

LECTURES 2016

All lectures were held at the Blackbourne Hall, Elmswell

- 9 January 'Archaeological Investigations at Hinderclay', by Dave Griffiths and members of Suffolk Archaeological Field Group.
- 13 February 'Staunch Meadow, Brandon: a high status Middle Saxon settlement on the Fen Edge', by Andrew Tester.
- 12 March 'Finding Pitt Rivers', by Jane Ellis-Schon.
- 12 November 'The Angel Roofs of East Anglia', by Michael Rimmer.
- 10 December 'Indoor and Outdoor Poor Relief in Late 18th to Early 19th-Century Suffolk', by Professor Richard M. Smith.

CONFERENCE

THE THIRD ANNUAL WHEELER CONFERENCE
23 April 2016 at Columbine Hall, Stowupland

A conference in honour of our generous benefactor, Anthony Wheeler,
combined with the Institute's AGM

SUFFOLK PLACE-NAMES AND LANDSCAPE

Five papers were delivered in two sessions, chaired by Dr Nicholas Amor, Chairman, SIAH:

1. 'The Suffolk Landscape Setting', by Edward Martin.
2. 'The Built Landscape', by Philip Aitkens.
3. 'Columbine Hall', by Hew Stevenson.
4. 'Place-Names', by Dr Keith Briggs.
5. 'Place-Names', by Dr Kelly Kilpatrick.

MEMBERS ELECTED DURING 2016

During the year, 32 new members were elected, comprising 4 institutions, 20 single, and 8 joint members. After taking into account resignations and lapsed members, the membership at the end of 2016 stood at 658. The total comprised 369 single members, 238 joint members, and 51 institutions and societies.

ACCOUNTS

SUFFOLK INSTITUTE OF ARCHAEOLOGY AND HISTORY

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2016

The Council presents its report together with the financial statements for the year ended 31 December 2016.

Structure, governance and management

The Council is elected at the annual general meeting.

At the AGM on 23 April 2016, where the accounts for the year ended 31 December 2015 were approved, James Bettley and David Sherlock retired, and Deirdre Heavens, John Rainer and Philip Aitkens were elected to the Council. The current members of the Council are shown on page 144.

Objects and activities

The objects of the Institute shall be for the advancement of the education of the public:

- a) to collect and publish information on the archaeology and history of the county of Suffolk,
- b) to oppose and prevent, as far as may be practicable, any injuries with which ancient monuments of every description within the county of Suffolk may from time to time be threatened and to collect accurate drawings, plans and descriptions thereof, and
- c) to promote interest in local archaeological and historical matters.

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives, in shaping objectives for the year and in planning future activities

Financial review

The financial statements below show the state of the finances at 31 December 2016, which the Council considers to be sound, and allowed the development of the various activities during the year.

Reserve policy

The reserves of the Suffolk Institute of Archaeology and History are in a form available for instant use should the occasion arise. The Institute is committed to the education of the public. The calls upon funds may be sudden and it may not be possible to mount an appeal at short notice, where a considerable amount of local money is needed to trigger funds from central bodies. The trustees consider that the level of reserves on the Accumulated Fund should be in the region of two years' subscription income, currently averaging £30,000 per annum. The trustees review the policy each year.

A review of our achievements and performance

The charity substantially relies on income from membership, publications and to a lesser extent grants and investments, to cover its operating costs. In setting the level of fees, charges

and concessions, the trustees give careful consideration to the accessibility of its activities for those on low incomes.

The charity shared in the Publication of *A Dictionary of Suffolk Place-Names* a copy of which was given to members; this has sold well. There were also the usual excursions and lectures during the year.

Signed for and on behalf of the Council on 8 April 2017

J.A. Broster, BA, FCA, CTA

Hon. Financial Secretary

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE SUFFOLK INSTITUTE OF ARCHAEOLOGY AND HISTORY

I report on the accounts of the Suffolk Institute of Archaeology and History for the year ended 31 December 2016, which are set out below.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144(2) of the Charities Act 2011 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

- 1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which according with the accounting records and comply with the accounting requirements of the Act
 have 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.

