

THE GLAMORGAN GWENT ARCHAEOLOGICAL
TRUST LIMITED

FERRYSIDE WAREHOUSE, BATH LANE,
SWANSEA

STATEMENT OF ACCOUNT

FOR THE YEAR ENDED

31ST MARCH 1998

Company registered number 1276976

HOWARD J. WEARE & CO
CHARTERED ACCOUNTANTS



THE GLAMORGAN GWENT ARCHAEOLOGICAL TRUST LIMITED

REPORT OF THE TRUSTEES

The Trustees present their annual report and accounts of the company for the year ended 31st March 1998.

The Trust is a registered company limited by guarantee not having a share capital [No.1276976] and a registered charity [No.505609]. The governing document is the Memorandum and Articles of Association dated 12th August 1976.

Activities

The principal activities of the Trust during the year were directed towards the advancement in education of the public in archaeology.

Trustees

The Trustees also act as Directors of the company.

The following members held office as Trustees during the year -

R. F. Caple
M. R. Fordy
R. A. Griffiths
L. A. Toft
R. Trett
D. G. Davies
H. J. Thomas
F. Olding

Trustees responsibility for the financial statements

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

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

THE GLAMORGAN GWENT ARCHAEOLOGICAL TRUST LIMITED

REPORT OF THE TRUSTEES - [CONTINUED]

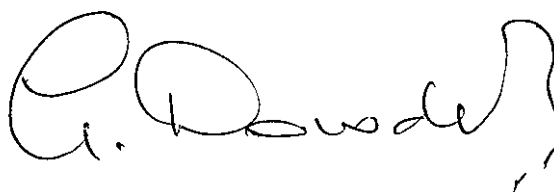
The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

Howard J. Weare & Co. have expressed their willingness to be re-appointed as auditors in accordance with section 385 of the Companies Act 1985 and a resolution to reappoint them will be proposed at the Annual General Meeting.

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

Approved by the Board of Trustees on 26th June, 1998 and signed on their behalf by

A handwritten signature in dark ink, appearing to read 'G. Dowdell', with a large, stylized initial 'G' and a flourish at the end.

G. Dowdell

Secretary.

AUDITORS REPORT TO THE MEMBERS OF
THE GLAMORGAN GWENT ARCHAEOLOGICAL TRUST LIMITED

We have audited the financial statements on pages 4 to 10 which have been prepared under the historical cost convention and the accounting policies set out on page 6.

Respective responsibilities of trustees and auditors

As described on page 1 the company's trustees are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

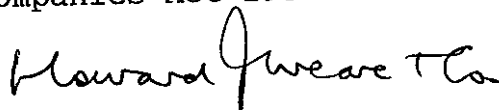
Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees in the preparation of the financial statements, and whether the accounting policies are appropriate to the company'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 state of the company's affairs at 31st March 1998, and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



HOWARD J. WEARE & CO

Chartered Accountants
Registered Auditors

164a, Whitchurch Road,
Heath,
Cardiff.

2nd July, 1998.

THE GLAMORGAN GWENT ARCHAEOLOGICAL TRUST LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31ST MARCH 1998

	Unrestricted Funds	Restricted Funds	Total Funds 1997/98	Total Funds 1996/97
Incoming Resources				
Cadw Grant	-	207484	207484	208356
RCAHMW Grant	-	25765	25765	4250
Development Control	17649	-	17649	16330
Developer Contracts	211178	-	211178	172596
Sales & donations	46	-	46	131
Investment income	4	13	17	164
	<hr/>	<hr/>	<hr/>	<hr/>
Total Incoming Resources	228877	233262	462139	401827
	<hr/>	<hr/>	<hr/>	<hr/>
Resources Expended				
Direct charitable expenditure [Note 2]	202947	233897	436844	407757
Management and Administration of the charity	21165	-	21165	19893
	<hr/>	<hr/>	<hr/>	<hr/>
Total Resources Expended [Note 3]	224112	233897	458009	427650
	<hr/>	<hr/>	<hr/>	<hr/>
Net Incoming/[Outgoing] Resources Before Transfers	4765	[635]	4130	[25823]
Transfer between funds [Note 4]	[648]	648	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
Net Incoming/[Outgoing] Resources	4117	13	4130	[25823]
	<hr/>	<hr/>	<hr/>	<hr/>
Fund Balances Brought Forward At 1st April 1997	[3089]	432	[2657]	23166
	<hr/>	<hr/>	<hr/>	<hr/>
Fund Balances Carried Forward At 31st March 1998	£1028	£445	£1473	[£2657]
	<hr/>	<hr/>	<hr/>	<hr/>

There were no recognised gains and losses other than those shown in the above Statement of Financial Activities and all of the operations undertaken by the company were continuing operations.

