

## LECTURES 2020

All lectures were held at the Blackbourne Hall, Elmswell

- 11 January 'Surveyors and Maps in late Sixteenth-Century Suffolk',  
by Dr Vivienne Aldous.
- 8 February 'As the Falcon her Bells' at Sutton Hoo? Falconry in Early Anglo-Saxon  
England', by Dr Robert J. Wallis.
- 14 March 'The Digital Beyond: Visualising Domesday East Anglia',  
by George Barlow.

Lectures held online via Zoom

- 14 November 'Basil Brown of Rickinghall: Beyond Sutton Hoo', by Sarah Doig.
- 12 December 'An Introduction to the Application of Dendrochronology,  
with Particular Reference to Suffolk', Dr Martin Bridge.

## MEMBERS ELECTED DURING 2020

During the year, 30 new members were elected, comprising 26 single and 4 joint members. After taking into account resignations and lapsed members, the membership at the end of 2020 stood at 547. The total comprised 296 single members, 100 joint members, 16 life members, 2 honorary members, and 33 institutions and societies.

## ACCOUNTS

### SUFFOLK INSTITUTE OF ARCHAEOLOGY AND HISTORY

#### ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

The Council presents its report together with the financial statements for the year ended 31 December 2020.

#### **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.

#### **Structure, governance and management**

The charity is an unincorporated organisation governed by the rules adopted on the 28 April 1984 as amended on the 7 April 2011, 12 April 2014 and 4 April 2020. The unincorporated charity number is 289512.

Key roles of Council members and trustees, whom are referred to as Council members throughout the financial statement, and who served during the year are shown on page 152.

#### **Council recruitment and training**

Council recruitment follows best practice as outlined within the Governance Code. Council members are chosen to give the Suffolk Institute of Archaeology and History a range of skills and expertise to ensure the charity is managed effectively. The Council recruits experienced professional people in the relevant field of its aims and objectives.

Potential Council members attend an informal interview. Once appointed they are given an overview of the organisation, a copy of its policies and procedures, as well as an up to date set of accounts. Council members are also given a copy of the Charity Commission Governance Code advice leaflet CC3 'The essential trustee: what you need to know, what you need to do' and have access to online governance learning materials.

The Suffolk County Council Archaeological Service, Suffolk Archives, the Suffolk Records Society and the University of Suffolk are each entitled to appoint one Council member.

#### **Public benefit reporting**

The Council confirms that it has 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.

#### **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.

Prior to the first Covid-19 lockdown, the charity concluded its winter lecture programme. During the Covid-19 epidemic, the charity made use of Zoom online conferencing software to organise fortnightly discussion groups, many led by eminent academics, for members and other interested members of the public. The charity used the same technology to continue with its planned winter lecture series. Over two hundred people subscribed.

The charity also worked with the Abbey of St Edmund Heritage Partnership in organising the first of a series of lectures to mark the 1000th anniversary of the founding of Bury St Edmunds Abbey in 1020 by King Cnut.

The charity published and launched on Zoom Dr Rosemary Hoppitt's volume *Deer Parks of Suffolk: 1086–1602*.

The charity also published its annual *Proceedings* and two editions of its newsletter.

### **Financial review**

The Statement of Financial Activities shows the state of the finances at the year end date, which the Council considers to be satisfactory, and has allowed for the development of the various activities during the year. Income for the year amounted to £20,265 (2019: £233,027), the significant fall in income is due to a legacy amounting to £209,128 received in 2019. Expenditure fell to £28,424 (2019: £31,160) during the reporting period which resulted in a net expenditure of £8,159 (2019: surplus of £201,867).

### **Reserves policy**

The unrestricted reserves of the charity comprises of readily accessible funds held for immediate use in meeting the charity's recurring day to day activities and funds held in secure term deposit accounts available for future projects and activities. The charity retains the equivalent of two year's subscription income currently averaging £15,000 per annum in accounts which are immediately accessible.

The charity has greatly benefitted from generous legacies received in recent years such that Unrestricted Funds at the balance sheet date amounted to £300,696 (2019: £308,855). This includes previously designated funds now returned to the general fund during the prior year. These funds will ensure that the charity is able to continue to meet its charitable objects for many years to come based on previous levels of activity.

### **Investment policy**

Surplus funds not required to meet planned expenditure over the next twelve months are invested in interest bearing deposit accounts with established financial institutions which provide a reasonable return while fully protecting the capital invested.

### **Risk management**

The major risks to the charity have been identified and reviewed. Systems have been established to mitigate these risks.

Suffolk Institute of Archaeology and History follows good practice guidance from recognised independent voluntary sector standards organisations to ensure that its services are of the highest quality and to reduce risk.

### **Plans for future periods**

During 2021, until it is safe to meet again in person, the charity plans to continue using Zoom online conferencing software to organise discussion groups, lectures and virtual excursions.

