



The Percival Guildhouse

An Independent Centre for Adult Education and the Arts

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ANNUAL REPORT 2015/2016



Charity Registration No. 528782

Annual Report 2015/16

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1. INTRODUCTION

Welcome to the Annual Report for 2015/2016. This is an account of how The Percival Guildhouse has performed over the year, how it is managed, the courses provided and its finances.

It is also an opportunity to say thank you to everyone who makes a contribution to the continuing success of the Guildhouse, in whatever capacity. We can only do so with your ongoing support..

If you have any questions regarding the report, please feel free to raise them at the AGM on Wednesday, 7th December 2016, or in writing beforehand.

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.

It is our policy to comply with all relevant national regulations and legislation.

3. MARCUS BRAMHAM 1915-2015

It is with great sadness that we record the death in September 2015 of our Vice President, Marcus Bramham, aged 100.

Marcus first attended the Guildhouse in 1936, and became an active member of the Guildhouse Players and their dramatic productions. In 1950 his work as an engineer at the Willans Works of the English Electric Company meant that until about 1973 he was overseas for most of the time. On his return to Rugby he renewed his involvement with the Guildhouse and in 1981 he was elected as House Management Secretary responsible for much of the internal management of the Guildhouse, including the organisation of the paid staff. This was one of the key posts and resulted in Marcus having to frequently step in to resolve any day to day problems that arose. He retired as the House Manager and from the Executive Committee in 1997. He was then re-elected to the Committee from 2000 to 2007 when he undertook the responsibility for maintaining the interior of the building.

Should all this service be insufficient to remember him by, his portrait painted in 2011 by a member of an art class is on permanent display in the Guildhouse. The portrait was a winner of a competition between the various art classes.

4. REPORT OF THE EXECUTIVE COMMITTEE

4.1. Executive Committee

The Trustees of the Percival Guildhouse are those members who are elected at the Annual General meeting and form the Executive Committee, (EC). The EC, together with the Centre Manager as an ex-officio member, is responsible for the overall governance of the Charity, the setting and overseeing of its strategic direction, its financial stability, accountability to its members and the Charity Commission, and the conduct and culture of the organisation. In addition the maintenance of the property and the safety of all users are key concerns of the EC.

The Centre Manager is responsible for the organisation of the academic programme and day to day administration.

The Executive Committee met on seven occasions during the year. In addition, individual trustees took upon themselves the responsibility for dealing with a number of issues, including finance, fundraising, maintenance and safety of the property. When exercising its powers and duties, the EC gave due regard to the public benefit guidance given by the Charity Commission.

The Trustees are again pleased to report that there have been no serious incidents resulting in any loss of funds or risk to the property, work or reputation of the Percival

Guildhouse.

4.2. Quality Learning

Introduction

The Guildhouse programme of non-vocational courses and day schools has again been a full and varied one. Many students return term after term to further their study of a particular subject and, importantly, we also see new students, sometimes of a younger age group, attend for the first time.

The success of the programme is due to a combination of our ability to be flexible and responsive to the needs of the students, the quality of our dedicated tutors, and the tireless efforts of our office team, led by Sarah Gall, in its development and promotion. We remain one of the few educational establishments in the county, if not in the UK, continuing to provide such a facility.

Quality of Learning Evaluation

In the Spring term we conducted a Student Evaluation exercise using student feedback forms. These forms asked 17 questions covering enrolment, teaching and learning, wellbeing, accommodation and equipment, venue and facilities and quality assurance.

The results were very encouraging with a total of 456 responses. In the main the results were very positive apart from the comments about the building, please see appendix on page 7 for a summary of results.

Enrolment Statistics 2015-16

<u>Term</u>	<u>2015-16</u>		<u>2014-15</u>	
	Total	New students	Total	New students
Autumn 2015	1108	153 (13.8%)	1160	160 (13.5%)
Spring 2016	1005	100 (9.9%)	1158	92 (8%)
Summer 2016	830	69 (8.3%)	809	47 (5.5%)
TOTALS	2943	322 (10.9%)	3068	299 (9.5%)

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.

