

MARC FITCH FUND
(Limited by Guarantee and Registered as a Charity)
BALANCE SHEET AND ACCOUNTS
5 APRIL 2003

Registered Number	569597
Charity Number	313303

CRITCHLEYS
Chartered Accountants
Oxford



MARC FITCH FUND

5 APRIL 2003

CONTENTS

	Page
Report of the Council of Management	2 - 4
Statement of Council Members' responsibilities	5
Auditors' report	6
Consolidated statement of financial activities	7 - 8
Consolidated balance sheet	9
Balance sheet	10
Notes to the accounts	11 - 16

MARC FITCH FUND

REPORT OF THE COUNCIL OF MANAGEMENT FOR THE YEAR ENDED 5 APRIL 2003

Marc Fitch Fund (company number 569597) is a company limited by guarantee and not having a share capital which is governed by the conditions contained in its Memorandum and Articles of Association. Its Charity Registration Number is 313303.

Council of Management

The Company is managed by a Council of Management. The members of the Council during the year were as follows:

Major-General His Grace the Duke of Norfolk, E.M., President (Died 23 June 2002)

Mr A S Bell, Chairman

Mr J Porteous

Professor C R Elrington

Professor D M Palliser

Professor J P Barron

Mr A J Camp

Dr J I Kermode

The Honourable N Assheton

Mr A Murison (appointed 17 April 2002)

Dr H Forde (appointed 17 April 2002)

Dr G Worsley (appointed 17 April 2002)

Dr J Blair (appointed 17 April 2002)

Fund Secretary

Miss E Paintin

Bankers

Coutts & Co, 440 Strand, London, WC2R 0QS

Auditors

Critchleys, Boswell House, 1-5 Broad Street, Oxford OX1 3AW

Investment Managers

HSBC Investment Management

The Registered Office is Boswell House, 1-5 Broad Street, Oxford, OX1 3AW

The objective of the Fund is the improvement and diffusion of knowledge, promotion and study of education and research in archaeology, historical geography, history of art and architecture, heraldry, genealogy, surnames, catalogues of and use of archives (especially ecclesiastical), conservation of artefacts and other antiquarian, archaeological or historical studies.

The policy of the Fund is to give assistance towards projects including the research and publication of works that fall within the objects of the Fund.

MARC FITCH FUND

REPORT OF THE COUNCIL OF MANAGEMENT FOR THE YEAR ENDED 5 APRIL 2003 (continued)

Each year the Fund receives requests for assistance from both individuals and institutions for financial assistance. These are all considered by the Council of Management, at its meetings, which are usually held twice a year. The Fund awards grants, loans or financial guarantees to the successful applicants.

During the year to 5 April 2003 the Fund awarded 54 grants and 5 loans. The accounting policy of the Fund is to assume that the loans will never be repaid and that guarantees will be called upon. The value of grants and loans awarded during the year amounted to £214,709. In practice loans are frequently repaid and some guarantees are not taken up.

A small sub committee of the Council of Management is responsible for financial matters including investment policy in conjunction with the Investment Managers.

It is the Fund's present policy to maintain a capital level sufficient to support its regular working expenditure and its traditional constituency of single-grant applicants. It may also accumulate additional reserves in order to make larger grants to fund longer-term applications. The amounts so set aside should not normally exceed 5% of the Fund's annual income, and applications for special projects will be reviewed at the Council's twice-yearly meetings. The Fund's reserves' policy will be reviewed every three years and stated each year in its Annual Report and Accounts.

The income of the Fund is mainly derived from its portfolio of investments with a small amount of donated income. Leopard's Head Press Limited is a wholly owned subsidiary of the Fund and its principal activity is the publication of books on subjects within the charitable objectives of the parent company.

The company's Annual Report and accounts have been prepared to comply with SORP (Statement of Recommended Practice) Accounting by Charities. The accounts of the company have also been consolidated with the results of its subsidiary Leopard's Head Press Limited.

All funds are considered to be unrestricted.

The General Fund has decreased during the year by £181,449, which is mainly due to the decrease in the value of investments. The net asset position of the Fund at 5 April 2003 has decreased to £3,834,829.

The financial position of the Fund and its subsidiary remains liquid with short-term deposits and cash at bank of £328,564.


MARC FITCH FUND

**REPORT OF THE COUNCIL OF MANAGEMENT
FOR THE YEAR ENDED 5 APRIL 2003 (continued)**

The deficit for the year of Leopard's Head Press Limited is shown on note 10 to the accounts. The company is not expected to trade commercially as it is involved in the publication of books related to the charitable objectives of the Fund.

The Council of Management at their meetings will consider potential risks to the Fund and agree policies to mitigate these.

The auditors Critchleys, Chartered Accountants will offer themselves for re-appointment at the next Annual General Meeting.


