

**Report of the Trustees' and**  
**Financial Statements**  
**For the Year Ended 31 March 2006**  
**For**  
**Halsway Manor Society Limited**

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# **HALSWAY MANOR SOCIETY LIMITED**

## **Directors' and Trustees' Annual Report for the year ended 31<sup>st</sup> March 2006**

As Directors and Trustees of the charitable company the Council presents its Annual Report for the year ended 31<sup>st</sup> March 2006.

### **1. Legal and administrative information**

#### **1.1 Charity name**

The name of the charity is "Halsway Manor Society Limited".

#### **1.2 Registered charity number – 247230**

#### **1.3 Company Registration Number – 849615**

#### **1.4 Status and governing document**

The charity is constituted as a company limited by guarantee and not having a share capital under the Companies Act and is governed by the terms of its Memorandum and Articles of Association.

#### **1.5 Trustees**

The Council are the Directors and Trustees of the charity. Members of the Council during the year were:-

Mrs. C.A. Bigwood	(resigned 2 October 2005)
Mrs. E.R. Bromell	(resigned 9 August 2006)
Mr. P. Bull	
Mr. A.B. Corkett	
Mr. R. Goodswen	
Mr. H. Kilbey	(resigned 27 April 2005)
Mr. C.R. Little	
Mr. R. Stirling	(resigned 23 February 2006)
Mrs. S. Swann	
Mr. J. Turner	
Mr. R. Williams	
Mr. A. Wilson	(appointed 22 May 2005)
Mr. A. Hill	(appointed 2 October 2005)
Mr. A. Kelly	(appointed 28 March 2006)

Council members are elected or appointed in accordance with the charitable company's Articles of Association and with Company Law.

#### **1.6 Other information**

<b>Registered Office</b>	<b>Auditors</b>	<b>Principal bankers</b>
Halsway Manor Crowcombe Taunton Somerset TA4 4BD	A C Mole & Sons Riverside House Bridgwater Somerset TA6 4BH	Lloyds TSB plc Fore Street Williton Somerset TA4 4QT

#### **1.7 Policies and procedures adopted for the induction of trustees**

The procedure adopted for inducting new trustees starts at the first short meeting immediately following the AGM when the trustee was appointed. At this meeting, they are supplied with a number of relevant documents, minutes from the previous meeting, a copy of the Memorandum and Articles of Association, a copy of the previous years Annual Report and Accounts, a copy of the Charity Commission booklet "Responsibilities of Charity Trustees". They are also requested to complete the statutory document required by Company's House. As a matter of policy, it was decided that as part of the induction process the first Board meeting after the day of the AGM would be run as a two-day event. This extended meeting would give the new trustee a good length of time to become quickly

# **HALSWAY MANOR SOCIETY LIMITED**

## **Directors' and Trustees' Annual Report for the year ended 31<sup>st</sup> March 2006**

acquainted with the practices of the board and serve as a good introduction to the other members especially during the less formal periods when any remaining questions could be dealt with

### **1.8 Management**

Day to day management of the charity is delegated to Cliff Branson by the charity trustees.

### **1.9 Risk management**

The trustees have considered that the major risk to the charity is the loss of use of the Buildings for an extended period, resulting from a fire or a similar catastrophe. To manage this risk they have undertaken suitable insurance cover, and risk assessment is undertaken on a regular basis by the manager to ensure the safety precautions at the Manor are maintained.

Another risk perceived by the trustees is the possible reduction in income following a reduction in students. To manage this risk, steps are constantly being taken to extend and vary the courses run at the Manor to ensure attendance is maintained.

## **2. Charitable objects and policies**

### **2.1 Charitable objects of Halsway Manor Society Limited**

Halsway Manor Society Limited is established to preserve, for the benefit of the public, English folk dances, songs and other folk music, dance and song (including singing games), to make them known and to encourage the practice of them in their traditional forms by means of dances, classes, festivals and other like methods and by the provision of residential board and accommodation in connection therewith.

### **2.2 Summary of policies adopted**

The policies of the Council may be summarised as the Preservation, Practice and Promotion of traditional folk music, dance and song, particularly in the English tradition, in the residential facilities provided at the Manor, Mews and associated grounds.

