

MARC FITCH FUND
(Limited by Guarantee and Registered as a Charity)
ACCOUNTS FOR THE YEAR ENDED
5 APRIL 2012

Registered Number 569597

Charity Number 313303

CRITCHLEYS LLP
Oxford



MARC FITCH FUND

5 APRIL 2012

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MARC FITCH FUND

REPORT OF THE COUNCIL OF MANAGEMENT FOR THE YEAR ENDED 5 APRIL 2012

REFERENCE AND ADMINISTRATIVE DETAILS

Marc Fitch Fund (company number 569597) is a company limited by guarantee and not having a share capital. 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:

Miss L Allason-Jones	(Chairman from 23 September 2011)
Mr A S Bell	(resigned 23 September 2011)
Professor J Blair	
Dr H Forde	
Dr M Hall	
Professor D Hey	
Mr A Murison	
Mr D White	

The following members of Council were appointed after the year-end:

Mr B Nurse	(appointed 19 April 2012)
Professor D Palliser	(appointed 19 April 2012)
Professor C Payne	(appointed 19 April 2012)

Director

Mr C Catling

Bankers

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

Investment Managers

Brewin Dolphin, 12 Smithfield Street, London, EC1A 9BD

Solicitors

Farrer & Co, 66 Lincoln's Inn Fields, London, WC2A 3LH

Auditors

Critchleys LLP, Greyfriars Court, Paradise Square, Oxford, OX1 1BE

The Registered Office is Greyfriars Court, Paradise Square, Oxford, OX1 1BE

MARC FITCH FUND

REPORT OF THE COUNCIL OF MANAGEMENT FOR THE YEAR ENDED 5 APRIL 2012 (CONTINUED)

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is governed by the conditions contained in its Memorandum and Articles of Association

Trustees

The Memorandum of Association of the Marc Fitch Fund allows for up to 15 members of the Council of Management, who are the charity's trustees. The Council oversees the main purposes of the Fund. The Fund appoints trustees with specialist expertise in the academic disciplines listed in the objects of the Fund. In addition, one or more trustees are appointed for their expertise in finance and investment.

Induction and Training

For new trustees, induction takes place by means of written briefings and introductory sessions of the Council of Management. Trustees may participate in trustee training courses such as those provided by the Directory of Social Change. In addition, places on financial and investment management courses were taken up by trustees.

Organisational structure and how decisions are made

Major decisions concerning the operation of the charity are dealt with by the Trustees at their twice yearly meetings. Matters of finance and investment are delegated to the Finance sub-committee of the Council to which the sub-committee reports. Management of the activities of the charity on a day to day basis has been delegated to the Director.

Risks

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

Council members' responsibilities

The Council members (directors) are responsible for preparing the Annual Report and the accounts in accordance with applicable law and regulations.

Company law requires the Council members to prepare accounts for each financial year. Under that law the Council members have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Council members must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these accounts, the Council members are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and accounting estimates that are reasonable and prudent,
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

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

So far as the Council members are aware, there is no relevant audit information (information needed by the company's auditors in connection with preparing their report) of which the company's auditors are unaware and each Council member has taken the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

MARC FITCH FUND

REPORT OF THE COUNCIL OF MANAGEMENT FOR THE YEAR ENDED 5 APRIL 2012 (CONTINUED)

OBJECTIVES AND ACTIVITIES

Founded in 1956 by M F B Fitch, CBE, the object of the Fund is the improvement and diffusion of knowledge, and the promotion and study of education and research in, archaeology, historical geography, history of art and architecture, heraldry, genealogy, the use and preservation of archives, and other antiquarian, archaeological and historical studies. The primary focus of the Fund is the local and regional history of the British Isles.

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. To that end the Fund makes awards to both individuals and institutions.