Fee Remission

In furtherance of our charitable objectives fee remission was again available to students who were in receipt of means tested benefits. During the year the concessionary fee was 75% of the full fee, and there was no limit on the number of fee remissions per term per person. Qualifying students could then enjoy the benefit on as many courses as they chose.

The fee difference was funded by grants from the Sir Edward Boughton Long Lawford Charity and the Westham House Fund. We are extremely grateful to them both for providing this significant support.

During the year a total of 193 remissions were given at a financial cost of £9357. This was significantly more than the previous year and is now in the academic year 2016-17 restricted to one course per person per term (see notes to the appended Statement of Financial Activities).

Cultural Visits

There are many reasons why students choose to join a Guildhouse Art Visit and the following gives a flavour of what they expect: first, to see a current exhibition, often a blockbuster, or a collection of objects in a different venue such as a stately home; second, to enjoy a (nearly) door to door coach journey which is hassle free – no

waiting and no queues; third, to listen to one of our art history tutors giving an in-depth account of the forthcoming visit. In addition there are optional previews to the visits which are invaluable in helping students to make the most of their day out. They take place at the Guildhouse on an evening prior to the visit, with a shortened version being offered on the coach journey.

The popularity of these visits means that they continue to form a valuable part of the Guildhouse programme. The academic year started with a visit to the *'Barbara Hepworth'* exhibition at Tate Britain where some of her most important sculptures in wood, stone and bronze were on display. This was followed by one of the highlights of the *'India Festival'* at the V and A Museum; in particular, the exhibition entitled *'The Fabric of India'*. The dynamic and multi-faceted world of hand-made textiles from India included a stunning range of historic costume and cutting edge fashion by celebrated Indian designers together with some highly prized textiles made for the international trade.

In February students had a real treat when they visited the Royal Academy in London to see *'Painting the Modern Garden: Monet to Matisse'*. This sell-out exhibition examined the role that gardens played in the evolution of art from the 1860s to 1920s and included work by Monet, Renoir, Manet, Van Gogh and Matisse as well as paintings by some lesser known artists.

The afternoon visit to the Wallace Collection in Manchester Square proved to be a hidden jewel. It was a peaceful haven in the heart of central London away from the bustling crowds. The Collection included French 18th century painting, furniture and porcelain as well as paintings by Old Masters such as *'The Laughing Cavalier'* by Frans Hals.

Everyone is welcome to join the group. However enrolment is on a 'first come – first in' basis and the popularity of the visits means that early booking is essential, so keep an eye on the brochure for details of future events.

4.3 Local Community Links

Clubs and Groups

Clubs and groups continued to meet at the Guildhouse on a weekly and fortnightly basis. These included, Rugby Family History Group, Rugby Local History Research Group, Rugby and District Philatelic Society, Yoga for Health, Friday Singers, Knitting Club, The Guildhouse Painting Group, The Conversational and The Improvers Bridge Clubs, Winter Words Club, and English as a Second Language. 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.

Rugby Art Gallery and Museum (RAGM)

Our annual Art and Craft Exhibition was held in the Floor One Gallery from the 2nd to the 14th of April. It was another successful showcasing of our students' work during the year. It attracted over 500 visitors with several positive comments. 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 all the volunteers who helped set up and take down the exhibition and those who gave their time stewarding during the exhibition.

A calendar was produced containing pictures from the exhibition. 98 were sold with the proceeds being used to offset the expenses of the exhibition.

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

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

Rugby Borough Council

Both our students and the people of Rugby are very 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 at our general meetings

4.4 Review of Financial Year 2015/2016

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

Grants

We received £19,000 in grants and a loan. Grants of £5,000 from the Sir Edward Boughton Long Lawford Charity and £1,000 from the Westham House Fund allowed us to continue to offer fee remissions.

A long term loan of £13,000 was secured from the Westham House Fund and will be put towards the cost of the planned major refurbishment of the exterior of the building.

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 the maintaining the Guildhouse property. For a self financing organisation these make a tremendous difference. A summary of these can be found in the notes that are attached to the Statement of Financial Activities.

Income

The principal sources of income are class fees and room hire rentals. Income from these sources for the year was £175,324, compared with £174,388 for the previous year.

