

REGISTRAR OF COMPANIES  
COMPANY NUMBER: 04419680  
IN ENGLAND AND WALES

**THE PROCLAMATION TRUST**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 31 DECEMBER 2010

Company Limited by Guarantee  
and not having a Share Capital  
No 4419680 (England and Wales)

Registered Charity No 1094952

**NORMAN COX & ASHBY**  
Chartered Accountants and Statutory Auditors  
Grosvenor Lodge  
72 Grosvenor Road  
Tunbridge Wells  
Kent TN1 2AZ

THURSDAY



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29/09/2011  
COMPANIES HOUSE

# **THE PROCLAMATION TRUST**

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# **THE PROCLAMATION TRUST**

## **LEGAL AND ADMINISTRATIVE INFORMATION** **FOR THE YEAR ENDED 31 DECEMBER 2010**

### **TRUSTEES**

Mr A C Green  
Rev R M Cunningham  
Rev Prebendary R C Lucas  
Mr R F Hames  
Rev M R Neville  
Rev E P Bickerseth  
Rev V E Roberts  
Rev J L Samuel  
Rev W T Taylor

### **SECRETARY**

Mr R J Green FCA

### **PRINCIPAL AND REGISTERED OFFICE**

Willcox House  
140-148 Borough High Street  
Southwark  
London SE1 1LB

Telephone  
Email  
Website

020 7407 0561  
pt@proctrust.org.uk  
www.proctrust.org.uk

### **COMPANY REISTRATION NUMBER**

04419680 in England and Wales

### **CHARITY REGISTRATION NUMBER**

1094952

### **AUDITOR**

Norman Cox & Ashby  
Chartered Accountants and Statutory Auditor  
72 Grosvenor Road  
Tunbridge Wells  
Kent TN1 2AZ

### **BANKERS**

Lloyds TSB Bank plc  
39 Threadneedle Street  
London EC2R 8AU

### **INVESTMENT MANAGER**

Mr A C Green  
Global Asset Management  
12 St James's Place  
London SW1A 1NX

## **THE PROCLAMATION TRUST**

### **REPORT OF THE TRUSTEES**

FOR THE YEAR ENDED 31 DECEMBER 2010 (CONTINUED)

#### **GRANT MAKING POLICY**

The trust offers a small number of grants to overseas students to attend the Cornhill Training Course. These grants are offered at the discretion of Cornhill Training and the trustees.

#### **RESERVES POLICY**

A significant proportion of the unrestricted fund reserves represent the gift of the freehold property and unrealised gains on investments. The charity retains the balance of reserves to fund future bursaries to Cornhill students and to meet the company's running costs, in total covering the period of approximately six months expenditure. The free reserves are approximately £500,000 which is considered adequate to meet this requirement. Restricted funds are retained according to the instructions of donors of the funds.

#### **RISK MANAGEMENT**

The trustees have continued their review to identify and examine the major risks faced by the company and are committed to ensuring that systems are in place to manage and mitigate those risks.

#### **DISCLOSURE OF INFORMATION TO THE AUDITOR**

The trustees who held office at the date of approval of the trustees' report confirm that, so far as they are each aware, there is no relevant audit information of which the company's auditor is unaware, and each trustee has taken all the steps that they ought to have taken as a trustee to make themselves aware and the auditor aware of any relevant audit information and to establish that the auditor is aware of that information needed in connection with preparing their independent auditor's report.

#### **AUDITOR**

In accordance with Section 485 of the Companies Act 2006 the re-appointment of Messrs Norman Cox & Ashby will be proposed at the Annual General Meeting.

This report has been prepared in accordance with the special provisions relating to small companies within Part 16 of the Companies Act 2006 (section 419(2)).

Approved by the Trustees on 28 September 2011 and signed on their behalf by



A C GREEN, Trustee

# THE PROCLAMATION TRUST

## REPORT OF THE INDEPENDENT AUDITOR TO THE TRUSTEES OF THE PROCLAMATION TRUST

We have audited the financial statements of The Proclamation Trust for the year ended 31 December 2010 which comprise the Statement of Financial Activities (which is also the Income and Expenditure Account), 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 trustees, as a body, in accordance with section 44 of the Charities Act 1993. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITOR

As explained more fully in the Statement of Trustees' Responsibilities set out on page 2, 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.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 1993 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act.

