

**THE SOCIETY FOR POST-MEDIEVAL ARCHAEOLOGY LIMITED**

**(A Company Limited by Guarantee)**

**DIRECTORS' REPORT & FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30TH JUNE 2020**

**Charity Number: 281651**

**Company Number: 1477528**

**THE SOCIETY FOR POST-MEDIEVAL ARCHAEOLOGY LIMITED**

**COMPANY NUMBER: 1477528 CHARITY NUMBER: 281651**

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**FOR THE YEAR ENDED 30TH JUNE 2020**

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**COMPANY NUMBER: 1477528 CHARITY NUMBER: 281651**

**COMPANY INFORMATION FOR THE YEAR ENDED 30TH JUNE 2020**

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**PRESIDENT**

J. Pearce

**DIRECTORS**

L. Band  
C. Booth  
A. Brooks  
J. Dixon  
E. Dwyer  
S. Escribano Ruiz - Retired Dec 2019  
K. Fennelly  
E. Kane  
B. Kerr  
A. Larsson - Appointed Dec 2019  
R. Leech  
K. Massheder-Rigby  
N. Mehler - Retired Dec 2019  
H. Mytum  
H. Orange  
J. Pearce  
E. Russow  
A. Samson  
H. Steyn-Chamberlin  
R. Valcarcel Rojas - Appointed Dec 2019  
G. Vitelli  
R. Young

**SECRETARY**

E. Dwyer

**REGISTERED OFFICE**

c/o Society of Antiquaries of London,  
Burlington House,  
Piccadilly,  
London.  
W1J 0BE

**REGISTERED COMPANY NUMBER**

1477528 (England and Wales)

**REGISTERED CHARITY NUMBER**

281651

**INDEPENDENT EXAMINER**

P. A. Sparks  
Cheney & Co.,  
310 Wellingborough Road,  
Northampton.  
NN1 4EP

**COMPANY NUMBER: 1477528 CHARITY NUMBER: 281651**

**REPORT OF THE TRUSTEES AND DIRECTORS' REPORT  
FOR THE YEAR ENDED 30TH JUNE 2020**

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The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the audit exempt financial statements for the year ended 30th June 2020. The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 (FRS102 1A) (effective 1st January 2015).

The charity is a charitable company limited by guarantee. It is governed by a Memorandum and Articles of Association and its objectives are to maintain a membership of like-minded individuals interested in post-medieval archaeology.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The directors who served during the period were:

L. Band		
C. Booth		
A. Brooks		
J. Dixon		
E. Dwyer		
S. Escribano Ruiz	-	Retired Dec 2019
K. Fennelly		
E. Kane		
B. Kerr		
A. Larsson	-	Appointed Dec 2019
R. Leech		
K. Massheder-Rigby		
N. Mehler	-	Retired Dec 2019
H. Mytum		
W. Noah Todd	-	Appointed Dec 2019
H. Orange		
J. Pearce		
E. Russow		
A. Samson		
H. Steyn-Chamberlin		
R. Valcarcel Rojas	-	Appointed Dec 2019
G. Vitelli		
R. Young		

All officers and other directors who have served for three years retire by rotation and, if eligible, offer themselves for re-election.

The responsibilities of the trustees are shown on page 3 of the financial statements.

Nominations for trustees are invited from our members in advance of each AGM and as necessary, are voted for at the meeting. The Society's Council makes its own recommendations for new trustees to the membership. This is done with a view to achieving a good balance in terms of skills, interests, experience and geographical representation. No formal training is offered to new trustees but the Council does encourage trustees to understudy existing office-bearers with a view to taking over their responsibilities.

Steps are currently being taken to draw up a strategic framework for the Society in which the rules and tasks of the trustees and office-bearers will be defined.

### **STATEMENT OF DIRECTORS' RESPONSIBILITIES**

The directors are responsible for preparing the Report of the Directors and the Financial Statements in accordance with applicable law and regulations.

Company Law requires the directors to prepare Financial Statements for each financial year. Under the Law, the directors have elected to prepare the Financial Statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and Applicable Law). Under Company Law, the directors must not approve the Financial Statements unless they are satisfied that they give a true and fair view of the state of the affairs of the company and of the income and expenditure of the company for that period. In preparing these Financial Statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the Financial Statements on the going concern basis unless it is appropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the Financial Statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **OBJECTIVES AND ACTIVITIES**

The principal activity of the company is that of maintaining a membership of like-minded individuals interested in post-medieval archaeology.

