

**REGISTERED COMPANY NUMBER 06555157 (England and Wales)**  
**REGISTERED CHARITY NUMBER 1125532**

**Report of the Trustees and  
Unaudited Financial Statements For The Year Ended  
31 March 2012  
for  
The Surrey Hills Society**

WEDNESDAY



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COMPANIES HOUSE

Mrs M J Brett  
Chartered Accountant  
Old Printers Yard  
156 South Street  
Dorking  
Surrey  
RH4 2HF

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for the Year Ended 31 March 2012**

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**Surrey Hills Society  
Report of the Trustees  
for the Year Ended 31 March 2012**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006 present their report with the financial statements of the charity for the period 1 April 2011 to 31 March 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005. The company was registered with the Charity Commission on 15th August 2008.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
06555157 (England and Wales)

**Registered Charity number**  
1125532

**Registered office**  
Warren Farm Barns  
Headley Lane  
Mickleham  
Dorking  
Surrey  
RH5 6DG

**Trustees and Directors**

The following trustees served throughout the current and preceding period unless dates of appointment, election or resignation are given below:

	Appointed/elected to Management Committee	Appointed as Director & Trustee
C Howard - Chairman		
N Maltby	resigned 29 10 11	resigned 29 10 11
G Butler		
N Davenport		
R Pitts		
M Richards	elected 13 06 09, resigned 13 09 11	appointed 16 10 10, resigned 13 09 11
K Bare		
S Smith	elected 16 10 10, resigned 01 07 11	appointed 26 05 10, resigned 01 07 11
A Morris	appointed 10 02 11, resigned 26 07 11	appointed 10 02 11, resigned 26 07 11
I Follow	elected 29 10 11	
T Driscoll	elected 29 10 11	appointed 26 07 11
D Cooper	elected 29 10 11	appointed 29 10 11
P Bettinson	appointed 21 03 12	appointed 21 03 12
R Tong	appointed 21 03 12	appointed 21 03 12

**Independent Examiner**

Mrs M J Brett  
Chartered Accountant  
Old Printers Yard  
156 South Street  
Dorking  
Surrey  
RH4 2HF

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company limited by guarantee as defined by the Companies Act 2006.

**Recruitment and appointment of new trustees**

The trustees have received an enormous amount of support and encouragement from the Surrey Hills Board. They have also been fortunate to have help from a number of hard-working and willing volunteers that have formed the management committee, sub-committees and provided office administration and event organisation to whom they are grateful.

The directors of the company are also the charity trustees for the purposes of charity law and under the company's Articles. Trustees are initially appointed to the Management Committee and proposed for election at the AGM following their appointment. One third of the trustees and directors retire by rotation at the AGM each year. If the charity is unable to fill the vacancy of a retiring trustee, the trustee may be reappointed.

**Surrey Hills Society  
Report of the Trustees  
for the Year Ended 31 March 2012**

On a regular basis the trustees review the composition of the board and assess the appropriateness of the mix of skills, knowledge and experience to maintain the efficient and effective administration of the Society.

All trustees give their time freely and no trustee remuneration was paid during the year. Details of trustee expenses are disclosed in note 11 to the accounts.

**Management structure**

All trustees are members of the Management Committee, which meets on a regular basis and manages the day-to-day activities of the Society. The Management Committee has established several sub-committees comprising trustees and volunteers to undertake certain activities under the overall direction of the Management Committee. These include Finance & Risk, Events, Promotion & Publicity and Membership Committees, and working groups to deliver specific elements of the Society's objectives.

The Society commissioned June Robinson as a consultant administrator during the year who has helped to deliver an interesting and varied events programme. The trustees have valued her assistance in taking the Society forward and developing an inspiring programme.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Finance & Risk Committee has responsibility for identifying and assessing the Society's key risks and formally prepares a risk register which is presented, along with relevant mitigating actions, to the Management Committee at least annually.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The Surrey Hills Society is an independent charity promoting the positive enjoyment and care of the Surrey Hills Area of Outstanding Natural Beauty (AONB) for the benefit of those who live, work in or visit the area. The Society seeks to promote, enhance and conserve the physical and natural environment and its natural beauty for the public benefit in and around the Surrey Hills area.

The Society encourages people to explore and learn about the special qualities and distinctiveness of the area which is recognised as being of unique value and needs to be nurtured for future generations to enjoy. The Society is dedicated to the protection and enhancement of this outstanding and varied landscape.

