

LECTURES 2017

All lectures were held at the Blackbourne Hall, Elmswell

- 14 January 'St Audry's Workhouse and Mental Hospital, Melton; Victorian attitudes examined', by David Phelan.
- 11 February 'The Battle for Blythburgh Church. Restoration v Conservation in late-Victorian Suffolk', by Dr Alan Mackley.
- 11 March 'Remaking the Sutton Hoo Stone', by Brian Ansell.
- 11 November 'The Brecks from Above: Aerial Archaeology in the Breckland Wilds', by Sophie Tremlett.
- 2 December 'The Orwell Park Observatory' by Dr Paul Whiting.

CONFERENCE

THE FOURTH ANNUAL WHEELER CONFERENCE
16 September 2017 at the Lavenham Village Hall

A conference in honour of our generous benefactor, Anthony Wheeler

SUFFOLK TEXTILES THROUGH TIME

Three papers were delivered in the morning session, chaired by Prof. Richard Smith, Emeritus Professor of Historical Geography and Demography in the University of Cambridge:

1. 'Evidence for Textiles pre-1066', by Jude Plouviez and Jo Caruth.
2. 'The Medieval Woollen Cloth Industry', by Nick Amor.
3. 'Silk Production', by Richard Humphries.

The afternoon session included visits to Lavenham Guildhall and Little Hall and a guided tour of Lavenham buildings. Closing remarks by the chairman were followed by a tour of Lavenham church.

MEMBERS ELECTED DURING 2017

During the year, 31 new members were elected, comprising 2 institutions, 20 single, and 9 joint members. After taking into account resignations and lapsed members, the membership at the end of 2017 stood at 473. The total comprised 324 single members, 114 joint members, and 35 institutions and societies.

ACCOUNTS

SUFFOLK INSTITUTE OF ARCHAEOLOGY AND HISTORY

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2017

The Council presents its report together with the financial statements for the year ended 31 December 2017.

Structure, governance and management

The Council is elected at the annual general meeting.

At the AGM on 8 April 2017, where the accounts for the year ended 31 December 2016 were approved, Keith Briggs, Professor David Gill, Stephen Podd and Sarah Poppy retired, and Jo Caruth, Sarah Doig and Faye Minter were elected to the Council. The members of the Council during the year 2017–18 are shown on page 318.

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

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. There were also the usual excursions and lectures during the year.

Financial review

The financial statements below show the state of the finances at 31 December 2017, 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 £18,000 per annum. The trustees review the policy each year.

Signed for and on behalf of the Council on 10 March 2018

J.A. Broster, BA, FCA, CXTA

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 2017, 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, FCA, DChA, Chartered Accountant

on behalf of Izod Bassett, Chartered Accountants, 105 High Street, Needham Market, Suffolk, IP6 8DQ

10 March 2018

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2017

	Note	2017	2017	2017	2016
		General	Designated	Total	Total
		Funds	Funds	Unrestricted	Unrestricted
		£	£	Funds	Funds
				£	£
Income and endowments:	3				(note 2)
<i>Donations and legacies:</i>					
Membership income		18,041	—	18,041	18,458
Grants and donations		—	—	—	1,034
<i>Income from charitable activities:</i>					
Gross income from publications		4,840	262	5,102	861
Conference income		—	2,906	2,906	3,098
<i>Investment Income</i>		—	127	127	352
Total income		<u>22,881</u>	<u>3,295</u>	<u>26,176</u>	<u>23,803</u>
Expenditure:	4				
<i>Expenditure on Charitable activities:</i>					
– General		(9,577)	—	(9,577)	(11,170)
– Proceedings publication		(12,203)	—	(12,203)	(10,091)
– Other		(2,515)	(4,923)	(7,438)	(17,991)
Total expenditure		<u>(24,295)</u>	<u>(4,923)</u>	<u>(29,218)</u>	<u>(39,252)</u>
Net incoming (expenditure) for the year		<u>(1,414)</u>	<u>(1,628)</u>	<u>(3,042)</u>	<u>(15,449)</u>
Transfer between funds		—	—	—	—
Net movement in funds		(1,414)	(1,628)	(3,042)	(15,449)
<i>Reconciliation of funds:</i>					
Accumulated funds brought forward		16,180	64,378	80,558	96,007
Accumulated funds carried forward		<u>14,766</u>	<u>62,750</u>	<u>77,516</u>	<u>80,558</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 comparatives figures for 2016 is shown in note 2.