## **FINANCIAL REVIEW**

The financial results of the company are set out on pages 6 to 12 of the financial statements.

The directors regard the holding of reserves as important to the long-term operation of the Society, and consider that an amount of between two and three times the average annual expenditure over the preceding three years would enable the charity to continue its current activities in the event of a significant drop in funding. The position will be reviewed each year and policies adopted as necessary to replace Reserves and to amend activities to suit reduced income levels, should they arise.

## **PUBLIC BENEFIT**

The charity is operated in accordance with the guidance issued by the charity commission on public benefit.

## **DONATIONS**

No political donations were made by the company during the period.

## **ACHIEVEMENTS & PERFORMANCE**

The charity has continued the services provided in previous years and has produced a surplus for the year.

This Report has been prepared in accordance with the Provisions of Part 15 of the Companies Act 2006, relating to small companies.

**C/o Society of Antiquaries of London,  
Burlington House,  
Piccadilly,  
London, W1J 0BE**

**By Order of the Board**



.....  
E. Dwyer - Secretary

I report to the charity trustees on my examination of the accounts of the company for the year ended 30th June 2020

## **RESPONSIBILITIES AND BASIS OF REPORT**

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination, I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

## **INDEPENDENT EXAMINER'S STATEMENT**

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

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no 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.

**Paul Antony Sparks, FCA., FCCA.,  
Cheney & Co Accountants,  
310 Wellingborough Road,  
Northampton,  
NN1 4EP.**

COMPANY NUMBER: 1477528 CHARITY NUMBER: 281651

## STATEMENT OF FINANCIAL ACTIVITIES

(INCLUDING SUMMARY INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 30TH JUNE 2020

	Notes	Unrestricted Funds & Total 2020	Unrestricted Funds & Total 2019
<b>Income and Endowments from :</b>			
Donations and legacies	5	9,910	2,676
Charitable activities	6	21,292	25,285
Investments	7	135	136
		—	—
<b>Total income and endowments</b>		<b>31,337</b>	<b>28,097</b>
<b>Expenditure on :</b>			
Charitable activities	8	20,894	19,900
Other	9	3,149	4,901
		—	—
<b>Total expenditure</b>		<b>24,043</b>	<b>24,801</b>
		—	—
<b>Net movement in funds</b>		<b>7,294</b>	<b>3,296</b>
<b>Reconciliation of funds</b>			
Total funds brought forward at 1st July 2019		60,984	57,688
		—	—
<b>Total funds carried forward at 30th June 2020</b>		<b>£68,278</b>	<b>£60,984</b>
		=====	=====



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	Notes	2020	2019
<b>CURRENT ASSETS</b>			
Cash at bank and in hand	12	68,278	60,984
		—————	—————
<b>NET CURRENT ASSETS</b>		£68,278	£60,984
		=====	=====
<b>FUNDS</b>			
<b>GENERAL AND TOTAL FUNDS</b>	14	£68,278	£60,984
		=====	=====

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended the 30th June 2020.

The members have not required the company to obtain an audit of its Financial Statements for the year ended the 30th June 2020.

The directors acknowledge their responsibilities for:

- a. ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and
- b. preparing Financial Statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to Financial Statements, so far as applicable to the company.

These Financial Statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

**These financial statements were approved by the Board on**

**On behalf of the Board**

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**DIRECTOR & HONORARY TREASURER**

K. Massheder-Rigby

**COMPANY NUMBER: 1477528 CHARITY NUMBER: 281651**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30TH JUNE 2020**

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**1. STATUTORY INFORMATION**

The Society for Post-Medieval Archaeology Limited is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

The presentation currency of the financial statements is the Pound Sterling (£).

The principal activity in the year under review was organising and administering meetings and conferences for people with an interest in post-medieval archaeology.

**2. STATEMENT OF COMPLIANCE**

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

**3. ACCOUNTING POLICIES**

**(a) Basis of preparation of financial statements**

These financial statements have been prepared under the historical cost convention.

The financial statements have been prepared in accordance with the provisions of the Companies Act 2006 applicable to companies subject to the small companies' regime and with the Statement of Recommended Practice (FRS102) applicable to Charities. The charity has availed itself of the provisions which allow it to adapt to Companies Act formats to reflect the special nature of the charity's activities.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**(b) Company status**

The charity is a company limited by guarantee. The directors of the company are named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per director of the charity. The charity is a public benefit charity.

**(c) Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the directors in furtherance of the general objectives of the charity and which have not been designated for other purposes.