Applications are considered by the Council of Management at its meetings which are usually held twice a year, in Spring and Autumn. Grants are awarded to the successful applicants, and range from relatively minor amounts to more substantial special project grants which may be paid over more than one year. It is clear that, in many cases, the awards enable work to be undertaken, or the results published either in print or on-line form, which would not otherwise be achieved. The Fund's objectives for the year, and strategies to achieve these objects, remain substantially the same as in the previous year.

PUBLIC BENEFIT

The charity provides public benefit through its support of research, publication and the dissemination of knowledge in the fields set down by the Founder in the charity's Articles of Association (see above). Awards are open to institutions and to all individual members of the public where the subject-matter of their work falls within the areas of study specified, and is likely to achieve the required scholarly standard.

The Trustees have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

ACHIEVEMENTS AND PERFORMANCE

During the year to 5 April 2012 the Fund awarded 58 grants the value of which amounted to a total of £175,769. The Fund generally receives one copy of each print publication which has been grant-aided by the Fund. These publications are generally donated to university or public libraries or other libraries with charitable status.

MARC FITCH FUND

REPORT OF THE COUNCIL OF MANAGEMENT FOR THE YEAR ENDED 5 APRIL 2012 (CONTINUED)

FINANCIAL REVIEW

A small subcommittee of the Council of Management is responsible for financial matters including investment policy in conjunction with investment managers. The bulk of the investment portfolio is managed by Brewin Dolphin in accordance with the mandate provided by the Trustees. Some 8% of the portfolio is invested in the Charities Property Fund managed by Savills Fund Management.

The income of the Fund is mainly derived from its portfolio of investments with a small amount of donated income.

Total funds have decreased during the year by £183,647, which is mainly due falls in the value of the Fund's fixed asset investments. The net asset position of the Fund at 5 April 2012 has decreased to £5,244,317.

Reserves

It is the Fund's present policy to maintain a capital level (investment capital and money on deposit) sufficient to support its regular working expenditure and its traditional constituency of single-grant applications. It will hold on reserve one year's working expenses and may also accumulate additional reserves in order to make larger grants to fund longer-term applications. These special projects will be reviewed at the Council's twice-yearly meetings. The Fund operates on the assumption that all grants will be taken up. The Fund's reserves policy are reviewed every three years and stated each year in its Annual Report and Accounts.

PLANS FOR FUTURE PERIODS

The Fund will continue to maximise its income for the purposes of grant aiding as many eligible projects as possible, consistent with the aim of preserving the capital value of the investment portfolio in real terms. It will continue to review the greatest areas of need, taking into account technical developments in academic publishing, and will re-balance its giving where necessary, while maintaining the objects of the charity.

The company's annual report has been prepared to comply with SORP (Statement Of Recommended Practice) Accounting by Charities.

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



L Allason-Jones

20 September 2012

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 2012 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity'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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 3, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors, including APB Ethical Standard – Provisions Available for Small Entities (Revised), in the circumstances set out in note 1(a) to the accounts.

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the accounts. In addition we read all the financial and non-financial information in the Report of the Council of Management to identify material inconsistencies with the audited accounts. If we become aware of any apparent misstatements or inconsistencies we consider the implications for our report.

Opinion on accounts

In our opinion the accounts

- give a true and fair view of the state of the charitable company's affairs as at 5 April 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Council of Management for the financial year for which the accounts are prepared is consistent with the accounts.

MARC FITCH FUND

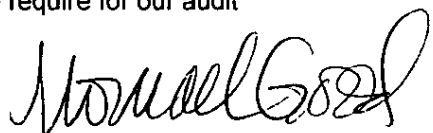
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF MARC FITCH FUND (CONTINUED)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- the accounts are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit

Oxford
20 September 2012


Michael Good (Senior Statutory Auditor)
for and on behalf of Critchleys LLP,
Statutory Auditor