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A S Bell

MARC FITCH FUND


STATEMENT OF COUNCIL MEMBERS' RESPONSIBILITIES

Company law requires the Council Members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the Council Members are required to:

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

The Council Members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

On behalf of the Council


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A S Bell

MARC FITCH FUND

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF MARC FITCH FUND

We have audited the accounts of Marc Fitch Fund for the year ended 5 April 2003 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These accounts have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and Auditors

As described in the Statement of Members' Responsibilities, the Trustees are responsible for the preparation of the accounts in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees Report is not consistent with the accounts, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Trustees remuneration and transactions with the company is not disclosed.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of Audit Opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

Opinion

In our opinion the accounts give a true and fair view of the group and the company's affairs as at 5 April 2003 and of the group's incoming resources and application of resources for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Oxford

21/11/2003


Critchleys
Chartered Accountants
Registered Auditors

MARC FITCH FUND
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 5 APRIL 2003

	Note	Unrestricted funds 2003 £	2002 £
INCOMING RESOURCES			
Charitable Activities			
Donations		15,000	17,000
Amounts Recovered on Loans		2,850	9,654
Activities for Generating Funds			
Publishing Income		8,922	46,103
Other Income		-	15,556
Investment Income		<u>188,382</u>	<u>205,145</u>
Total Incoming Resources		<u>215,154</u>	<u>293,458</u>
RESOURCES EXPENDED			
Costs of Generating Funds			
Publishing costs	4	<u>11,703</u>	<u>36,230</u>
Charitable Expenditure			
Grants	5	186,459	195,603
Support costs	6	63,032	60,794
Management and administration	7	<u>15,818</u>	<u>15,421</u>
Total Charitable Expenditure		<u>265,309</u>	<u>271,818</u>
Total Resources Expended		<u>277,012</u>	<u>308,048</u>
NET RESOURCES EXPENDED		(61,858)	(14,590)
UK Corporation Tax		(13)	(188)
Net (loss)/gains on Investment Assets	10	<u>(119,578)</u>	<u>71,295</u>
NET MOVEMENT IN FUNDS		<u>(181,449)</u>	<u>56,517</u>

MARC FITCH FUND
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 5 APRIL 2003 (continued)

	2003 £	2002 £
Group surplus/(deficit) retained		
In Holding Company	(179,309)	46,013
In Subsidiary Company	<u>(2,140)</u>	<u>10,504</u>
	(181,449)	56,517
 Fund Balance at 6 April 2002	 <u>4,016,278</u>	 <u>3,959,761</u>
 Fund Balance at 5 April 2003	 <u>3,834,829</u>	 <u>£4,016,278</u>

The notes on pages 11 to 16 form part of these statements.

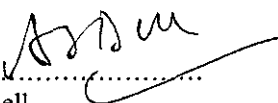
All activities are continuing. There are no gains or losses other than those recognised through the Statement of Financial Activities.

As a company limited by guarantee a reconciliation of shareholders' funds is not considered appropriate.

MARC FITCH FUND
CONSOLIDATED BALANCE SHEET
AT 5 APRIL 2003

	Note	2003 £	2002 £
FIXED ASSETS			
Tangible Assets	9	1,142	1,344
Investments	10	<u>3,682,703</u>	<u>3,802,282</u>
		<u>3,683,845</u>	<u>3,803,626</u>
CURRENT ASSETS			
Stock and Work in Progress	11	5,991	5,313
Debtors	12	6,365	20,623
Short Term Deposits		206,554	345,777
Cash in Hand and at Bank		<u>122,010</u>	<u>64,546</u>
		340,920	436,259
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	13	<u>(189,936)</u>	<u>(223,607)</u>
NET CURRENT ASSETS		<u>150,984</u>	<u>212,652</u>
NET ASSETS	15	<u>3,834,829</u>	<u>4,016,278</u>
UNRESTRICTED FUNDS			
GENERAL FUNDS TOTAL		<u>3,834,829</u>	<u>4,016,278</u>

The accounts were approved by the Council of Management on 25 September 2003.

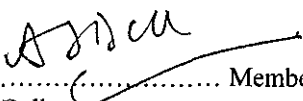

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A S Bell Member of the Council

The notes on pages 11 to 16 form part of these financial statements.