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 (APB'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 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 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 charitable company's affairs as at 31 December 2010 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 requirements of the Companies Act 2006.

### MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Charities Act 1993 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements, or
- the charitable company has not kept adequate accounting records, or
- the financial statements are not in agreement with the accounting records and returns, or
- we have not received all the information and explanations we require for our audit.



NICHOLAS GOWER-SMITH, FCA (Senior Statutory Auditor)  
For and on behalf of NORMAN COX & ASHBY  
Chartered Accountants and Statutory Auditor  
Grosvenor Lodge, 72 Grosvenor Road  
Tunbridge Wells, Kent TN1 2AZ

28 September 2011

Norman Cox & Ashby is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

# THE PROCLAMATION TRUST

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2010

INCOME AND EXPENDITURE ACCOUNT	Notes	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
<b>INCOMING RESOURCES</b>					
Donations – Charity		217,459	53,292	270,751	247,758
Activities for Generating Funds	2	16,164	-	16,164	20,155
Investment Income					
Income from Investment Properties		168,913	-	168,913	153,961
Income from Listed Investments		4,981	-	4,981	540
Interest on Cash Investments - Charity		4,766	-	4,766	12,086
Activities in Furtherance of the Charity's Object					
Course Fees		180,175	-	180,175	168,771
Conference Fees		156,815	-	156,815	133,445
<b>TOTAL INCOMING RESOURCES</b>		<b>749,273</b>	<b>53,292</b>	<b>802,565</b>	<b>736,716</b>
<b>RESOURCES EXPENDED</b>					
Costs of Generating Funds					
Investment Managements Costs		34,206	-	34,206	19,419
Charitable activities					
Grants Payable	5	-	22,877	22,877	55,458
Conferences and Training		404,793	-	404,793	437,817
PT Media		60,363	-	60,363	81,285
Governance Costs	4	12,436	-	12,436	13,561
Other Resources Expended		192,790	-	192,790	172,502
<b>TOTAL RESOURCES EXPENDED</b>		<b>704,588</b>	<b>22,877</b>	<b>727,465</b>	<b>780,042</b>
<b>NET INCOMING RESOURCES</b>		<b>44,685</b>	<b>30,415</b>	<b>75,100</b>	<b>(43,326)</b>
Gains on Disposal of Assets		-	-	-	179,611
Unrealised Gains/ (Losses) on Investment Assets		19,898	-	19,898	(5,529)
<b>NET MOVEMENT IN FUNDS</b>		<b>64,583</b>	<b>30,415</b>	<b>94,998</b>	<b>130,756</b>
Funds Brought Forward at 1 January 2010		4,427,435	122,902	4,550,337	4,419,581
<b>TOTAL FUNDS CARRIED FORWARD</b>					
<b>AT 31 DECEMBER 2010</b>		<b><u>£4,492,018</u></b>	<b><u>£153,317</u></b>	<b><u>£4,645,335</u></b>	<b><u>£4,550,337</u></b>