The Society's aims and roles are:

- (1) Creating greater awareness and understanding of the Surrey Hills through education, publicity and events;
- (2) Providing activities for members and supporters of the Society including walks, talks, social events, advice, communications for (and with) members;
- (3) Promoting and championing farming, forestry and local industries including tourism and raising awareness of local produce and crafts;
- (4) Protecting and improving the facilities for recreational use of the area;
- (5) Encouraging conservation alongside the improvement of the amenities and features which make the Surrey Hills special;
- (6) Influencing regional and local authorities seeking high standards of planning so as to protect and enhance the landscape and character of the Surrey Hills.

The trustees review the Society's aims and objectives on an annual basis. This review assesses achievements over the previous 12 months and establishes plans for the coming year. The review helps to ensure that the activities of the Society remain aligned with our charitable objectives.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular the trustees consider how planned activities will contribute to the Society's charitable aims and objectives.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The Society made good progress during the year, which was only the third full year of the Society's operation. Membership numbers continued to grow at a steady rate and awareness of the Society's activities – and the AONB in general – was enhanced by attendance at a large number of local shows, festivals and fetes during the year. The Society's profile and visibility at these events was improved by the use of the promotional trailer and gazebo which had been purchased during the previous year.

The Society continued to expand its provision of a full and varied programme of events throughout the year for the benefit of members, including walks and talks at places of interest across the Surrey Hills AONB, historical talks on aspects of Surrey Hills heritage, visits to local producers and a memorable Chairman's Day at the Hampton Estate.

The Society continued to publish its regular newsletter for all members and made enhancements to the Society's website during the year.

**Surrey Hills Society  
Report of the Trustees  
for the Year Ended 31 March 2012**

## **FINANCIAL REVIEW**

The Society's work is funded by membership subscriptions, donations and grants or awards received for defined purposes. Subscription income for the year was higher than last year reflecting the steady increase in membership numbers, however, total income from grants was lower than in the prior year.

The Society obtained grants in the year to re-print our popular series of Churt and Frensham walks leaflets. These leaflets are used to promote the Society and Surrey Hills AONB at fairs and events. Grant income to fund this reprint has been treated as restricted fund income.

Additionally, the Society received a grant towards the cost of administration and once again was the grateful recipient of support from Ringway – Surrey County Council's highways contractor during the year – who provided graphic design and printing of the Society's newsletter which significantly reduced the cost to the Society of publishing the newsletter.

The current year deficit on restricted funds of £2,153 represents depreciation charged on fixed assets purchased with restricted grant funding in 2011. The deficit on unrestricted funds of £1,692 reflects a decrease of £2,120 in the grant available to fund the cost of our administrator, £1,230 spent to update our website and a higher level of depreciation on assets that have been in use for the full year.

The trustees are confident that the charity has appropriate reserves and will be able to operate as a going concern over the next twelve month period.

### **Reserves policy**

The trustees have considered the charity's reserves, bearing in mind the likelihood of any contingencies which might arise. They believe a policy of using surplus reserves to promote the charity is appropriate at the present time. This will be reviewed annually.

## **FUTURE DEVELOPMENTS**

The Society will focus on continuing to grow its membership and active volunteers to reach a sustainable size. We will continue to develop and promote our events programme, talks and presence at fêtes and events to a wider public which will widen our co-operation and interaction with parish councils and other similar bodies in the Surrey Hills.

## **STATEMENT OF TRUSTEES RESPONSIBILITIES**

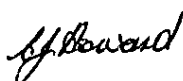
The trustees (who are also the directors of Surrey Hills Society for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

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 incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charity SORP
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

## **ON BEHALF OF THE BOARD**



C Howard - Trustee/Chairman

**Independent Examiner's Report to the Trustees of  
Surrey Hills Society**

I report on the accounts for the year ended 31 March 2012 set out on pages five to ten

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5) of the 2011 Act) and
- to state whether particular matters have come to my attention

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

**Independent examiner's statement**

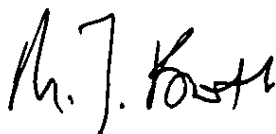
In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006 and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met, or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mrs M J Brett  
Chartered Accountant  
Old Printers Yard  
156 South Street  
Dorking  
Surrey  
RH4 2HF