The major thrust of the preservation policy is through the Margaret Grant Library, which we are continually seeking to expand.

The practice continues through the increasing number and variety of events being held at the Manor.

We are promoting the work by placing more emphasis on education and outreach with particular regard to the encouragement of young people.

## **3. Organisational structure**

Overall direction of the charity's affairs is the responsibility of the Council, which comprises up to twelve elected members. In addition a further three members may be appointed by the Council. The Council generally meets once a month.

The Council decides all matters of strategy and principle but some detailed supervision of the charity's activities is delegated to individual members of Council with defined terms of reference and specified levels of authority. Final authority always lies with Council as a whole.

All staff at Halsway Manor, including the Manager, Assistant Manager, office staff and domestic and catering staff are employed by the Society.

## **4. Review of the Year: Development, Activities and Achievements**

We continue to make strides towards our objective of providing the best resource for traditional music, dance and song, although we are only too aware of the problems and difficulties along the way. We are often delayed, sometimes badly, by the need to obtain permission from both the planning people and English Heritage before being able to proceed with even apparently straightforward

# **HALSWAY MANOR SOCIETY LIMITED**

## **Directors' and Trustees' Annual Report for the year ended 31<sup>st</sup> March 2006**

improvements. Nevertheless we anticipate replacing the Manor boilers shortly and also completing the Mews central heating.

A variety of new folk activity events are being created by the Event Planning and Marketing working party in line with our charitable objectives. The extra work is challenging and we are most grateful to the Halsway Manor Society office staff for their support. Their combined effort makes possible a broader programme to be offered and more participants to visit Halsway Manor.

We also continue to receive a large amount of support from our members for which we are very grateful, and the large amount of voluntary effort put in by many people enables us to carry out much more than would be expected. A grant from the Wyvern Trust has meant that we have been able to authorise repairs to the garden wall by the road, something that has needed attention for a number of years and we thank them for this.

The Dance for Halsway Appeal has been very successful, with the result that the bedrooms in the Mews have now been satisfactorily upgraded, and we are just beginning on the upgrading of the Manor bedrooms, helped, in no small measure, by a splendid donation from Lancashire Folk. This donation was also triggered by the Appeal and we are most grateful to them for thinking of us.

Thanks to the Friends of Halsway Manor, there is now a 'Wassail' tree on the lawn below the Croquet lawn and a permanent Maypole on the upper lawn. These are two of the obvious things they have done during the year but, in fact, there are a number of other items, which are not so obvious, that they have enabled us to purchase during the year to enhance the 'Halsway Experience' and we are deeply indebted to them for their unfailing help and assistance.

### **5. Financial Review**

#### **5.1 Review of the year**

This has been an encouraging year.

Total income was up from £407,476 in 2005 to £466,634 this year; however, expenditure also rose so that the balance of income remaining at the end of the year was £41,956 compared to £ 58,544 last year.

Some of the increased costs were due to unplanned emergencies such as when the water supply dried up so it was necessary to drill a new bore-hole, in fact more than one bore hole before we found suitable water. It was also the year for dealing with the intermittent power failures so that two extra power lines were installed. As if that were not enough the drains started to play up so they had to be dealt with immediately. Very quickly there was £30,000 of unplanned expenditure.

On the plus side, Halsway Manor Society has been very fortunate in receiving donations totalling £55,281 (£35,925 Restricted and £19,356 Unrestricted). The main items included £10,470 as this year's element of the successful Dance for Halsway Appeal, £ 7,000 from the Friends of Halsway Manor, and unexpectedly a gift of £25,000 from Lancashire Folk as part of the legacy of the late Josie Wilcock, which will be used for refurbishing and en-suiteing three rooms in the main Manor building. Also the late Leonard Luckwill, who was a founder member of the Halsway Manor Society, gave £10,000 as a legacy. Also, during the year over 2,000 people contributed to the 'Buy a Brick' appeal that raised £ 2,170 towards the cost of the new boilers.

Despite the good financial outcome for the year, the Society must not become complacent, as there are needs for expenditure on new boilers in the Manor House that will cost in the order of £30,000, also for a new heating system in the mews, and the never-ending costs of Health and Safety legislation. Even when these are paid for there are still projects which will need the support of your donations, such as the new library building, to name but one. So please continue giving.