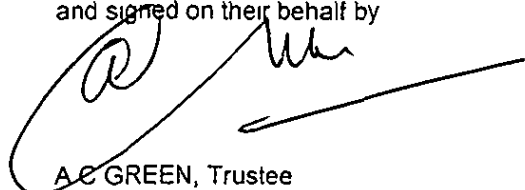
# THE PROCLAMATION TRUST

## BALANCE SHEET AT 31 DECEMBER 2010

	Note	2010		2009	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Fixed Assets	7	1,710,888		1,751,254	
Investments	8	2,242,890		2,222,717	
		<u>3,953,778</u>		<u>3,973,971</u>	
<b>CURRENT ASSETS</b>					
Debtors	9	32,740		37,419	
Cash at Bank and in Hand	10	732,300		643,127	
		<u>765,040</u>		<u>680,546</u>	
<b>CREDITORS</b>					
Amounts falling due within one year	11	73,483		104,180	
<b>NET CURRENT ASSETS</b>			<u>691,557</u>		<u>576,366</u>
<b>NET ASSETS</b>		<u><b>£4,645,335</b></u>		<u><b>£4,550,337</b></u>	
Financed by					
<b>UNRESTRICTED FUNDS</b>					
	12				
Revaluation Fund	8	1,183,871		1,163,973	
General Fund		<u>3,308,147</u>		<u>3,263,462</u>	
			<u>4,492,018</u>		<u>4,427,435</u>
<b>RESTRICTED FUNDS</b>	13	<u>153,317</u>		<u>122,902</u>	
<b>TOTAL FUNDS</b>		<u><b>£4,645,335</b></u>		<u><b>£4,550,337</b></u>	

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

These financial statements were approved by the Trustees on 28 September 2011 and signed on their behalf by



A.C. GREEN, Trustee

Company Registration No' 04419680 in England and Wales

# THE PROCLAMATION TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2010

### 1 ACCOUNTING POLICIES

- (a) **Basis of Accounting**  
The financial statements are prepared under the historical cost convention except for investments that have been included at re-valued amounts and in accordance with applicable accounting standards and the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) and the Financial Reporting Standard for Smaller Entities (effective April 2008) and prepared in accordance with Companies Act 2006
- (b) **Incoming Resources**  
Income is accounted for on an accruals basis, apart from interest receivable, which is credited when received. Legacies and tax recoverable on gift aid and investment income is accounted for when receivable
- (c) **Resources Expended**  
Expenditure is recognised on an accruals basis. Grants payable are recognised in the year to which they relate. Support costs are incurred directly in support of expenditure in furtherance of the company's objectives. Governance costs relate to the administration of the Company
- (d) **Allocation of Support Costs**  
Property costs are allocated on a pro-rata basis. All the other support costs are allocated to functions including office running expenses to other resources expended
- (e) **Tangible Fixed Assets and Depreciation**  
The functional part of freehold land and buildings are shown at cost. Depreciation is provided at a rate of 2% per annum on cost.  
Depreciation is provided on other tangible fixed assets over their estimated useful working life as follows
- |                         |   |                         |
|-------------------------|---|-------------------------|
| Furniture and Equipment | - | 33 3% per annum on cost |
|-------------------------|---|-------------------------|
- (f) **Investments**  
Investments are stated at market value. The Statement of Financial Activities includes the net gains and losses arising on re-valuations and disposals throughout the year.  
The investment part of freehold land and buildings has been included at market value. Depreciation is not provided on the investment part of freehold land and buildings.  
Although this accounting policy is in accordance with Financial Reporting Standard for Smaller Entities (effective April 2008), it is a departure from the general requirement of the Companies Act 2006 for all tangible assets to be depreciated. In the opinion of the trustees compliance with the standard is necessary for the financial statements to give a true and fair view. Depreciation is only one of many factors reflected in the annual valuation and the amount of this which might otherwise have been charged cannot be separately identified or quantified
- (g) **Income Funds**  
Unrestricted Funds are expendable at the discretion of the trustees in the furtherance of the objects of the company. Restricted funds are funds subject to specific trusts within the objects of the company
- (h) **Operating Leases**  
Rentals paid under operating leases are charged to income on a straight-line basis over the lease term
- (i) **Pension Scheme**  
The Company operates a defined contribution scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charged represents both contributions payable by the company to the fund and also contributions into individuals' own pension schemes



## THE PROCLAMATION TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2010 (CONTINUED)

- (j) **Deferred income**  
Income received in advance of a course or conference is deferred in the balance sheet. Income is recognised in the income and expenditure account at the start of the course or conference.
- (k) **Grant making policy**  
Grants are made to students to attend training courses and to the joint venture in order for it to meet its objectives. Grants are made at the discretion of the trustees and Cornhill Training.

