# BODELWYDDAN CASTLE TRUST (A COMPANY LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2006

REGISTERED NUMBER: 2899285 CHARITY NUMBER: 1040969

GARDNER SALISBURY LIMITED CHARTERED ACCOUNTANTS IRISH SQUARE UPPER DENBIGH ROAD ST ASAPH DENBIGHSHIRE LL17 ORN



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## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2006

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# LEGAL AND ADMINISTRATIVE INFORMATION AT 31 MARCH 2006

#### **STATUS**

The organisation is a charitable company limited by guarantee, incorporated on the 17th February 1994 and registered as a charity in September 1994.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company (the charity) and is governed under its Articles of Association. The Directors of the charitable company are its Trustees for the purposes of charity law and throughout this report are referred to as the Trustees. Under the Articles there must be at least eleven and not more than fifteen Trustees. One third (or the number nearest to one third) of the Trustees apart from nominated Trustees, must retire at each AGM, those longest in office retiring first and the choice between any equal service being made by drawing lots. Trustees are elected by the members at the AGM. At any time the Trustees may co-opt a Trustee to fill a casual vacancy or as an additional Trustee, but a co-opted Trustee holds office only until the next AGM.

### **DIRECTORS AND TRUSTEES**

Cilr Mrs Rhiannon Wyn Hughes MBE (Chair)

Cllr Mrs Susan Roberts

Mr Mervyn Phillips

Mr Philip Eyton-Jones

Mr Aldham Robarts

Mr Llion Williams

Dr June Arnold

Mrs Anne Waller

Mr Alex Beil

Mr Alan Bryan

Mr Terry Sterling

Dr Ken Davies

Mrs Shelagh Williams

(appointed 21 November 2006)

Mr Peter Marsden

(appointed 21 November 2006)

## EX OFFICIO MEMBERS, MEMBERS AND ADVISORS

Mr Sandy Nairne

(Director, National Portrait Gallery)

Mr Elwyn Conway

Mr Colin Drake

Cllr. Mrs D. Jones

Cllr. Patrick Heesom

### **SECRETARY**

Dr Kevin Mason

#### **REGISTERED OFFICE**

Bodelwyddan Castle, Bodelwyddan, Denbighshire, LL18 5YA

### **OPERATIONS ADDRESS**

Bodelwyddan Castle, Bodelwyddan, Denbighshire, LL18 5YA

## **AUDITORS**

Gardner Salisbury Limited, Chartered Accountants and Registered Auditors, Irish Square, Upper Denbigh Road, St Asaph, Denbighshire, LL17 ORN

#### **BANKERS**

NatWest Bank, Rhyl, Denbighshire

#### REPORT OF THE TRUSTEES

The Trustees present their report and consolidated financial statements for the year ended 31 March 2006.

#### OBJECTIVES

The objectives of the charitable company as stated in the Memorandum of Association are:

(i) the advancement of education for the public benefit by acquiring, housing and exhibiting and documenting, conserving restoring and repairing objects and collections of an educational nature and by establishing, acquiring, managing and maintaining museums galleries libraries and other suitable premises for use for such purposes including buildings of architectural and constructional heritage

(ii) the acquisition, provision, establishment and management of public parks for the use and recreation of the public the conservation and preservation of and the creation of public access to their natural features, animal and plant life and the encouragement and promotion of public knowledge and appreciation of the natural world and its development.

#### MISSION

Bodelwyddan Castle Trust will provide the best customer experience within our market realm. We will do this by realising our full potential and learning from every opportunity, thus empowering staff to meet every changing customer need.

#### **ORGANISATIONAL STRUCTURE**

The full board of Trustees meet as a Council of Management on at least four occasions during the year to set and monitor the strategies and operational activity of the organisation and to approve and control capital and revenue budgets.

#### RELATIONSHIP BETWEEN THE CHARITY AND RELATED PARTIES

The charity is independent of any other organisation. However, the charity works closely with other organisations which share the same aims and in particular with Denbighshire County Council, the National Portrait Gallery, and Warner Holidays Ltd.

