



PERCIVAL GUILDHOUSE

Rugby's Independent Centre for
Adult Education & the Arts

ANNUAL REPORT 2019/20

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Registered Charity No. 528782

Annual Report 2019/20

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1. INTRODUCTION

Welcome to this review of the academic year August 2019-July 2020. What a year it has been as we have faced the most testing of challenges; one that threatens the very future of the Percival Guildhouse.

The academic year started well until in March the UK was hit by the Pandemic of Corona Virus Covid-19. The country and our facility were in lockdown for a long period of the spring and summer with no classes able to be held onsite.

On a positive note this year we put a great deal of effort into securing finance, permissions, plans and procedures to enable us to install a lift into the centre to enable access for all to the 3 floors of our Victorian building. A project that should be completed with everyone able to benefit when we are able to open the Guildhouse to students again.

At the time of writing, because of Pandemic, we are not sure when, nor how, the AGM will be held but we hope to be able to give you advance notice.

2. OBJECTIVES AND POLICIES

The Charity's objective is the advancement of the education of adults in the Rugby area. This objective is achieved principally by the provision of: -

- A centre of activity known as the Percival Guildhouse.
- Adult Education courses in a wide range of non-vocational subjects in our own and other premises.

Our policy is to comply with all relevant legislation and regulations. This year has necessitated us focusing on all the Pandemic Regulations that the government introduced as well as continuing to offer a viable service and keep our stakeholders safe.

3. REPORT OF THE EXECUTIVE COMMITTEE

3.1. Executive Committee

The Executive Committee is comprised of those trustees elected at the AGM plus the Centre Manager as an ex-officio member.

The E.C. is primarily responsible for the good governance of the Charity, its strategic direction, its financial sustainability, the maintenance of the building and the safety of all its users.

It met formally on 5 occasions before the lockdown started, and then on average every fortnight online.

We are pleased to report that the year was free of any serious incident.

3.2. COVID-19 impact.

As for everyone else this has been an unprecedented and challenging year. The national lockdown in March resulted in the loss of the last two weeks of the Spring term and the whole of the Summer term. This had a dramatic impact on our income such that we found it necessary to start drawing on our cash reserves.

Everyone has been working extremely hard to navigate our way through the operational and financial challenges facing the Guildhouse. We have lowered our cost base (requiring some difficult staffing decisions), made full use of the Government support, invested in technology to enable online tuition, and successfully applied for grants.

As we enter the new academic year, we are fighting hard to secure the long term sustainability of the Guildhouse. It is not overstating things to say that, in all likelihood, this is one of the most significant challenges faced by the PGH in its 95 years history.

We are fortunate in having a strong group of people to get us through this time of crisis and we are incredibly grateful for our students sticking by us.

3.3. Quality Learning

3.3.1. Introduction

This year has been an extraordinary one for the Guildhouse with the impact of COVID 19 pandemic. The year started with a traditional programme of non-vocational courses and day schools, but the Spring term was cut short and the Summer term cancelled due to the National Lockdown. This has inevitably had an impact on enrolments and new students' numbers (see below).

The team quickly adapted the physical delivery of the courses to on-line classes using the Zoom platform. We trialled 2 weeks of Zoom classes which were free to students and following the positive feedback from this trial we delivered two 5-week terms over June and July enrolling 130 students.

The success of the on-line programme is due to a combination of our ability to be flexible and responsive to the economic situation we were in and combining this with needs of the students, our dedicated tutors, and the tireless efforts of our office team, led by Sarah Gall, all contributed to its development and promotion.

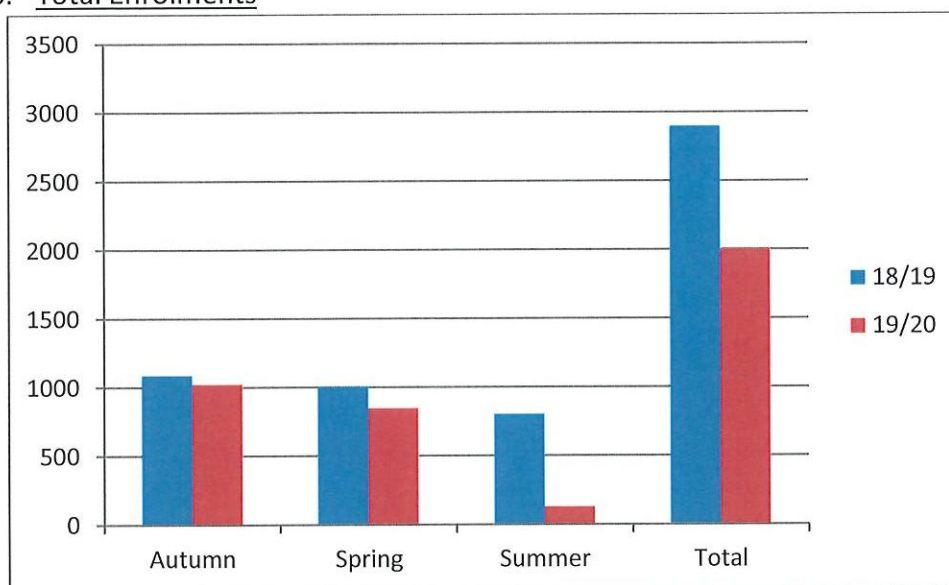
The lessons learnt from this new type of course delivery were invaluable for the ongoing planning of the next academic year.

It has been a difficult year, but we are heartened by all the messages of support from our students and their passion for the Guildhouse and its survival. When the Spring term finished early the vast majority of students donated the fees for classes not attended, for which we are very grateful.

