

**COMPANIES HOUSE**

**The Cutlers' Hall Preservation Trust Limited (a company  
limited by guarantee)**

**Financial statements**

**For the year ended 4 October 2011**



**Grant Thornton**

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COMPANIES HOUSE

**Company no: 01655467**

**Charity no: 513038**

COMPANIES HOUSE

## Company information

**Company registration number:** 01655467

**Charity registration number:** 513038

**Registered office:** The Cutlers' Hall  
Church Street  
SHEFFIELD  
S1 1HG

**Bankers:** Royal Bank of Scotland  
5 Church Street  
SHEFFIELD  
S1 1HF

**Solicitors:** Wake Smith  
68 Clarkehouse Road  
SHEFFIELD  
S10 2LJ

**Auditors:** Grant Thornton UK LLP  
Statutory Auditors  
Chartered Accountants  
2 Broadfield Court  
SHEFFIELD  
S8 0XF

**Investment advisors:** Investec Wealth & Investment Limited  
Beech House  
61 Napier Street  
SHEFFIELD  
S11 8HA

**Council of management:** M J Howell (resigned 13 December 2010)  
P W Lee  
Mrs P E Liversidge  
N A MacDonald (appointed 13 December 2010)  
J H Newman  
A P Pedder (appointed 5 September 2011)  
W B Speirs  
D R Stone

**Company secretary:** G A Kilburn

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## Report of the Council of Management

The Council of Management present their report together with financial statements for the year ended 4 October 2011

### History and objectives

The Cutlers' Hall Preservation Trust which was incorporated on 30 July 1982, is a company limited by guarantee and is a registered charity

The objects of the Trust are to preserve and maintain for the benefit of the townspeople of Sheffield in the County of York and for the nation at large, the historical, architectural and constructional heritage of the Cutlers' Hall. This primary objective together with a further supporting 19 objectives is set out in the Memorandum and Articles of Association, which is the Trust's governing document.

### Achievements and performance

During the year income totalled £124,693 (2010 £121,031) and expenditure of £170,180 (2010 £118,883) was directed towards the principal objective of preserving, insuring and maintaining the Cutlers' Hall.

The Cutler's Hall and its artefacts have been adequately protected and well maintained throughout the year. There has been an increase in the interest in the Hall and tours have increased by some 15%.

Access Organized tours of the Hall have been available for some time. Advertising and additional interest have resulted in an increased number of visitors. There has also been a large number of informal tours this year.

Security The Hall is permanently manned whilst it is open and an alarm system provides security when the Hall is closed. Fully maintained fire alarms and security systems as well as the appropriate procedures are in place and. In addition the Hall and its artefacts are fully insured.

Maintenance Essential repairs to the Hall have been carried out as required with priority given to safety issues followed by the maintenance of the integrity of the building and then to renovations and refurbishments. This year, there has been some renovation in the Hall and some silver has been refurbished. The cost of renovations and refurbishment was £62,000.

Education The trust has supported students and apprentices through education schemes this year funding an awards scheme which has allowed those involved in engineering and those in design to visit facilities and factories abroad to develop their understanding of processes and systems in different cultural environments. These awards are targeted at those who would not otherwise be able to benefit from this experience.

Other Charities The Trust has made donations to other Charities, in particular the Lord Mayor of London's Bear Necessities appeal.

### Future plans

The Trust will continue to encourage a larger number of visitors and greater publicity for the Hall. It will also fund appropriate security and insurance and it anticipates receiving application for grants totalling £35,000 for the ensuing year for the general maintenance and preservation of the Cutlers' Hall.

It is planned to run an educational award scheme again this year to fund travel for students and apprentices in Engineering and Design to visit facilities and factories abroad to broaden their experience and increase their employability.

### Financial Review

The results of the year are set out in the statement of financial activities on page 9 and reflect the economic downturn. The grant made to The Company of Cutlers to help maintain the Cutlers' Hall under the terms of the objects was £62,000. Gross income increased by 3.0%, governance costs remained stable and investments held decreased by 0.3%.

## Report of the Council of Management

### **Investment policy**

The Council of Management investment powers are set out in the Memorandum and Articles of Association, as supplemented by the Trustees Act 2000. The Council of Management have considered their duties under the Act and have decided that the funds of the Trust should remain invested through Investec Wealth & Investment Limited with the aims being that

- all Charity's investments are properly diversified
- the level of risk is no higher than medium
- the overall return exceeds specific benchmarks agreed with the Fund Manager

The Council of Management have instructed the investment manager to manage the portfolio on a fully discretionary basis and have entered into a formal agreement with Investec Wealth & Investment Limited for this purpose. The Council of Management review this strategy annually or as circumstances dictate.

