

LECTURES 2018

All lectures were held at the Blackbourne Hall, Elmswell

- 13 January 'A Portrait of the Artist J.M.W. Turner in East Anglia', by Dr Rik Hoggett.
- 10 February 'The North Sea as a Connecting Feature: a comparative place-name study of Eastern England and Jutland', by Professor Peder Gammeltoft.
- 10 March 'Suffolk Parks: what tithes can tell us', by Dr Rosemary Hoppitt.
- 10 November 'Alchemy and Colour: the Paston treasure', by Dr Spike Bucklow.
- 8 December 'The Ropes of Blaxhall: one family's diverse creative legacy', by Arthur Rope.

MEMBERS ELECTED DURING 2018

During the year, 38 new members were elected, comprising 2 institutions, 30 single, and 6 joint members. After taking into account resignations and lapsed members, the membership at the end of 2017 stood at 508. The total comprised 353 single members, 118 joint members, and 37 institutions and societies.

ACCOUNTS

SUFFOLK INSTITUTE OF ARCHAEOLOGY AND HISTORY

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

The Council presents its report together with the financial statements for the year ended 31 December 2018.

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.

Public benefit reporting

The Council confirms 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.

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 published *The Business of the Suffolk Parish, 1558–1625*, by Dr D Dymond which has sold well. There were also the usual excursions and lectures during the year.

Financial review

The statement of financial activities below show the state of the finances at the year end date, which the Council considers to be sound, and has allowed for the development of the various activities during the year. Income for the year amounted to £50,495 (2017: £26,176), the increase due to a significant legacy amounting to £29,875 (2017: £Nil) received in the year. Expenditure remained relatively consistent but fell to £21,023 (2017: £29,218) during the reporting period with savings made in grants expended, and printing and postage and conference costs. The result was a net income of £29,472 (2017: expenditure of £3,042).

Reserves policy

The unrestricted 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 Council considers that the level of reserves on the unrestricted funds should be in the region of two years' subscription income, currently averaging £30,000 per annum.

The unrestricted reserves as at the year end amount to £106,988 (2017: £77,516) which although they are in excess of the reserves policy include £92,748 (2017: £62,750) of funds designated for specific purposes. The Council is committed to increase the remaining £14,240 (2017: £14,766) over the forthcoming period. The Council reviews the policy each year.

Plans for future periods

During 2019 the charity plans its normal programme of lectures and excursions. It will hold its Fifth Wheeler Conference on 21 September 2019 on the subject of *Suffolk by the Sea*. It hopes to publish a volume on Suffolk parks by Dr R Hoppit. It expects to receive a bequest of about £200,000 from the estate of Miss V Garland.

Structure, governance and management

The charity is an unincorporated organisation governed by the rules adopted on the 28 April 1984 as amended on 7 April 2011, 27 April 2002 and most recently 12 April 2014. The unincorporated charity number is 289512.

Key roles of Council members and trustees, whom are referred to as Council members throughout the financial statements, and who served during the year are shown on page 508.

Council recruitment and training

Council recruitment follows best practice as outlined within the Governance Code. Council members are chosen to give 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 aim and objectives.

Potential council members may 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 advice leaflet CC3 'The Essential Trustee 'What You Need to Know' The Governance Code' and have access to online governance learning materials.

The Archaeological Service of Suffolk County Council, the Suffolk Record Office and the University of Suffolk are entitled to appoint Council members.

Risk management

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

The 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.

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 9 March 2019

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 reI report to the charity trustees of my examination of the financial statements of the charity for the year ended 31 December 2018 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 requirements of 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 Commissioners under section 145(5)(b) of the Act.

Independent examiner's report

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 Practice 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
9 March 2019

SUFFOLK INSTITUTE OF ARCHAEOLOGY AND HISTORY

STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 DECEMBER 2018

		2018		2017
	Note	Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	4	47,865	47,865	18,041
Charitable activities	5	2,507	2,507	8,008
Investment income		123	123	127
Total income		<u>50,495</u>	<u>50,495</u>	<u>26,176</u>
Expenditure				
Charitable activities	6	<u>21,023</u>	<u>21,023</u>	<u>29,218</u>
Total expenditure		<u>21,023</u>	<u>21,023</u>	<u>29,218</u>
Net income/(expenditure) and net movement in funds		<u>29,472</u>	<u>29,472</u>	<u>(3,042)</u>
Reconciliation of funds				
Total funds brought forward		<u>77,516</u>	<u>77,516</u>	<u>80,558</u>
Total funds carried forward		<u>106,988</u>	<u>106,988</u>	<u>77,516</u>

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

SUFFOLK INSTITUTE OF ARCHAEOLOGY AND HISTORY

BALANCE SHEET
31 DECEMBER 2018

	Note	2018 £	£	2017 £	£
Current assets					
Debtors	8	4,765		1,445	
Cash at bank and in hand		105,173		78,026	
		<u>109,938</u>		<u>79,471</u>	
Creditors: Amounts falling due within one year	9	<u>(2,950)</u>		<u>(1,955)</u>	
Net current assets			106,988		77,516
Total assets less current liabilities			<u>106,988</u>		<u>77,516</u>
Net assets			<u>106,988</u>		<u>77,516</u>
Funds of the charity					
Unrestricted funds			106,988		77,516
Total charity funds	10		<u>106,988</u>		<u>77,516</u>