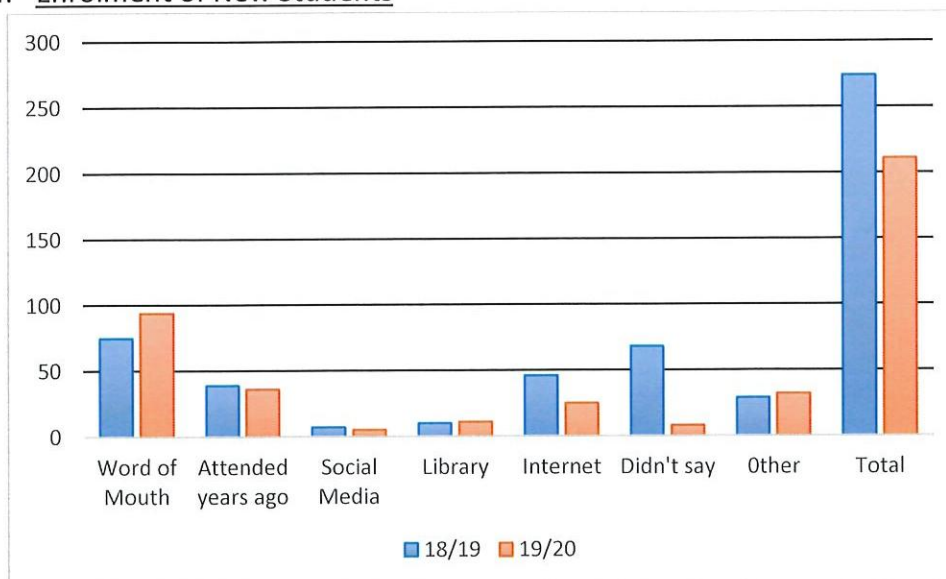
3.3.2. Public Benefit

The Trustees have read and understood the Charity Commission guidance on public benefit. They consider that the Percival Guildhouse, whose charitable purpose is the advancement of education of adults in the Rugby area by the provision of an adult education centre, demonstrates public benefit by providing courses that are available to all. The Guildhouse is more than just a centre of education as it is a community of people who meet and make new friends in a warm, welcoming and safe environment so reducing loneliness and social isolation. In 2019/20 the café provided opportunities for students to spend time with each other and enjoy home cooked food.

3.3.3. Total Enrolments



3.3.4. Enrolment of New Students



New students are defined as those who had not enrolled on any course during the previous three years. Full details of the classes and their enrolments are included at the end of this report.

3.3.5. Fee Remission

In the furtherance of our charitable objectives fee remission was again available to students who are in receipt of certain means tested benefits. Due to the high cost to the PGH in previous years the discount for 2019/20 was set at 50% of the full fee (previously 75%).

As a result of this reduction, and the loss of our Summer term, the cost this year to the Guildhouse was only £2,705 (56 remissions), which was covered by the grant of £3k from the Westham House Fund. We are extremely grateful to them for their continued support and for allowing us to use the surplus to help offset our additional online costs.

The grant of £500 from the Old Rugbeian Society, originally intended for fee remission purposes, was with their agreement also used to offset additional costs.

3.3.6. Cultural Visits 2019-2020 *(With thanks to Sheila Winterton)*

After an early start from Rugby and a speedy journey along the M6 and M62, the heavens opened as the coach entered Liverpool on a late September day in 2019. On board were 40 Guildhouse students all keen to savour the many cultural delights of the city. Our first destination was the Walker Art Gallery in the city centre and, as we approached the steps to the impressive gallery building, the rain clouds passed over and we were blessed with sunshine for the rest of the day.

The Walker Art Gallery is the national gallery of the north and was presented to the city in 1873 by AB Walker, a local brewer and alderman, building on an existing art collection which had started in 1819. Students were given a detailed conducted tour of the collections by an enthusiastic and inspiring guide looking at Renaissance masterpieces, Tudor portraits and one of the best collections of Victorian and Pre-Raphaelite art in the country. The gallery also had an outstanding display of contemporary art.

During the afternoon we visited another of Liverpool's famous galleries, the Lady Lever Gallery in Port Sunlight, founded by WH Lever, famous soap manufacturer and philanthropist. As we emerged from the Mersey tunnel we approached Port Sunlight, a fine example of a garden city created for employees of the soap factory. Here a knowledgeable guide explained the best of Lever's personal collection of fine and decorative art including a collection of Wedgwood jasperware.

In early March 2020 we were lucky to fit in another visit before health restrictions were introduced. We had the chance to visit two of London's greatest landmarks: the National

Portrait Gallery and the British Museum. The NPG had a wide range of portraits from Tudor times to present day celebrities while the British Museum offered students the opportunity to see the exhibition entitled *Troy: Myth and Reality* as well as their ever popular permanent collections of artefacts from all over the world.

The Guildhouse has been offering Cultural Visits for 20 years as a part of the adult education programme. For much of that time students have benefited from preview sessions given by art history tutor, Richard Yeomans, who has given background information on the exhibitions. Richard has now decided to retire from lecturing and we should like to thank him for sharing his vast knowledge of art history which has been very much appreciated by students adding to the enjoyment of each visit.

3.4. Local Community Links

3.4.1. Clubs and Groups

Clubs and groups continued to meet at the Guildhouse on a weekly and fortnightly basis until the lockdown. These included, Rugby Family History Group, Rugby Local History Research Group, Yoga for Health, Friday Singers, Knitting Club, The Guildhouse Painting Group, The Conversational and The Improvers Bridge Clubs and Winter Words Club. The Latin Reading Group headed by tutor John King continues to meet in members' houses and they kindly donate their fees back to the Guildhouse.

3.4.2. Rugby Art Gallery and Museum (RAGM)

Our annual Art and Craft Exhibition was held in the Floor One Gallery from the 7th March for 2 weeks. It was another successful showcasing of our students' work during the year. It attracted over 400 visitors with several positive comments. New exhibits this year include Needle-Felting and Woodcarving. Many thanks to the art and craft tutors who make this very worthwhile event look so wonderful, making it an excellent opportunity to publicise this part of the programme.

A special thank you to the 40 volunteers who helped set up and take down the exhibition and those who gave their time stewarding during the exhibition.

Income from the sale of catalogues was £53 and one picture was sold.

3.4.3. Rugby Library (WCC) and Tourist Information Desk (RBC)

Rugby Library staff and the Tourist Information staff have again been supportive by their willingness to promote our programme on a termly basis by displaying any information that we give them. This facility is crucial in advertising our programme to new students.

3.4.4. Rugby Borough Council

Both our students and the people of Rugby are extremely fortunate that in exchange for allowing public access, the Borough Council maintains the Guildhouse gardens as a pleasant, green oasis in this built up corner of the town.

Councillor Sue Roodhouse is the Council's representative.

3.5. Review of Financial Year 2019/2020

A Statement of Financial Activities for the year is appended to this report.

3.5.1. Grants

We received total grants of £79,366 which included; £2,000 from the Sir Edward Boughton Long Lawford Charity, £3,000 from the Westham House Fund and £500 from the Old Rugbeian Society which enabled us to offer fee remission and to assist with other ongoing expenses.

In addition, we received a total of £49,035 from three donors specifically towards our lift project. Finally, the balance of £24,831 was received from Government funding by way of staff furlough payments and Hospitality and Leisure Grant.