Investments

We have investments of £144,485 in three savings accounts, having spent £17,518 on renovations and improvements. Interest rates are very low at the moment, and for the foreseeable future, so interest earned was only £2,070.

4.5 People

Staff

Our small team of part-time staff continues to keep up with the workload put upon them. They make the Guildhouse a friendly and pleasant environment for the students and tutors alike. In September we recruited 2 new members of staff to meet the caretaking and cleaning needs of the Guildhouse. Both Tatjana and Joachim have settled very well in to the Guildhouse team. We thank all our staff for their much valued contribution to the Guildhouse.

Catering Department

We continue to work hard to increase revenue and minimise costs in the Catering Department. During the year we tried opening the lounge to the public, tried different promotions and varied the menu to try and increase business.

The honesty system of drinks in the evening was not satisfactory so it was decided to cease this process at the end of the Academic year in favour of purchasing a coffee machine.

We would like to thank Claire Hughes and her team for keeping the department running efficiently.

Volunteers

Again we have been very fortunate in receiving many hours of voluntary work from our trustees, office stewards, fundraisers and programme distributors. We remain extremely grateful for their involvement and commitment.

The Executive continued to function well throughout the year; furthering the good

management of the Guildhouse and ensuring that appropriate strategies and policies were in place for its future success.

Steve Ward, our Honorary Treasurer, resigned in January but we were very fortunate that David Thomson stepped into the breach.

In addition we welcomed Peter Reaney, Sue Cooper and Rob Close as new trustees and the return of Marjorie Yarker to the Executive Committee.

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 in order to continue to expand and keep variety in our programme.

In March at the request of her family we hosted an exhibition over 2 days at the weekend of the work of the late Lindsay Kyle a much loved art tutor. The event was very successful and enjoyable attracting over 200 visitors.

Publicity

Our brochures are printed and distributed termly. In the year there were a total of 9,000 issued and we feel this is the most effective way of advertising our programme. Distribution for the autumn programme is managed by Jo and Ted Major who organise 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.

The brochures are supplemented by our popular regularly updated website, by advertisements in the local press, by posters and display boards in Rugby Library, and best of all, by word of mouth. We continue to use Twitter to promote and publicise our programme.

Fund Raising

The money raised from our fund raising events provides help with the cost of repairs, improvements, decorations and equipment replacements in the Guildhouse. Once again our thanks must go to all our members who continue to support our efforts so generously.

The November Fayre

This again proved to be a very successful enjoyable and popular event which is open to the public. A net total of £1,403 was raised from various stalls and competitions.

The Christmas Quiz

A big thank you once again to Jo and Ted Major who devised the quiz for raising a total of £101.

The Annual Plant Sale

Plants donated to us were on sale in the hall and raffle tickets were also sold around the classes raising a total of £418.

For the first time this year, an open garden event proved to be very successful attracting 73 visitors. The weather was kind to us and an additional £215 was raised. Many thanks to Phil and Margaret Blundell for hosting this.

The Prize Club

315 members were enrolled during the 2015 calendar year. The winning numbers are drawn in one of the morning classes and the results are displayed around the house on posters. The club generated an income of £3070 for the Guildhouse, and 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 £775 towards the general funds of the Guildhouse.

4.6 Premises

Interior of House

Major items of expenditure included the replacement of the central heating boiler, the conversion of the second floor kitchen into a swer room for our tenant, and the repositioning of the kitchen onto the second floor landing.