# **HALSWAY MANOR SOCIETY LIMITED**

## **Directors' and Trustees' Annual Report for the year ended 31<sup>st</sup> March 2006**

### **5.2 Financial reserves**

At present, the charity income is not sufficient for its needs and therefore there are no funds available to be set aside as reserves other than those used for working capital. At the year end unrestricted funds of £311,231 and restricted funds of £54,712 were held by the charity.

### **6. Statement of the Council's responsibility for the accounts**

The purpose of this statement is to distinguish the Council's responsibilities for the accounts from those of the auditors, as stated in their report.

Company Law requires the Council to prepare financial statements for each year that give a true and fair view of the state of affairs of the charitable company and of its group at the end of the year and of the surplus or deficit for the period. In preparing those statements the Council is required to:

- (a) select suitable accounting policies and then apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) follow applicable accounting policies and the Charities SORP, disclosing and explaining any departures in the financial statements; and
- (d) prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Society will continue in operation.

The Council is responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the Society and which enable them to ensure that the accounts comply with the Companies Act 1985. It is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **7. Statement as to Disclosure of Information to Auditors**

The Council have provided all relevant audit information to the auditors as far as they are aware. The Council have taken all steps expected of them to make themselves aware of any relevant information.

The Directors and Trustees Report is prepared in accordance with special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the Council on 17 August 2006 and signed on their behalf by:

.....  
N J Gardner (Company Secretary)

# **HALSWAY MANOR SOCIETY LIMITED**

## **Margaret Grant Memorial Library**

There have been quite a number of developments through the year and also major visible improvements to the library. Some of these can be viewed on the revamped library web page, which is part of the Halsway Manor Web Site.

The second of the two cabinets made free of charge by Graham Coggins, with materials funded by the West Somerset Morris, arrived at the beginning of the year. It is now full of the records, cassettes CD's and videos that it was specially designed for and which we had previously been unable to display. The cabinets side by side look very handsome. We have just acquired a new television with video and DVD player. It might take some by surprise as it is rather large with a widescreen, but it will be perfect for groups if they want to give video or DVD presentations. The plan is to house it on a special trolley so that it can be easily moved to other parts of the Manor. There is also a new display stand for magazines, folk literature and new additions to the library.

As a consequence of these developments there is now little room for further expansion and so the plans to convert the garages and courtyard behind the Mews are becoming more urgent. Peter Swann has drawn up architectural plans for a very attractive library, archive and courtyard garden and the planners have said that the development is feasible. The priority this coming year will be to obtain detailed planning permission and funding.

We have had many donations this year of money and books etc. some quite substantial and we now have over 2000 items on the catalogue, this does not include the records, which are just about to be entered, or the archives.

The library web page has been skilfully updated by Tony Kelly and the Author and Subject Catalogues can now be viewed on the Web. This is very exciting as it makes the collection very accessible and hopefully will attract more visitors to do research.

There have been some interesting enquiries this year and we have been involved with various projects. Anthea and Deryck Deane have brought out a second CD of Country Dance Tunes from the 78 records and both are selling steadily, the profits are now going into the library account in preparation for expansion. Geoff Woolfe from Bristol has been working for a while on the William Winter manuscript and he is now ready to produce a book of tunes with a CD. The Council has agreed to help sponsor the project. Finally, Mary Rhodes has prepared a substantial manuscript of Ruth Tongue's unpublished songs from the Ruth Tongue archive at Halsway and plans are afoot to publish it also with a CD. For a small library, this is quite impressive and we cannot thank those involved enough.

We would like to finish by thanking the staff at Halsway for all their help and support and the Council for their appreciation and interest.

Cynthia and Bonny Sartin

# **HALSWAY MANOR SOCIETY LIMITED**

## **Independent Auditors' Report to the Members of Halsway Manor Society Limited**

We have audited the financial statements of Halsway Manor Society Limited for the year ended 31 March 2006 which comprise Statement of Financial Activities, Balance Sheet and related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the members, as a body, of the Charity. Our audit work has been undertaken so that we might state to the 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 the Council and Auditors**

The Council's responsibilities for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements 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 financial statements, if the Charity has not kept proper financial records, or 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 Group is not disclosed.