The charity will also work with the Abbey of St Edmund Heritage Partnership in organising the remaining three of a series of lectures to mark the 1000th anniversary of the founding of Bury St Edmunds Abbey in 1020 by King Cnut.

The charity will publish and launch on Zoom Dr Nicholas Amor's volume on *Keeping the Peace in Medieval Suffolk*, as well as its annual *Proceedings* and two editions of its newsletter.

#### **True and fair override**

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

#### **Independent examiner reappointment**

A resolution to appoint Mr L Thurston FCCA of Lovewell Blake LLP as independent examiner will be proposed at the next meeting.

#### **Signed for and on behalf of the board of trustees on 13 March 2021**

Dr N. Amor, MA (Oxon), PhD, Solicitor  
Chairman

P.N. Tatum, BSc, FCA  
Hon. Financial Secretary

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

I report to the charity trustees on my examination of the financial statements of the charity for the year ended 31 December 2020 which comprise the statement of financial activities, balance sheet and the related notes.

#### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the Charities Act 2011 (the Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or

3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Your attention is drawn to the fact that the charity has prepared the accounts (financial statements) 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practices effective for reporting periods beginning on or after 1 January 2015.

**Mr L Thurston, FCCA, Independent Examiner**  
*on behalf of Lovewell Blake LLP, Chartered Accountants, First Floor Suite,  
2 Hillside Business Park, Bury St Edmunds, IP32 7EA*  
23 March 2021.

STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31 DECEMBER 2020

	Note	2020		2019
		Unrestricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>				
Donations and legacies	4	15,863	15,863	224,906
Charitable activities	5	4,243	4,243	7,942
Investment income		159	159	179
<b>Total income</b>		<u>20,265</u>	<u>20,265</u>	<u>233,027</u>
<b>Expenditure</b>				
Charitable activities	6	28,424	28,424	31,160
<b>Total expenditure</b>		<u>28,424</u>	<u>28,424</u>	<u>31,160</u>
<b>Net (expenditure)/income and net movement in funds</b>		<u>(8,159)</u>	<u>(8,159)</u>	<u>201,867</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		308,855	308,855	106,988
<b>Total funds carried forward</b>		<u>300,696</u>	<u>300,696</u>	<u>308,855</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

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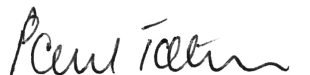
## BALANCE SHEET AT 31 DECEMBER 2020

	Note	2020		2019	
		£	£	£	£
<b>Current assets</b>					
Debtors	10	7,119		7,266	
Cash at bank and in hand		<u>297,294</u>		<u>307,823</u>	
		304,413		315,089	
<b>Creditors: Amounts falling due within one year</b>	11	<u>(3,717)</u>		<u>(6,234)</u>	
<b>Net current assets</b>			300,696		308,855
<b>Total assets less current liabilities</b>			<u>300,696</u>		<u>308,855</u>
<b>Net assets</b>			<u>300,696</u>		<u>308,855</u>
<b>Funds of the charity</b>					
Unrestricted funds			<u>300,696</u>		<u>308,855</u>
<b>Total charity funds</b>	13		<u>300,696</u>		<u>308,855</u>

These financial statements were approved by the board of trustees and authorised for issue on 13 March 2021, and are signed on behalf of the board by:



Dr N Amor  
Chairman



P Tatum  
Hon. Financial Secretary

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2020

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**1. General information**

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is Birch Lea, 1 Bury Road, Stanningfield, Bury St Edmunds, IP29 4RS.

**2. Statement of compliance**

The charity constitutes a public benefit entity as defined by FRS 102. The 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

**3. Accounting policies**

**Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

**Going concern**

The accounts have been prepared on the going concern basis and the Council believe that no material uncertainties exist. The Council have considered the level of funds held and the expected income and expenditure for the next 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

The Council have taken into account the impact of Covid-19 when assessing going concern.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the Council to further any of the charity's purposes.

Designated funds, where relevant are unrestricted funds earmarked by the Council for particular future project or commitments.

Restricted funds, where relevant are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.



NOTES TO THE FINANCIAL STATEMENTS (*continued*)  
YEAR ENDED 31 DECEMBER 2020

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**3. Accounting policies (*continued*)**

**Income**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

**Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

**Financial instruments**

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

NOTES TO THE FINANCIAL STATEMENTS (*continued*)  
YEAR ENDED 31 DECEMBER 2020

**4. Donations and legacies**

	Unrestricted funds £	Total funds 2020 £	Unrestricted Funds £	Total funds 2019 £
<b>Donations</b>				
Donations	717	717	1,276	1,276
Gift aid	1,350	1,350	874	874
Membership subscriptions	13,796	13,796	13,327	13,327
Miscellaneous income	—	—	301	301
	<u>15,863</u>	<u>15,863</u>	<u>15,778</u>	<u>15,778</u>
<b>Legacies</b>				
Legacies	—	—	209,128	209,128
	<u>15,863</u>	<u>15,863</u>	<u>224,906</u>	<u>224,906</u>

Legacies received in 2019 were from the late Valerie Garland.

