

**HALSWAY MANOR SOCIETY LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

COMPANY REGISTRATION NUMBER 00849615

CHARITY REGISTRATION NUMBER 247230



HALSWAY MANOR SOCIETY LIMITED

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

CONTENTS	PAGE
Officers and Professional Advisers	1
Directors' and Trustees' Annual Report	2 - 10
Independent Auditors' Report	11 – 12
Consolidated Statement of Financial Activities	13
Consolidated Summary Income & Expenditure Account	14
Statement of Total Recognised Gains and Losses	14
Consolidated Balance Sheet	15
Notes to the Financial Statements	16 - 25

HALSWAY MANOR SOCIETY LIMITED

OFFICERS AND PROFESSIONAL ADVISERS

DIRECTORS AND TRUSTEES

E Bromell
R Goodswen
P Hendy
K Lamport
C R Little
E Norman
R Phipps
G Poole
D Seabright
R Williams

COMPANY SECRETARY

C R Little

REGISTERED OFFICE

Halsway Manor
Crowcombe
Taunton
Somerset
TA4 4BD

AUDITORS

Albert Goodman LLP
Mary Street House
Mary Street
Taunton
Somerset
TA1 3NW

BANKERS

Lloyds TSB Bank PLC
Fore Street
Williton
Somerset
TA4 4QT

HALSWAY MANOR SOCIETY LIMITED

DIRECTORS' AND TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2013

Introduction

The trustees are pleased to present their annual report together with the audited consolidated financial statements of the charity and its subsidiary trading company (Halsway Manor Limited) for the financial year 1 April 2012 to 31 March 2013

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Articles and Memorandum of Association of the Halsway Manor Society, and the Statement of Recommended Practice – Accounting and reporting by Charities (SORP 2005)(revised 2008)

CHAIRMAN'S REPORT

Another successful year at Halsway both financially and, more importantly, in the number and quality of events that have taken place at the Manor. It is an exciting time to be involved in the folk arts. Interest is growing, particularly in traditional music, storytelling and crafts and we also have the opportunity to build on the enthusiasm of young people for dance in all its forms

Last year, I reported that the Board had focussed on the core objectives of the Society to promote and support the practice of traditional dance, music, song and other folk arts. I am pleased to say that we are making good progress in pursuing these objectives. The programme of events has been developed to be more attractive to a wider age range of people with diverse interests in the folk arts. This more pro-active approach to introducing new courses has brought many first time visitors to the Manor. At the same time, many Halsway regulars have commented on the quality of the new events as well as the benefits of having some new people attend their annual favourites. Some of the new courses have been aimed specifically at a younger age group, and it is now much more likely that young people will be found enjoying activities at Halsway. However most courses are not aimed at particular age groups but at ensuring that a wide range of interests is supported with good quality courses and course leaders

The Society has always worked hard at being self-funding and not dependent on grants for its normal operating costs. This remains the position and I am happy to say that in 2012/13, we again achieved a small operating surplus which together with donations and legacies, has allowed the Board to invest in the future of the Society. We have employed a part-time Youth Dance Associate for our Youth Dance Development programme and have commissioned our architects to prepare plans for the development of Halsway Manor. This is all part of the Society's objective to provide facilities which are lacking at present, and, as a result, to increase access to our courses

Consultation with our members and users

We conducted a survey amongst our members and regular users between October 2012 and January 2013. 45% of the Society's members and many regular visitors and course leaders responded. There was unanimous support for the Board's policy to increase the use of the Manor for people of all ages and abilities and 99.5% of responses supported the Board's proposals

HALSWAY MANOR SOCIETY LIMITED

DIRECTORS' AND TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2013

We also conducted a public survey about what sort of folk activities people attend and what is most important to them. The issues most important to people were as follows:

- Opportunities to develop new and existing skills,
- The quality of the course leader / artists / practitioners involved and the aims and content of the courses,
- Good quality facilities for teaching, learning, performing in,
- Options for day visitors (non residential / not staying overnight),
- A wider range of bedroom accommodation and more camping facilities,
- A range of price options, subsidised places for young people and discounts for families and groups

Although 88% usually travel by car, 52% said they would be prepared to car share, something we would wish to encourage.

We are delighted to have received such positive support. These surveys have produced a lot of interesting information which we will draw on in our planning.

Our Future - summary of capital development proposals

Our long-term vision is to increase access to the folk arts for all, by providing a wide range of activities that are, wherever possible, affordable for all.