We are not required to consider whether the statement in the Trustees' Report concerning the major risks to which the Charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the Charity's risk management and control procedures.

We read other information contained in the Trustees' Report and consider whether it is consistent with the audited financial statements. We consider the implication for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

### **Basis of opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Group'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 financial statements 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 financial statements.

### **Opinion**

In our opinion:

- the financial statements give a true and fair view of the Group and the Charity's state of affairs as at 31 March 2006 and of the Group's incoming resources and resources expended, including its income and expenditure in the year then ended, and have been properly prepared in accordance with the Companies Act 1985.
- the information given in the Trustees' Report is consistent with the Financial Statements.



**A C MOLE & SONS**

**Chartered Accountants and Registered Auditors**

Riverside House

Riverside Business Park

Wylde Road

Bridgwater

Somerset TA6 4BH

18 August 2006

# HALSWAY MANOR SOCIETY LIMITED

## Consolidated Statement of Financial Activities for the Year ended 31st March 2006

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2006 £	Total 2005 £
<b>Incoming Resources</b>					
Incoming resources from generated funds					
Voluntary income:					
Friends of Halsway		5200	1800	7000	24915
Other donations and gifts		14156	34125	48281	9949
Activities for generating funds	2	124243	-	124243	108645
Investment income		3198	-	3198	1638
Incoming resources from charitable activities	2	282958	-	282958	261954
Other incoming resources		954	-	954	375
<b>Total Incoming Resources</b>		<u>430709</u>	<u>35925</u>	<u>466634</u>	<u>407476</u>
<b>Resources Expended</b>					
Cost of generating funds					
Fundraising trading: cost of goods sold and other costs	5	112984	-	112984	98998
Charitable activities	3	254050	10654	264704	213559
Governance costs	4	50945	-	50945	36375
<b>Total Resources Expended</b>		<u>417979</u>	<u>10654</u>	<u>428633</u>	<u>348932</u>
<b>Net Incoming Resources before Transfers</b>		12730	25271	38001	58544
Transfers between funds	23	<u>2947</u>	<u>( 2947)</u>	<u>-</u>	<u>-</u>
<b>Net Incoming Resources Before Unrecognised Gains for the Year</b>	7	15677	22324	38001	58544
Net Gain on Investments		<u>3955</u>	<u>-</u>	<u>3955</u>	<u>-</u>
<b>Net Movement on Funds</b>		19632	22324	41956	58544
Balances brought forward at 1st April 2005		<u>291599</u>	<u>32388</u>	<u>323987</u>	<u>265443</u>
<b>Balances carried forward at 31st March 2006</b>		<u>311231</u>	<u>54712</u>	<u>365943</u>	<u>323987</u>

## **HALSWAY MANOR SOCIETY LIMITED**

### **Consolidated Summary Income and Expenditure Account for the Year ended 31st March 2006**

<b>Continuing Operations</b>	<b>2006 £</b>	<b>2005 £</b>
Gross income from all sources	<u>466634</u>	<u>407476</u>
Total income	466634	407476
Total expenditure out of income funds	<u>(428633)</u>	<u>(348932)</u>
<b>Net income for the year</b>	<u>38001</u>	<u>58544</u>

Total income comprises £430,709 for unrestricted funds and £35,925 for restricted funds. A detailed analysis of income by source is provided in the Statement of Financial Activities on page 7.

Turnover for the trading subsidiary amounted to £121,656 (2005: £98,944).

Detailed analyses of expenditure are provided in the Statement of Financial Activities and in notes 3 to 6.

The Summary Income and Expenditure Account is derived from the Statement of Financial Activities on page 7 which, together with the notes to the financial statements on pages 10 to 18, provides full information on the movements during the year on all funds of the group.

The net surplus for the year of the parent charity was £26,372 (2005: £52,326).

The profit for Companies Act purposes comprises net incoming resources for the year less unrealised gains on investments and was £38,001 (2005 £58,544).