MARC FITCH FUND

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 5 APRIL 2012**

	Note	Unrestricted funds 2012 £	2011 £
INCOMING RESOURCES			
Incoming resources from generated funds:			
Voluntary income		-	15
Investment income	2	193,680	194,921
Incoming resources from charitable activities	3	<u>611</u>	<u>499</u>
Total Incoming Resources		<u>194,291</u>	<u>195,435</u>
RESOURCES EXPENDED			
Costs of generating funds:			
Investment management costs		18,198	18,685
Charitable activities:			
Research and publication of works within the objects of the funds	4	201,234	209,948
Governance costs	7	<u>13,090</u>	<u>13,607</u>
Total Resources Expended		<u>232,522</u>	<u>242,240</u>
NET (RESOURCES EXPENDED)/INCOMING RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES		(38,231)	(46,805)
Other recognised gains and losses:			
Gains/(losses) on investment assets	9	<u>(145,416)</u>	<u>462,788</u>
NET MOVEMENT IN FUNDS		(183,647)	415,983
Total funds brought forward		<u>5,427,964</u>	<u>5,011,981</u>
Total funds carried forward		<u>5,244,317</u>	<u>5,427,964</u>

The notes on pages 10 to 15 form part of these accounts


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

MARC FITCH FUND
(company no 569597)

BALANCE SHEET
AT 5 APRIL 2012

	Note	2012 £	2011 £
FIXED ASSETS			
Investments	9	5,228,100	5,391,866
CURRENT ASSETS			
Debtors	10	1,185	907
Cash in Hand and at bank		<u>180,331</u>	<u>194,597</u>
		181,516	195,504
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	11	<u>(165,299)</u>	<u>(159,406)</u>
NET CURRENT ASSETS		<u>16,217</u>	<u>36,098</u>
NET ASSETS		<u>5,244,317</u>	<u>5,427,964</u>
UNRESTRICTED FUNDS	12		
Capital Fund		5,228,100	5,391,866
Unexpended Income Fund		<u>16,217</u>	<u>36,098</u>
TOTAL FUNDS		<u>5,244,317</u>	<u>5,427,964</u>

These accounts were approved and authorised for issue by the Council of Management on 20 September 2012

 Member of the Council
L Allason-Jones

The notes on pages 10 to 15 form part of these accounts

MARC FITCH FUND

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 5 APRIL 2012

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 accounts

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 2005) and the Companies Act 2006

In common with many other charities of our size and nature, we use our auditors to assist with the preparation of accounts

b Grants

Grants are normally debited to the Statement of Financial Activities in the year in which they are approved by the Council of Management. It is at this point they are communicated to the beneficiary

c Other Resources expended

These are accounted for on an accruals basis and split between costs (in relation to charitable activities) and governance costs (where they relate to the governance of the charity)

d Income from Investments

Interest is inclusive of recoverable tax. Dividends and royalties are accounted for when they are received

e Investment assets

Investment assets are included at their valuation as at the balance sheet date. Changes in valuation are reflected in the Statement of Financial Activities. For treasury stock the value includes accrued interest

f 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

g Fund accounting

All funds of the charity are unrestricted. However the Trustees have designated the unrestricted funds for specific purposes – see note 13

2. INVESTMENT INCOME

	2012 £	2011 £
Interest from fixed interest securities	35,343	37,547
Bank interest receivable	686	668
Income from Charities Property Fund	23,932	27,445
Dividends on equities	<u>133,719</u>	<u>129,261</u>
	<u>193,680</u>	<u>194,921</u>

MARC FITCH FUND

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 5 APRIL 2012 (CONTINUED)

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2012 £	2011 £
Royalties received from sale of books	<u>611</u>	<u>499</u>

4. CHARITABLE ACTIVITIES

The charity undertakes its charitable activities through grant making and awarded grants to a number of individuals and institutions in furtherance of its charitable activities

	Activities undertaken directly £	Grant Funded Activity (note 5) £	Support costs (note 6) £	Total 2012 £	Total 2011 £
Research and publication of works	<u>-</u>	<u>165,045</u>	<u>36,189</u>	<u>201,234</u>	<u>209,948</u>