To achieve this the Board of Trustees have proposed a scheme for the restoration and conservation of the historic manor in its landscape context including the addition of new facilities as follows:

- **The Manor House** As well as conserving and repairing the historic features we plan to make the whole building accessible to visitors for the first time by moving service and support facilities out to make more space for the library, folk activities and a new dining room. The plan includes building extra bedroom accommodation over new service facilities to the rear of the Manor.
- **New Activity Centre** A timber-framed building in the grounds to the rear of the manor designed to have a low impact on the environment and the natural and built heritage. This will provide new spaces for arts and crafts activities while being an exciting space for use by schools, young people and families to do a wider range of folk activities than is currently possible.
- **New Performance Space** A new single storey building adjoining the manor for dances, concerts and celebrations as well as providing a larger teaching space for dance and music.
- **The Mews** Upgrading the Mews building to provide bedrooms for individuals, families and schools.
- **Improving access to the gardens, woods and grounds for the public** Improved parking and camping facilities.

HALSWAY MANOR SOCIETY LIMITED

DIRECTORS' AND TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2013

Funding Appeal

In 2013 we will be launching our Funding Appeal for the capital developments. We are asking our members and regular supporters to do whatever they can to help, from donations to fundraising events or making a legacy to the Society.

There is more information about our plans and the Funding Appeal on our website. Search Halsway Manor / Our Future

Looking ahead

In the year to come we aim to

- Further develop our programme of residential courses, events and activities for our existing and new customers – of all ages and abilities
- Continue to adjust our pricing to provide more affordable access to courses
- Launch our capital development scheme and funding appeal, work with English Heritage and the local authority to agree the master plan for the site
- Plan 2015 as a special year celebrating Halsway Manor's Golden Jubilee

My thanks, as always, to all the staff at the Manor for helping it remain somewhere special for new visitors and for Halsway regulars, to members and other supporters of the Manor who share the Board's vision of as a vibrant national centre for the folk arts for many years to come, and to our many volunteers who, in their different ways, make a real difference to the whole Manor experience.

Finally, I wish to pay tribute to the hard work and commitment of Alan Corkett who sadly died in July 2012. Alan was a long standing member of the Board of Trustees who was responsible for getting many popular courses and activities started at the Manor.

Robin Williams
Chair
Halsway Manor Society

HALSWAY MANOR SOCIETY LIMITED

DIRECTORS' AND TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2013

Annual report

Our Charitable Purposes

- To promote and support the practice of the traditional folk arts, especially as practised in England This includes traditional dance, music, song, folklore, storytelling, arts and crafts
- To conserve, maintain and develop the Halsway Manor as a hub for these activities

Our Aims

The Board of Trustees' have set aims as follows To

- improve skills, knowledge and understanding of the folk arts amongst people of all ages and abilities
- develop a wider pool of inspiring and competent course leaders
- further raise the profile of Halsway Manor as a centre of excellence for the folk arts that is accessible for all
- ensure that we have a sustainable business, aiming to balance the budget and reinvest surpluses in our charitable activities
- continue to be a well governed and transparent organisation

What We Do

To achieve our aims we provide

- a range of residential courses and non-residential classes, events and activities throughout the year including traditional dance, music, song, storytelling / folklore and arts and crafts
- a unique library that contains about 10,000 books and audio recordings about folk music, dance, song, history and folklore that is free to use for visitors and the public generally
- the buildings and grounds at Halsway Manor for use by visitors and participants

Who Benefits From Our Activities

In the 12 month period ending 31st March 2013 more than 3000 people attended residential courses and non-residential events and activities at Halsway Manor Our activities are open to all who are interested in the folk arts Participants come from all over the United Kingdom and as far afield as Europe and the USA

GOVERNANCE

Halsway Manor Society is registered as a charity (number 247230) and is a company limited by guarantee (number 849615) It is governed by the terms of its Memorandum and Articles of Association which are available on its website www.halswaymanor.org.uk

HALSWAY MANOR SOCIETY LIMITED

DIRECTORS' AND TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2013

The Society operates a 100% owned trading company called Halsway Manor Limited for the purpose of generating commercial income to benefit the Society – for example, from hiring the premises for weddings, meetings and training

Members of the Society

There were 321 Members of the Society at the time of the Annual General Meeting in October 2012. We encourage anyone who supports the aims of the Society to become a member. The Company Secretary on the Board of Trustees provides advice and support for anyone wishing to do so. Applicants are required to be proposed and seconded by Members of the Society and to pay an annual subscription which was £22 per year in 2012.

Our Trustees

The Board of Trustees is drawn from the membership of the Society. Trustees are volunteers who have the responsibility for directing the affairs of the Society, and ensuring that it is well-run, and delivering the charitable outcomes for the benefit of the public for which it was set up.