# HALSWAY MANOR SOCIETY LIMITED

## Balance Sheets at 31st March 2006

	Notes	Group		Charity	
		2006 £	2005 £	2006 £	2005 £
<b>Fixed Assets</b>					
Tangible fixed assets	8	278270	260678	278270	260678
Investments:					
Shares in group undertakings	9	-	-	2	2
Other investments	10	18955	15000	18955	15000
		<u>297225</u>	<u>275678</u>	<u>297227</u>	<u>275680</u>
<b>Current Assets</b>					
Stocks	11	4987	5016	3291	3291
Debtors	12	19025	13799	11095	9762
Cash at bank and in hand		140159	109186	140058	109086
		<u>164171</u>	<u>128001</u>	<u>154444</u>	<u>122139</u>
<b>Creditors:</b>					
Amounts falling due within one year	13	95453	79692	85728	73832
<b>Net Current Assets</b>		<u>68718</u>	<u>48309</u>	<u>68716</u>	<u>48307</u>
<b>Total Net Assets</b>	15	<u>365943</u>	<u>323987</u>	<u>365943</u>	<u>323987</u>
<b>Funds</b>					
Restricted	14	54712	32388	54712	32388
Unrestricted: other charitable funds		311231	291599	311231	291599
		<u>365943</u>	<u>323987</u>	<u>365943</u>	<u>323987</u>

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the Council on 17 August 2006 and signed on its behalf by:

.....  
C. R. Little (Chairman)

.....  
A. Hill (Finance Officer)

# **HALSWAY MANOR SOCIETY LIMITED**

## **Notes to the Financial Statements for the Year ended 31st March 2006**

### **1 Accounting Policies**

#### **Basis of preparation**

The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' published in 2005 and the Financial Reporting Standard for Smaller Entities (effective January 2005).

#### **Basis of consolidation**

The group accounts consolidate the accounts of Halsway Manor Society Limited and its wholly-owned non-charitable subsidiary trading company Halsway Manor Limited on a line by line basis.

The charity has availed itself of Paragraph 3 (3) of Schedule 4 of the Companies Act and adapted the Companies Act formats to reflect the special nature of the charity's activities. No separate income & expenditure account or statement of financial activities has been presented for the charity alone as permitted by Section 230 of the Companies Act 1985 and paragraph 397 of the SORP 2005.

#### **Going concern**

The accounts have been prepared on a going concern basis. This basis assumes that the nature and level of the charity's present activities will continue for the foreseeable future.

#### **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 material legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Donations and gifts are accounted for when received, as are members' subscriptions. Income tax reclaimed in relation to amounts received under gift aid is included in the accounting period in which it is received.

Gifts in kind are included at the value to the Charity and recognised as income when received. No amounts are included in the financial statements for services donated by volunteers.

#### **Resources expended**

All resources expended are accounted for on an accruals basis and are classified under headings that aggregate all costs related to the category.

As far as possible, fundraising costs, support costs and administrative costs are separately identified at the time they are incurred. Costs not directly attributable to any of the principal expenditure headings are apportioned on a fair and reasonable basis by the Council.

#### **Fixed assets**

All fixed assets are stated at purchase cost plus incidental expenses of acquisition, less depreciation until 31st March 2004.

The Society maintains the value of the assets collectively by virtue of a policy of repair or replacement as appropriate such that further depreciation is deemed inappropriate. Accordingly, the renewals basis has been in use since 1st April 2004 whereby the cost of repair or replacement of existing assets is charged against income as incurred whilst the Balance Sheet value of Fixtures, Fittings & Equipment is increased for the cost of additional items or any element of improvement.

In the opinion of the Council the residual value of the freehold buildings is not considered to be less than cost such that no depreciation charge arises in respect of these assets.

# **HALSWAY MANOR SOCIETY LIMITED**

## **Notes to the Financial Statements for the Year ended 31st March 2006**

### **1 Accounting Policies (continued)**

#### **Stock**

Stocks are valued at the lower of cost and net realisable value. Cost is determined on a first in first out basis.

#### **Taxation**

No charge to taxation arises in respect of any of the activities of the charitable company by reason of its charitable status.

#### **Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Council in furtherance of the general objectives of the charity, and which have not been designated for other purposes. Restricted funds are to be used for specific purposes as laid down by the donor.