21<sup>st</sup> September 2012

**Surrey Hills Society  
Statement of Financial Activities  
for the Year Ended 31 March 2012**

		Unrestricted funds £	Restricted funds £	31 3 12 Total funds £	31 3 11 Total funds £
	Notes				
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	9 717	3 181	12 898	23 237
Activities for generating funds	3	913	-	913	808
Investment income	4	<u>3</u>	<u>-</u>	<u>3</u>	<u>6</u>
<b>Total incoming resources from generated funds</b>		<b>10 633</b>	<b>3 181</b>	<b>13 814</b>	<b>24 051</b>
<b>Incoming resources from charitable activities</b>	5	<u>4 755</u>	<u>2 000</u>	<u>6 755</u>	<u>9 254</u>
<b>Total incoming resources</b>		<b>15 388</b>	<b>5 181</b>	<b>20 569</b>	<b>33 305</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	6	3 879	5 334	9 213	4 596
Fundraising trading	7	<u>453</u>	<u>-</u>	<u>453</u>	<u>1 590</u>
<b>Total costs of generating funds</b>		<b>4,332</b>	<b>5 334</b>	<b>9 666</b>	<b>6 186</b>
<b>Charitable activities</b>	8	<b>12 560</b>	<b>2 000</b>	<b>14 560</b>	<b>14 093</b>
<b>Governance costs</b>	9	<u>188</u>	<u>-</u>	<u>188</u>	<u>191</u>
<b>Total resources expended</b>		<b>17 080</b>	<b>7,334</b>	<b>24 414</b>	<b>20 470</b>
<b>NET (OUTGOING)/INCOMING RESOURCES</b>		<b>(1 692)</b>	<b>(2 153)</b>	<b>(3 845)</b>	<b>12 835</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>20 347</b>	<b>9 579</b>	<b>29 926</b>	<b>17 091</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>18 655</u></b>	<b><u>7 426</u></b>	<b><u>26 081</u></b>	<b><u>29 926</u></b>

The notes form part of these financial statements

**Surrey Hills Society  
Balance Sheet  
At 31 March 2012**

	Notes	Unrestricted funds £	Restricted funds £	31 3 12 Total funds £	31 3 11 Total funds £
<b>FIXED ASSETS</b>	13	2,280	7 426	9 706	11 533
<b>CURRENT ASSETS</b>					
Stock of polo shirts & fleeces		129	-	129	-
Debtors	14	2 668	-	2 668	7 435
Cash at bank and in hand		<u>14 530</u>	<u>-</u>	<u>14 530</u>	<u>10 958</u>
		17 327	-	17 327	18 393
<b>CURRENT LIABILITIES</b>					
Prepaid event fees		<u>(952)</u>	<u>-</u>	<u>(952)</u>	<u>-</u>
<b>NET CURRENT ASSETS</b>		<u>16 375</u>	<u>-</u>	<u>16 375</u>	<u>18 393</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>18 655</u>	<u>7 426</u>	<u>26 081</u>	<u>29 926</u>
<b>NET ASSETS</b>		<u>18 655</u>	<u>7 426</u>	<u>26 081</u>	<u>29 926</u>
<b>FUNDS</b>	12				
Unrestricted funds				18 655	20 347
Restricted funds				<u>7 426</u>	<u>9 579</u>
<b>TOTAL FUNDS</b>				<u>26 081</u>	<u>29 926</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2012

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2012 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements so far as applicable to the charitable company

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

The financial statements were approved by the Board of Trustees on 8 September 2012 and were signed on its behalf by



Jo Tollow -Trustee



C Howard -Trustee

The notes form part of these financial statements



**Surrey Hills Society  
Notes to the Financial Statements  
for the Year Ended 31 March 2012**

**1 ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) the Companies Act 2006 and the requirements of the Statement of Recommended Practice Accounting and Reporting by Charities

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

**Grant income**

Grants are included within Incoming Resources from Charitable Activities where they are specifically for the provision of goods and services to be provided as part of charitable activities. All other grant income including receipts to fund capital purchases is recorded as Voluntary Income

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources

**Taxation**

The charity is exempt from corporation tax on its charitable activities

**Fixed assets**

Equipment purchases with a value in excess of £1 000 are capitalised and depreciated on a straight line basis over their useful economic lives as follows

Equipment	5 years
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**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds are those funds which must only be used for the purpose specified by the Donor

**2 VOLUNTARY INCOME**

	31 3 12	31 3 11
	£	£
Donations	2 600	4 298
Gift Aid	509	2 401
Subscriptions	6 608	5,685
Grants to fund reprint of walks leaflets	3 181	10,853
	<u>12 898</u>	<u>23 237</u>

**3 ACTIVITIES FOR GENERATING FUNDS**

	31 3 12	31 3 11
	£	£
Sale of promotional products	<u>913</u>	<u>808</u>

**4 INVESTMENT INCOME**

	31 3 12	31 3 11
	£	£
Deposit account interest	<u>3</u>	<u>6</u>

**Surrey Hills Society**  
**Notes to the Financial Statements**  
**for the Year Ended 31 March 2012**

**5 INCOME FROM CHARITABLE ACTIVITIES**

	31 3 12	31 3 11
	£	£
Society events	4 755	5 134
Grant income	<u>2 000</u>	<u>4 120</u>
	<u>6 755</u>	<u>9 254</u>