In the year ended 31st March 2013 the Trustees were as follows:

E Bromell,
A B Corkett (deceased July 2012)
R Goodswen
P Hendy
K Lamport
C R Little
E Norman
R Phipps
G Poole
D Seabright
R Williams (Chair)

Trustee induction and training

New Trustees are briefed on their role by the Chair of the Trustees and provided with supporting documentation including the Articles and Memorandum of Association, minutes of meetings, the previous year's Annual Report and Accounts and a copy of the Charity Commission's publication "Responsibilities of Charity Trustees". The Trustees have regular development workshops throughout the year, for example, on the objectives of the Society and priorities for achieving them.

HALSWAY MANOR SOCIETY LIMITED

DIRECTORS' AND TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2013

Consideration of major risks

The Trustees have considered the major risks to the Society These include

- risks to visitors, staff and contractors and risks to the buildings (including fire risk) which are currently identified and monitored through specific risk assessments
- risks to income generated through our activities which are addressed in our priorities to broaden the range of courses we offer, attracting new customers and in our capital development plans to improve and add to our facilities

Our staff

The Trustees delegate the day to day running of the Society to the Chief Executive Officer, Paul James who has been in post since March 2011 The Chief Executive Officer manages a staff team of 17 paid staff (full and part-time) who are employed by the Society Staff are responsible for developing the annual programme of courses, events and activities, financial, business and operational management and delivery Some maintenance services are provided by external contractors

Our volunteers

The Society benefits from the support of volunteers who undertake a variety of tasks including managing the library collection, running the 200 Club, helping to maintain the gardens and running the shop Funds raised by the 200 Club and the profits from the shop are donated to the Society to support its charitable aims Many supporters from folk clubs, dance groups and organisations also raise funds through their activities which they donate to the Society

ACTIVITIES AND ACHIEVEMENTS

Halsway Manor is the only centre in England dedicated to presenting a year round programme of residential learning activities in the folk arts Its secluded setting, relaxed atmosphere and supportive staff enable participants to get the most from the programme of learning activities

In the 12 month period ending 31st March 2013 more than 3000 people attended residential courses and non-residential events and activities at Halsway Manor

- 50 folk arts residential courses (2-6 days duration) in subjects including folk dance (for example, Playford, Irish Set, Scottish, Contra dance), folk music (for example, accordion, uilleann pipes, Northumbrian smallpipes, violin, hurdy-gurdy, harp, nickelharp), folk song/singing, traditional storytelling, violin and bow making courses
- 4 courses run specifically for young people interested in developing performance skills in the folk arts
- 28 courses (2-6 days duration) run in partnership with other folk organisations, clubs and voluntary groups including folk dance, early music, literature, poetry and storytelling
- 2 one day festivals Somerfest, a one day folk arts festival run by and for young people and Halsway Fete, our open day which included folk dance, music, song and storytelling
- 6 concerts by prominent folk musicians

HALSWAY MANOR SOCIETY LIMITED

DIRECTORS' AND TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2013

We had activities on 325 days out of 365 days during the year. This is an increase on the previous year where we had activities on 295 days during the year.

People come from all over the UK to attend and we have had participants attending courses from the USA and EU countries. We have increased the opportunities for local people who want to attend events but don't need to stay at the manor by offering a wider range of booking options and prices.

Younger people

In August 2012 we appointed our first Youth Dance Development Associate. Clare Parker is an experienced dance teacher and choreographer who has worked on many successful youth dance projects. Her priorities have been to establish a programme of youth dance activities including a youth dance company. We were successful in attracting our first ever Arts Council grant of £10,000 to support this work.

During the year we staged four residential courses for young people to develop their skills in folk song, music, dance and storytelling through collaborations with teaching staff at the Folk and Traditional Music Degree course at Newcastle University and with Shooting Roots, a charitable young people's folk arts organisation dedicated to developing the teachers and practitioners of the future. Our 6 day course for young people in July culminated in another successful concert at Sidmouth Folk Festival. Our summer folk holiday weeks provide families and young people with opportunities to have fun while learning about traditional music and dance.

Older people

Our activity programme continues to strongly support the folk arts interests of older people and the majority of our courses are suitable for, and are attended by, older people who benefit from the many opportunities to develop skills in dance, music, singing, storytelling and arts and crafts while maintaining and making new friendships in a supportive atmosphere.