MARC FITCH FUND
BALANCE SHEET AT 5 APRIL 2003

	Note	2003 £	2002 £
FIXED ASSETS			
Tangible Assets	9	1,142	1,344
Investments	10	<u>3,682,703</u>	<u>3,802,282</u>
		<u>3,683,845</u>	<u>3,803,626</u>
CURRENT ASSETS			
Short Term Deposits		187,447	314,943
Debtors	12	30,576	28,209
Cash in Hand and at bank		<u>92,109</u>	<u>46,833</u>
		310,132	389,985
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	13	<u>(173,489)</u>	<u>(193,814)</u>
NET CURRENT ASSETS		<u>136,643</u>	<u>196,171</u>
NET ASSETS		<u>3,820,488</u>	<u>£3,999,797</u>
UNRESTRICTED FUNDS			
General Fund	15	<u>3,820,488</u>	<u>3,999,797</u>
TOTAL FUNDS		<u>3,820,488</u>	<u>3,999,797</u>

These accounts were approved by the Council of Management on 25 September 2003.


 Member of the Council
 A S Bell

The notes on pages 11 to 16 form part of these financial statements.

MARC FITCH FUND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 5 APRIL 2003

1. ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the company's financial statements.

a. Basis of Accounting

The accounts are prepared under the historical cost convention, with the exception of investments which are included at market value. The accounts are prepared in accordance with Statement of Recommended Practice (SORP) Accounting and Reporting by Charities (issued in October 2000).

b. Grants

Grants are accounted for when approved by the Council of Management and include loans and guarantees, which it is assumed, will not be recoverable. Loans recovered are credited to the Statement of Financial Activities.

c. Income from Investments

Dividends and interest are inclusive of recoverable tax.

d. Tangible Fixed Assets and Depreciation

Tangible Fixed Assets are stated at historical cost less depreciation. Depreciation is provided on the written down value of the assets at the rate stated below.

Fixtures and Fittings - 15% reducing balance

e. Basis of Consolidation

The accounts include the financial statements of the Fund and its subsidiary made up to the end of the financial year.

In accordance with Section 230 Companies Act 1985 an individual statement of affairs for the parent charity has not been included.

f. Stocks and Work in Progress

Stocks are valued at the lower of cost and net realisable value. In respect of work in progress cost includes production overheads and the attributable proportion of indirect overhead costs.

g. Pension costs

The Fund operates a defined contribution pension scheme in respect of employees. The pension costs charged to the SOFA represent the contribution payable by the Fund during the year.

2. FUNDS OF THE CHARITY

All the funds of the Charity are considered to be unrestricted.

3. NET INCOMING RESOURCES ARE STATED AFTER DEBITING:

	2003 £	2002 £
Auditors' Remuneration	2,750	2,625
Depreciation	<u>202</u>	<u>237</u>

MARC FITCH FUND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 5 APRIL 2003 (continued)

4. PUBLISHING COSTS	2003 £	2002 £
Cost of Sales	9,473	28,896
Other Expenses	<u>2,230</u>	<u>7,334</u>
	<u>11,703</u>	<u>36,230</u>
5. GRANTS	£	£
To Institutions	158,069	161,858
To Individuals	<u>56,640</u>	<u>62,370</u>
	214,709	224,228
Less: Grants not taken up	<u>(28,250)</u>	<u>(28,625)</u>
	<u>186,459</u>	<u>195,603</u>

During the year the following material grants were made to Institutions:

Heritage Trust for the North West	2,500
Lancashire and Cheshire Record Society	10,000
Ayrshire Federation of Historical Societies	1,500
St Albans Architectural & Archaeological Society	1,000
Spire Books	1,800
Shakespeare Birthplace Trust	2,000
Walker Art Gallery	2,500
Oxford Archaeology	2,100
Somerset Vernacular Building Research Group	1,000
York Archaeological Trust	1,000
The Thoresby Society	1,000
Romney Marsh Research Trust	1,000
Society of Antiquaries	3,000
London Record Society	5,000
Bowes Museum	3,000
British Record Society	5,000
AHRB Centre for North Eastern English History	5,000
Manorial Documents Register	28,250
University of Lancashire	4,720
Society of Antiquaries	5,000
Durham VCH Trust	3,000
Northampton VCH Trust	8,000
University of Teesside	8,557
Early 18th Century English Inventories	15,000
Institute of Historical Research	2,500
Victoria County History	2,000
University of Leicester	34,411
University of Surrey Roehampton	15,000

MARC FITCH FUND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 5 APRIL 2003 (continued)

6. SUPPORT COSTS	2003	2002
	£	£
Personnel Costs	57,889	57,736
Travel and Recruitment Costs	3,690	1,651
Telephone	807	452
Printing, Postage and Stationery	<u>646</u>	<u>955</u>
	<u>63,032</u>	<u>60,794</u>
7. MANAGEMENT AND ADMINISTRATION	2003	2002
	£	£
Personnel Costs	9,034	9,011
Auditors' Remuneration	2,750	2,625
Accounting and Secretarial	2,478	2,804
Legal and Professional	315	-
Bank Charges	59	84
Insurances	242	210
Miscellaneous	177	450
Depreciation	202	237
Advertising	<u>561</u>	<u>-</u>
	<u>15,818</u>	<u>15,421</u>
8. PERSONNEL COSTS	2003	2002
	£	£
Wages and Salaries	53,946	53,232
Social Security Costs	5,244	5,067
Pension Costs	<u>7,733</u>	<u>8,448</u>
	<u>66,923</u>	<u>66,747</u>

The average weekly number of employees during the year was 2 (2002 - 2). No employee received remuneration in excess of £50,000 per annum.