## **ACTIVITIES**

The Trust's principal activity is the advancement of education for the public benefit through the organisation and display of collections, exhibitions and heritage, and the management of its premises. The Trust provides its property for the recreation of the public, and seeks to promote and encourage a wide public appreciation and use of all its facilities and services.

Trust has completed a number of major initiatives during the year which has turned out to be a very busy and active period for the staff. The main projects finished included two very successful major changing exhibitions and an associated educational programme as well as the refurbishment of a permanent gallery devoted to Lowther College.

A full programme of changing exhibitions was developed by the Learning & Curatorial Officer that included two major shows produced with national museum partners. 'Turner in North Wales' was an exhibition of J.M.W Turner watercolours derived from the collections of Tate Britain while 'Faces of Wales' was produced in partnership with the National Museums & Galleries of Wales and the National Portrait Gallery and contained many significant works of art from those insitutions. The latter exhibition was produced in partnership with the Art Share Wales Scheme administered by the National Museums & Galleries of Wales and supported by the Esmee Fairbairn Foundation.

#### REPORT OF THE TRUSTEES (CONTINUED)

#### **ACTIVITIES (CONTINUED)**

Meanwhile, work progressed on the refurbishment of the Lowther College displays thanks to financial support from the Heritage Lottery Fund. This project was managed by the Marketing & Development Officer who worked closely with the Lowther Association to ensure that all aspects of the new displays were accurate and matched the educational aspirations of the Trust. A major part of the work was to carry out digitisation of many of the photographs in the collection and these images have been used in a variety of audio visual presentations and in marketing.

The Trust continues to manage its limited resources in a prudent manner despite significant pressures on the finance available. Trustees met during the year in an informal 'brainstorming' session to identify new opportunities for income generation. A number of proposals have been developed from this meeting. The reduction in surplus forecast for future years is a concern however the Trust needs to invest in the business over the coming period to ensure sustainability. Nevertheless plans are in place to enlarge the Tearoom and develop opportunities for greater on site spend over the next year

#### RESERVES POLICY

The Council of Management of Bodelwyddan Castle Trust have adopted the following policy on its Reserves. We use the term "Reserves" to describe that part of a charity's income funds that is freely available for its general purposes. "Reserves" are therefore the reserves the charity has or can make available to spend for any or all of the charity's purposes once it has met its commitments and covered its other planned expenditure. The charity will hold a level of funds committed, if the situation arises, for the winding up of the Trust, which equates to 6 months trading at current calculations. This amount will be periodically reviewed. Following completion of the first floor galleries refurbishment the remainder of any reserves held will be applied to projects designed to improve the infrastructure and improve facilities for visitors.

## **INVESTMENT POLICY**

Under the Memorandum of Association the Trustees have the power to deposit or invest funds in any manner. The Trustees have considered the most appropriate policy for investing funds and have found that the investment in a short term notice bank deposit meets their requirements to generate income, incur minimal risk and provide liquid funds with minimal notice.

## RISK REVIEW

The Council of Management of Bodelwyddan Castle Trust wish to ensure the highest level of safety and welfare of the visiting public, the employees of the Trust, and the property administered by the Trust. To this end they will: establish a Risk Management Sub-committee to advise Trustees on the steps necessary to manage all risks effectively, identify all major risks within a corporate risk register, develop detailed analyses of major risks to ensure correct operational procedure at all times, produce and periodically up-date the Serious Incident Control Plan for Bodelwyddan Castle Trust, require that all staff are involved actively in development and implementation of all risk management strategies and procedures. Further to the control aspects of the above, Trustees will ensure that adequate commercial insurance cover is maintained on all aspects of the operation for which they have a responsibility.

### **MEMBERS**

The Trustees, who are Directors for the purposes of company law and Trustees for the purposes of charity law, who served during the period and up to the date of this report are set out on page 1. All Trustees must be Members, though

## **REPORT OF THE TRUSTEES (CONTINUED)**

## **MEMBERS (CONTINUED)**

Every Member promises, if the charity is dissolved while he or she remains a member or within 12 months afterwards, to pay up to £1 towards the costs of dissolution and the liabilities incurred by the charity while the contributor was a member. The total number of such guarantees as at 31 March 2006 was 16 (2005: 16).