Community – our clubs and groups

During the year we provided a range of low cost activities for local people of all ages and abilities who are interested in the folk arts including

- Halsway Morning Choir. Our community folk choir led by Yvette Staellens
- Halsway Folk Dance Group and Halsway Playford Dance Group. Two groups who enjoy different styles of traditional folk dances
- West Somerset Morris Men
- Sunday Club. Monthly folk / acoustic music and song club
- Halsway Manor Sessions. Monthly informal music and song session

The Kennedy Grant Library

This is a nationally important collection of around 10,000 books and audio recordings of folk music, dance and folklore which were bequeathed to the Society by the folklorists and collectors Peter Kennedy and Margaret Grant. During the year our library volunteers, led by Cynthia Sartin,

HALSWAY MANOR SOCIETY LIMITED

DIRECTORS' AND TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2013

finished the sorting, appraisal and cataloguing of the Peter Kennedy collection of books which is now on our website. Books not relevant to the charitable aims of the Society have been sold and the profits donated to the Library fund which is used to maintain and add to the library collection.

Customer feedback

Feedback from participants is sought and collected after each event and reviewed monthly by the staff management team. Matters arising are discussed with the Board of Trustees. Feedback about staff during the year was consistently very positive. Customers new to Halsway Manor gave consistently high levels of positive feedback about their experience of courses, events, activities, the staff and facilities. Regular customers, who know the Manor well, often provide useful feedback about improvements to the facilities and catering which we act upon wherever possible.

Measuring performance

In January 2013 the Board of Trustees agreed a performance measurement framework to be implemented from April 2013. The purpose is to gather relevant data so that Trustees can regularly monitor progress on their objectives.

FINANCIAL REVIEW

Halsway Manor Society Limited is a company Limited by guarantee (number 849615) and not having share capital. It is controlled by its members and governed by the terms of its memorandum and articles of association. It is also a registered Charity (number 247230).

The results of the 100% owned trading subsidiary Halsway Manor Limited are shown in note 16 of the accounts. The trading profits made by the company during the year totalling **£50,288** were paid to the parent company under the provisions of the gift aid scheme.

Reserves policy

The Board reviews their reserves policy annually. Consideration is given to maintaining a sufficient level of reserves for the year ahead in the budget planning process. This includes the adoption of any recommendations made in the previous year by the Society's appointed Auditors. The Board of Trustees of the Halsway Manor Society have identified the need to retain a level of reserves to fund:

- Any unexpected shortfalls in income from its activities
- Any other unexpected expenditure, for example when projects overrun or unplanned events occur
- Ongoing overheads due to business interruption

Donations policy

Donations given are for the general purpose of the charity. We will attempt to assign donated funds as requested, however any specification will be taken without imposing any trust. Donations given will always be used for the charitable activities of the Company.

HALSWAY MANOR SOCIETY LIMITED

DIRECTORS' AND TRUSTEES' REPORT (continued)

YEAR ENDED 31 MARCH 2013

THE DIRECTORS' RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The Trustees (who are also the Directors of Halsway Manor Society Limited for the purpose of company law) are responsible for preparing the Trustees' Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company Law requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Company and the Group and of the incoming resources and application of resources including the income and expenditure of the Group for the year. In preparing these financial statements the Trustees are required to

- a) select suitable accounting policies and then apply them consistently,
- b) observe the methods and principles in the Charities SORP,
- c) make judgments and estimates that are reasonable and prudent, and
- d) prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Company will continue in operation

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Company and which enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the Company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware, there is no relevant audit information of which the Company's Auditor is unaware, and the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the Auditor is aware of that information.

AUDITORS

Albert Goodman LLP are deemed to be re-appointed under Section 487 (2) of the Companies Act 2006.

The Directors and Trustees Report is prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board on 23 July 2013 and signed on its behalf by



R B WILLIAMS - CHAIR

HALSWAY MANOR SOCIETY LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HALSWAY MANOR SOCIETY LIMITED

YEAR ENDED 31 MARCH 2013

We have audited the financial statements of Halsway Manor Society Limited for the year ended 31 March 2013 which comprise the Consolidated Statement of Financial Activities, (incorporating the Income and Expenditure Account), the Consolidated and Parent Company Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company'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 company's members those matters we are required to state to them in an auditor's 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 directors and auditors

As explained more fully in the Statement of Trustee's Responsibilities, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practice Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the group's and the parent 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 financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the group and the parent charitable company's affairs as at 31 March 2013, and of the groups 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 (applicable to smaller entities), and
- have been prepared in accordance with the requirements of the Companies Act 2006.