All these grants are set out in note 3 to the Statement of Financial Activities.

3.5.2. Donations & Fund Raising

Donations from a number of individuals and the proceeds of various fund-raising activities are used to help with the costs of maintaining the Guildhouse property, and for this year towards the cost of the lift. For a self-financing organisation this makes a tremendous difference. A summary of these can be found in notes 2 and 6 that are attached to the Statement of Financial Activities.

The Percival Guildhouse raises funds from donations and from fundraising events such as the Christmas Fair. The Guildhouse is registered with the Fundraising Regulator and does not outsource fundraising to external organisations. The charity has no other fundraising requiring disclosure under S162A of the Charities Act 2011.

3.5.3. Income

The principal continuing sources of income are class fees and room rentals. Income from these sources for the year was £153,913, compared with £211,798 for the previous year, the reduction being as a result of the closure of the Guildhouse for the last part of the Spring term and the whole of the Summer term.

3.5.4. Investments

We have cash of £34,305 invested in a savings account in addition to our bank account balances. Interest received on these accounts was £849. The trustees kept the investment policy under review in the year.

3.5.5. Lift project

Our long established plan to install an interior lift to improve access to the upper floors has come to fruition this year, assisted by generous donations from students and others, from fund raising activities and funds received from external grants.

3.6. People

3.6.1. Staff

Our small team of part-time staff continues to be committed, flexible and hardworking. They make the Guildhouse a friendly and pleasant environment for the students and tutors alike. We thank all our staff for their much-valued contribution to the Guildhouse.

During 2020 whilst in the national lockdown all staff were furloughed apart from the Administrator, Fiona Pedley, and the Centre Manager, Sarah Gall. They continued to work throughout the Summer to manage the on-line Zoom classes and to prepare to re-open the Guildhouse.

3.6.2. Apprentice

Our Apprentice Jessica Whittaker completed her Level 3 Business Administration Apprenticeship and was awarded a Distinction. Her last task was to launch the Percival Guildhouse new website which was completed successfully in September. She left the Guildhouse to join another charity in a similar role.

In January 2020 we recruited our second Apprentice; Freya was also studying a Level 3 Business Administration Apprenticeship. Unfortunately, due to the national lockdown and the drain on our finances, Freya was made redundant in July 2020.

3.6.3. Catering Department

We continue to work hard to increase revenue and minimise costs in the Catering Department.

Due to the pandemic and the uncertainty with our finances and the ability to operate a catering facility in the future, we unfortunately commenced redundancy consultation with our three catering assistants in July.

3.6.4. Tutors

We have a loyal, committed, and professional team of tutors who are a huge and essential part of our successful programme. We are always looking out for new subjects and new tutors to continue to expand and keep variety in our programme.

3.6.5. Volunteers

As a charity we rely on our volunteers, be they evening stewards, fundraisers or brochure deliverers, and their support helps us keep our costs down. They make a very real contribution to, and are at the heart of, the success of the Guildhouse.

3.6.6. Trustees

Trustees are volunteers and are primarily responsible for the governance of the Guildhouse. Good governance enables and supports us in complying with relevant legislation and regulation, and promotes attitudes and culture which work towards fulfilling our organisational vision.

In December 2019 Margaret Blundell and Mike Beare resigned having each been a trustee for many years and, in July, 2020 Lynn Watkins resigned. We are very grateful to them all for their years of voluntary service.

The Guildhouse is fortunate in having a strong group of trustees (currently 10), who are very prepared, and able, to get involved both in a strategic and 'hands on' way to help us in these extremely difficult times.

3.6.7. Publicity

Our brochures are printed and distributed termly. In the year there were a total of 6400 issued 11% less than the previous year as more people are accessing the brochure via the website, this has reduced our costs. Distribution for the autumn programme is managed by Jo and Ted Major who again organised the delivery to existing students, helped by a large band of volunteers, so saving the Guildhouse hundreds of pounds in postage. Many thanks again to them for their super-efficient system and to the local traders who sponsor the brochure. Brochure delivery to local businesses and those in the wider county continue to be completed by Patrick Turner and Felicity Peadon, many thanks to them for increasing the circulation of the brochure.

3.6.8. Communication

During lockdown we have increased student numbers accessing the website and contacting the Guildhouse via email. This has greatly increased our capacity to communicate with our students at a very critical time; it has also reduced our postage costs.

3.6.9. Fundraising

The money raised from our fund-raising events during this year are contributing towards the general funds. Once again, our thanks must go to all our members who continued to support our efforts so generously.

The Christmas Fair

This again proved to be a highly successful and enjoyable and popular event which is open to the public. A net total of £1,692 was raised from various stalls and competitions.

The Christmas Quiz

A big thank you once again to Jo and Ted Major whose quiz raised a total of £123.

The Annual Plant Sale

The Plant Sale did not take place this year due to the national lockdown.

The Prize Club

332 members were enrolled during the 2019 calendar year. The winning numbers were drawn in one of the morning classes and the results were displayed around the house on

posters. The club generated an income of £2,110 for the Guildhouse. Once again, we thank Prabha Mistry for organising this.

Book Sales

Donated books on sale in the hall continued to be popular with our members and raised £645 towards the general funds of the Guildhouse.

Wedding Donations

Wedding donation flyers were produced and with the co-operation of the Rugby Registry Office the flyers have been put in all their wedding packs. The flyers aim at reminding those that are using our gardens for wedding photographs that the gardens belong to the Percival Guildhouse and we are a charity which relies on donations. We suggest a £10 donation for using them and this year have raised £20.

3.7. Premises Group: Provision of a building fit for purpose

A Building such as the Guildhouse needs continuous maintenance and all urgent work was undertaken. The main exceptional expenditure was the modest refurbishment of the office to address security and ease of working issues.

Lift Project: The installation of the Lift was planned to take place in two stages. Initial structural work in the basement was planned for the Easter break and the preparatory building work and subsequent fitting of the lift in July and August. The introduction of the lockdown in March meant that this schedule could not be achieved, and we were eventually told that the lift would be delivered in the second week of September 2020.

Given the incredible strain on PGH's finances the Executive Committee discussed whether to put the project on hold. However, the vast majority of the earmarked funds had been given for the project and could not be redeployed. Hence, we decided to proceed. All preparatory building work took place in July and August and the lift was installed. However, because of the COVID lockdown, glass required for the internal cage could not be delivered until near the end of October. We are pleased to say that the lift is now commissioned and looks exceptionally good.