**5. Charitable activities**

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Proceedings	2,370	2,370	4,463	4,463
Conference income	—	—	3,131	3,131
Book sales	1,873	1,873	348	348
	<u>4,243</u>	<u>4,243</u>	<u>7,942</u>	<u>7,942</u>

**6. Expenditure on charitable activities**

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Insurance	503	503	410	410
Subscriptions	329	329	296	296
Administration costs	4,138	4,138	5,210	5,210
Lectures and excursions	672	672	1,195	1,195
Proceedings	12,060	12,060	12,581	12,581
Newsletters	1,974	1,974	2,009	2,009
Books and publications	4,312	4,312	4,735	4,735
Conference	116	116	1,914	1,914
Grants	3,100	3,100	1,900	1,900
Field group	200	200	200	200
Support costs	1,020	1,020	710	710
	<u>28,424</u>	<u>28,424</u>	<u>31,160</u>	<u>31,160</u>

**7. Independent examination fees**

	2020 £	2019 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	<u>1,020</u>	<u>710</u>

NOTES TO THE FINANCIAL STATEMENTS *(continued)*  
YEAR ENDED 31 DECEMBER 2020

**8. Staff costs**

Suffolk Institute of Archaeology and History have no employees, therefore the average head count of employees during the year was Nil (2019: Nil) and no amounts were paid to key management personnel (2019: Nil).

**9. Trustee remuneration and expenses**

The charity paid 4 (2019: 4) Trustees whom were members of the Council a total of £894 reimbursement of expenses incurred on behalf of the Charity (2019: £638). No member of the Council received any remuneration during the year.

**10. Debtors**

	2020	2019
	£	£
Prepayments and accrued income	4,368	5,831
Other debtors	2,751	1,435
	<u>7,119</u>	<u>7,266</u>

**11. Creditors: Amounts falling due within one year**

	2020	2019
	£	£
Accruals and deferred income	2,670	2,390
Other creditors	1,047	3,844
	<u>3,717</u>	<u>6,234</u>

**12. Deferred income**

Included in accruals and deferred income are amounts relating to future membership subscription periods amounting to £1,650 (2019: £1,640).

NOTES TO THE FINANCIAL STATEMENTS (*continued*)  
YEAR ENDED 31 DECEMBER 2020

**13. Analysis of charitable funds**

	At 1 January 2020 £	Income £	Expenditure £	Transfers £	At 31 December 2020 £
<b>Unrestricted funds</b>					
General fund	308,855	20,265	(28,424)	–	300,696
	At 1 January 2019 £	Income £	Expenditure £	Transfers £	At 31 December 2019 £
<b>Unrestricted funds</b>					
General fund	14,240	233,027	(31,160)	92,748	308,855
<b>Designated funds</b>					
Anthony Wheeler bequest	46,503	–	–	(46,503)	–
John Gambart Webb legacy	29,847	–	–	(29,847)	–
Gwen Dyke bequest Research, excavation and publication fund	13,697	–	–	(13,697)	–
	<u>2,701</u>	<u>–</u>	<u>–</u>	<u>(2,701)</u>	<u>–</u>
	<u>106,988</u>	<u>233,027</u>	<u>(31,160)</u>	<u>–</u>	<u>308,855</u>

**Purpose of funds:**

In the year ended 31 December 2019 and after careful consideration the Trustees decided to transfer all designated funds to the General Fund on the basis that the nature and type of expenditure now incurred falls within the general recurring activities of the charity.

The Anthony Wheeler bequest was 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.

The John Gambart Webb legacy was given without restrictions and although was not immediately appropriated to any particular purpose, it is likely that the fund will be used for future publications.

The Research, excavation and publication fund is for the purpose of its namesake, that being for future expenditure on research excavations and publications.

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NOTES TO THE FINANCIAL STATEMENTS *(continued)*  
YEAR ENDED 31 DECEMBER 2020

**14. Analysis of net assets between funds**

Year ended 31 December 2020

	Net current assets £	<b>Total £</b>
Unrestricted funds	300,696	300,696

Year ended 31 December 2019

	Net current assets £	<b>Total £</b>
Unrestricted funds	308,855	308,855

**15. Financial instruments**

	<b>2020 £</b>	<b>2019 £</b>
The carrying amount of financial instruments at 31 December were:		

Financial assets measured at amortised cost:

Prepayments and accrued income	4,768	5,831
Other debtors	2,751	1,435
	<u>7,519</u>	<u>7,266</u>

Financial liabilities measured at amortised cost:

Accruals and deferred income	2,670	2,390
Other creditors	1,047	3,844
	<u>3,717</u>	<u>6,234</u>

**16. Related parties**

There have been no related party transactions in this or the previous reporting period.