HALSWAY MANOR SOCIETY LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HALSWAY MANOR SOCIETY LIMITED (continued)

YEAR ENDED 31 MARCH 2013

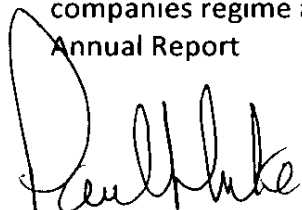
Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements

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

- the parent charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us, or
- the parent charitable company's financial statements 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, or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report



**Paul Hake FCCA
Senior Statutory Auditor
For and on behalf of Albert Goodman LLP
Chartered Accountants
Statutory Auditors**

**Mary Street House
Mary Street
Taunton
Somerset
TA1 3NW**

Date: 1 August 2013

HALSWAY MANOR SOCIETY LIMITED
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2013

		Unrestricted Funds	Restricted Funds	Endow ment Funds	Total 2013	Total 2012
	Notes	£	£	£	£	£
Incoming Resources						
Incoming resources from generated funds						
Voluntary Income						
Incoming resources from charitable activities	2	527,164	-	-	527,164	499,205
Activities for generating funds	2	94,979	-	-	94,979	76,460
Other donated gifts and legacies		78,416	15,406	-	93,822	16,251
Other incoming resources		3,078	-	-	3,078	4,020
Investment Income		74	-	-	74	76
Total Incoming Resources		<u>703,711</u>	<u>15,406</u>	<u>-</u>	<u>719,117</u>	<u>596,012</u>
Resources Expended						
Cost of generating funds						
Fundraising trading - cost of goods sold and other costs	5	44,691	-	-	44,691	34,540
Charitable activities	3	612,462	6,154	-	618,616	543,982
Governance Costs	4	4,008	-	-	4,008	3,948
Total Resources Expended		<u>661,161</u>	<u>6,154</u>	<u>-</u>	<u>667,315</u>	<u>582,470</u>
Net Incoming Resources before transfers						
		42,550	9,252	-	51,802	13,542
Transfers between funds	14	<u>5,781</u>	<u>(5,781)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Incoming resources before unrecognized gains for the year						
		48,331	3,471	-	51,802	13,542
Net Gains on Investments		<u>2,258</u>	<u>-</u>	<u>-</u>	<u>2,258</u>	<u>2,610</u>
Net Movement on Funds	7	50,589	3,471	-	54,060	16,152
Balances brought forward at 1 April 2012						
		<u>501,596</u>	<u>26,692</u>	<u>1,000</u>	<u>529,288</u>	<u>513,136</u>
Balances carried forward at 31 March 2013						
		<u>552,185</u>	<u>30,163</u>	<u>1,000</u>	<u>583,348</u>	<u>529,288</u>

HALSWAY MANOR SOCIETY LIMITED
CONSOLIDATED SUMMARY INCOME AND EXPENDITURE ACCOUNT
AS AT 31 MARCH 2013

Consolidated Summary Income and Expenditure Account

	2013	2012
	£	£
Total income	719,117	596,012
Total expenditure from income funds	(667,315)	(582,470)
Net income for the year	51,802	13,542

The summary income and expenditure account which is derived from the statement of financial activities on page 13, provides, together with the notes on pages 16 to 25, full information on the movements during the year on all funds of the Company

Statement of Total Recognised Gains and Losses

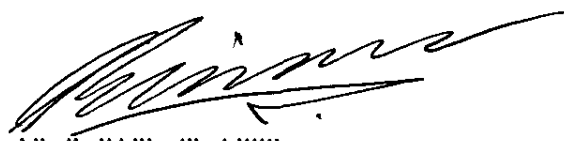
	2013	2012
	£	£
Net income for the year	51,802	13,542
Unrealised gain on revaluation of investments	2,258	2,610
Net income for the year	54,060	16,152

HALSWAY MANOR SOCIETY LIMITED
BALANCE SHEET
AS AT 31 MARCH 2013

	Notes	Group		Company	
		2013	2012	2013	2012
		£	£	£	£
Fixed Assets					
Tangible Fixed Assets	8	402,160	409,024	402,160	409,024
Shares in group undertakings	9	–	–	2	2
		<u>402,160</u>	<u>409,024</u>	<u>402,162</u>	<u>409,026</u>
Current Assets					
Stocks	11	12,439	16,294	7,415	10,099
Debtors	12	87,802	17,988	137,485	58,520
Investments	10	29,685	27,427	29,685	27,427
Cash at bank and in hand		162,973	189,301	117,433	146,310
		<u>292,899</u>	<u>251,010</u>	<u>292,018</u>	<u>242,356</u>
Creditors					
Amounts falling due within one year	13	<u>111,711</u>	<u>130,746</u>	<u>110,832</u>	<u>122,094</u>
Net Current Assets		<u>181,188</u>	<u>120,264</u>	<u>181,186</u>	<u>120,262</u>
Creditors					
Amounts falling due after more than one year	13	–	–	–	–
Total Net Assets	15	<u>583,348</u>	<u>529,288</u>	<u>583,348</u>	<u>529,288</u>
Funds					
Endowment	14	1,000	1,000	1,000	1,000
Restricted	14	30,163	26,692	30,163	26,692
Unrestricted other charitable funds	14	537,500	489,169	537,500	489,169
Revaluation reserve	14	14,685	12,427	14,685	12,427
		<u>583,348</u>	<u>529,288</u>	<u>583,348</u>	<u>529,288</u>