THE GLAMORGAN GWENT ARCHAEOLOGICAL TRUST LIMITED

BALANCE SHEET

AS AT 31ST MARCH 1998

1997

FIXED ASSETS

Tangible assets [Note 5]

10903

14283

CURRENT ASSETS

Debtors [Note 6]
Cash at bank

34279

35155

601

625

34880

35780

CREDITORS: Amounts falling due within
one year [Note 7]

51851

60261

NET CURRENT LIABILITIES

[16971]

[24481]

CURRENT LIABILITIES LESS TOTAL ASSETS

[6068]

[10198]

DEFERRED CAPITAL EXPENDITURE [Note 8]

7541

7541

£1473

[£2657]

FUNDS [Note 9]

Unrestricted
Restricted [Note 10]

1028

[3089]

445

432

£1473

[£2657]

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

These accounts were approved by the Board of Trustees on 26th June, 1998 and signed on their behalf by -

Robert Twell

L. A. Jeff

Trustees

THE GLAMORGAN GWENT ARCHAEOLOGICAL TRUST LIMITED

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 1998

1. Accounting policies

a) Accounting convention

The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting by Charities (Charity Commission 1995) and in accordance with the Charities (Accounts and Reports) Regulations 1995.

b) Restricted and Unrestricted Funds

Grants received from Cadw : Welsh Historic Monuments and the Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW) are awarded for specified projects and on condition that separate audited accounts are submitted to them. Grants received from these bodies are therefore considered to be Restricted Funds. In addition, unexpended monies held for the now defunct Abergavenny Archaeological Research Committee are considered to be Restricted Funds. All other incoming resources are treated as Unrestricted Funds.

c) Management and administration of the charity

Management and administration costs represent 20% of the salaries of administration personnel (Director, Administrative Officer and Financial Assistant) based on the time spent, and professional costs incurred.

d) Depreciation

Depreciation has been provided at the following rates, calculated to write off the cost of fixed assets over their anticipated useful lives -

Equipment - Computers	33% on cost
- Other	15% on reducing value
Motor vehicles	25% on reducing value

Computer equipment purchased prior to 31st March 1995 was up to that date depreciated at 15% on reducing value. The written down value of existing computer equipment at 31st March 1995 has been written off over three years in line with computer equipment purchased after that date.

e) Pensions

Pensions are provided by means of a funded defined benefit scheme and annual contributions are based on actuarial advice. The expected cost of providing pensions is recognised on a systematic and rational basis over the expected remaining service life of each member of the scheme.

THE GLAMORGAN GWENT ARCHAEOLOGICAL TRUST LIMITED

NOTES TO THE ACCOUNTS - CONTINUED

YEAR ENDED 31ST MARCH 1998

2. Direct Charitable Expenditure

	Unrestricted Funds	Restricted Funds	Total Funds 1997/98	Total Funds 1996/97
Archaeological research and investigation	185298	118979	304277	340279
Archaeological service provision	17649	114918	132567	67478
	<u>£202947</u>	<u>£233897</u>	<u>£436844</u>	<u>£407757</u>

The expenditure of £114918 for Archaeological service provision from Restricted Funds includes the relevant proportion of overhead costs for Curatorial Services, which was not included in the comparative amount shown for the previous year.

3. Total Resources Expended

	Unrestricted Funds	Restricted Funds	Total Funds 1997/98	Total Funds 1996/97
Salary costs	220237	138487	358724	332543
Staff travelling	7241	9167	16408	8188
Motor expenses	1048	-	1048	5237
Office rates	-	-	-	1546
Office light and heat	965	-	965	2154
Telephone and postage	4270	273	4543	4193
Printing and stationery	2527	1290	3817	4242
Insurance	12068	-	12068	14592
Office expenses	1515	-	1515	2214
Equipment leasing	2309	-	2309	2605
Property maintenance	2938	-	2938	204
Photography	814	-	814	1044
Auditors remuneration	3878	-	3878	3760
Accountancy fees	2350	-	2350	1410
Site expenses	16446	1089	17535	19516
Specialist fees	15597	-	15597	7851
Meetings	950	-	950	596
Library and subscriptions	-	1119	1119	927
Bank charges	1650	92	1742	1588
Advertising	25	-	25	588
Sundry expenses	612	-	612	881
Depreciation	1962	7090	9052	8169
Loss on asset disposals	-	-	-	3602
Overhead contribution	[75290]	75290	-	-
	<u>£224112</u>	<u>£233897</u>	<u>£458009</u>	<u>£427650</u>

THE GLAMORGAN GWENT ARCHAEOLOGICAL TRUST LIMITED

NOTES TO THE ACCOUNTS - [CONTINUED]

YEAR ENDED 31ST MARCH 1998.