### **Structure, governance and management**

#### **Governing document**

The Cutlers' Hall Preservation Trust was incorporated on 30 July 1982, is a company limited by guarantee and is a registered charity. The Trust was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the Trust being wound up all of the 33 Members are required to contribute an amount not exceeding £100.

#### **Recruitment and Appointment of the Council of Management**

The management of the Trust is vested in the Council of Management who, for Companies Act purposes, are equivalent to directors and are also charity trustees for the purposes of charity law. The Council of Management is drawn from the 33 Members of the Trust. Under the requirements of the Memorandum and Articles of Association, at the AGM one third of the members of Council shall retire from office. A retiring member of Council is eligible for re-election.

In this period Mr M G Howell retired from the Council and Mr N A MacDonald and Mr A P Pedder were elected to the Council.

#### **Council of Management Induction and training**

All the Council of Management are very familiar with the practical work of the charity as they have been Members of the Trust for several years beforehand and have attended a number of AGMs before being elected to the Council of Management. Some are also Trustees of other charities. In addition all the Council of Management have been given copies of the Charity Commission publication 'The Essential Trustee: What you need to know'.

#### **Risk management**

The Council of Management have examined the major strategic and operational risks to which the Trust is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the external risks the trust faces. Internal control risks are minimised by the implementation of various procedures for authorisation of transactions and the safeguarding of assets. Overall they are satisfied there are adequate systems to mitigate those risks.

#### **Reserves policy**

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which generates sufficient income in order to meet the obligations of the Trust.

## Report of the Council of Management

### Statement of the Council of Management responsibilities

The Council of Management (who are also directors of The Cutlers' Hall Preservation Trust Limited for the purposes of company law) are responsible for preparing the Report of the Council of Management' and the financial statements in accordance with applicable law and regulations

Company law requires the Council of Management to prepare financial statements for each financial year. Under that law, the Council of Management have elected to prepare financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the Council of Management are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and accounting estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Council of Management are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are 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.

In so far as each of the Council of Management is aware

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- the Council of Management have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The Council of Management are responsible for the maintenance and integrity of the corporate and financial information included on the company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The Council of Management confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charitable company's aims and objectives and in planning future activities and setting the grant making policy for the year.

## Report of the Council of Management

### **Auditors**

The Charity's articles require annual reappointment of the auditors. Grant Thornton UK LLP have expressed willingness to continue in office. In accordance with s485(4) of the Companies Act 2006 a resolution to reappoint Grant Thornton UK LLP as auditors will be proposed at the Annual General Meeting.

### **Small Company Exemptions**

In preparing this report, the Council of Management have taken advantage of the small companies exemption in Part 15 of the Companies Act 2006.

BY ORDER OF THE COUNCIL OF MANAGEMENT



G A Kilburn  
Secretary  
9 March 2012





## Independent auditor's report to the members of The Cutlers' Hall Preservation Trust Limited (a company limited by guarantee)

We have audited the financial statements of The Cutlers Hall Preservation Trust Limited for the year ended 4 October 2011 which comprise the principal accounting policies, the statement of financial activities, the balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable 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 charitable 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 charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of Council of Management and auditors**

As explained more fully in the Statement of the Council of Management responsibilities set out on page 3, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the 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). These standards require us to comply with the Auditing Practices Board (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the APB's website at [www.frc.org.uk/apb/scope/private.cfm](http://www.frc.org.uk/apb/scope/private.cfm).

### **Opinion on financial statements**

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 4 October 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the Companies Act 2006.

### **Opinion on other matter prescribed by the Companies Act 2006**

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



## Independent auditor's report to the members of The Cutlers' Hall Preservation Trust Limited (a company limited by guarantee)

### **Matters on which we are required to report by exception**

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- the 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 Report of the Council of Management

*Grant Thornton UK LLP*

Peter Edwards  
Senior Statutory Auditor  
for and on behalf of Grant Thornton UK LLP  
Statutory Auditor, Chartered Accountants  
SHEFFIELD  
9 March 2012

## Principal accounting policies

### **Basis of preparation**

The financial statements have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (revised 2005), applicable accounting standards and the Companies Act 2006. They have been prepared under the historical cost convention, except that investments are carried at valuation, as described below.

The principal accounting policies have remained unchanged from the previous year.