<b>2 <u>Operating Activities</u></b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2006 £</b>	<b>Total Funds 2005 £</b>
Activities in furtherance of the charity's objectives:				
Members subscriptions	2871	-	2871	1795
Folk events	<u>280087</u>	<u>-</u>	<u>280087</u>	<u>260159</u>
	<u>282958</u>	<u>-</u>	<u>282958</u>	<u>261954</u>
Activities for generating funds:				
Society events	2587	-	2587	9701
Trading income	<u>121656</u>	<u>-</u>	<u>121656</u>	<u>98944</u>
	<u>124243</u>	<u>-</u>	<u>124243</u>	<u>108645</u>

### **3 Direct Charitable Expenditure**

Traditional folk music, dance and song events:

Planning and organisation of folk events:

Administrative support costs	9493	-	9493	9186
Staff costs	33816	-	33816	30561

Board and accommodation:

Staff costs	86917	-	86917	79616
Food & consumables	44765	-	44765	41424
External accommodation	403	-	403	2418

Other direct costs	8243	-	8243	6774
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Establishment and amenity costs:

Maintenance of property, equipment & grounds	42604	10654	53258	19114
Staff costs	6274	-	6274	2633
Rates, insurance & utilities	<u>21535</u>	<u>-</u>	<u>21535</u>	<u>21833</u>
	<u>254050</u>	<u>10654</u>	<u>264704</u>	<u>213559</u>

# **HALSWAY MANOR SOCIETY LIMITED**

## **Notes to the Financial Statements for the Year ended 31st March 2006**

### **4 Management and Administration of the Charity**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2006</b>	<b>Total Funds 2005</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Staff costs	26317	-	26317	22527
Establishment costs	5408	-	5408	2663
Administrative expenses	6367	-	6367	3432
Audit & professional fees	4800	-	4800	3865
Bank charges	1090	-	1090	1029
Interest payable	17	-	17	178
Travel expenses	6946	-	6946	2681
	<u>50945</u>	<u>-</u>	<u>50945</u>	<u>36375</u>

### **5 Costs of Generating Funds**

Board and accommodation	38162	-	38162	44332
Bar purchases	14807	-	14807	12143
Musicians fees and other event costs	782	-	782	1593
Advertising and publicity	2039	-	2039	1931
Staff costs	18346	-	18346	17819
Establishment costs	32908	-	32908	16122
Administration	5940	-	5940	5058
	<u>112984</u>	<u>-</u>	<u>112984</u>	<u>98998</u>

### **6 Allocation of support**

The charity allocates its support costs as shown in the table below. Support costs are allocated on a basis consistent with the use of resources.

	<b>Charitable Activities</b>	<b>Fundraising</b>	<b>Governance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Administrative expenses	9493	6637	6367
Staff costs	127007	18346	26317
Establishment costs	66419	29408	4783
	<u>202919</u>	<u>54391</u>	<u>37467</u>

# **HALSWAY MANOR SOCIETY LIMITED**

## **Notes to the Financial Statements for the Year ended 31st March 2006**

### **7 Changes in Resources Available for Charity Use**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2006 £</b>	<b>Total 2005 £</b>
Net movement in funds for the year	15677	22324	38001	58544
Resources used for the acquisition of fixed assets	<u>( 17592)</u>	<u>-</u>	<u>( 17592)</u>	<u>( 9186)</u>
Net Movement in Funds Available for Future Activities	<u>( 1915)</u>	<u>22324</u>	<u>20409</u>	<u>49358</u>

### **8 Tangible Fixed Assets**

<b>Group</b>	<b>Freehold Land and Buildings £</b>	<b>Fixtures, Fittings &amp; Equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 1st April 2005	226476	100852	327328
Additions	<u>16007</u>	<u>1585</u>	<u>17592</u>
At 31st March 2006	<u>242483</u>	<u>102437</u>	<u>344920</u>
<b>Depreciation</b>			
At 1st April 2005 and 31st March 2006	<u>-</u>	<u>66650</u>	<u>66650</u>
<b>Net book values</b>			
At 31st March 2006	<u>242483</u>	<u>35787</u>	<u>278270</u>
At 31st March 2005	<u>226476</u>	<u>34202</u>	<u>260678</u>
<b>Charity</b>			
<b>Cost</b>			
At 1st April 2005	226476	96450	322926
Additions	<u>16007</u>	<u>1585</u>	<u>17592</u>
At 31st March 2006	<u>242483</u>	<u>98035</u>	<u>340518</u>
<b>Depreciation</b>			
At 1st April 2005	<u>-</u>	<u>62248</u>	<u>62248</u>
<b>Net book values</b>			
At 31st March 2006	<u>242483</u>	<u>35787</u>	<u>278270</u>
At 31st March 2005	<u>226476</u>	<u>34202</u>	<u>260678</u>

# HALSWAY MANOR SOCIETY LIMITED

## Notes to the Financial Statements for the Year ended 31st March 2006

### 8 Tangible Fixed Assets (continued)

The freehold premises relate to Halsway Manor and Mews near Crowcombe, Somerset, together with ancillary buildings and grounds.