BALANCE SHEET AT 31 DECEMBER 2017

	Note	2017		2016	
		£	£	£	£
Current assets					
Debtors and prepayments		1,445		1,762	
Cash at bank – Current Account		4,086		1,038	
– Deposit Accounts		73,940		89,314	
		<u>79,471</u>		<u>92,114</u>	
Less: Creditor		(1,325)		(10,876)	
Subscriptions in advance		(630)		(680)	
		<u>(1,955)</u>		<u>(11,556)</u>	
Net current assets			77,516		80,558
Net assets			<u>77,516</u>		<u>80,558</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		2,701		3,714
Anthony Wheeler Fund	4		46,352		46,967
<i>General funds: Accumulated fund</i>	4		14,766		16,180
			<u>77,516</u>		<u>80,558</u>

The financial statements were approved by the Council on 10 March 2018

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

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 2016) – (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 2017
(Continued)

2. Statement of financial activities for the year ended 31 December 2016

	General funds	Designated funds	Total Unrestricted Funds
	£	£	£
Income from donations and legacies:			
Legacy	—	—	—
Membership income	18,458	—	18,458
Grants and donations	1,034	—	1,034
Income from charitable activities:			
Gross income from publications	580	281	861
Conference income	—	3,098	3,098
Investment income	—	352	352
Total income	<u>20,072</u>	<u>3,731</u>	<u>28,803</u>
Expenditure:			
<i>Expenditure on charitable activities</i>			
– General	(11,170)	—	(11,170)
– <i>Proceedings</i> publication	(10,091)	—	(10,091)
– Other	(480)	(17,511)	(17,991)
Total expenditure	<u>(21,741)</u>	<u>(17,511)</u>	<u>(39,252)</u>
Net income (expenditure) for the year	(1,669)	(13,780)	(15,449)
Transfer between funds	—	—	—
Net movement of funds	(1,669)	(13,780)	(15,449)
<i>Reconciliation of funds:</i>			
Accumulated funds brought forward	17,849	78,158	96,007
Accumulated funds carried forward	<u>16,180</u>	<u>64,378</u>	<u>80,558</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017
(Continued)

3. Income and endowments

	Anthony Wheeler Bequest	Gwen Dyke Bequest	Research, Excavation & Publication Fund	General Fund	Total 2017	Total 2016
	£	£	£	£	£	£
Donations and legacies						
Membership subscriptions	—	—	—	15,001	15,001	16,780
Grants	—	—	—	—	—	1,034
Gift Aid	—	—	—	2,657	2,657	1,648
Donations	—	—	—	378	378	—
Miscellaneous income	—	—	—	5	5	30
	—	—	—	18,041	18,041	19,492
Income from investments						
Bank interest	127	—	—	—	127	352
Income from charitable activities						
<i>Gross income from publications</i>						
<i>Proceedings</i>	—	—	262	4,678	4,940	653
<i>Decoding Flint Flushwork</i>	—	—	—	—	—	—
<i>Suffolk Place-Names</i>	—	—	—	162	162	208
<i>Conference income</i>	2,906	—	—	—	2,906	3,098
	2,906	—	262	4,840	8,008	3,959
Total income	3,033	—	262	22,881	26,176	23,803

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017
(Continued)

4. Expenditure of charitable activities

	Anthony Wheeler & Gwen Dyke Bequests £	Research, Excavation & Publication Fund £	General Fund £	Total 2017 £	Total 2016 £
Newsletters	—	—	2,035	2,035	1,371
Excursions	—	—	46	46	240
Lectures	—	—	858	858	529
Administrative expenses	—	—	5,841	5,841	8,210
Insurance	—	—	536	536	579
Subscriptions	—	—	261	261	241
	—	—	9,577	9,577	11,170
Expenditure – <i>Proceedings</i>					
Printing and postage	—	—	12,203	12,203	10,091
Other expenditure					
Anthony Wheeler Conference	2,191	—	—	2,191	3,481
Publications	1,457	—	—	1,457	—
Sound System	—	—	—	—	447
Grants	—	—	2,000	2,000	10,000
Field Group	—	1,275	—	1,275	3,583
Independent Examiner's Fee	—	—	515	515	480
	3,648	1,275	2,515	7,438	17,991
Total expenditure	3,648	1,275	24,295	29,218	39,252

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017
(Continued)

5. Movement on funds

	Anthony Wheeler Bequest	Gwen Dyke Bequest	Research, Excavation & Publication Fund	General Fund	Total 2017	Total 2016
	£	£	£	£	£	£
Opening balance	46,967	13,697	3,714	16,180	80,558	96,007
Income and endowments	3,033	—	262	22,881	26,176	23,803
Transfer between funds	—	—	—	—	—	—
	<u>50,000</u>	<u>13,697</u>	<u>3,976</u>	<u>39,061</u>	<u>106,734</u>	<u>119,810</u>
Expenditure	(3,648)	—	(1,275)	(24,295)	(29,218)	(39,252)
Closing balance	<u>46,352</u>	<u>13,697</u>	<u>2,701</u>	<u>14,766</u>	<u>77,516</u>	<u>80,558</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 2017	Total 2016
	£	£	£	£	£	£
Net current assets	<u>46,352</u>	<u>13,697</u>	<u>2,701</u>	<u>14,766</u>	<u>77,516</u>	<u>96,007</u>

7. Trustees

The charity reimbursed expenses to two trustees during the year amounting to £108 (2016: £184). No member of the Council received any remuneration during the year.