Fire Doors: As part of ensuring that the lift can be used safely for the evacuation of those finding it difficult to walk down the stairs, we have also had to undertake during the summer a major programme replacing some and repairing most fire doors

COVID safe measures: The Centre Manager, supported actively by the Trustees, has implemented all necessary actions to ensure maximum protection for students, tutors and staff. As most students will access courses using Zoom classrooms have had to be fitted with all the equipment to facilitate this.

1. Statement of Compliance

This report complies with the requirements of the Charity Commission's Statement of Recommended Practice 2005 for Charities.

Approved by the Trustees and signed on their behalf

by: D. Jone

on : 29/01/2021

APPENDICIES

- I. REFERENCE AND ADMINISTRATIVE INFORMATION
- II. STAFF LIST
- III. STATEMENT OF ACCOUNTS
- IV. COURSE STATISTICS

APPENDIX I

REFERENCE AND ADMINISTRATIVE INFORMATION

President	Mr Peter Green, Headmaster of Rugby School		
Vice Presidents	Mr D. Dove Mr J. Lawton Mrs A. Lewis-Jones	Mr M. J. Beare Mr M. J. Brice	Mr P. H. Elliot Mr T. P. Cowhig
Executive Committee	(The Trustees of the Percival Guildhouse)		
Honorary Officers	Chairman Treasurer Secretary	Mr David Dove Mr David Thomson Mrs Carin Jackson	
Trustees	Mr Mike Beare (resigned December 2019) Mr Steve Becker Mrs Margaret Blundell (resigned December 2019) Mr Rob Close Mr Ralph De La Croix Ms Anda Drasovean Mrs Jane Lucas Mr Peter Reaney Ms Clare Turnbull Mrs Lynn Watkins (resigned July 2020)		
Trustees of the Property	The Official Custodian for Charities		
Bankers	The Royal Bank of Scotland, 17 Church St, Rugby, CV21 3PP		
Insurance Brokers	Towergate MIA, Kings Court, London Road, Stevenage, SG1 2GA		
Independent Examiner	Cottons Accountants, Chestnut Field, Rugby, CV 21 2PD		
Registered Name & Address	The Percival Guildhouse, St Matthews St, Rugby, CV21 3BY		
Charity Registration Number	528782		
Governing Document	The Percival Guildhouse is governed by its constitution adopted at the Annual General Meeting on 3 rd March 2006. It is constituted as an unincorporated association of its members.		

APPENDIX II

STAFF LIST

Office Staff:	
Centre Manager	Mrs Sarah Gall
Administrator	Mrs Prabha Mistry
Administrator and Book Keeper	Mrs Fiona Pedley
Apprentice	Ms Jessica Whittaker (completed & left September 2019) Ms Freya Mosley (started February 2020 & made redundant July 2020)
Catering Manager	Mrs Claire Treanor
Catering Assistants	Mrs Dil Jordan Mrs Maureen Ward Miss Kerry Gelston
Caretakers	Mrs Tatjana Sentereva Mr Joaquim Batista Da Silva

The Percival Guildhouse

Statement of Financial Activities for the Period 1 August 2019 to 31 July 2020

	Notes	Unrestricted	Restricted	2020 Total Funds £	2019 Total Funds £
Incoming Resources					
Donations & Legacies	2	15,542	3,119	18,661	8,181
Grants	3	30,466	49,035	79,501	15,975
Class Fees & Hire of Rooms	4	153,913	0	153,913	211,798
Other Income from Charitable Activities	5	20,712	0	20,712	27,191
Fund Raising Activities	6	928	4,200	5,128	7,767
Interest Receivable		849	0	849	875
Other Incoming Resources		<u>262</u>	<u>0</u>	<u>262</u>	<u>533</u>
Total Incoming Resources		222,672	56,354	279,026	272,320
Less: Cost of Fund Raising Activities	6	<u>(872)</u>	<u>0</u>	<u>(872)</u>	<u>(1,512)</u>
Net Incoming Resources Available for Charitable Application		<u>221,800</u>	<u>56,354</u>	<u>278,154</u>	<u>270,808</u>
Resources Expended:					
Charitable	7	(222,287)	0	(222,287)	(268,297)
Governance Costs	8	(16,243)	0	(16,243)	(15,666)
Total Resources Expended		<u>(238,530)</u>	<u>0</u>	<u>(238,530)</u>	<u>(283,963)</u>
Net Income/(Expenditure) for year		(16,730)	56,354	39,624	(13,155)
Charitable expenditure		6,085	(6,085)		
Total Funds brought forward		<u>119,068</u>	<u>10,393</u>	<u>129,461</u>	<u>142,616</u>
Total Funds carried forward		<u>108,423</u>	<u>60,662</u>	<u>169,085</u>	<u>129,461</u>

The Percival Guildhouse
Balance Sheet as at 31 July 2020

	Notes	2020		2019	
		£	£	£	£
Fixed Assets:					
Tangible Assets	11		17,895		12,021
Current Assets					
Stock		250		150	
Debtors	12	7,293		3,634	
Deposits		34,305		82,526	
Cash At Bank and In Hand		<u>113,404</u>		<u>42,618</u>	
		<u>155,252</u>		<u>128,928</u>	
LESS:					
Current Liabilities:					
Creditors & Accruals	13	<u>4,062</u>		<u>11,488</u>	
Net Current Assets			<u>151,190</u>		<u>117,440</u>
Net Assets			<u>169,085</u>		<u>129,461</u>
Funds:					
Unrestricted Funds	14		30,274		40,919
Designated Funds	15		78,149		78,149
Restricted Fund	16		<u>60,662</u>		<u>10,393</u>
Total Funds			<u>169,085</u>		<u>129,461</u>

Signed D Dove

Date 14/12/20

D Dove

Hon Chairman

For and on behalf of the
Executive Committee

1. PRINCIPAL ACCOUNTING POLICIES

The financial statements of the Charity are prepared in accordance with:

- i) The Charities Act 2011
- ii) The "Statement of Recommended Practice – "Accounting and Reporting by Charities" (revised 2005 and 2008)
- iii) The applicable accounting standards, and
- iv) An historical cost accounting basis.

a) Class fees and similar income

- i) Class fees receivable and charges for use of premises are accounted for in the period in which the service is provided.
- ii) Class fees receivable are stated after deducting any remission granted from unrestricted funds.

b) Grants Receivable

Grants receivable are credited to the Statement of Financial Activities in the year for which they are received. Amounts received for future periods are released to incoming resources in the period for which they have been received.

c) Tangible Fixed Assets

The freehold premises together with its furnishings are capitalised at their original cost and are not depreciated. The original costs of any improvements are not available and have not been capitalised.