C.L. Bassett, *Chartered Accountant*
on behalf of Izod Bassett, Chartered Accountants,
105 High Street, Needham Market, Suffolk, IP6 8DQ
 8 April 2017

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2016

	Note	2016	2016	2016	2015
		General	Designated	Total	Total
		Funds	Funds	Unrestricted	Unrestricted
		£	£	Funds	Funds
				£	£
Income and endowments:	3				(note 2)
<i>Donations and legacies:</i>					
Membership income		18,458	—	18,458	11,318
Grants and donations		1,034	—	1,034	1,986
<i>Income from charitable activities:</i>					
Gross income from publications		580	281	861	2,323
Conference income		—	3,098	3,098	2,439
<i>Investment Income</i>		—	352	352	413
Total income		<u>20,072</u>	<u>3,731</u>	<u>23,803</u>	<u>18,479</u>
Expenditure:	4				
<i>Expenditure on Charitable activities:</i>					
– General		(11,170)	—	(11,170)	(4,743)
– <i>Proceedings</i> publication		(10,091)	—	(10,091)	(10,585)
– Other		(480)	(17,511)	(17,991)	(17,687)
Total expenditure		<u>(21,741)</u>	<u>(17,511)</u>	<u>(39,252)</u>	<u>(33,015)</u>
Net incoming (expenditure) for the year		<u>(1,669)</u>	<u>(13,780)</u>	<u>(15,449)</u>	<u>(14,536)</u>
Transfer between funds		—	—	—	—
Net movement in funds		(1,669)	(13,780)	(15,449)	(14,536)
<i>Reconciliation of funds:</i>					
Accumulated funds brought forward		17,849	78,158	96,007	110,543
Accumulated funds carried forward		<u>16,180</u>	<u>64,378</u>	<u>80,558</u>	<u>96,007</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities. An analysis by fund of the comparative figures for 2015 is shown in note 2.

BALANCE SHEET AT 31 DECEMBER 2016

	Note	2016		2015	
		£	£	£	£
Current assets					
Debtors and prepayments		1,762		1,109	
Cash at bank – Current Account		1,038		2,416	
– Deposit Accounts		89,314		104,588	
		<u>92,114</u>		<u>103,113</u>	
Less: Creditor		(11,556)		(11,896)	
Subscriptions in advance		—		(210)	
		<u>(11,556)</u>		<u>(12,106)</u>	
Net current assets			80,558		96,007
Net assets			80,558		96,007
			<u><u>80,558</u></u>		<u><u>96,007</u></u>
<i>The funds of the charity:</i>					
Unrestricted funds:					
<i>Designated funds:</i>					
Gwen Dyke Bequest	4		13,697		13,697
Research, Excavation and Publication Fund	4		3,714		7,016
Anthony Wheeler Fund	4		46,967		57,445
<i>General funds:</i> Accumulated fund	4		16,180		17,849
			<u>80,558</u>		<u>96,007</u>

The financial statements were approved by the Council on 8 April 2017

J.A. Broster BA, FCA, CTA
Hon. Treasurer

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

1. Accounting policies

a) Basis of preparation

These financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. 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 charity constitutes a public benefit entity as defined by FRS 102.

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) Funds structure

Unrestricted income 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. Further details of each fund are disclosed in note 4.

c) Income recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

d) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the statement of financial activities. Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016
(Continued)

2. Statement of financial activities for the year ended 31 December 2015

	General funds	Designated funds	Total Unrestricted Funds
	£	£	£
Income from donations and legacies:			
Legacy	—	—	—
Membership income	11,318	—	11,318
Grants and donations	1,986	—	1,986
Income from charitable activities:			
Gross income from publications	1,029	1,294	2,323
Conference income	—	2,439	2,439
Investment income	1	412	413
Total income	14,334	4,145	18,479
Expenditure:			
<i>Expenditure on charitable activities</i>			
– General	(4,743)	—	(4,743)
– <i>Proceedings</i> publication	(10,585)	—	(10,585)
– Other	(808)	(16,879)	(17,687)
Total expenditure	(16,136)	(16,879)	(33,015)
Net income (expenditure) for the year	(1,802)	(12,734)	(14,536)
Transfer between funds	—	—	—
Net movement of funds	(1,802)	(12,734)	(14,536)
<i>Reconciliation of funds:</i>			
Accumulated funds brought forward	19,651	90,892	110,543
Accumulated funds carried forward	17,849	78,158	96,007