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies

Approved by the Directors on 23 July 2013 and signed on their behalf by



D Seabright

COMPANY REGISTRATION NUMBER 00849615

HALSWAY MANOR SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

1. ACCOUNTING POLICIES

Basis of preparation

The accounts have been prepared under the historical cost convention modified for the revaluation of investments and in accordance with the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' published in 2005 (revised 2008), the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006

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 Company 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 Company's activities. No separate income and expenditure account or statement of financial activities has been presented for the Company alone as permitted by Section 408 of the Companies Act 2006 and paragraph 397 of the SORP 2005

Incoming Resources

All incoming resources are included in the SOFA when the Company is legally entitled to the income and the amount can be quantified with reasonable accuracy. Where amounts are received in advance the income is deferred until the date of the event held. For material legacies, entitlement is the earlier of the Company 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 same period as the income to which it relates.

Gifts in kind are included at their value to the Company and are 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. Costs not attributable directly to any of the principal expenditure headings are apportioned on an appropriate basis.

Governance costs

During 2012, a reclassification of prior year governance costs has taken place to bring disclosure in line with the SORP 2005 (revised 2008).

HALSWAY MANOR SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 MARCH 2013

1. ACCOUNTING POLICIES (CONTINUED)

Fixed Assets

All fixed assets are stated at purchase cost plus incidental expenses of acquisition. Expenditure on capital items is capitalised for all items costing in excess of £1,500. Fixtures, fittings and equipment are depreciated at the rate of 10% on cost per annum on additions on a reducing balance basis. Expenditure on computer equipment is written off over three years.

The Directors are of the opinion that the value of the freehold land and buildings is far in excess of its book value and that as such provision for depreciation between book value and estimated residual value is immaterial and no provision is made.

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 Company by reason of its charitable status.

Irrecoverable VAT

VAT that is irrecoverable following partial exemption calculations is included as an expense in the SOFA.

Fund accounting

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

The trustees designate unrestricted funds where they feel it is appropriate to do so.

Current Asset Investments

Current Asset Investments are valued at their current market value.

HALSWAY MANOR SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 MARCH 2013

2. OPERATING ACTIVITIES

	Total Fund 2013 £	Total Fund 2012 £
Activities in furtherance of the Company's objectives		
Members subscriptions	7,153	7,540
Folk events	519,587	491,095
Publication sales	<u>424</u>	<u>570</u>
	<u>527,164</u>	<u>499,205</u>
Activities for generating funds		
Trading income	<u>94,979</u>	<u>76,460</u>

Income of £74,833 (2012- £99,106), being deposits for future events, have been deferred to match the timing of recognition of the income with the occurrence of the related event

3. DIRECT CHARITABLE EXPENDITURE

	Total Fund 2013 £	Total Fund 2012 £
Planning and organisation of folk events		
Administration costs	39,182	36,822
Staff costs	143,307	118,683
Board and accommodation		
Staff costs	130,075	127,482
Food and consumables	71,374	68,122
Other direct costs	67,461	45,837
Development costs	11,993	4,311
Establishment and amenity costs		
Maintenance costs	46,842	52,123
Rates, insurance and utilities	72,020	55,840
Depreciation	6,864	8,520
Non recoverable VAT	19,083	17,467
Establishment costs	2,692	1,396
Travel expenses	2,674	2,871
Bank charges	<u>5,049</u>	<u>4,508</u>
	<u>618,616</u>	<u>543,982</u>

HALSWAY MANOR SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 MARCH 2013

4. GOVERNANCE COSTS

	Total Fund 2013	Total Fund 2012
	£	£
Audit fees	<u>4,008</u>	<u>3,948</u>

5. COSTS OF GENERATING FUNDS

	Total Fund 2013	Total Fund 2012
	£	£
Food	5,316	4,046
Bar purchases	17,792	14,614
Shop Costs	2,825	4,267
Staff costs	16,812	9,349
Establishment costs	1,668	2,045
Administration	<u>278</u>	<u>219</u>
	<u>44,691</u>	<u>34,540</u>

6. ALLOCATION OF SUPPORT

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

	Charitable Activities	Fundraising	Governance
	£	£	£
Administrative expenses	39,182	278	
Staff costs	273,382	16,812	
Establishment costs	148,360	1,668	4,008
Total 2013	<u>460,924</u>	<u>18,758</u>	<u>4,008</u>
Total 2012	<u>417,192</u>	<u>11,613</u>	<u>3,948</u>

