

# **BRITISH SUNDIAL SOCIETY**

**ANNUAL REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31ST DECEMBER 2011**

**CHARITY REGISTRATION No: 1032530**

Independent Examiners Ltd  
Sovereign Centre  
Poplars  
Yapton Lane  
Walberton  
West Sussex  
BN18 0AS

## **BRITISH SUNDIAL SOCIETY**

### **CONTENTS**

Page 3	Legal and Administrative Information
Page 4	Independent Examiners Report to the Trustees
Page 5	Statement of Financial Activities
Page 6	Balance Sheet
Pages 7 to 10	Notes to the Financial Statements

## **BRITISH SUNDIAL SOCIETY**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

**CHARITY NUMBER** 1032530

**START OF FINANCIAL YEAR** 1st January 2011

**END OF FINANCIAL YEAR** 31st December 2011

#### **TRUSTEES AT 31ST DECEMBER 2011**

Dr F King - Chairman	JM Foad - Registrar
C Williams - General Secretary	Dr JR Davis - Bulletin Editor
Ms J Jones - Membership Secretary	G Aldred - Restorations Adviser and Librarian
G Stapleton - Treasurer	

The existing trustees appoint any new trustees following the provisions laid out in the organisation's governing instrument.

**GOVERNING INSTRUMENT** Constitution adopted as amended 28th March 1993, as amended 21st April 2002

**OBJECTS** The advancement of the education of the public in the science and art of Gnomonics.

**CORRESPONDENCE ADDRESS** The British Sundial Society  
c/o Royal Astronomical Society  
Burlington House  
Piccadilly  
London  
W1J 0BQ

**PRIMARY BANKERS** Santander UK plc  
Bridle Road  
Bootle  
Merseyside  
L30 4GB

**INDEPENDENT EXAMINER** M J Easton BSc (Hons) MBA  
Independent Examiners Ltd  
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## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/ members of British Sundial Society on the accounts for the year ended 31st December 2011 set out on pages 5 to 10.

### Respective responsibilities of trustees and examiner

The organisation's trustees are responsible for the preparation of the accounts. The organisation's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006 and in accordance with the Charities Act 2011) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the Act, as amended);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act, as amended); and
- state whether particular matters have come to my attention.

### Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the organisation 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 41 of the 1993 Act as amended;
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Acthave 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.

M J Easton BSc (Hons) MBA  
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Dated: 3rd May 2012.

**BRITISH SUNDIAL SOCIETY**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST DECEMBER 2011**

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2011 £	TOTAL 2010 £
<b>INCOMING RESOURCES</b>					
Voluntary Income	<b>2a</b>	1,266	527	1,793	1,775
Investment Income	<b>2b</b>	407	0	407	312
Incoming Resources from Charitable Activities	<b>2c</b>	45,541	0	45,541	30,586
<b>TOTAL INCOMING RESOURCES</b>		<b>47,214</b>	<b>527</b>	<b>47,741</b>	<b>32,673</b>
<b>RESOURCES EXPENDED</b>					
Charitable Activities	<b>3a</b>	39,044	0	39,044	30,762
Administration Costs	<b>3b</b>	5,710	1,544	7,254	8,311
Governance Costs	<b>3c</b>	705	0	705	540
<b>TOTAL RESOURCES EXPENDED</b>		<b>45,459</b>	<b>1,544</b>	<b>47,003</b>	<b>39,613</b>
<b>NET INCOMING/ (OUTGOING) RESOURCES</b>		<b>1,755</b>	<b>-1,017</b>	<b>738</b>	<b>-6,940</b>
Total Funds Brought Forward		71,516	9,578	81,094	86,321
Adjustment to Prior Year figures	<b>13</b>	0	0	0	1,713
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>73,271</b>	<b>8,561</b>	<b>81,832</b>	<b>81,094</b>

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 7 to 10 form part of these financial statements.

# BRITISH SUNDIAL SOCIETY

## BALANCE SHEET AS AT 31ST DECEMBER 2011

	Notes	Unrestricted Funds £	Restricted Funds £	31-Dec-11 Total £	31-Dec-10 Total £
<b>Fixed Assets</b>					
Tangible assets		16,635	0	16,635	16,635
<b>Current Assets</b>					
Debtors	7	0	0	0	0
Cash at bank and in hand	6	57,197	8,561	65,758	64,999
<b>Total Current Assets</b>		<b>57,197</b>	<b>8,561</b>	<b>65,758</b>	<b>64,999</b>
<b>Creditors: amounts falling due within one year</b>	8	561	0	561	540
<b>NET CURRENT ASSETS</b>		56,636	8,561	65,197	64,459
<b>NET ASSETS</b>		<b>73,271</b>	<b>8,561</b>	<b>81,832</b>	<b>81,094</b>
<b>Funds of the Charity</b>					
General Funds		73,271	0	73,271	71,516
Restricted Funds	4	0	8,561	8,561	9,578
<b>Total Funds</b>		<b>73,271</b>	<b>8,561</b>	<b>81,832</b>	<b>81,094</b>

### Trustees Responsibilities

The Charities Act 2011 require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the trust and of the surplus of the trust for that period. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the trust will continue in existence.
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

These accounts were approved by the Trustees and signed on their behalf on the 15-4-12

Signed Frank H. King Dr. F. King. Chairman.

Signed G. Stapleton G. Stapleton. Treasurer



## **BRITISH SUNDIAL SOCIETY**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2011**

#### **1. ACCOUNTING POLICIES**

##### **Incoming Resources**

###### *Recognition of Incoming Resources*

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability

###### *Incoming Resources with related expenditure*

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

###### *Grants and Donations*

Grants and Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

###### *Tax reclaims on Donations and Gifts*

Incoming resources from tax reclaims are included in the SOFA during the same period as the gift to which they relate

###### *Contractual Income and Performance Related Grants*

This is only included in the SOFA once the related goods or services has been delivered

###### *Gifts in Kind*

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

###### *Donated Services and Facilities*

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

###### *Volunteer Help*

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report

###### *Investment Income*

This is included in the accounts when receivable.