The building is insured for a rebuilding value of £2,119,000.

The Charity is responsible for keeping the building in fit and useful condition and these costs are written off as incurred.

d) Depreciation Policy

Provision for depreciation of other fixed assets is made at annual rates calculated to spread the cost of each asset over its expected useful life. The following depreciation rates are used on a straight-line basis:

- i) Lift – not depreciated this year as equipment is not yet installed
- ii) Office fittings and equipment 10%
- iii) Classroom equipment 20%
- iv) General equipment 10%
- v) Catering equipment 20%

e) Stock

Stock is carried at its cost value.

f) Reserves

The General Purpose Fund (free reserves) comprises normal unrestricted funds and is used in accordance with the Charity's charitable objectives at the discretion of the Trustees.

Details of the nature and purpose of the designated funds and restricted fund are set out in the notes to these accounts.(notes 15 and 16)

The Charity has no set policy on transfers between funds, with individual transfers arising as a consequence of specific funding requirements.

Notwithstanding the above, the Trustees had set the following targets with regard to the level of reserves held:

- i. The General Purposes Fund is targeted to be one third of annual turnover (it is currently 15%).
- ii. The Building Renovation Fund is targeted to be 10% of insured rebuilding costs (it is currently 3%).
- iii. The Development Fund is from a legacy and is ring fenced for class equipment until gone.

The Trustees believe that the above targets are reasonable but are not achievable at present and that in light of the current adverse effect of Covid 19 it may take a while for them to be achieved.

2. Donations and legacies	2020	2019
	£	£
Legacies received	4,119	0
Donations and subscriptions	14,048	7,177
Income tax recovered	494	1,004
	<u>18,661</u>	<u>8,181</u>

3. Grants & Sponsorship	Unrestricted	Restricted
	£	£
a) Grants were received during the accounting period as follows:		
Sir Edward Boughton Long Lawford Charity	2,000	
Westham House Fund	3,000	
Old Rugbeian Society	500	
Rugby Group Benevolent Fund		10,000
Garfield Weston Foundation		10,000
Dunhill Medical Trust		29,035
RBC Covid Grant	10,000	
HMRC re furlough	14,831	
b) Programme brochure sponsorship received	<u>135</u>	
	<u>30,466</u>	<u>49,035</u>

In previous years the Westham House Fund provided a grant of £20,000 towards the cost of maintaining the exterior of the building. This grant was made on the condition that it would be repayable should the property ever be sold and as such is a contingent liability..

4. Class Fees and Hire of Rooms	2020	2019
	£	£
a) Income (net of any fee remission granted)		
i) Class fees	150,240	206,346
ii) From hire of rooms (in accordance with charitable aims)	<u>3,673</u>	<u>5,452</u>
	<u>153,913</u>	<u>211,798</u>
b) Fee Remission granted from Guildhouse Funds	2020	2019
i) Number of students on PGH courses receiving fee remission	56	110
ii) Total amount of fee remission given:	£2,705	£7,008
5. Other Income from Charitable Activities	2020	2019
	£	£
a) Property Rentals:	2,717	2,640
b) Refreshments	<u>17,995</u>	<u>24,551</u>
	<u>20,712</u>	<u>27,191</u>

6. Fund Raising Events

The following activities raised funds for the general purposes of the Charity:

	Costs	2020 Income	Net	2019 Net
Event	£	£	£	£
Plant Sale	0	0	0	749
Christmas Fair	0	1,693	1,693	1,890
Book Box	0	645	645	1,074
Christmas Quiz	0	123	123	117
Prize Draw	(872)	2,419	1,547	1,881
Miscellaneous	0	248	248	544
	<u>(872)</u>	<u>5,128</u>	<u>4,256</u>	<u>6,255</u>

7. CHARITABLE EXPENDITURE

a) Programme Provision Expenses		2020 £	2019 £
i)	Programme Publicity	4,365	4,270
ii)	Tutors Fees & Class Expenses	88,878	112,098
iii)	Visit Expenses	1,385	2,062
iv)	Use of Premises in Community	1,220	2,164
v)	Depreciation	1,050	1,386
vi)	Office Staff Wages & Employers National Insurance	46,704	48,119
vii)	Professional fees	361	387
viii)	Office Expenses	<u>7,329</u>	<u>5,914</u>
		<u>151,292</u>	<u>176,940</u>
b) Running and Maintenance Costs for Building		2020 £	2019 £
i)	Insurance	1,477	1,086
ii)	Repairs, Renewals and Decorations	7,366	25,045
iii)	Utilities (Heat, Light, Water, Phone)	7,623	9,953
iv)	Care taking and Catering Staff Wages	48,609	47,810
v)	Kitchen Expenses	4,411	6,046
vi)	Depreciation	248	397
vii)	Professional fees	<u>1,261</u>	<u>1,020</u>
		<u>70,995</u>	<u>91,357</u>
Total Charitable Expenditure		<u>222,287</u>	<u>268,297</u>

8. GOVERNANCE COSTS

	2020 £	2019 £
a) Office Staff Wages & Employers National Insurance	11,676	11,504
b) Office Expenses	1,832	1,478
c) Depreciation	225	286
d) Insurance	1,310	1,225
e) Professional Fees	120	93
f) Independent Examination Fee	<u>1,080</u>	<u>1,080</u>
	<u>16,243</u>	<u>15,666</u>

9. EMPLOYEES REMUNERATION

a) Total remuneration for the year amounted to £104,892 (2019 £105,620). No employee earned £60,000 p.a. or more.

b) The employer's national insurance contributions for these employees was £1,408.

c) The average numbers of paid staff were;	2020	2019
Office Staff:	4	4
Caretaking Staff:	2	2
Catering Staff:	4	4

d) Members of the Office Staff share their duties between:

- i. Organising and administering the programme in accordance with the charitable aims of the Percival Guildhouse (80% of total) and
- ii. The administration and management of the Percival Guildhouse (20% of total) which is included in Governance costs above.

Their salaries have been apportioned pro rata to these categories.

e) Towards the end of the financial year an average of six employees were furloughed: steps had been commenced to make three of these employees redundant in the next year at an anticipated cost of £2800.