### **Incoming resources**

#### **Donations and gifts**

All monetary donations and gifts are included in full in the statement of financial activities when receivable, provided that there are no donor-imposed restrictions as to the timing of the related expenditure, in which case recognition is deferred until the pre-condition has been met.

Legacies are included when the charity is advised by the personal representative of an estate that payment will be made and the amount involved can be quantified.

Donations under Gift Aid together with the associated income tax recoveries are credited as income when the donations are received.

#### **Investment income**

Investment income, including associated income tax recoveries, is recognised when receivable.

### **Resources expended**

Expenditure, which is charged on an accruals basis, is allocated between:

- expenditure incurred directly to the fulfilment of the charitable company's objectives (charitable activities), and
- expenditure incurred in the governance of the charitable company.

#### **Grants payable**

All grants payable are included in the statements of financial activities in the year in which they are paid.

### **Fund accounting**

Restricted funds are to be used for specified purposes laid down by the donor. Expenditure for those purposes is charged to the fund, together with a fair allocation of overheads and support costs.

Endowment funds represent those funds which must be held permanently in trust by the charity for the benefit of the charity.

Unrestricted funds are donations and other incoming resources received or generated for expenditure on the general objectives of the charitable company.

Designated funds are unrestricted funds which have been designated for a specific purpose by the Council of Management.

## Principal accounting policies

### **Investments**

Assets held for investment purposes are valued at market value at the Balance Sheet date

### **Retirement Benefits**

#### **Defined Contribution Pension Scheme**

The pension costs charged against operating profits are contributions payable to the scheme in respect of the accounting period

### **Financial Risk Management**

The charitable company uses financial instruments, comprising cash and debtors. The main purpose of these financial instruments is to finance the working capital cycle of the charitable company and finance longer term capital needs.

The policies for managing the risks open to the charitable company are summarised below and remain unchanged from the previous year.

#### **Interest rate risk**

The charitable company considers movements in interest rates to be the main risk. The charitable company has a policy of maximising the returns on cash held by investing in high interest bank accounts.

## Statement of financial activities (incorporating the income and expenditure account)

	Note	2011 £	2010 £
<b>Income</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income			
Donations		95,890	90,965
Activities for generating funds			
Hall tours		1,927	2,479
Subscription events		-	565
Investment and similar income			
Bank interest		253	327
Investment income		23,173	22,516
Gift aid		3,033	3,802
Other		417	377
<b>Total incoming resources</b>		<b>124,693</b>	<b>121,031</b>
<b>Expenditure</b>			
<b>Resources expended</b>			
Charitable activities			
Preservation of Cutlers' Hall	1	(167,680)	(118,383)
Governance costs	2	(2,500)	(2,500)
<b>Total resources expended</b>		<b>(170,180)</b>	<b>(120,883)</b>
<b>Net (outgoing)/incoming resources for the year</b>		<b>(45,487)</b>	<b>148</b>
Realised gains on investment assets		4,872	1,304
<b>Net (outgoing)/incoming resources for the year before unrealised gains (including (deficit)/surplus of income over expenditure)</b>		<b>(40,615)</b>	<b>1,452</b>
Unrealised (losses)/gains on investment assets		(18,246)	50,083
<b>Net movement in funds</b>	8	<b>(58,861)</b>	<b>51,535</b>
Fund balances brought forward at 5 October 2010		809,140	757,605
<b>Fund balances carried forward at 4 October 2011</b>		<b>750,279</b>	<b>809,140</b>

All operations of the charity are considered to be continuing

All incoming and outgoing resources above relate to the charity and are unrestricted

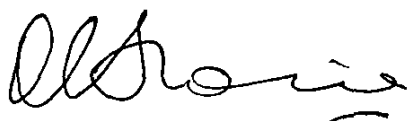

**The accompanying accounting policies and notes form an integral part of these financial statements.**

## Balance sheet

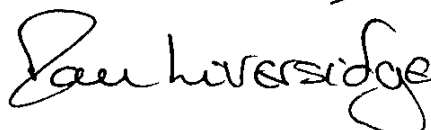

	Note	2011 £	2010 £
<b>Fixed assets</b>			
Investments	5	<u>767,677</u>	<u>769,698</u>
<b>Current assets</b>			
Debtors	6	<u>3,500</u>	<u>26,288</u>
Cash at bank and in hand		<u>72,522</u>	<u>49,582</u>
		<u>76,022</u>	<u>75,870</u>
<b>Creditors amounts falling due within one year</b>	7	<u>93,420</u>	<u>36,428</u>
<b>Net current assets</b>		<u>(17,398)</u>	<u>39,442</u>
		<u>750,279</u>	<u>809,140</u>
<b>Capital funds</b>			
Endowments	8,9	<u>140,170</u>	<u>140,170</u>
<b>Income funds</b>			
Unrestricted funds	8,9	<u>610,109</u>	<u>668,970</u>
		<u>750,279</u>	<u>809,140</u>