###### *Investment gains and losses*

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

##### **Expenditure and liabilities**

###### *Liability recognition*

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

###### *Governance Costs*

Include costs of the preparation and examination of statutory accounts, the costs of the trustees meetings and cost of any legal advice to trustees on governance or constitutional matters.

###### *Grants with performance conditions*

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

# BRITISH SUNDIAL SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2011

### *Grants payable without performance conditions*

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the charity.

### *Support Costs*

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

### *Changes in Accounting policies and previous accounts*

There has been no change to the accounting policies (variation rules and methods of accounting) since last year, and no changes to the previous accounts

There are no annual commitments under non-cancelling operating leases and no capital commitments.

### *Assets*

Tangible fixed assets for use by the charity

The BSS library is stated at valuation, based on the 2003 value calculated by Roger Turner Books, and modified to take account of the effects of inflation and new purchases.

### *Investments*

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

### **Basis of preparation:**

The financial statements have been prepared on the historical cost basis of accounting in accordance with the Charities Act 2011 and in accordance with applicable accounting standards. In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005.

### **2. INCOMING RESOURCES**

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2011 £	TOTAL 2010 £
<b>a) Voluntary Income</b>					
Donations and Gift Aid	5	1,266	527	1,793	1,775
		<b>1,266</b>	<b>527</b>	<b>1,793</b>	<b>1,775</b>
<b>b) Investment Income</b>					
Interest		407		407	312
		<b>407</b>	<b>0</b>	<b>407</b>	<b>312</b>
<b>c) Incoming Resources from Charitable Activities</b>					
Subscriptions		10,751		10,751	11,181
Events	4	29,997		29,997	15,310
Miscellaneous		604		604	537
Sales		4,189		4,189	3,558
		<b>45,541</b>	<b>0</b>	<b>45,541</b>	<b>30,586</b>



# BRITISH SUNDIAL SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31ST DECEMBER 2011

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2011 £	TOTAL 2010 £
<b>3. RESOURCES EXPENDED</b>					
<b>a) Charitable Activities</b>					
Bulletin		7,276		7,276	12,204
Officers Costs		3,482		3,482	4,864
Events	4	28,286		28,286	13,694
		<b>39,044</b>	<b>0</b>	<b>39,044</b>	<b>30,762</b>
<b>b) Administration Costs</b>					
Administration Costs				0	299
Advertising				1,067	1,928
Banking / Insurance		1,067		800	150
Library		800		3,843	1,118
Miscellaneous		3,843		0	3,916
Publications			1,544	1,544	900
Restorations					
		<b>5,710</b>	<b>1,544</b>	<b>7,254</b>	<b>8,311</b>
<b>c) Governance Costs</b>					
		705		705	540
Independent Examiners Fees		<b>705</b>	<b>0</b>	<b>705</b>	<b>540</b>
<b>4. EVENTS</b>					
		Balance 01-Jan-11 £	Income £	Expenditure £	Balance 31-Dec-11 £
Exeter Conference (2010)		5,207	0	265	4,942
Wyboston Lakes Conference (2011)		2,800	15,715	18,165	350
Exeter Conference (2012)		0	4,485	329	4,156
Safari 2011		0	9,797	9,397	400
Day Meetings		0	0	130	0
		<b>8,007</b>	<b>29,997</b>	<b>28,286</b>	<b>9,848</b>
<b>5. RESTRICTED FUNDS</b>					
		Balance 01-Jan-11 £	Income £	Expenditure £	Balance 31-Dec-11 £
Andrew Somerville Memorial Fund		8,430	527	1,544	7,413
St Katherine Cree Restoration Fund		1,148	0	0	1,148
		<b>9,578</b>	<b>527</b>	<b>1,544</b>	<b>8,561</b>

The restricted funds are wholly represented by cash reserves of the charity

# BRITISH SUNDIAL SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31ST DECEMBER 2011

### 6. CASH AT BANK AND IN HAND

	Unrestricted Fund £	Restricted Fund £	Total 31-Dec-11 £	Total 31-Dec-10 £
Current Account	4,979	0	4,979	407
Deposit Account	2,738	0	2,738	4,315
Charities Office Investment Fund	46,756	8,561	55,317	58,564
US Account	2,724	0	2,724	1,713
	<b>57,197</b>	<b>8,561</b>	<b>65,758</b>	<b>64,999</b>

**Note:** The US account has been converted to Sterling at \$1.5697 to the £1. (2010: \$1.5670).

### 7. DEBTORS AND PREPAYMENTS

There are no Debtors or Payments in Advance at the end of the financial period

### 8. CREDITORS ACCRUALS AND DEFERRED INCOME: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Unrestricted Fund £	Restricted Fund £	Total 31-Dec-11 £	Total 31-Dec-10 £
Independent Examiners Fees	561	0	561	540
	<b>561</b>	<b>0</b>	<b>561</b>	<b>540</b>

### 9. TRUSTEES AND OTHER RELATED PARTIES

Other than the reimbursements of expenses incurred whilst acting on behalf of the charity, No other payments were made to trustees or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them.

### 10. RISK ASSESSMENT

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

### 11. RESERVES POLICY

The trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The trustees will endeavour not to set aside funds unnecessarily.

### 12. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake

### 13. BANK ACCOUNT

The charity has a bank account open in the USA as of 31st December 2010 this account held £1,712.92 (converted as at the December 2010 exchange rate) this has been included as a prior year adjustment.