10. TRUSTEES REMUNERATION AND EXPENSES

No trustee received any remuneration or expenses during the year.

11. TANGIBLE FIXED ASSETS

	Property & Original Furnishings	Lift	Office Fittings & Equipment	Classroom Equipment	Catering and other equipment	Total
	£	£	£	£	£	£
Cost						
At 1 st August 2019	2,343		11,288	12,307	19,711	45,649
Additions	<u>0</u>	<u>6085</u>	<u>772</u>	<u>0</u>	<u>540</u>	<u>7,397</u>
At 31 st July 2020	<u>2,343</u>	<u>6,085</u>	<u>12,060</u>	<u>12,307</u>	<u>20,251</u>	<u>53,046</u>
Depreciation						
At 1 st August 2019	0	0	7,917	11,812	13,899	33,628
Charge for year	<u>0</u>	<u>0</u>	<u>375</u>	<u>246</u>	<u>902</u>	<u>1,523</u>
At 31 st July 2020	<u>0</u>	<u>0</u>	<u>8,292</u>	<u>12,058</u>	<u>14,801</u>	<u>35,151</u>
Net Book Value						
At 31 st July 2020	<u>2,343</u>	<u>6,085</u>	<u>3,768</u>	<u>249</u>	<u>5,450</u>	<u>17,895</u>
At 31 st July 2019	<u>2,343</u>	<u>0</u>	<u>3,371</u>	<u>495</u>	<u>5,812</u>	<u>12,021</u>

SUMMARY OF NET ASSETS BY FUNDS AT 31 JULY 2020

	General Purposes £	Designated £	Restricted £	Total £	2019 Total £
Tangible fixed assets	17,895	0	0	17,895	12,021
Net current assets	<u>12,379</u>	<u>78,149</u>	<u>60,662</u>	<u>151,190</u>	<u>117,440</u>
	<u>30,274</u>	<u>78,149</u>	<u>60,662</u>	<u>169,085</u>	<u>129,461</u>

12. DEBTORS

	2020	2019
	£	£
Sundry debtors	4,641	1,004
Prepayments	<u>2,652</u>	<u>2,630</u>
	<u>7,293</u>	<u>3,634</u>

13. CURRENT LIABILITIES

	2020	2019
	£	£
Amounts falling due within one year		
Accruals and deferred income	<u>4,062</u>	<u>11,488</u>

14. UNRESTRICTED FUNDS

	2020	2019
	£	£
<u>General Purpose Fund</u>		
Balance at 1 st August	40,919	57,596
Net (expenditure) for the year	(16,730)	(23,584)
Transfer from Restricted Fund	6,085	0
Transfer from Designated Fund	0	6,871
	<u>30,274</u>	<u>40,919</u>
Balance at 31 st July		

15. DESIGNATED FUNDS

	2020	2019
	£	£
<u>Building Renovation Fund</u>		
This fund has been set aside by the Trustees out of unrestricted funds for renovations and improvements to the building.		
Balance at 1 st August	63,799	70,670
Transfers to General Purpose Fund	0	(6,871)
Balance at 31 st July	<u>63,799</u>	<u>63,799</u>
<u>Development Fund</u>		
This fund comprises substantial donations received from a member that have been set aside for improving the Guildhouse facilities.		
Balance at 1 st August and 31 st July	<u>14,350</u>	<u>14,350</u>
Total Designated Funds	<u>78,149</u>	<u>78,149</u>

16. RESTRICTED FUND

	2020	2019
	£	£
<u>Lift Fund</u>		
This restricted fund has arisen from grants and donations received towards the cost of installation of a lift.		
Balance at 1 st August	10,393	10,393
Incoming resources	56,354	0
Transfers to General Purpose Fund	(6,085)	0
Balance at 31 st July	<u>60,662</u>	<u>10,393</u>

17. THE PERCIVAL GUILDHOUSE CATERING DEPARTMENT

Statement of Financial Activities for the period 1st August to 31st July

	2020 £	£	2019 £	£
INCOME				
Refreshments		17,995		24,551
Reduced Stock value		0		(100)
EXPENSES				
Wages	25,051		25,442	
Kitchen food and consumables	4,411		6,046	
Kitchen repair	0		72	
Depreciation	248		397	
	<u> </u>	29,710	<u> </u>	31,957
NET CONTRIBUTION		<u>(11,715)</u>		<u>(7,506)</u>

Notes:

- a. Consumables includes all cleaning and toilet requirements for The PGH
- b. The wages figure shown above does not take into account the furlough money received from HMRC, which is included in grants received

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PERCIVAL GUILDHOUSE

I report on the accounts of the Trust for the year ended 31 July 2020, which are set out in Appendix 1, sheets 9 to 16.

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,
- to follow the procedures laid down in the general Directions given by the Charity Commission,
- to state whether particular matters have come to my attention

Basis of Independent examiner's report

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

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

- (1) which gives reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
- proper accounting records are kept (in accordance with section 130 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Palmer FCA
Cottons Accountants LLP
Chestnut Field House
Chestnut Field
Rugby
Warwickshire
CV21 2PD

Date... 22 December 2020

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Day:	Course Code:	Course Title:	Autumn		Spring		Summer	
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
Monday	101AU19	JAPANESE FOR IMPROVE ...	12	9				
	101SP20	JAPANESE FOR IMPROVE ...			10	9		
	101ZSU20	JAPANESE FOR IMPROVE ...					10	6
	102AU19	FRENCH BEGINNERS	11	9				
	102SP20	FRENCH BEGINNERS CON ...			10	9		
	103AU19	FRENCH IMPROVERS LEV ...	11	9				
	103SP20	FRENCH IMPROVERS LEV ...			11	7		
	104AU19	FRENCH EXPERIENCE IN ...	11	9				
	104SP20	FRENCH EXPERIENCE IN ...			11	10		
	105AU19	ACTUALITÉS ADVANCED ...	11	8				
	105SP20	ACTUALITÉS ADVANCED ...			10	10		
	105ZSU20	ACTUALITÉS ADVANCED ...					10	7
	106AU19	GERMAN BEGINNERS CON ...	12	5				
	106SP20	GERMAN BEGINNERS CON ...			11	6		
	107AU19	GERMAN ADVANCED	12	7				
	107SP20	GERMAN ADVANCED			11	7		
	108AU19	SPANISH BEGINNERS	12	9				
	108SP20	SPANISH BEGINNERS CO ...			11	8		
	111AU19	BRITAIN 1910 - 1915; ...	11	24				
	111SP20	FACETS OF THE GREAT ...			10	24		
	112AU19	ANOTHER OPERATIC POT ...	11	10				
	112SP20	OPERA: THE MACABRE A ...			10	10		
	113AU19	DRAWING PORTRAITS FR ...	12	10				
	113SP20	DRAWING PORTRAITS FR ...			11	10		
	114AU19	DRAWING FOR EVERYONE	12	9				
	114SP20	DRAWING FOR EVERYONE			11	8		
	115AU19	CHARCOAL PORTRAITS	12	6				
	116AU19	LEARN TO DRAW	12	10				
	116SP20	LEARN TO DRAW			11	6		
	117AU19	UPHOLSTERY	12	12				
	117SP20	UPHOLSTERY			10	12		
	118AU19	EMBROIDERY CIRCLE	12	12				
	118SP20	EMBROIDERY CIRCLE			11	12		
	120AU19	ACRYLIC PAINTING	12	12				
	120SP20	ACRYLIC PAINTING			11	12		