COMPANY NUMBER: 1477528 CHARITY NUMBER: 281651

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH JUNE 2020

**3. ACCOUNTING POLICIES (Continued)****(d) Incoming resources**

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. Subscriptions are recognised in the year to which they relate. Grants are recognised once received and matched with the expenditure to which they relate.

**(e) Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

**(f) Foreign currencies**

Transactions in foreign currencies are recorded at the rate of the date of the transaction. Monetary assets and liabilities are retranslated at the rate of exchange ruling at the balance sheet date. All differences are taken to the SOFA.

**(g) Cash at bank and in hand**

Cash at bank and in hand is held to meet short-term cash commitments as they fall due rather than for investment purposes.

**4. EMPLOYEES AND DIRECTORS**

The average number of employees during the year was 15 (2019 – 16).

**5. DONATIONS AND LEGACIES**

	<b>2020</b>	<b>2019</b>
Donations	59	176
Publication grants	9,851	2,500
	—————	—————
	<b>£9,910</b>	<b>£2,676</b>
	=====	=====

COMPANY NUMBER: 1477528 CHARITY NUMBER: 281651

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH JUNE 2020

<b>6. Charitable Activities</b>	<b>2020</b>	<b>2019</b>
Subscriptions	9,950	11,566
Conferences	1,770	5,998
Royalties	8,749	7,402
Other income	823	319
	=====	=====
	£21,292	£25,285
	=====	=====
<b>7. Investments</b>	<b>2020</b>	<b>2019</b>
Bank interest	£135	£136
	=====	=====
<b>8. Charitable Activities</b>	<b>2020</b>	<b>2019</b>
Conferences	2,423	4,750
Grants and prizes	3,126	3,302
Journals	11,274	11,848
CBA membership	244	-
Monograph costs	3,827	-
	=====	=====
	£20,894	£19,900
	=====	=====
<b>9. Other</b>	<b>2020</b>	<b>2019</b>
Accountancy	744	726
Bank charges	127	131
Office expenses	1,733	3,728
Postage	62	86
Database costs	483	230
	=====	=====
	£3,149	£4,901
	=====	=====

COMPANY NUMBER: 1477528 CHARITY NUMBER: 281651

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH JUNE 2020

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**10. Payments to Trustees**

During the period, a total of £1,233 (2019 - £3,296) was paid to trustees. These amounts were to reimburse eleven of the trustees for expenses incurred in the performance of their duties.

**11. Directors' and Members' Remuneration**

There were no full time Members or Officers of the Society. Members and Officers receive no remuneration for their services. The Officers' normal expenses for performing the duties of their offices are reimbursed on the basis of actual costs incurred. No employees received employee benefits (excluding employer pension costs) of more than £60,000.

<b>12. Cash at Bank and in Hand</b>	<b>2020</b>	<b>2019</b>
Current accounts	4,399	4,361
Deposit account	63,879	56,623
	—————	—————
	£68,278	£60,984
	=====	=====

**13. Stock**

The Society possesses a quantity of back numbers of the Journal and also offprints of various articles which are sold on request. Although this produces income, sales are not certain and the Council feels that it is difficult to value this stock which, therefore, does not appear as an asset in the Balance Sheet.

COMPANY NUMBER: 1477528 CHARITY NUMBER: 281651

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH JUNE 2020

**14. Funds**

	At 01.07.19	Income	Expenditure	Transfer Between Funds	At 30.06.20
General reserve	20,984	31,337	(24,043)	-	28,278
Research Framework Fund	40,000	-	-	-	40,000
	-----	-----	-----	-----	-----
Total unrestricted funds	£60,984	£31,337	£(24,043)	-	£68,278
	=====	=====	=====	=====	=====

The Research Framework Fund is monies earmarked with regards to providing funds for developing the Framework need.

## Allocation of assets between different funds

	2020		2019	
	General Fund	Research Framework Fund	General Fund	Research Framework Fund
<b>Current Assets</b>				
Cash at bank	28,278	40,000	20,984	40,000
	-----	-----	-----	-----
NET CURRENT ASSETS PER FUND	£28,278	£40,000	£20,984	£40,000
	=====	=====	=====	=====

**15. Related Party Transactions**

There were no related party transactions during the year.

**16. Contingent Liabilities**

There were no contingent liabilities as at 30th June 2020 or 30th June 2019.

**17. Capital Commitments**

There were no capital commitments as at 30th June 2020 or 30th June 2019.