**6 COSTS OF GENERATING VOLUNTARY INCOME**

	31 3 12	31 3 11
	£	£
Literature brochures & promotional events	4 677	2 417
Equipment purchases	214	-
Bank charges	-	29
Depreciation	2 631	1 421
Allocated support costs	<u>1 691</u>	<u>729</u>
	<u>9 213</u>	<u>4 596</u>

**7 FUNDRAISING TRADING**

	31 3 12	31 3 11
	£	£
Promotional items for resale	370	1 336
Allocated support costs	<u>83</u>	<u>254</u>
	<u>453</u>	<u>1 590</u>

**8 CHARITABLE ACTIVITIES**

	31 3 12	31 3 11
	£	£
Society events	3 459	3 687
Equipment purchases	188	-
Cost of consultant administrator	8 240	8 140
Allocated support costs	<u>2 673</u>	<u>2 266</u>
	<u>14 560</u>	<u>14 093</u>

**9. GOVERNANCE COSTS**

	31 3 12	31 3 11
	£	£
Management meetings	153	160
Allocated support costs	<u>35</u>	<u>31</u>
	<u>188</u>	<u>191</u>

**Surrey Hills Society**  
**Notes to the Financial Statements**  
**for the Year Ended 31 March 2012**

**10 SUPPORT COSTS**

	Voluntary Income (38%) £	Fundraising trading (2%) £	Charitable Activities (59%) £	Governance Costs (1%) £	Total £
<b>Management</b>					
Insurance	690	34	1 090	14	1 828
Postage & stationery	406	20	642	8	1 076
Sundry	64	3	101	2	170
<b>Information technology</b>	<u>531</u>	<u>26</u>	<u>840</u>	<u>11</u>	<u>1 408</u>
<b>Total support costs</b>	<u>1 691</u>	<u>83</u>	<u>2 673</u>	<u>35</u>	<u>4 482</u>

**11 TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2012 nor for the year ended 31 March 2011

**Trustees' Expenses**

The following amounts were reimbursed to trustees in respect of purchases made on behalf of the Society and trustees expenses for the years ended 31 March 2012 and 2011

	31 3 12 £	31 3 11 £
K Bare	574	363
T Driscoll	27	-
C Howard	100	-
N Maltby	30	2 916
A Morris	14	-
R Pitts	1,975	1 125

**12 RESTRICTED FUNDS**

During the year two restricted funds were established from grants received

The first fund was restricted to the re-print of our popular Churt and Frensham walks leaflets. The total grant received was £3,181 and the total cost of the re-print was £3 361

The second fund was restricted to contribute to the consultancy fees of J Robinson a consultant administrator. A total of £2 000 was received

Two of the funds established in 2011 remain in place. One fund was restricted to the acquisition of a gazebo, trailer and related artwork. These items were capitalised as fixed assets and are being depreciated over the lives of the assets which are expected to be five years.

The second fund was restricted to the purchase of generators and a projector. Items with a value of £1 450 were capitalised as fixed assets to be written off over useful life of five years.

**Surrey Hills Society**  
**Notes to the Financial Statements**  
**for the Year Ended 31 March 2012**

**13 FIXED ASSETS**

	Equipment £
<b>Cost</b>	
Cost brought forward at 1 April 2011	12 954
Additions	804
Cost carried forward at 31 March 2012	<u>13 758</u>
<b>Depreciation</b>	£
Accumulated depreciation brought forward at 1 April 2011	1 421
Charge for the year	2 631
Accumulated depreciation carried forward at 31 March 2012	<u>4 052</u>
<b>Net book value</b>	
Net book value at 31 March 2012	<u>9 706</u>
Net book value at 31 March 2011	<u>11 533</u>

**14 DEBTORS AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31 3 12 £	31 3 11 £
Other debtors	<u>2 668</u>	<u>7 435</u>

**15 MOVEMENT IN FUNDS**

	At 1 4 11 £	Net movement in funds £	At 31 3 12 £
<b>TOTAL FUNDS</b>	<u>29 926</u>	<u>(3 845)</u>	<u>26 081</u>

Net movement in funds included in the above are as follows

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	15 388	(17 080)	(1 692)
<b>Restricted funds</b>	5 181	(7 334)	(2 153)
<b>TOTAL FUNDS</b>	<u>20 569</u>	<u>(24 414)</u>	<u>(3 845)</u>

**16 CAPITAL COMMITMENTS**

There were no capital commitments as at 31 March 2012 (2011: £nil)

**17 LIMITED LIABILITY**

The charity is limited by guarantee with each member's liability restricted to £1 should the charity be wound up

**18 IRRECOVERABLE VAT**

The Charity is not registered for the purposes of Value Added Tax. All Value Added Tax incurred on purchases is written off to the expense account to which the original purchase related