No Member of Council received any remuneration.

Expenses totalling £1,338 were paid to Members of Council during the year.

The Fund operates a defined contribution pension scheme in respect of employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the Fund and amounted to £7,733 (2002 - £8,448).

MARC FITCH FUND

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5 APRIL 2003 (continued)

9. TANGIBLE ASSETS – GROUP AND COMPANY

	Fixtures & Fittings £	Total £
Cost		
At 6 April 2002 and 5 April 2003	<u>15,534</u>	<u>15,534</u>
Depreciation		
At 6 April 2002	14,190	14,190
Provision for the year	<u>202</u>	<u>202</u>
At 5 April 2003	<u>14,392</u>	<u>14,392</u>
Net Book Value		
At 5 April 2003	<u>1,142</u>	<u>1,142</u>
At 5 April 2002	<u>1,344</u>	<u>1,344</u>

10. FIXED ASSET INVESTMENT

	Listed Investments
At 6 April 2002	3,802,281
Unrealised loss	<u>(119,578)</u>
At 5 April 2003	<u>3,682,703</u>
Gilts	2,998,271
UK Equities	<u>684,432</u>
	<u>3,682,703</u>

The base cost of investments held is £3,326,513.

Investments representing more than 5% of the total investment portfolio are:

	£
8% Treasury stock 2003	537,584
6 ¾% Treasury stock 2004	670,543
5.5% Treasury stock 2008/12	251,343
4 3/8% Index Treasury stock	768,701
2½% Index Treasury stock	<u>720,807</u>

The Fund also owns 100% of the issued share capital of Leopard's Head Press Limited, a Company registered in England and Wales. No value is included in the holding Company balance sheet in respect of this investment. The principal activity of this Company is the publication of books on historical matters particularly related to the charitable aims of the Fund.

MARC FITCH FUND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 5 APRIL 2003 (continued)

10. FIXED ASSET INVESTMENT (Continued)

Leopard's Head Press (Trading Company)	2003 £	2002 £
Turnover	9,575	46,103
Expenses	(11,703)	(35,478)
Net (loss)/profit	<u>(2,128)</u>	<u>10,625</u>
The aggregate of the assets, liabilities and funds were:	£	£
Assets	55,523	71,009
Liabilities	(185,281)	(198,627)
	<u>129,758</u>	<u>127,618</u>

11. STOCKS

	2003 £	2002 £
Work in Progress	-	390
Books for Resale	<u>5,991</u>	<u>4,923</u>
	<u>5,991</u>	<u>5,313</u>

12. DEBTORS

	Group		Company	
	2003 £	2002 £	2003 £	2002 £
Amounts owed by Group Undertakings (less provisions)	-	-	24,735	24,735
Trade Debtors	-	17,149	-	-
Taxation Recoverable	5,841	3,474	5,841	3,474
Other Debtors	<u>524</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>6,365</u>	<u>20,623</u>	<u>30,576</u>	<u>28,209</u>

The amount owing by Leopard's Head Press Limited is interest free.

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Group		Company	
	2003 £	2002 £	2003 £	2002 £
Grants Outstanding	167,978	187,892	167,978	187,892
Accruals	7,011	8,344	5,511	5,922
Trade Creditors	14,947	27,303	-	-
Other Creditors	<u>-</u>	<u>68</u>	<u>-</u>	<u>-</u>
	<u>189,936</u>	<u>223,607</u>	<u>173,489</u>	<u>193,814</u>

MARC FITCH FUND

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5 APRIL 2003 (continued)**

15. RESERVE - FUND

	Charity £	Trading funds £	Group £
6 April 2002	3,999,797	16,481	4,016,278
(Deficit)/surplus retained	<u>(179,309)</u>	<u>(2,140)</u>	<u>(181,449)</u>
5 April 2003	<u>3,820,488</u>	<u>14,341</u>	<u>3,834,829</u>

16. CAPITAL COMMITMENTS

As at 5 April 2003, the Council of Management had approved grants of £183,500 to be paid over the next five years.

17. LIABILITY OF MEMBERS

The members of the company are liable under the memorandum of association to contribute in the event of winding up such amounts as may be required to pay the debts of the company not exceeding £1 per member. At 5 April 2003 there were twelve members of the company.