

Independent Examiner's Certificate for the Charity's Accounts

Report to the trustees of Ludlow Civic Society on the accounts for the year ended 31 March 2019.

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to examine the accounts under section 145 of the Charities Act, follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and state whether particular matters have come to my attention.

Basis of independent examiner's statement:

My examination was carried out in accordance with 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 the 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 statement below.

Independent examiner's statement:

I have no conflict of interest in relation to this examination.

In my opinion, all relevant disclosures have been made in the financial statements and the trustees have assessed the invoices, bills and commitments outstanding at the end of the reporting period and are satisfied that the charity can settle them as and when they fall due.

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 following requirements have not been met:
 - to keep accounting records in accordance with section 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act;
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 12 April 2019

Name: M G BEAZLEY MBE, MA, FCMI, C Dip AF (ACCA)

Address: Old Gate House, Old Street, Ludlow SY 8 1NS

Income and Expenditure Account

	Note	2019		2018	
		£	£	£	£
Fund raising income:					
Donations:					
Ordinary		106.85		213.09	
Jubilee Garden		-		14,620.45	
Ludlow in Bloom		-		1,000.00	
Cobbles repair		1,830.50			
Gift Aid		541.96		1,222.65	
Subscriptions		2,979.50		2,715.50	
Meetings, talks & members' party		1,419.70		1,061.00	
Heritage news adverts		70.00		770.00	
Brochure sales		300.00		75.00	
Visits		3,146.00		495.00	
			10,394.51		22,172.69
Investment income:					
Interest received		43.71		18.30	
M&G Distributions		1,359.20		1,278.51	
			1,402.91		1,296.81
Total income			11,797.42		23,469.50
Expenditure					
Independent examiners fee		200.00		4.80	
Membership cards		458.80		414.99	
Website & marketing		855.11		334.20	
Meetings, talks & party		1,267.33		998.36	
Secretarial & committee		992.13		858.15	
Heritage News		1,648.27		1,246.95	
Grants	1	250.00		1,425.00	
Blue Plaques		321.60			
Insurance		211.00		202.00	
Visits		2,689.25		634.50	
Jubilee Garden project		1,805.02		15,202.07	
Cobbles project		386.50		-	
Total expenditure			11,085.01		21,321.02
Operating deficit/surplus			712.41		2,148.48
Unrealised investment gain / loss	3		200.48		-
Deficit / surplus			912.89		2,148.48

Balance Sheet at End of Year

		2019		2018 (restated)	
	Note	£	£	£	£
Fixed assets:					
Jubilee Garden	2	1.00		1.00	
Long term investments	3	26,147.61		25,947.13	
			<u>26,148.61</u>	<u>25,948.13</u>	
Current assets:					
Cash at bank and in hand:					
Treasurers account		8,986.31		9,516.90	
Business instant access		1.00		1.00	
COIF charity deposit fund		7,852.92		7,852.92	
Petty cash		74.00		83.50	
		<u>16,914.23</u>		<u>17,454.32</u>	
Current liabilities:					
Accruals and deferred income		-		1,252.50	
				<u>1,252.50</u>	
Net current assets			16,914.23		16,201.82
Net assets	4, 5		<u>43,062.84</u>		<u>42,149.95</u>
Funds					
Funds brought forward			42,149.95		40,001.47
Deficit / Surplus for the year			912.89		2,148.48
			<u>43,062.84</u>		<u>42,149.95</u>

Mike Beardon
 Independent Examiner
 12 April 2019

Notes to the accounts

1	The following grants were made	2019	2018
		£	£
	Ludlow College		50.00
	Georgian Group		250.00
	Ludlow in Bloom		1,125.00
	Ludlow Methodist Church	250.00	
		<u>250.00</u>	<u>1,425.00</u>

2 The Jubilee Garden is deemed to have no commercial value and the trustees are of the opinion that the asset should be reflected by a nominal figure.