These financial statements were approved by the board of trustees and authorised for issue on 9 March 2019, and are signed on behalf of the board by:

J A Broster BA, FCA, CTA
Hon. Treasurer

SUFFOLK INSTITUTE OF ARCHAEOLOGY AND HISTORY

NOTES TO THE FINANCIAL STATEMENTS *(continued)*
YEAR ENDED 31 DECEMBER 2018**4. Donations and legacies**

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Donations				
Donations	369	369	378	378
Gift aid	1,783	1,783	2,657	2,657
Membership subscriptions	14,260	14,260	15,001	15,001
Miscellaneous income	298	298	5	5
Legacies				
Legacies	29,875	29,875	–	–
Grants				
Suffolk County Council	1,000	1,000	–	–
Other grants	280	280	–	–
	<u>47,865</u>	<u>47,865</u>	<u>18,041</u>	<u>18,041</u>

5. Charitable activities

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Proceeding	2,435	2,435	4,940	4,940
Suffolk Place names	–	–	162	162
Conference income	72	72	2,906	2,906
	<u>2,507</u>	<u>2,507</u>	<u>8,008</u>	<u>8,008</u>

6. Expenditure on charitable activities

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Insurance	308	308	536	536
Subscriptions	238	238	261	261
Administrative expenses	6,603	6,603	5,841	5,841
Lectures	590	590	858	858
Excursions	202	202	46	46
Newsletters	1,933	1,933	2,035	2,035
Printing and postage	8,685	8,685	12,203	12,203
Conference	–	–	2,191	2,191
Publications	1,647	1,647	1,457	1,457
Grants	–	–	2,000	2,000
Field Group	200	200	1,275	1,275
Support costs	617	617	515	515
	<u>21,023</u>	<u>21,023</u>	<u>29,218</u>	<u>29,218</u>

7. Trustee remuneration and expenses

The charity paid 5 Trustees whom were members of the Council a total of £176 (2017: £108). No member of the Council received any remuneration during the year.

SUFFOLK INSTITUTE OF ARCHAEOLOGY AND HISTORY

NOTES TO THE FINANCIAL STATEMENTS *(continued)*
YEAR ENDED 31 DECEMBER 2018

8. Debtors	2018	2017
	£	£
Prepayments and accrued income	2,703	1,445
Other debtors	2,062	—
	<u>4,765</u>	<u>1,445</u>
9. Creditors: Amounts falling due within one year	2018	2017
	£	£
Accruals and deferred income	2,065	1,105
Other creditors	885	850
	<u>2,950</u>	<u>1,955</u>

SUFFOLK INSTITUTE OF ARCHAEOLOGY AND HISTORY

NOTES TO THE FINANCIAL STATEMENTS (*continued*)
YEAR ENDED 31 DECEMBER 2018**10. Analysis of charitable funds**

	At 1 January 2018 £	Income £	Expenditure £	Transfers £	At 31 December 2018 £
Unrestricted funds					
General fund	14,766	20,497	(21,023)	–	14,240
Designated funds					
Anthony Wheeler bequest	46,352	151	–	–	46,503
John Gambart Webb legacy	–	29,847	–	–	29,847
Gwen Dyke bequest	13,697	–	–	–	13,697
Research, excavation and publication fund	2,701	–	–	–	2,701
	<u>77,516</u>	<u>50,495</u>	<u>(21,023)</u>	<u>–</u>	<u>106,988</u>
	At 1 January 2017 £	Income £	Expenditure £	Transfers £	At 31 December 2017 £
Unrestricted funds					
General fund	16,180	22,881	(24,295)	–	14,766
Designated funds					
Anthony Wheeler bequest	46,967	3,033	(3,648)	–	46,352
Gwen Dyke bequest	13,697	–	–	–	13,697
Research, excavation and publication fund	3,714	262	(1,275)	–	2,701
	<u>80,558</u>	<u>26,176</u>	<u>(29,218)</u>	<u>–</u>	<u>77,516</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.

The John Gambart Webb legacy was given without restrictions and although was not been immediately appropriated to any particular purpose, it is likely that the fund will be used for future publications, and as such has been designated for this purpose at the year end date.

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

SUFFOLK INSTITUTE OF ARCHAEOLOGY AND HISTORY

NOTES TO THE FINANCIAL STATEMENTS *(continued)*
YEAR ENDED 31 DECEMBER 2018**11. Analysis of net assets between funds**

Year ended 31 December 2018

	Net current assets £	Total £
Unrestricted funds	14,240	14,240
Designated funds	92,748	92,748
	<u>106,988</u>	<u>106,988</u>

Year ended 31 December 2017

	Net current assets £	Total £
Unrestricted funds	14,766	14,766
Designated funds	62,750	62,750
	<u>77,516</u>	<u>77,516</u>

12. Financial instruments

	2018 £	2017 £
The carrying amount of financial instruments at 31 December were:		
Financial assets measured at amortised cost:		
Prepayments and accrued income	2,703	1,445
Other debtors	2,062	–
	<u>4,765</u>	<u>1,445</u>
Financial liabilities measured at amortised cost:		
Accruals and deferred income	2,065	1,105
Other creditors	885	850
	<u>2,950</u>	<u>1,955</u>

13. Related parties

There have been no related party transactions in the reporting period other than those disclosed elsewhere in the financial statements (2017: £Nil).