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016
(Continued)

3. Income and endowments

	Anthony Wheeler Bequest	Gwen Dyke Bequest	Research, Excavation & Publication Fund	General Fund	Total 2016	Total 2015
	£	£	£	£	£	£
Donations and legacies						
Membership subscriptions	—	—	—	16,780	16,780	11,318
Grants	—	—	—	1,034	1,034	—
Gift Aid	—	—	—	1,648	1,648	949
Donations	—	—	—	—	—	887
Miscellaneous income	—	—	—	30	30	150
	—	—	—	19,492	19,492	13,304
Income from investments						
Bank interest	352	—	—	—	352	413
Income from charitable activities						
<i>Gross income from publications</i>						
<i>Proceedings</i>	—	—	281	372	653	1,029
<i>Decoding Flint Flushwork</i>	—	—	—	—	—	1,294
<i>Suffolk Place-Names</i>	—	—	—	208	208	—
<i>Conference income</i>	3,450	—	—	—	3,098	2,439
	3,450	—	281	580	3,959	4,762
Total income	3,450	—	281	20,072	23,803	18,479

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016
(Continued)

4. Expenditure of charitable activities

	Anthony Wheeler & Gwen Dyke Bequests £	Research, Excavation & Publication Fund £	General Fund £	Total 2016 £	Total 2015 £
Newsletters	—	—	1,371	1,371	2,331
Excursions	—	—	240	240	179
Lectures	—	—	529	529	35
Administrative expenses	—	—	8,210	8,210	1,249
Insurance	—	—	579	579	594
Subscriptions	—	—	241	241	255
	—	—	11,170	11,170	4,743
Expenditure – <i>Proceedings</i>					
Printing and postage	—	—	10,091	10,091	10,585
Other expenditure					
<i>Suffolk Place-Names</i> Grant	—	—	—	—	12,500
SCC Rendlesham Grant	—	—	—	—	1,500
Anthony Wheeler	—	—	—	—	—
Conference	3,481	—	—	3,481	2,879
Sound System	447	—	—	447	—
Grant (The Hold)	10,000	—	—	10,000	—
Field Group	—	3,583	—	3,583	—
Independent Examiner's Fee	—	—	480	480	410
Indexing	—	—	—	—	397
	13,928	3,583	480	17,991	17,276
Total expenditure	13,928	3,583	21,741	39,252	33,014

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2016
(Continued)

5. Movement on funds

	Anthony Wheeler Bequest	Gwen Dyke Bequest	Research, Excavation & Publication Fund	General Fund	Total 2016	Total 2015
	£	£	£	£	£	£
Opening balance	57,445	13,697	7,016	17,849	96,007	96,007
Income and endowments	3,450	—	281	20,072	23,803	18,479
Transfer between funds	—	—	—	—	—	—
	<u>60,895</u>	<u>13,697</u>	<u>7,297</u>	<u>37,921</u>	<u>119,810</u>	<u>129,022</u>
Expenditure	(13,928)	—	(3,583)	(21,741)	(39,252)	(33,015)
Closing balance	<u>46,967</u>	<u>13,697</u>	<u>3,714</u>	<u>16,180</u>	<u>80,558</u>	<u>96,007</u>

Purpose of funds:

The Anthony Wheeler Bequest has been set aside from general funds in a separate designated fund. The Council are now using the fund for major expenditure including the *Suffolk Place-Names* book.

The Gwen Dyke Bequest fund is used to assist in the study of records, and the publication of research arising from such study.

6. Summary of net assets by funds	Anthony Wheeler Bequest	Gwen Dyke Bequest	Research, Excavation & Publication Fund	General Fund	Total 2016	Total 2015
	£	£	£	£	£	£
Net current assets	<u>46,967</u>	<u>13,697</u>	<u>3,714</u>	<u>16,180</u>	<u>80,558</u>	<u>96,007</u>

7. Trustees

The charity reimbursed expenses to two trustees during the year amounting to £184 (2015: £643). No member of the Council received any remuneration during the year.