The book value of £254,982 attributed to the property in the Society's Balance Sheet at the end of the year represents the cumulative historical cost to the Society of the Manor and Mews together with improvements to date. *The Council believes that the current value of the property is considerably in excess of its book value, although no formal valuation has been undertaken.*

	Charity	
	2006	2005
	£	£
Halsway Manor Limited Ordinary shares of £1 each	2	2

Halsway Manor Limited was incorporated on 18th February 1993 as a wholly-owned subsidiary of the Society. The Society has licensed Halsway Manor Limited to use the property, fixtures and equipment located at Halsway Manor in the furtherance of its trading activities providing facilities for day and residential conferences, courses, weddings and social functions on a commercial basis. The company gifts all its taxable profits to the Society under the Gift Aid scheme for use in the furtherance of the Society's charitable objectives.

### 10 Other fixed asset investments

	Group		Charity	
	2006	2005	2006	2005
	£	£	£	£
<b>Market value as at 31st March 2006</b>	18955	15000	18955	15000
UK listed investments are represented by:				
Investment trust	18955	15000	18955	15000

Investments are now stated at market value. The increase from cost to market value of £3,955 has been recognised as an unrealised gain on the Statement of Financial Activities.

### 11 Stocks

	Group		Charity	
	2006	2005	2006	2005
	£	£	£	£
Provisions and consumables	4587	4616	2891	2891
Fuel supplies	400	400	400	400
	4987	5016	3291	3291

### 12 Debtors

Trade debtors	7322	3219	192	82
Other debtors and prepayments	11703	10580	10903	9680
	19025	13799	11095	9762

### 13 Creditors: Amounts falling due within one year

Trade creditors	37962	8835	35997	7814
Customer deposits & deferred income	40131	52190	31878	27896
Owed to group undertakings	-	-	1443	20405
Other creditors and accruals	17360	18667	16410	17717
	95453	79692	85728	73832

## **HALSWAY MANOR SOCIETY LIMITED**

### **Notes to the Financial Statements for the Year ended 31st March 2006**

#### **14 Restricted Funds**

The funds of the charity include restricted funds comprising the following unexpended balances of donations held on trusts to be applied for specific purposes.

	Balance 1st April 2005 £	Movement in Resources Incoming £	Outgoing £	Balance 31st March 2006 £
Margaret Grant Library Fund	1479	447	361	1565
Amenity Fund	349	-	-	349
Youth Fund	4011	800	71	4740
Memorial Funds (Bradbury Fund)	315	-	-	315
Mews Improvement Fund	15829	-	2197	13632
Strategic Fund	2564	-	-	2564
Driveway Steps Fund	650	-	650	-
Candelabra Fund	100	-	100	-
Manor Heating Fund	1162	1008	1107	1063
Dance for Halsway	5929	8670	9115	5484
Josie Wilcock Project	-	25000	-	25000
<b>Total</b>	<u>32388</u>	<u>35925</u>	<u>13601</u>	<u>54712</u>

The Margaret Grant Library Fund is held for the purpose of compiling a library of books, records and tapes on the theme of folk dance, song and other folk traditions. Of the balance, £1,000 was received by way of a bequest of capital from which the interest may be utilised. An allocation of interest received by the Society has been credited to the Fund.

The Amenity Fund comprises income received for the purpose of acquiring items of special interest associated with the traditions of folk music, dance and song.

The Youth Fund comprises income received for the purpose of promoting the involvement of young people in the tradition of folk music, dance and song.

The Memorial Funds comprise income received in memory of individuals to be utilised in specific ways as agreed with the respective families. The Bob Bradbury Fund is now the only fund being carried forward.

