,189	3,518
Catering	9,830	9,337
Courses	10,472	7,394
Heritage Events	7,988	4,034
Depreciation	1,205	749
Support costs (note A)	81,349	82,174
	140,875	146,975
Restricted Expenditure		
Dorset Architectural Heritage Week	8,225	8,902
Total Expenditure	149,100	155,877
Support Costs (note A)		
Wages and salaries	70,708	73,587
Social security costs	6,434	5,960
Pension costs	1,067	514
Governance costs	2,060	1,063
Independent Examiners fees	1,080	1,050
	81,349	82,174

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 2017	23,260	163,639	26,426	213,325
Additions	-	2,670	-	2,670
30 th September 2018	23,260	166,309	26,426	215,995
Depreciation				
1 st October 2017	23,620	162,602	23,592	209,454
Provision for the year	-	1,205	-	1,205
30 th September 2018	23,620	163,807	23,592	210,659
Net Book Value				
30 th September 2018	-	2,502	2,834	5,336
30 th September 2017	-	1,037	2,834	3,871

5) DEBTORS

	2018 £	2017 £
Trade Debtors	8,089	7,019
Prepayments and Accrued Income	7,756	11,892
Total	15,845	18,911

6) CREDITORS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Accruals and Deferred Income	20,784	26,259
Total	20,784	26,259

7) DEFERRED INCOME

Deferred income represents money received in advance of future events.

Brought forward at 1 October 2017	17,317
Released to income in the year	(7,138)
Carried forward at 30 September 2018	<u>10,179</u>

8) FUNDS

	Unrestricted	Restricted	Total 2018	2017
	£	£	£	£
Fixed Asset Reserve	5,336	-	5,336	3,871
Designated Reserve - Equipment	21,444	-	21,444	21,660
Tractor & Trailer	11,255	-	11,255	11,327
Building Repairs	10,430	-	10,430	9,430
Legal Liabilities	21,440	-	21,440	19,620
General Reserve	122,825	-	122,825	110,957
Restricted Reserve	-	18,874	18,874	17,099
Total	192,730	18,874	211,604	193,964

9) MOVEMENT IN FUNDS

	Unrestricted General funds £	Restricted DAHW funds £	Total 2018 £	2017 £
At 1 October 2017	176,865	17,099	193,964	165,003
Net movement in funds	15,865	1,775	17,640	28,961
At 30 September 2018	192,730	18,874	211,604	193,964

10) COMMITMENTS

As at the 30th September 2018 the Trust had annual commitments under non-cancellable Operating leases as follows:

	2018 £	2017 £
Operating leases which expire		
Within two and five years	<u>2,240</u>	<u>3,024</u>

11) PROPERTY

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

12) 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.

13) RELATED PARTY TRANSACTIONS

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