### **SMALL COMPANY RULES**

The full name of the company is Bodelwyddan Castle Trust and the applicable company and registered charity number can be seen on the cover of these financial statements.

This report has been prepared in accordance with the Memorandum of Association, Statement of Recommended Practice - Accounting and Reporting by Charities and in accordance with Part VII Of the Companies Act 1985 relating to small companies.

Approved by the Trustees on 27 Nev 2006

Cllr Mrs Rhiannon Wyn Hughes Chair

#### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BODELWYDDAN CASTLE TRUST

We have audited the financial statements of Bodelwyddan Castle Trust for the year ended 31 March 2006 which comprises of the Statement of Financial Activities (SOFA), Income and Expenditure account, a Balance Sheet and the related notes on pages 8 to 12.

These financial statements have been prepared in accordance with the accounting polices set out therein.

This report is solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. 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 resume responsibility to anyone other than the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of trustees and auditors

The trustees' (who are also the directors of Bodelwyddan Castle Trust for the purposes of company law) responsibilities for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom accounting standards 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 United Kingdom auditing standards.

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 accounting 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 are with the charitable company is not disclosed.

We have read other information contained in the Trustees' Report and considered whether it is consistent with the audited financial statements. We considered the implications 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 AUDIT OPINION

We conducted our audit in accordance with United Kingdom 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 judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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 as to whether 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 charitable company's and the group's affairs as at 31 March 2006 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.

5/12/2021

Gardner Salisbury Limited Chartered Accountants

Registered Auditors

Irish Square St Asaph Denbighshire

**LL17 0RN** 

# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2006

INCOMING RESOURCES	Notes	Unrestricted Reserves £	Restricted Reserves £	31.03.06 Total £	31.03.05 Total £
INCOMING RESOURCES					
Incoming Resources from generated funds  Voluntary income:  Grants received	3	239,388	0	239,388	245,215
Activities for generating funds: Admission charges Events and sundry income Net income of trading subsidiary Other income receivable as turnover income		86,970 2,096 41,136 10,495	0 0 0	86,970 2,096 41,136 10,495	90,840 776 65,813 7,291
Investment income	4	97,022	0	97,022	72,946
Total Incoming Resources		477,107	0	477,107	482,881
Resources Expended					
Charitable activities: Management and administration	6	(438,442)	0	(438,442)	(453,215)
Net movements in funds		38,665	0	38,665	29,666
Total funds brought forward		327,067	68,474	395,541	365,875
Total funds carried forward		365,732	68,474	434,206	395,541

## BALANCE SHEET AS AT 31 MARCH 2006

		200	36	200	05
	Notes	£	£	£	£
FIXED ASSETS Tangible assets Investments	7 8		436,161 20 436,181		440,470 20 440,490
CURRENT ASSETS Debtors Cash at bank and in hand	9	311,953 1 <i>77</i> ,231		273,770 190,088	
CREDITORS Amounts falling due within one year		489,184 (106,712)		463,858 (82,366)	
NET CURRENT ASSETS			382,472		381,492
TOTAL ASSETS LESS CURRENT LIABILITIES			818,653		821,982
ACCRUALS AND DEFERRED INCOME Deferred government grants			(384,447)		(426,441)
NET ASSETS			434,206		395,541
RESERVES					
Unrestricted reserves Restricted reserves	11 12		365,732 68,474		327,067 68,474
			434,206		395,541

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

Appropria by the Trustees on 27 Nos 2006 and signed on its behalf by:

langua +

Chair

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2006

#### 1 STATEMENT OF ACCOUNTING POLICIES

The financial statement have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice-Accounting and Reporting by Charities' (Sorp 2005) issued in March 2006, applicable UK Accounting Standards and the Companies Act 1985.