#### 2 ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
Sales – Charity	16,164	-	16,164	20,155
	<u>16,164</u>	<u>-</u>	<u>16,164</u>	<u>20,155</u>

#### 3 SUPPORT COSTS

Staff Salaries	250,105	-	250,105	217,974
Other Staff Costs	37,517	-	37,517	67,009
Office Expenses	259,081	-	259,081	273,009
Property Costs	106,248	-	106,248	112,618
Depreciation	39,201	-	39,201	40,413
	<u>692,152</u>	<u>-</u>	<u>692,152</u>	<u>711,023</u>
Allocated to				
Investment Management Costs	34,206	-	34,206	19,419
Conferences and Training	404,793	-	404,793	437,817
PT Media	60,363	-	60,363	81,285
Other Resources Expended	192,790	-	192,790	172,502
	<u>692,152</u>	<u>-</u>	<u>692,152</u>	<u>711,023</u>

#### 4 GOVERNANCE COSTS

Audit Fees	7,970	-	7,970	7,085
Other Professional Fees	1,764	-	1,764	1,668
Legal Expenses	-	-	-	1,011
Bank Charges	2,596	-	2,596	3,057
Stockbrokers' Fees	1,106	-	1,106	740
	<u>12,436</u>	<u>-</u>	<u>12,436</u>	<u>13,561</u>

## THE PROCLAMATION TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2010 (CONTINUED)

#### 5 GRANTS PAYABLE

	2010 £	2009 £
Paid to Individuals Bursaries (12 individuals)	22,877	55,458
	<u>22,877</u>	<u>55,458</u>

#### 6 TAXATION

The company is registered with the Charity Commissioners as a charity and is exempt from taxation in accordance with current legislation

#### 7 TANGIBLE FIXED ASSETS

	Freehold Land and Buildings £	Leasehold Land and Buildings £	Equipment and Furniture £	Total £
<b>COST</b>				
At 1 January 2010	1,388,808	528,355	132,084	2,049,247
Additions in the year	-	-	1,305	1,305
Disposals in the year	-	-	-	-
At 31 December 2010	<u>1,388,808</u>	<u>528,355</u>	<u>133,389</u>	<u>2,050,552</u>
<b>DEPRECIATION</b>				
At 1 January 2010	161,554	13,431	123,008	297,993
Charges for the year	27,776	4,477	6,948	39,201
Disposals in the year	-	-	-	-
At 31 December 2010	<u>191,800</u>	<u>17,908</u>	<u>129,956</u>	<u>339,664</u>
<b>NET BOOK VALUE</b>				
31 December 2010	<u>£1,197,008</u>	<u>£510,447</u>	<u>£3,433</u>	<u>£1,710,888</u>
31 December 2009	<u>£1,227,254</u>	<u>£514,924</u>	<u>£9,076</u>	<u>£1,751,254</u>

Included in freehold land and buildings is Willcox House which cost £1,680,084. In 2007, J C Millest FRICS, Senior Surveyor at the firm of Chesterton, assessed its market value in at £4.0 million. One half is used as a functional company asset included in tangible fixed assets at cost and one half as an investment property, included in fixed asset investments at valuation. Depreciation has been provided on the one half included in tangible fixed assets.

The remaining properties costing £1,081,059 at 31 December 2009 are estimated by the trustees to have a market value of £1.2 million.

## THE PROCLAMATION TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2010 (CONTINUED)

#### 8 FIXED ASSET INVESTMENTS

	Freehold Land and Buildings in the United Kingdom £	Quoted £	Total £
Market Value			
At 1 January 2010	2,000,000	222,717	2,222,717
Additions in the year	-	275	275
Unrealised Gain in the year	-	19,898	19,898
At 31 December 2010	<u>£2,000,000</u>	<u>£242,890</u>	<u>£2,242,890</u>
Represented by		2010	2009
Investment Assets held by the charity's broker in the United Kingdom		£	£
UK Equities		16,802	13,866
International Equities		16,527	14,555
Japanese Equities		<u>209,561</u>	<u>194,298</u>
		<u>£242,890</u>	<u>£222,717</u>

The original cost and unrealised gains on this property and the quoted shares are

	Original Cost £	Unrealised Gains £	Market Value £
Freehold Land and Buildings	843,988	1,156,012	2,000,000
Quoted Investments	<u>215,031</u>	<u>27,859</u>	<u>242,890</u>
	<u>£1,059,019</u>	<u>£1,183,871</u>	<u>£2,242,890</u>

The unrealised gains represent the Revaluation Fund

The freehold land and property has a market value of £4 0 million and one half is included as an investment property at valuation, together with the additions to the investment property in 2003. The trustees consider that no revision to the valuation is necessary.