The financial statements were approved and authorised for issue by the Council of Management on 9 March 2012

D R Stone


  
 Professor W B Speirs

P E Liversidge


  
 N A MacDonald

**Members of the Council of Management**

Company no 01655467  
 Charity no 5130387

**The accompanying accounting policies and notes form an integral part of these financial statements.**

## Notes to the financial statements

### 1 Resources expended

	2011 £	2010 £
<b>Charitable activities in relation to the preservation of the Cutlers' Hall</b>		
<b>Direct costs</b>		
Grant to Cutlers Company for Hall repairs	62,000	24,594
Salaries	46,723	44,391
Employers' NI	2,572	2,736
Pension	1,447	1,391
Grant to Cutlers' Company for administration costs	14,500	14,500
Sundry expenses	140	116
Investment manager fees	3,935	3,555
Insurance	22,581	23,100
Legal and professional	1,200	500
Joint education awards	3,500	3,500
Marketing	9,082	-
<b>Total</b>	<b>167,680</b>	<b>118,383</b>

### 2 Governance costs

	2011 £	2010 £
Audit and accountancy fees	2,500	2,500

### 3 Employees

The average number of employees during the year was 9 (2010 9)

No remuneration has been paid to any member of the Council of Management (2010 £nil) and no (2010 none) expenses have been reimbursed for attendance at meetings or in connection with the running of the charity's affairs

No employee has earned £60,000 per annum or more in the current or preceding accounting period

### 4 Tangible fixed assets

No value is shown in the balance sheet for land owned by the charitable company, as the trustees believe that its market value is negligible

## Notes to the financial statements

### 5 Fixed asset investments

	Listed Investments £
<b>Market value</b>	
At 5 October 2010	769,698
Additions	141,232
Disposals	(125,007)
Unrealised loss	(18,246)
	<u>767,677</u>
At 4 October 2011	
	<u>752,633</u>
Historical cost of investments at 4 October 2011	

The differences between the market value and the historical cost of investments is included in unrestricted funds

Individual investments which comprise over 5% of the value of the portfolio are

	% of value of portfolio 2011	2010
UK (Govt of) 4 75% STK 07/03/2020	<u>5 16</u>	<u>-</u>

### 6 Debtors

	2011 £	2010 £
Other debtors and prepayments	3,500	21,413
Amount owed by Charitable Trust	-	4,875
	<u>3,500</u>	<u>26,288</u>

### 7 Creditors: amounts falling due within one year

	2011 £	2010 £
Social security and other taxes	806	789
Accruals	25,214	26,725
Amount owed to Cutler's Company	67,400	8,914
	<u>93,420</u>	<u>36,428</u>

### 8 Analysis of net assets between funds

	Capital funds Endowment £	Income funds Unrestricted £	Total funds £
Investments	140,170	627,507	767,677
Net current assets	-	(17,398)	(17,398)
	<u>140,170</u>	<u>610,109</u>	<u>750,279</u>



## Notes to the financial statements

### 9 Funds

	Endowment fund £	Unrestricted fund £	Total £
At 5 October 2010	140,170	668,970	809,140
Net movement in funds	-	(58,861)	(58,861)
At 4 October 2011	140,170	610,109	750,279

### 10 Capital Commitments

There were no capital commitments at 4 October 2011 or 5 October 2010

### 11 Members' liability

The liability of members of the charitable company is limited. Every member of the charitable company undertakes to contribute to the assets of the charitable company in the event of the same being wound up under terms specified in the charitable company's Memorandum of Association. Such amounts may not exceed £100.

### 12 Retirement benefit

#### Defined Contribution Pension Scheme

The Company operates a defined contribution pension scheme for the benefit of the employees. The assets of the scheme are administered by trustees in a fund independent from those of the charitable company.

### 13 Liability limitation agreement with auditor

The company has entered into a limited liability agreement with Grant Thornton UK LLP, the statutory auditor, in respect of the statutory audit for the year ended 4 October 2011. The proportionate liability agreement follows the terms in Appendix B to the Financial Reporting Council's June 2008 Guidance on Audit Liability Agreements, and was approved by the Council of Management.