HALSWAY MANOR SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 MARCH 2013

7. CHANGES IN RESOURCES AVAILABLE FOR COMPANY USE

	Unrestricted Funds	Restricted Funds	Endow- ment Funds	Total 2013	Total 2012
	£	£	£	£	£
Net movement in funds for the year	50,589	3,471	-	54,060	16,152
Resources used for the acquisition of fixed assets	-	-	-	-	(12,758)
Net movement in funds available for future activities	<u>50,589</u>	<u>3,471</u>	<u>-</u>	<u>54,060</u>	<u>3,394</u>

8. TANGIBLE FIXED ASSETS

	Freehold Land & Buildings £	Fixtures & Fittings Equipment £	Total £
Group and Company - Cost			
1 April 2012	<u>367,804</u>	<u>132,231</u>	<u>500,035</u>
Additions	-	-	-
At 31 March 2013	<u>367,804</u>	<u>132,231</u>	<u>500,035</u>
Depreciation			
At 1 April 2012	-	<u>91,011</u>	<u>91,011</u>
Charge for the year	-	<u>6,864</u>	<u>6,864</u>
At 31 March 2013	-	<u>97,875</u>	<u>97,875</u>
Net book values			
At 31 March 2013	<u>367,804</u>	<u>34,356</u>	<u>402,160</u>
At 31 March 2012	<u>367,804</u>	<u>41,220</u>	<u>409,024</u>

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

The book value of £367,804 attributed to the property in the Company's Balance Sheet at the end of the year represents the cumulative historical cost to the Company of the Manor and Mews together with improvements to date

In the opinion of the Trustees the freehold land and buildings are worth in excess of £4 million, but no formal valuation has been undertaken

HALSWAY MANOR SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 MARCH 2013

9. SHARES IN GROUP UNDERTAKINGS

	Company 2013	2012
	£	£
Halsway Manor Limited Ordinary Shares of £1 each	<u>2</u>	<u>2</u>

Halsway Manor Limited was incorporated on 18 February 1993 as a wholly-owned subsidiary of the Company. The Company 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 subsidiary gifts all its taxable profits to the Company under the Gift Aid scheme for use in the furtherance of the Company's charitable objectives.

10 OTHER INVESTMENTS

	Group		Company	
	2013	2012	2013	2012
	£	£	£	£
Market value at 31 March 2013	<u>29,685</u>	<u>27,427</u>	<u>29,685</u>	<u>27,427</u>
UK listed investments are represented by Investment Trust	<u>29,685</u>	<u>27,427</u>	<u>29,685</u>	<u>27,427</u>

It is the Council's intention to sell this investment in due course and use the money rather than re-invest it. The investments are carried at current market value and have an historical cost of £15,000 (2012: £15,000).

11 STOCKS

	Group		Company	
	2013	2012	2013	2012
	£	£	£	£
Provisions and consumables	10,960	12,686	5,936	6,491
Fuel Supplies	<u>1,479</u>	<u>3,608</u>	<u>1,479</u>	<u>3,608</u>
	<u>12,439</u>	<u>16,294</u>	<u>7,415</u>	<u>10,099</u>

12 DEBTORS

	Group		Company	
	2013	2012	2013	2012
	£	£	£	£
Trade Debtors	10,622	203	9,489	203
Other Debtors and prepayments	77,180	17,785	77,180	17,785
Amount owed by group undertaking	-	-	50,816	40,532
	<u>87,802</u>	<u>17,988</u>	<u>137,485</u>	<u>58,520</u>

HALSWAY MANOR SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 MARCH 2013

13 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Group		Company	
	2013	2012	2013	2012
	£	£	£	£
Trade creditors	14,464	8,390	14,085	7,696
Customer deposits and deferred income	74,833	99,106	74,333	91,148
Social Security creditors	-	4,853	-	4,853
Accruals	11,401	6,634	11,401	6,634
VAT	1,013	1,763	1,013	1,763
Other Creditors	10,000	10,000	10,000	10,000
	<u>111,711</u>	<u>130,746</u>	<u>110,832</u>	<u>122,094</u>