	2010 £	2009 £
<b>9 DEBTORS</b>		
Other Debtors	23,420	24,030
Prepayments	9,320	13,389
	<u>£ 32,740</u>	<u>£ 37,419</u>

#### 10 CASH AT BANK AND IN HAND

Bank Current Account	51,544	47,454
Deposit with CBF Church of England Fund	134,822	134,143
Deposit with CAF Bank	294,048	63,411
Deposit with Santander Bank	250,000	200,000
Cash with Stockbrokers	1,393	197,863
Petty Cash	493	256
	<u>£ 732,300</u>	<u>£ 643,127</u>

# THE PROCLAMATION TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2010 (Continued)

### 11 CREDITORS Amounts falling due within one year

	2010	2009
£	£	£
Other Creditors	18,720	17,937
Accruals	48,680	57,752
Deferred Income		
At 1 January 2010	28,481	30,265
Incoming resources deferred in current year	6,083	28,481
Amounts realised in current year	(28,481)	(30,265)
At 31 December 2010	<u>6,083</u>	<u>28,481</u>
	<u>£73,483</u>	<u>£104,180</u>

### 12 RECONCILIATION OF FUNDS

	Unrestricted Funds	Restricted Funds	Total
	£	£	£
At 1 January 2010	4,427,435	122,902	4,550,337
Net Movement in Funds	64,583	30,415	94,998
At 31 December 2010	<u>£4,492,018</u>	<u>£153,317</u>	<u>£4,645,335</u>
Represented by			
Tangible Fixed Assets	1,710,888	-	1,710,888
Investments	2,242,890	-	2,242,890
Current Assets	605,640	159,400	765,040
Current Liabilities	(67,400)	(6,083)	(73,483)
	<u>£4,492,018</u>	<u>£153,317</u>	<u>£4,645,335</u>

Sufficient resources are held in an appropriate form to enable each fund to be applied in accordance with any restrictions

### 13 RESTRICTED FUNDS

	1 January 2010	Incoming Resources	Transfers	Outgoing Resources	31 December 2010
	£	£	£	£	£
Cornhill Training Course - Bursary	<u>£122,902</u>	<u>£53,292</u>	<u>£-</u>	<u>£(22,877)</u>	<u>£153,317</u>

The Cornhill Training Course Bursary Fund grants bursaries to students from home and overseas

## THE PROCLAMATION TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2010 (Continued)

#### 14 RELATED PARTY TRANSACTIONS

Mr A C Green, a trustee, was involved in the following transactions

- (a) Mr R J Green, his brother, received remuneration of £47,424 as the Company Secretary. In addition contributions of £10,546 were paid into a personal pension fund
- (b) A large proportion of the investment portfolio is held with Global Asset Management of which Mr A C Green is a consultant. The market value of these investments at 31 December 2010 was £242,890. Mr A C Green is also the Investment Manager of The Proclamation Trust

#### 15 TRANSACTIONS WITH TRUSTEES

No remuneration was paid to the trustees. During the year six trustees were reimbursed £1,312 for travelling expenses incurred in connection with the business of the Charity.

The charity paid for Trustees Liability Insurance on behalf of the trustees as part of its combined insurance policy.

#### 16 STAFF EMOLUMENTS

	2010 £	2009 £
Gross Salaries	220,787	195,437
Employer's National Insurance	20,544	16,894
Pension Contributions	8,775	5,643
	<u>£250,106</u>	<u>£217,974</u>
Average number of full time equivalent employees		
Conferences	2	2
Training Courses	4	3
Support	4	4

No employees received emoluments above £60,000

#### 17 PROVISIONS FOR COMMITMENTS

Operating Leases

The company is committed to making the following annual payments for rent of its properties

Expiring - Within one year	22,200	15,600
Between two and five years	10,800	-
Over five years	200	200
	<u>£ 33,200</u>	<u>£15,800</u>

These are not included in the Balance Sheet as a liability