This report does not include cancelled Courses or Full and Full minus £10 students refunds

Day:	Course Code:	Course Title:	Autumn		Spring		Summer	
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
	121SP20	MAKING BREAD:TECHNIQ ...			10	10		
	124SP20	NEW TESTAMENT GREEK			11	8		
	207ZSU20	ITALIAN INTERMEDIATE ...					10	10
	209AU19	NEW TESTAMENT GREEK	11	7				
Tuesday	201AU19	FRENCH BEGINNERS LEV ...	11	10				
	201SP20	FRENCH BEGINNERS LEV ...			11	10		
	202AU19	PARLONS-EN ADVANCED ...	11	8				
	202SP20	PARLONS-EN ADVANCED ...			10	9		
	202ZSU20	PARLONS-EN ADVANCED ...					10	7
	204AU19	GERMAN INTERMEDIATE ...	12	7				
	204SP20	GERMAN INTERMEDIATE ...			10	7		
	205AU19	ITALIAN YEAR 2	12	9				
	205SP20	ITALIAN IMPROVERS			10	7		
	206AU19	ITALIAN IMPROVERS LE ...	12	8				
	206SP20	ITALIAN IMPROVERS LE ...			10	7		
	206ZSU20	ITALIAN IMPROVERS LE ...					10	5
	207AU19	ITALIAN INTERMEDIATE ...	12	12				
	207SP20	ITALIAN INTERMEDIATE ...			10	12		
	208AU19	SPANISH IMPROVERS LE ...	12	9				
	208SP20	SPANISH IMPROVERS LE ...			10	7		
	210AU19	SHAKESPEARE STUDIES	12	13				
	210SP20	SHAKESPEARE GROUP			10	14		
	211AU19	WRITE THE STORY OF Y ...	12	12				
	211SP20	WRITE THE STORY OF Y ...			11	12		
	212AU19	DISCOVER POETRY!	12	8				
	212SP20	DISCOVER POETRY!			11	8		
	212ZSU20	DISCOVER POETRY!					10	7
	213AU19	BRITAIN AT WAR AGAIN ...	11	22				
	213SP20	BRITAIN: 1940-42			10	21		
	214AU19	PAINTING PORTRAITS, ...	12	10				
	214SP20	PAINTING PORTRAITS, ...			11	10		
	215AU19	EXPERIMENTAL WATERCO ...	12	10				
	215SP20	EXPERIMENTAL WATERCO ...			11	9		
	216AU19	DRAWING FOR IMPROVER ...	12	11				
	216SP20	DRAWING FOR IMPROVER ...			11	15		

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Day:	Course Code:	Course Title:	Autumn		Spring		Summer	
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
	216ZSU20	DRAWING FOR IMPROVER ...					10	9
	217AU19	WATERCOLOURS FOR EVE ...	12	13				
	217SP20	WATERCOLOURS FOR EVE ...			11	12		
	218AU19	WHAT SHALL I DRAW? S ...	12	9				
	218SP20	WHAT SHALL I DRAW? S ...			11	9		
	219AU19	WATERCOLOURS FOR ALL	12	15				
	219SP20	WATERCOLOURS FOR ALL			10	15		
	221AU19	EXERCISE FOR THE OLD ...	11	25				
	222AU19	EXERCISE FOR THE OLD ...	11	24				
	223AU19	PILATES FOR OSTEOPOR ...	12	10				
	223SP20	PILATES FOR OSTEOPOR ...			11	10		
Wednesday	302AU19	LET'S SPEAK FRENCH - ...	11	10				
	302SP20	LET'S SPEAK FRENCH - ...			11	9		
	303AU19	GERMAN IMPROVERS LEV ...	12	7				
	303SP20	GERMAN IMPROVERS LEV ...			11	6		
	304AU19	GERMAN INTERMEDIATE ...	12	9				
	304SP20	GERMAN INTERMEDIATE ...			11	10		
	304ZSU20	GERMAN INTERMEDIATE ...					10	6
	305AU19	ITALIAN BEGINNERS	12	10				
	305SP20	ITALIAN BEGINNERS			11	11		
	306AU19	SPANISH IMPROVERS L ...	12	8				
	306SP20	SPANISH IMPROVERS L ...			10	8		
	307AU19	PAINTING FOR PLEASUR ...	12	12				
	307SP20	PAINTING FOR PLEASUR ...			11	8		
	308AU19	WATERCOLOUR FLOWERS	12	11				
	308SP20	WATERCOLOUR FLOWERS			11	12		
	310AU19	WATERCOLOURS FOR EVE ...	12	15				
	310SP20	WATERCOLOURS FOR EVE ...			11	14		
	311AU19	ART PRACTICE AND ART ...	12	10				
	311SP20	ART: HISTORY AND PRA ...			11	9		
	313AU19	FUN WITH ACRYLICS	12	9				
	313SP20	WEDNESDAY WATERCOLOU ...			11	11		
	318AU19	SEWING AND DRESSMAK ...	12	11				
	318SP20	SEWING AND DRESSMAK ...			11	11		
	319AU19	MINDFULNESS LEVEL 1	10	8				