The Mews Improvement Fund is to raise funds for building work to be carried out on the Mews.

The Strategic Fund is to provide for future developments relating to the structure of the Manor.

The Driveway Steps and Candelabra Funds were for specific expenses which were incurred this year.

The Josie Wilcock Project comprised income received for the refurbishment and en-suiting of the bedrooms in the manor.

# **HALSWAY MANOR SOCIETY LIMITED**

## **Notes to the Financial Statements for the Year ended 31st March 2006**

### **14 Restricted Funds continued**

The Manor Heating Fund is an appeal to raise money for a new central heating system in the main Manor building.

Dance for Halsway is an appeal to raise money for the ongoing refurbishment and improvement of guest accommodation facilities.

### **15 Analysis of Group Net Assets between Funds**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2006 £</b>	<b>2005 £</b>
<b>Fund balances at 31st March 2006 are represented by:</b>				
Fixed assets	291177	6048	297225	275678
Current assets	115507	48664	164171	128001
Current liabilities	<u>( 95453)</u>	<u>-</u>	<u>( 95453)</u>	<u>( 79692)</u>
<b>Total Net Assets</b>	<u>311231</u>	<u>54712</u>	<u>365943</u>	<u>323987</u>

### **16 Trading Company**

Halsway Manor Limited - See note 9. Audited accounts are filed with the Registrar of Companies and the following is a summary of the company's trading results.

	<b>2006 £</b>	<b>2005 £</b>
Turnover	121656	98944
Cost of sales	<u>( 52969)</u>	<u>( 56819)</u>
<i>Gross profit</i>	68687	42125
Operating and administrative expenses	<u>( 57058)</u>	<u>( 35907)</u>
Net profit	11629	6218
Amount paid to Halsway Manor Society Limited under Gift Aid	<u>( 11629)</u>	<u>( 6218)</u>
Retained profit	<u>-</u>	<u>-</u>

### **17 Cost of audit and other financial services**

	<b>2006 £</b>	<b>2005 £</b>
For the Society and its trading subsidiary:		
Audit fees	4150	3600
Other services provided by the auditors	<u>4120</u>	<u>1354</u>
	<u>8270</u>	<u>4954</u>

# **HALSWAY MANOR SOCIETY LIMITED**

## **Notes to the Financial Statements for the Year ended 31st March 2006**

### **18 Staff Costs**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2006 £	Total Funds 2005 £
Wages and salaries	157191	-	157191	158721
Social security costs	14479	-	14479	12160
	<u>171670</u>	<u>-</u>	<u>171670</u>	<u>170881</u>

The average equivalent full-time number of employees, analysed by function, was:

#### Direct charitable activities:

Domestic & catering staff	6	6
Planning & organisation of folk events	1	1
Management and administration of the charity	2	1.5
Generating funds:-		
Direct costs of activities	2	2
Management & administrative staff	1	0.5
	<u>12</u>	<u>11</u>

### **19 Capital Commitments**

There were no capital commitments at the year end (2005: £15,720).

### **20 Members of Council**

The members of Council are the directors and trustees of the charitable company. No Council member has received any remuneration for services as a director, trustee or member of Council but some members also act as leaders at folk events for which they are remunerated at the appropriate rate. Expenses incurred for travelling and administration costs, amounting to £3,921 (2005 - £2,647), were reimbursed to members of Council during the year.

### **21 Related party transactions**

The parent undertaking, Halsway Manor Society Limited, is taking advantage of the disclosure exemption conferred by Financial Reporting Standard 8 'Related Party Transactions' in relation to its subsidiary undertaking, Halsway Manor Limited, on the grounds that it controls more than 90% of the voting shares in that subsidiary undertaking.

During the year, no contracts or transactions were entered into by the parent undertaking, Halsway Manor Society Limited, in which any of the members of Council had a material interest.

### **22 Controlling Party**

The Society is controlled by its members.

# HALSWAY MANOR SOCIETY LIMITED

## Notes to the Financial Statements for the Year ended 31st March 2006

### 23 Transfers between funds

	Total 2006 £	Total 2005 £
Driveway Steps	650	-
Candelabra	100	-
Mews boiler house capitalised	2,197	-
Unexpended costs re-allocated	-	6,112
	<u>2,947</u>	<u>6,112</u>