14 MOVEMENT IN FUNDS

	Balance 1 April 2012 £	Incoming £	Movement in Resources Outgoing £	Transfers £	Balance 31 March 2013 £
Restricted Funds					
Margaret Grant Library Fund	-	1,414	-	(1,414)	-
Youth Fund	5,293	1,729	(140)	(4,367)	2,515
Mews improvement Fund	7,861	-	-	-	7,861
Library Development Fund	12,560	2,217	(1,414)	-	13,363
Hothouse Fund	-	8,910	(3,532)	-	5,378
Other Specific Donations	978	1,136	(1,068)	-	1,046
Total Restricted Funds	<u>26,692</u>	<u>15,406</u>	<u>(6,154)</u>	<u>(5,781)</u>	<u>30,163</u>
Endowment Funds					
Margaret Grant Library Fund	<u>1,000</u>	-	-	-	<u>1,000</u>
Unrestricted Funds					
Other Charitable Funds	489,169	703,711	(661,161)	5,781	537,500
Revaluation reserve	<u>12,427</u>	<u>2,258</u>	=	=	<u>14,685</u>
Total unrestricted funds	<u>501,596</u>	<u>705,969</u>	<u>(661,161)</u>	<u>5,781</u>	<u>552,185</u>
Total Funds	<u>529,288</u>	<u>721,375</u>	<u>(667,315)</u>	=	<u>583,348</u>

Unrestricted funds are held for the ordinary purposes of the Company and are unrestricted as to their use

HALSWAY MANOR SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 MARCH 2013

14. MOVEMENT IN FUNDS (CONTINUED)

Restricted funds are funds which are subject to external restrictions on how they are spent

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

The Library Development Fund consists of receipts received for this purpose

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

The Hothouse Fund received a grant towards the cost of Hothouse 2013 which took place in April 2013

Other Specific Donations comprise of small restricted donations made for specified purposes

15. ANALYSIS OF GROUP NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted Funds	Endow ment Funds	Total 2013	Total 2012
	£	£	£	£	£
Fund balances at 31 March 2013					
Are represented by					
Fixed assets	402,160	-	-	402,160	409,024
Current assets	261,736	30,163	1,000	292,899	251,010
Current Liabilities	(111,711)	-	-	(111,711)	(130,746)
Total Net Assets	<u>552,185</u>	<u>30,163</u>	<u>1,000</u>	<u>583,348</u>	<u>529,288</u>

HALSWAY MANOR SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 MARCH 2013

16. TRADING COMPANY

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

	2013	2012
	£	£
Turnover	94,979	76,460
Cost of Sales	<u>(42,745)</u>	<u>(32,276)</u>
Gross Profit	52,234	44,184
Operating and administrative expenses	<u>(1,946)</u>	<u>(2,264)</u>
Net Profit	50,288	41,920
Amount paid to Halsway Manor Society Limited under Gift Aid	<u>50,288</u>	<u>41,920</u>
Retained Profit	=	=

The net assets of Halsway Manor Limited at 31 March 2013 was £2 (2012 - £2)

17. COST OF AUDIT AND OTHER FINANCIAL SERVICES

	2013	2012
	£	£
For the Society and its trading subsidiary		
Audit Fees	<u>4008</u>	<u>3,948</u>

18. STAFF COSTS

	2013	2012
	£	£
Wages and Salaries	260,352	233,139
Social Security costs	19,859	17,626
Agency costs	<u>5,527</u>	=
	<u>285,738</u>	<u>250,765</u>

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

18. STAFF COSTS CONTINUED	2013	2012
Direct charitable activities		
Domestic and catering staff	10	7
Management and administration of the charity	5	5
	<u>15</u>	<u>12</u>

No employee earned £60,000 or over (2012-none)

HALSWAY MANOR SOCIETY LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

YEAR ENDED 31 MARCH 2013

19. TRANSACTIONS WITH DIRECTORS

The Directors are also members of the Company. No Director has received any remuneration for services as a Director, but some Directors also act as leaders at folk events for which they are remunerated at the appropriate rate; £198 was paid in respect of two trustees during the year (2012: £250 to one trustee). Expenses incurred for travelling and administration costs, amounting to £3,129 (2012: £3,196) were reimbursed during the year to seven trustees.

20. 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 100% of the voting shares in that 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.

There is no ultimate controlling party.

21. PARENT COMPANY RESULTS

- 1) The company has taken advantage of Section 408 of the Companies Act 2006 and paragraph 397 of the SORP 2005 (revised 2008) and has chosen not to produce its own statement of Financial Activities. The Company's gross income for the year was £659,020 (2012: £561,472) and its surplus for the year was £54,060 (2012: £16,152). The figures shown above include corporate gift aid donations from Halsway Manor Limited of £50,288 (2012: £41,920).

22. FINANCIAL COMMITMENTS

At 31 March 2013 the Company was committed to making the following payments under non-cancellable operating leases in the year to 31 March 2013:

	2013 £	2012 £
Office Equipment		
Expiry date		
Within 1 year	-	130
Between 2 and 5 years	2,520	2,520
	<u>2,520</u>	<u>2,650</u>