

**REGISTERED CHARITY NUMBER: 216619**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR  
THE YEAR ENDED 31 MARCH 2016  
FOR  
SOCIETY FOR MEDIEVAL ARCHAEOLOGY**

Bronsens  
Chartered Certified Accountants  
6 Langdale Court  
Witney  
Oxfordshire  
OX28 6FG

**SOCIETY FOR MEDIEVAL ARCHAEOLOGY**  
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**FOR THE YEAR ENDED 31 MARCH 2016**

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## SOCIETY FOR MEDIEVAL ARCHAEOLOGY

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

The trustees present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Registered Charity number

216619

##### Principal address

Maudland Building, MB107c  
University of Central Lancashire  
Fylde Road  
Preston  
Lancashire  
PR1 2HE

##### Trustees

Prof N Edwards	- resigned 2.12.16
Prof M Carver	- resigned 4.1.16
R O'Flionn	
Prof G Astill	- appointed 4.1.16
Prof D Tys	- appointed 2.12.16

##### Other Council members who served during the year

President - Prof C Lewis  
Honorary Secretary - Prof D Hadley  
Honorary Treasurer - Dr D Sayer

##### Independent examiner

Bronsens  
Chartered Certified Accountants  
6 Langdale Court  
Witney  
Oxfordshire  
OX28 6FG

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

##### 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 Council periodically reviews the activities of the Society for the purpose of planning and assessing any major risks likely to affect the running of the Society. The Council is satisfied that systems in place would mitigate exposure to major risks.

#### OBJECTIVES AND ACTIVITIES

##### Objectives and aims

The objective of the Society is the furtherance of the study of unwritten evidences of British history since the Roman period by the publication of a journal and in any way that may be approved from time to time by the Council.

##### Significant activities

The society exists to further the study of the period from the 5th to the 16th century A.D. by publishing a journal of international standing dealing primarily with the archaeological evidence, and by other means such as by holding regular meetings and arranging conferences. While maintaining a special concern for the medieval archaeology of Britain and Ireland, the society seeks to support and advance the international study of this period (as broadly defined above) in Europe. It also aims to serve as a medium for co-ordinating the work of archaeologists with that of historians and scholars in any other discipline relevant to this field.

**SOCIETY FOR MEDIEVAL ARCHAEOLOGY**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The society has published the annual journal, Medieval Archaeology and has also published a monograph series. Annual excavation summaries are reported in 'Medieval Britain and Ireland'.

These publications are produced with the aim of extending our knowledge of the medieval period in Britain's history.

The work of the society is now more widely publicised on our website - [www.medievalarchaeology.co.uk](http://www.medievalarchaeology.co.uk).

**FINANCIAL REVIEW**

**Investment policy and objectives**

The investment powers are as stated in the Constitution. The Society does not hold any investments currently.

**FUTURE DEVELOPMENTS**

The society's website ([www.medievalarchaeology.co.uk](http://www.medievalarchaeology.co.uk)) contains details of future conferences and publications.

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
Prof G Astill - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
SOCIETY FOR MEDIEVAL ARCHAEOLOGY**

I report on the accounts for the year ended 31 March 2016 set out on pages four to seven.

**Respective responsibilities of trustees and examiner**

The charity's trustees 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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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)(b) 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

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.

Bronsens  
Chartered Certified Accountants  
6 Langdale Court  
Witney  
Oxfordshire  
OX28 6FG

Date: .....

**SOCIETY FOR MEDIEVAL ARCHAEOLOGY**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2016**

	Notes	Unrestricted funds £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		52,398	-	52,398	42,307
Investment income	2	799	110	909	1,053
<b>Total incoming resources</b>		53,197	110	53,307	43,360
 <b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Membership and journal		3,014	-	3,014	19,024
Monographs		10,888	-	10,888	9,640
Conferences and events		1,549	-	1,549	800
Research grants		2,000	-	2,000	1,400
<b>Governance costs</b>		10,043	-	10,043	5,644
<b>Total resources expended</b>		27,494	-	27,494	36,508
 <b>NET INCOMING RESOURCES</b>		25,703	110	25,813	6,852
 <b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		149,455	20,421	169,876	163,024
 <b>TOTAL FUNDS CARRIED FORWARD</b>		175,158	20,531	195,689	169,876