4. Transfer between funds

Deficits suffered on grant-aided projects cannot be recovered and must ultimately be borne by the Unrestricted Funds of the company. The transfer is required to reflect this fact.

5. Tangible Fixed Assets

	Equipment	Motor Vehicles	Total
Cost			
At 1st April 1997	62801	4641	67442
Additions	5672		5672
	<hr/>	<hr/>	<hr/>
At 31st March 1998	£68473	£4641	£73114
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1st April 1997	49566	3593	53159
Provided during year	8790	262	9052
	<hr/>	<hr/>	<hr/>
At 31st March 1998	£58356	£3855	£62211
	<hr/>	<hr/>	<hr/>
Net book value			
At 1st April 1997	£13235	£1048	£14283
	<hr/>	<hr/>	<hr/>
At 31st March 1998	£10117	£786	£10903
	<hr/>	<hr/>	<hr/>
		1998	1997

6. Debtors

Developer debtors	34279	34655
Others	-	500
	<hr/>	<hr/>
	£34279	£35155
	<hr/>	<hr/>

THE GLAMORGAN GWENT ARCHAEOLOGICAL TRUST LIMITED

NOTES TO THE ACCOUNTS - CONTINUED

YEAR ENDED 31ST MARCH 1998

7. Creditors: amounts falling due within one year	1998	1997
Grants received in advance	-	5368
Expenses creditors	9713	21720
Taxation and social security costs	15784	25920
Bank overdraft [Note 12]	26354	7253
	<hr/>	<hr/>
	£51851	£60261
	<hr/>	<hr/>

8. Deferred capital expenditure

Expenditure of £7541 has been incurred on the proposed redevelopment of the trust premises.

9. Analysis of Net Assets between Funds

	Unrestricted Funds	Restricted Funds	Total Funds
Fixed Assets	10903	-	10903
Current Assets	34435	445	34880
Current Liabilities	[51851]	-	[51851]
Deferred Capital Expenditure	7541	-	7541
	<hr/>	<hr/>	<hr/>
	£1028	£445	£1473
	<hr/>	<hr/>	<hr/>

10. Restricted Funds Movement of Resources

	Balance 31.3.97	Incoming	Outgoing	Transfers	Balance 31.3.98
Cadw Grant	-	207484	[208132]	648	-
RCAHWW Grant	-	25765	[25765]		-
Abergavenny Fund	432	13			445
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	£432	£233262	[£233897]	£648	£445
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

THE GLAMORGAN GWENT ARCHAEOLOGICAL TRUST LIMITED

NOTES TO THE ACCOUNTS - CONTINUED

YEAR ENDED 31ST MARCH 1998

11. Pension commitments

The Trust is a member of a defined benefit pension scheme operated for the benefit of the employees of a number of archaeological organisations, which requires contributions to be made to a separately administered fund. The latest triennial actuarial valuation was undertaken by an independent qualified Actuary as at 6th April 1997 and it was ascertained that the scheme was not adequately funded to provide benefits as promised at that date. The value of the fund at 5th April 1997 was £1069522. The funding level of the scheme was 99%, the shortfall having arisen as a result of the equalisation of normal retirement dates. The contribution rates recommended in the actuarial report to ensure that the scheme is adequately funded for future commitments have been implemented. The principal assumptions adopted in that valuation were as follows -

- a) Return on investments 9% per annum
- b) Rate of salary increases 8% per annum
- c) All active members retire at age 60.

Total pension cost charge for the year was £32861.
[1997: £32993]

12. Bank overdraft

Due to the nature of contracting projects, where costs have to be incurred before any income can be received, the company meets its day to day working capital requirements through an overdraft facility which, in common with all such facilities, is repayable on demand. The company expects to operate within the facility currently agreed for the financial year to 31st March 1999.

13. Share capital and Company status

The company is registered under the Companies Act 1985 and is a company limited by guarantee not having a share capital.

	1998	1997
14. Capital commitments		
Contracted but not provided	Nil	Nil