5. GRANTS

	2012 £	2011 £
To Institutions	157,759	143,750
To Individuals	<u>18,010</u>	<u>44,200</u>
	175,769	187,950
Less Grants not taken up	<u>(10,724)</u>	<u>(6,132)</u>
	<u>165,045</u>	<u>181,818</u>

During the year the following grants were awarded to Institutions

	2012 £	2011 £
Leeds Art Collection Fund	800	-
Romney Society	2,000	-
Swansea University	460	-
Hebden Bridge Society	1,500	-
Moothill and Abbey Survey Scone	2,000	-
Liverpool University Press	850	-
Royal Institute of British Architects	3,500	-
Norfolk Heraldry Society	1,000	-
Manchester University Press	1,000	-
Society for Medieval Archaeology	2,500	-
The Wootton Wawen Project	3,040	-
Moggerhanger House	3,000	-
Birmingham Civic Society	2,000	-
South Tynedale Railway Preservation Society	2,000	-
Ulster Architectural Heritage Society	2,000	-
Salisbury and South Wiltshire Museum	2,000	-
University of Liverpool	2,000	-
Hosking Houses Trust	1,000	-
Boydell & Brewer	500	-
Public Monuments and Sculpture Association	2,000	-
Brixworth Archaeological Trust	2,000	-

**MARC FITCH FUND - NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 5 APRIL 2012 (CONTINUED)**

5. GRANTS (continued)	2012	2011
	£	£
University of Oxford School of Archaeology	1,000	-
Royal Cornwall Museum	2,500	-
Journal of Roman Archaeology	1,400	-
Harlaxton Medieval Symposia	1,000	-
Midland History Journal	800	-
Christ Church, Oxford	6,300	-
Newcastle University	25,221	2,000
University of Reading	5,000	-
Public Catalogue Foundation	10,000	-
North Wales Dendro Project	5,000	-
University of York	3,938	-
Sulgrave Archaeology Group	10,000	-
Society for Medieval Archaeology	3,000	-
High Flatts Quakers	1,000	-
Hitchin Historical Society	2,000	-
College of Arms	25,000	-
Busby Trustees	1,000	-
Kist o'Riches	2,250	-
The Lyminge Archaeological Project	2,500	-
London Metropolitan University	3,000	-
National Land Tax 1798 Digitisation Pilot Project	1,950	-
Records of Early English Drama	2,000	-
Queen's University Belfast	2,250	-
Nottingham Trent University	2,500	-
British Museum	-	10,000
Furniture History Society	-	1,000
Lyme Regis Philpot Museum Trust	-	1,000
Nene Valley Archaeological Trust	-	1,500
North of Scotland Archaeological Society	-	500
Oxfordshire Record Society	-	5,000
Ranulf Higden Society	-	4,000
Watts Gallery	-	1,250
Wiltshire Building Record	-	2,000
Wolverhampton Art Gallery	-	1,000
Army Cadet Force Association	-	500
Church Monuments Society	-	400
Harby History Group	-	400
Herefordshire Nature Trust	-	500
International Society of Anglo-Saxonists	-	800
York Art Gallery	-	2,500
Black Country Living Museum Trust	-	3,000
Bodleian Library	-	8,000
Holinshed Project, University of Oxford	-	10,000
VCH Durham	-	20,000
National Railway Museum	-	1,000
National Trust	-	10,000
Newport (Essex) VCH	-	3,000
Parks and Gardens Data Service	-	3,000
Portsmouth Royal Dockyard Historical Trust	-	2,000
Queen's College, Oxford	-	3,000
St Paul's Cathedral Foundation	-	4,000
University of Southampton Geodata Institute	-	2,000
Women's Library	-	3,000
Manorial Documents Register	-	7,000
Victoria County History	-	30,000
Hertfordshire Record Society	-	400
	<u>157,759</u>	<u>143,750</u>

MARC FITCH FUND

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 5 APRIL 2012 (CONTINUED)

6. SUPPORT COSTS	2012	2011
	£	£
Personnel costs	25,607	26,254
Ex-gratia payment	9,600	-
Travel and expenses	243	303
Other office costs	<u>739</u>	<u>1,573</u>
	<u>36,189</u>	<u>28,130</u>

"Ex-gratia payment" comprises a payment to the estate of the late E Paintin (Fund director until December 2010) as a gesture of goodwill. This payment was approved at a meeting of the Council of Management in April 2011.