#### Cash flow

The company qualifies as a small company under the Companies Act 1985. The Trustees have elected to take advantage of the exemption under FRS1 not to prepare a cash flow statement.

#### Income

Voluntary income includes donation, activity income and grants that provide core funding and are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. This income is only deferred if the donor specifies that the grant must only be used in a future accounting period or there are conditions imposed which must be met before the charity has unconditional entitlement.

#### Resources expended

Expenditure is recognised when a liability is incurred.

Cost of generating funds includes costs incurred in attracting voluntary income and office services. Charitable activities include the expenditure of grant disbursements and the running costs of the charity. Governance costs include the costs incurred by the charity to comply with constitutional and statutory requirements.

### Depreciation of tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its useful life:

Furniture & fittings

20% straight line

Property improvements

10% straight line

No depreciation is charged on freehold and long leasehold land.

Property improvements are depreciated to write down the cost less estimated residual value over their estimated residual value over their remaing useful life by equal annual instalments.

#### Grants

Revenue grants are credited to the income and expenditure account in the period when the related expenditure is incurred.

Capital Grants made from the Designate Art Fund, in respect of capital expenditure, are credited to deferred revenue and released to the income and expenditure account over the estimated useful life of the relevant fixed asset.

#### Pension Costs

The regular cost of providing retirement pension and related benefits is charged to the profit and loss accounts over the employees services lives on the basis of a constant percentage of earnings. Any difference between the charge to the profit and loss account and the contribution paid to the scheme is shown as an asset or liability in the balance sheet,

#### Taxation

As a registered charity, the Trust benefits from Rates relief and is generally exempt from Income Tax and Capital Gains Tax.

#### 2 RELATED PARTY DISCLOSURE

During the year Bodelwyddan Castle Trust made charges to its subsidiary company for various services provided to Bodelwyddan Castle Enterprises Limited but paid for by the Trust.

The total amount owed to the Trust at 31st March 2006 was £ 278,027 (2005 £229,241)

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2006

2006 £	2005 £
190 179	192,060
	4,142
	49,013
<del></del>	
239,388	245,215
<del></del>	
2006	2005
£	£
90,055	64,627
6,967	8,319
-	
<u> </u>	
97,022	72,946
2006	2005
£	£
259,697	248,382
23	22
5	5
	14
3	3
2006 £	2005 £
	<i>(E 015</i>
72,026	65,245
	65,245 2,000 4,000
	£  189,178 8,216 41,994  239,388  2006 £ 90,055 6,967  97,022  2006 £ 259,697

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2006

7 TANGIBLE FIXED ASSETS			
	Land and buildings	Fixtures and fittings	Total
	£	£	£
Cost:			
At April 2005	505,356	168,596	673,952
Additions	57,800	9,578	67,378
At March 2006	563,156	178,174	741,330
Depreciation:	<del></del> -	· •••	
At April 2005	101,070	132,412	233,482
Charge for year	56,316	15,370	71,686
At March 2006	157,386	147,782	305,168
Net book value			
At March 2006	405,770	30,392	436,161
At March 2005	404,286	36,184	440,470
Analysis of net book value of			
land and buildings:		£	£
Tenant's improvements to property		405,770	404,286

### 8 INVESTMENTS HELD AS FIXED ASSETS

Bodelwyddan Castle Enterprises Ltd. a company registered in England and Wales, was an operating subsidiary of Bodelwyddan Castle Trust as at 31st March 2006.

Its principal activity is the sale of gifts and souvenirs and operation of a tea room from premises at Bodelwyddan Castle. It also undertakes the running of a number of special events at the castle.

Bodelwyddan Castle Trust owns 20 ordinary shares of £1 each, this being 100% of the issued share capital of Bodelwyddan Castle Enterprises Ltd.