The notes form part of these financial statements

**SOCIETY FOR MEDIEVAL ARCHAEOLOGY**

**BALANCE SHEET  
AT 31 MARCH 2016**

	Notes	Unrestricted funds £	Restricted funds £	31.3.16 Total funds £	31.3.15 Total funds £
<b>CURRENT ASSETS</b>					
Debtors	4	14,478	-	14,478	4,233
Cash at bank		161,880	20,531	182,411	166,723
		<u>176,358</u>	<u>20,531</u>	<u>196,889</u>	<u>170,956</u>
 <b>CREDITORS</b>					
Amounts falling due within one year	5	(1,200)	-	(1,200)	(1,080)
		<u>175,158</u>	<u>20,531</u>	<u>195,689</u>	<u>169,876</u>
 <b>NET CURRENT ASSETS</b>					
		<u>175,158</u>	<u>20,531</u>	<u>195,689</u>	<u>169,876</u>
 <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>175,158</u>	<u>20,531</u>	<u>195,689</u>	<u>169,876</u>
 <b>NET ASSETS</b>					
		<u><u>175,158</u></u>	<u><u>20,531</u></u>	<u><u>195,689</u></u>	<u><u>169,876</u></u>
 <b>FUNDS</b>					
	6			175,158	149,455
Unrestricted funds				20,531	20,421
Restricted funds				<u>195,689</u>	<u>169,876</u>
 <b>TOTAL FUNDS</b>					
				<u><u>195,689</u></u>	<u><u>169,876</u></u>

The financial statements were approved by the Board of Trustees on ..... and were signed on its behalf by:

.....  
Prof G Astill -Trustee

# SOCIETY FOR MEDIEVAL ARCHAEOLOGY

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

### 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 Charities Act 2011 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. Voluntary income and donations are accounted for as received by the Society. The income from fund raising ventures is shown gross with the associated costs included in fund raising costs. No permanent endowments have been received in the period. Bank interest is included in the Statement of Financial Activities on a receipts basis.

#### 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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

#### Governance costs

Administration expenses include all expenditure not related to the charitable activity or fund raising ventures.

#### Taxation

The charity is exempt from tax on its charitable activities.

#### Fund accounting

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### 2. INVESTMENT INCOME

	31.3.16	31.3.15
	£	£
Deposit account interest	909	1,053
	<u>909</u>	<u>1,053</u>

### 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015 .

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015 .

### 4. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Publication sales	14,478	4,233
	<u>14,478</u>	<u>4,233</u>



**SOCIETY FOR MEDIEVAL ARCHAEOLOGY**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2016**

**5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.16	31.3.15
	£	£
Accrued expenses	1,200	1,080
	<u>          </u>	<u>          </u>

**6. MOVEMENT IN FUNDS**

	At 1.4.15	Net movement in funds	At 31.3.16
	£	£	£
<b>Unrestricted funds</b>			
General fund	107,345	25,478	132,823
The Fletcher Fund	42,110	225	42,335
	<u>          </u>	<u>          </u>	<u>          </u>
	149,455	25,703	175,158
 <b>Restricted funds</b>			
Sudreys Fund	8,134	44	8,178
Medieval Europe Bursary	11,558	62	11,620
The John Hurst Fund	729	4	733
	<u>          </u>	<u>          </u>	<u>          </u>
	20,421	110	20,531
 <b>TOTAL FUNDS</b>	<u>          </u>	<u>          </u>	<u>          </u>
	169,876	25,813	195,689
	<u>          </u>	<u>          </u>	<u>          </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	52,972	(27,494)	25,478
The Fletcher Fund	225	-	225
	<u>          </u>	<u>          </u>	<u>          </u>
	53,197	(27,494)	25,703
 <b>Restricted funds</b>			
Sudreys Fund	44	-	44
Medieval Europe Bursary	62	-	62
The John Hurst Fund	4	-	4
	<u>          </u>	<u>          </u>	<u>          </u>
	110	-	110
 <b>TOTAL FUNDS</b>	<u>          </u>	<u>          </u>	<u>          </u>
	53,307	(27,494)	25,813
	<u>          </u>	<u>          </u>	<u>          </u>

**SOCIETY FOR MEDIEVAL ARCHAEOLOGY**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2016**

	31.3.16	31.3.15
	£	£
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations and grants	-	819
Gift aid	1,107	1,897
Legacies	8,110	-
Subscriptions	38,485	22,650
Funds received on behalf of Medieval Europe Conference	-	581
Royalties and leaflet income	130	86
Monograph sales	1,908	5,191
Wigmore monograph	2,658	-
Hirsel monograph	-	11,083
	52,398	42,307
<b>Investment income</b>		
Deposit account interest	909	1,053
	53,307	43,360
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Journal printing costs	1,312	15,514
Publicity	1,549	800
Prizes awarded	1,605	794
Newsletter and website	97	2,716
Wigmore monograph costs	7,126	-
Hirsel monograph costs	-	9,640
Maritime Societies monograph costs	3,762	-
Research grants	2,000	1,400
	17,451	30,864
<b>Governance costs</b>		
Auditors' remuneration	1,320	1,080
Editor's expenses	3,884	590
Committee and AGM costs	4,204	3,315
Insurance	378	383
Bank charges	257	276
	10,043	5,644
<b>Total resources expended</b>	27,494	36,508
<b>Net income</b>	25,813	6,852

This page does not form part of the statutory financial statements