All other support costs are incurred in furtherance of the charity's one charitable activity.

7. GOVERNANCE COSTS	2012	2011
	£	£
Personnel costs	3,996	4,097
Trustee expenses	1,516	1,947
Auditor's remuneration – audit services	4,000	4,000
Auditor's remuneration – accountancy and secretarial	3,100	3,563
Trustee meeting costs	<u>478</u>	<u>-</u>
	<u>13,090</u>	<u>13,607</u>

MARC FITCH FUND

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 5 APRIL 2012 (CONTINUED)

8. PERSONNEL COSTS	2012 £	2011 £
Wages and Salaries	20,107	19,302
Social Security Costs	1,861	1,983
Pension Costs	3,135	2,316
Amounts invoiced in respect of services of Acting Director	<u>4,500</u>	<u>6,750</u>
	<u>29,603</u>	<u>30,351</u>

The average monthly number of employees during the year was 1 (2011 1) No employee received remuneration in excess of £60,000 per annum

No Member of Council received any remuneration

Expenses totalling £1,516 (2011 £1,947) were paid to eight (2011 eight) Members of Council during the year

The Fund makes contributions to its employee's personal pension scheme The pension charge represents contributions due from the Fund and amounted to £3,135 (2011 £2,316)

Contributions totalling £3,135 (2011 £nil) were payable to the scheme at the end of the year and are included in creditors

9. FIXED ASSET INVESTMENTS

	Charities Property Fund £	Listed Investments £	Cash held by Investment Manager £	Total £
At 6 April 2011	393,186	4,850,141	148,539	5,391,866
Additions	-	477,844	(477,844)	-
Disposals	-	(385,488)	385,488	-
Other cash changes	-	-	(18,350)	(18,350)
Revaluation gains	<u>4,103</u>	<u>(149,519)</u>	<u>-</u>	<u>(145,416)</u>
At 5 April 2012	<u>397,289</u>	<u>4,792,978</u>	<u>37,833</u>	<u>5,228,100</u>
Gilts		-		
Fixed interest, preference and convertible shares		978,808		
UK Equities & similar investments		<u>3,814,170</u>		
		<u>4,792,978</u>		

The base cost of investments held is £4,101,997 (2011 £4,007,382)

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

	£
The Charities Property Fund units	<u>397,289</u>

MARC FITCH FUND

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 5 APRIL 2012 (CONTINUED)

10. DEBTORS	2012 £	2011 £
Taxation Recoverable	112	118
Loans to publishers	1,000	-
Other Debtors	<u>73</u>	<u>789</u>
	<u>1,185</u>	<u>907</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2012 £	2011 £
Grants Outstanding	146,484	140,546
Accruals	<u>18,815</u>	<u>18,860</u>
	<u>165,299</u>	<u>159,406</u>

12. UNRESTRICTED FUNDS

These are been split by the Trustees into the following designated funds

- Capital Fund which represents the value of the charity's investment portfolio, and
- Unexpended Income Fund which represents income received that has yet to be expended

	Capital fund £	Unexpended Income Fund £
At 6 April 2011	5,391,866	36,098
Net incoming resources	(18,350)	(19,881)
Gains/(losses) on investment assets	<u>(145,416)</u>	<u>-</u>
At 5 April 2012	<u>5,228,100</u>	<u>16,217</u>

13. 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 2012 there were seven members of the company.