20 £1 Ordinary Shares held in group undertaking stated at nominal value	<b>2006</b> £ 20	<b>2005</b> £ 20
9 DEBTORS	2006 £	2005 £
Trade Debtors Amounts owed by group undertaking Gift aid Other debtors and prepayments	21,184 278,027 7,406 5,336	4,765 229,241 6,210 33,554
	311,953	273,770

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2006

10 CREDITORS: amounts falling due within one year		
Trade creditors Owed to Denbighshire County Council Accruals	2006 £ 19,027 73,762 13,923	2005 £ 4,511 66,729 11,126
	106,712	82,366
11 UNRESTRICTED RESERVES	2006 £	2005 £
Retained surplus at April 2004 Surplus for the year	327,067 38,665	297,401 29,666
Retained Surplus at 31 March 2005		
	365,732	327,067
12 RESTRICTED RESERVES	Designated Arts Fund £	Total £
Retained surplus at 1 April 2005 Surplus for the Year	68,474 0	68,474 0
Retained surplus at 31 March 2006	68,474	68,474

## **Designated Arts Fund**

This fund was established through the sale of redundant furniture and effects derived from the former Lowther College but transferred to Clwyd County Council when the Castle and estate were purchased in 1993. The fund was transferred to Bodelwyddan Castle Trust in 1994. The fund is designated for future use for the purchase of works of fine art and decorative art within the collection policy of Bodelwyddan Castle Trust; and for the repair and maintenance works of art in the Trust collections. The surplus is held as cash in the main bank account.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2006

### 13 PENSION COSTS

The company operates a defined benefit scheme for the benefit of employees. A full actuarial valuation was carried out at 31 March 2004 by a qualified independent actuary. The major assumptions used by the actuary were:

	31st March 2004
Rate of increase in salaries	4.05%
Rate of increase in pension in payment	2.80%
Discount rate	5,50%
Inflation assumption	2.80%
The assets in the scheme were:	
	Value
	£
Equities	215,922
Bond	29,256
Property	18,126
Other	54,696
	318,000
Total market value of assets	
Present value of scheme liabilities	(463,000)
Deficit in scheme	(145,000)
Related deferred tax liability	Nil

Over the year to 31 March 2006, the actual company contributions were £43,192 (2005-£24,814)

The actuarial valuation at 31 March 2004 recommended a company contribution rate of 14.38% of pensionable salaries, which amounts to around £41,580 a year based on pensionable payroll at 31 March 2006.

The rate will be reviewed at the next full actuarial valuation due at 31 March 2007 and at three yearly intervals thereafter.

MANAGEMENT INFORMATION

FOR THE YEAR ENDED 31 MARCH 2006

# DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2006

	2006	2005
	£	£
INCOME		
Admission charges	86,970	90,840
Rent receivable	90,055	64,627
Interest receivable	6,967	8,319
Events Income	2,096	776
Covenanted income	41,136	65,813
Gift aid	7,406	6,210
Other income	3,089	1,081
	237,719	237,666
Grants receivable	239,388	245,215
	477,107	482,881
EXPENDITURE	(438,442)	(453,215)
NET SURPLUS FOR THE YEAR	38,665	29,666

# DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2006

	2006	2005
	£	£
Wages and salaries	259,697	249,342
Educational events and exhibitions	<b>7,4</b> 17	8,497
Staff training	680	360
Water rates	-	1,905
Insurance	13,249	10,582
Light and heat	10,318	8,808
Repairs and maintenance	12,848	13,697
Cleaning	3,753	3,473
Computer runniong costs	1,945	709
Printing, postage and stationery	4,329	6,430
Advertising	13,325	26,335
Telephone	3,824	4,738
Hire of equipment	2,813	1,167
Motor and travel expenses	3,343	1,929
Grounds maintenance	. 9,623	14,453
Legal and professional fees	3,805	-
Accountancy	6,090	4,000
Audit fees	2,750	2,000
Bank charges	2,474	1,290
Credit card charges	~	396
Bad debts	•	203
Sundry expenses	1,740	607
James Sundry	~	26,198
Subscriptions	203	607
Depreciation on fixtures and fittings	15,370	14,385
Depreciation of property improvments	56,316	50,535
Entertaining	531	569
Catering	1,243	-
Lowther college display	756	-
	438,442	453,215