3 The investments held with M&G Investments are designated as if they were an expendable endowment, and so the trustees believe they should be held on the balance sheet at their current market value, with the unrealised gains or losses being recognised in the annual surplus. The 2018 comparisons have been restated to reflect this change of treatment.

4 The following restrictions and designations apply to these funds

		2019	
		£	£
Restrictions			
Cobbles project		<u>1,593.75</u>	1,593.75
Short term designations			
Jubilee Garden		£4,151.48	
Cobbles project		£4,019.75	
Town CCTV renewal		<u>£1,000.00</u>	
			£9,171.23
Long term designations			
Development defence fund	*	<u>£26,147.61</u>	
			£26,147.61
Totals restrictions and designations			<u><u>£36,912.59</u></u>

* Development defence fund. A war chest to defend against significant adverse development in the town. The trustees believe that the risk of adverse development remains high, especially on the southern approach to the town, and that £25,000 (± £5,000) should be retained to allow the society to act swiftly rather than waiting to seek donations. Until it is needed, the trustees have designated it as an expendable endowment, allowing the investment income to be spent on the charitable objects of the society. The trustees review this position annually.

5 The portion of these funds that represents free cash reserve is as follows

	2019
	£
Net financial assets	43,061.84
less restrictions & designations	(-36,912.59)
less operational needs until renewals	(-2,500.00)
Free cash reserve	<u>3,649.25</u>
Preferred level of cash reserves	<u>4,000.00</u>
Excess reserves	(-350.75)

The reserves policy agreed by the trustees aims to hold between 3 and 9 months of expenditure over and above designated funds and operational needs. At current expenditure, this is between £1,000 and £4,000. The reserves policy and the designations are reviewed annually.

Summary of Fund Activity

as at 31 Mar 19

	Brought Forward	Income/ Additions	Expense/ Withdrawals	Transfers	Unrealised Gain/Loss	Current Position
General fund	£10,201.82	+£6,715.67	-£6,204.24	-£4,564.00		£6,149.25
Designated funds						
Jubilee Garden	£4,170.71	-	-	-£3,031.23		£1,139.48
JG Provision	-	-	-	+£3,012.00		£3,012.00
Cobbles	-	-	-	+£4,019.75		£4,019.75
Visits	-	+£3,145.00	-£2,689.25	-£455.75		-
CCTV	-	-	-	+£1,000.00		£1,000.00
Total designated funds	£4,170.71	+£3,145.00	-£2,689.25	+£4,544.77		£9,171.23
Restricted funds						
Jubilee Garden	£1,829.29	-	-£1,848.52	+£19.23		-
Cobbles		+£1,936.75	-£343.00	-		£1,593.75
Total restricted funds	£1,829.29	+£1,936.75	-£2,191.52	+£19.23		£1,593.75
Total cash funds	£16,201.82	+£11,797.42	-£11,085.01	-		£16,914.23
<i>Prior year totals</i>	<i>£14,053.34</i>	<i>+£23,469.50</i>	<i>-£21,321.02</i>	-		<i>£16,201.82</i>
Long term funds						
Development Defence <i>(see note 1)</i>	£25,947.13				+£200.48	£26,147.61
Total funds						£43,061.84
					General fund	£6,149.25
					less expenses until Sep	-£2,500.00
					Free cash reserve	£3,649.25
					<i>(see note 2)</i>	

Notes

- 1 Development defence fund. A war chest to defend against significant adverse development in the town. The trustees believe that the risk of adverse development remains high, especially on the southern approach to the town, and that £25,000 (± £5,000) should be retained to allow the society to act swiftly rather than waiting to seek donations. Until it is needed, the trustees have designated it as a form of quasi-endowment, allowing the investment income to be spent on the charitable objects of the society. The trustees review this position annually.
- 2 The reserves policy agreed by the trustees aims to hold between 3 and 9 months of expenditure over and above designated funds and operational needs. At current expenditure, this is between £1,000 and £4,000. The reserves policy and the designations are reviewed annually.