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Day:	Course Code:	Course Title:	Autumn		Spring		Summer	
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
	319SP20	MINDFULNESS LEVEL 1			8	6		
	320AU19	ITALIAN IMPROVERS	12	11				
	320SP20	ITALIAN IMPROVERS			11	10		
	320ZSU20	ITALIAN IMPROVERS					5	6
	321AU19	ITALIAN INTERMEDIATE ...	12	7				
	321SP20	ITALIAN INTERMEDIATE ...			11	6		
	321ZSU20	ITALIAN INTERMEDIATE ...					5	4
	408ZSU20	LATIN INTERMEDIATE					5	8
Thursday	401SP20	RUSSIAN BEGINNERS			10	9		
	402AU19	ALLONS-Y! INTERMEDIA ...	11	7				
	402SP20	ALLONS-Y! INTERMEDIA ...			10	8		
	403AU19	EN ROUTE ADVANCED LE ...	11	8				
	403SP20	EN ROUTE ADVANCED LE ...			10	9		
	403ZSU20	EN ROUTE ADVANCED LE ...					10	8
	404AU19	TOUT EN FRANCAIS - A ...	11	13				
	404SP20	TOUT EN FRANCAIS - A ...			11	14		
	406AU19	SPANISH IMPROVERS LE ...	11	8				
	406SP20	SPANISH IMPROVERS LE ...			8	7		
	407AU19	SPANISH INTERMEDIATE ...	11	8				
	407SP20	SPANISH INTERMEDIATE ...			8	8		
	408AU19	LATIN INTERMEDIATE	11	8				
	408SP20	LATIN INTERMEDIATE			11	9		
	409AU19	WRITING FICTION	12	8				
	409SP20	WRITING FICTION			11	8		
	410AU19	CREATIVE WRITING	12	12				
	410SP20	CREATIVE WRITING			11	11		
	410ZSU20	CREATIVE WRITING					10	10
	411AU19	JOURNEY INTO POETRY!	12	10				
	411SP20	JOURNEY INTO POETRY!			11	10		
	412AU19	WINTER WORDS CLUB	10	9				
	413AU19	MUSICALS: SATIRE AND ...	10	12				
	413SP20	MUSICALS: STRIFE, LO ...			10	10		
	413ZSU20	HISTORY THROUGH ART					5	6
	415AU19	FOCUS ON FASHION AND ...	6	8				
	416AU19	PILATES BEGINNERS	12	11				

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Day:	Course Code:	Course Title:	Autumn		Spring		Summer	
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
	416SP20	PILATES BEGINNERS			11	10		
	417AU19	PILATES IMPROVERS	12	10				
	417SP20	PILATES IMPROVERS			11	10		
	418AU19	PILATES FOR OSTEOPO... ..	12	10				
	418SP20	PILATES FOR OSTEOPO... ..			11	10		
	419AU19	PILATES ALL LEVELS	12	10				
	419SP20	PILATES ALL LEVELS			11	10		
	420AU19	DELVE DEEPER PHOTOGR... ..	12	9				
	420SP20	DELVE DEEPER PHOTOGR... ..			11	9		
	421AU19	DIGITAL PHOTOGRAPHY	12	6				
	422SP20	WOODCARVING			8	7		
Friday	411ZSU20	JOURNEY INTO POETRY!					10	9
	502AU19	SPANISH ADVANCED LEV... ..	11	8				
	502SP20	SPANISH ADVANCED LEV... ..			8	8		
	503AU19	SPANISH ADVANCED LEV... ..	11	9				
	503SP20	SPANISH ADVANCED LEV... ..			8	9		
	504AU19	LATIN FOR IMPROVERS	11	10				
	504SP20	LATIN FOR IMPROVERS			11	8		
	504ZSU20	LATIN FOR IMPROVERS					5	4
	505AU19	WRITE THE STORY OF Y... ..	12	12				
	505SP20	WRITE THE STORY OF Y... ..			11	12		
	505ZSU20	WRITE THE STORY OF Y... ..					10	12
	506AU19	ART WORKSHOP	12	7				
	506SP20	ART WORKSHOP			11	9		
	506ZSU20	ART WORKSHOP					5	6
	507AU19	PAINTING WITH VERSAT... ..	12	14				
	507SP20	PAINTING WITH VERSAT... ..			11	12		
	508AU19	IMPRESSIONISM AND RE... ..	10	7				
	509AU19	HATHA YOGA FOR EVERY... ..	10	15				
	509SP20	HATHA YOGA FOR EVERY... ..			8	13		
	510AU19	MINDFULNESS LEVEL 1	10	11				
	510SP20	MINDFULNESS LEVEL 1			8	12		
	511AU19	MINDFULNESS LEVEL 2	10	8				
	511SP20	MINDFULNESS LEVEL 2			8	9		
Saturday	601AU19	HANS HOLBEIN	1	15				

This report does not include cancelled Courses or Full and Full minus £10 students refunds

Day:	Course Code:	Course Title:	Autumn		Spring		Summer	
			Meetings:	Students:	Meetings:	Students:	Meetings:	Students:
	602SP20	NEEDLE FELTING FOR B...			1	10		
	603AU19	BIG BRUSH PAINTING	1	8				
	603SP20	EXPERIMENTAL WATERCO...			1	6		
	604SP20	ITALIAN FOR HOLIDAYS			1	15		
	605SP20	DRAWING ANIMALS FROM...			1	8		
	606AU19	PLAN YOUR NOVEL IN A...	1	5				
	606SP20	HEDGEROW BASKETMAKIN...			1	11		
	608AU19	SIR ANTHONY VAN DYCK	1	13				
	608SP20	WATERCOLOURS			1	10		
	609AU19	WONDERFUL WATERCOLOU...	1	11				
	610AU19	ACRYLIC FLOW PAINTIN...	1	11				
	610SP20	EXPERIMENTAL SILK PA...			1	7		
	611AU19	OVAL BASKETS	1	5				
	612AU19	GEOMETRIC ORIGAMI	1	7				
	613AU19	VIENNA 1815 - 1914	1	13				
	614AU19	FRENCH VERB WORKSHOP...	1	12				
	615AU19	SPANISH FOR HOLIDAYS	1	8				
	616AU19	FABRIC RESIST DYEING	1	13				
	618AU19	DRAWING PORTRAITS FR...	1	10				
	619AU19	CREATIVE WRITING WOR...	1	12				
	621AU19	UNDERSTANDING DEMENT...	1	11				
	701AU19	ART VISIT	1	42				
	701SP20	ART VISIT			1	29		
Number of Courses-(198)			1,024		850		130	

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The Percival Guildhouse

An Independent Centre for Adult Education and the Arts

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ANNUAL REPORT 2019/2020