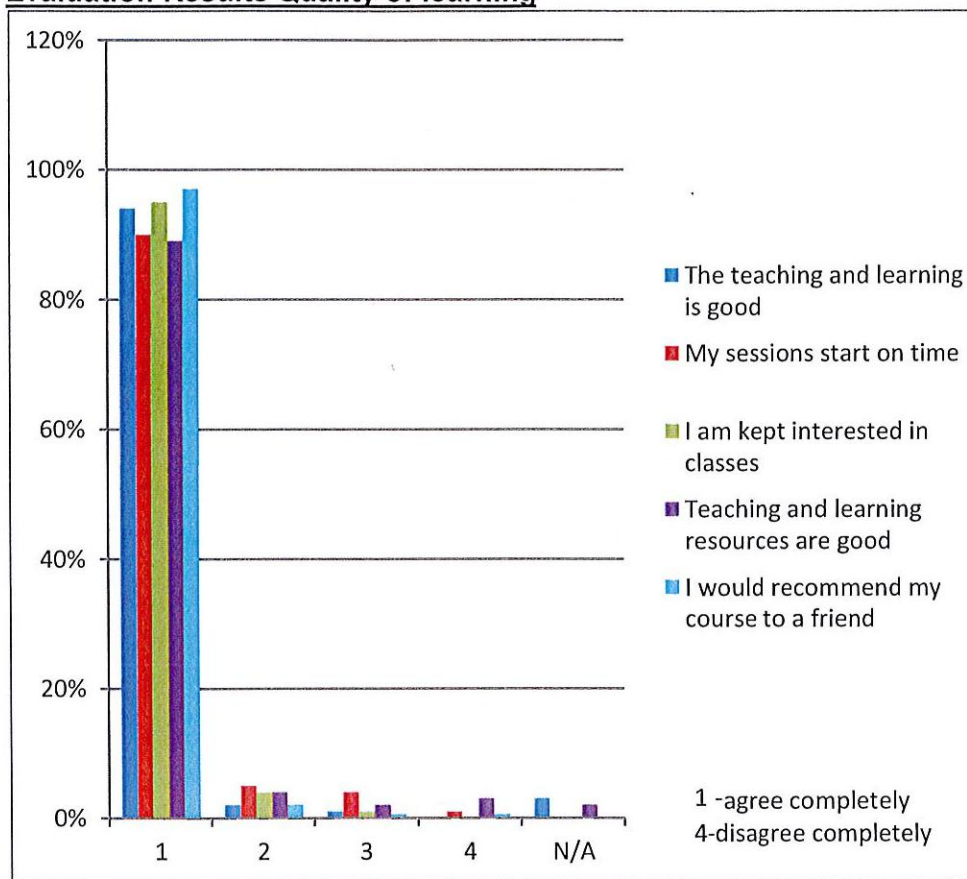
In addition the first floor office, (the Lyon room), was converted into a classroom and the office transferred across the way to the Library. This has created much needed additional classroom capacity and the room will be furnished with the proceeds from the 2014 November Fayre.

Exterior of House

The major activity of the year was the identification of suitable builders able, and prepared, to quote for the project to repair/refurbish the exterior of the building. This project is now expected to start in Spring 2017.

Appendix

Evaluation Results Quality of learning



Comments from Evaluation

Thoroughly enjoying the course and learning so much with a friendly tutor and class
 Happy with the course and the tutor
 Great Teacher!
 Hard work going up to the top of the building we're all getting older!!
 Teachers are professional caring and friendly
 The teacher is amazing I love the class and am learning such a lot
 May it last forever!
 The change of Tutor has caused me a few problems as styles and approach are different but both have been encouraging and friendly
 I would enjoy it more if there were no stairs!
 Room too high
 Coffee facilities very good, excellent teaching group, is fun
 Excellent!
 Stairs! But realise nothing can be done and anyway it is good for me
 Great course, brilliant tutor
 I am so pleased with my 2 courses and the centre, the midmorning coffee delivery is great
 Very enjoyable- I like the other students as well as the teacher
 I love the Guildhouse and the way it is run
 I do wish rooms could be swapped around
 I have been coming for over 20 years to a variety of courses it has been very rare that an individual class has not been up to my expectations
 Am very happy with all the courses over many years I have attended. Many Thanks
 Teacher exceptional, consistently so
 First rate all round great course very enjoyable
 I love the Guildhouse and really can't think of any improvements

5. REFERENCE and ADMINISTRATIVE INFORMATION

President	Mr. Peter Green, Head Master of Rugby School
Vice Presidents	Mr. M. J. Beare Mr. P. H. Elliott Mr. M. D. Bramham (until September 2015) Mr. J. Lawton Mr. M. J. Brice Mrs. A. Lewis-Jones Mr. T. P. Cowhig
Executive Committee	(The Trustees of the Percival Guildhouse)
Honorary Officers:	Chairman Mr. David Dove. Treasurer Mr. Steve Ward (until 14/01/16) Mr. David Thomson (co-opted from 21/04/16) Secretary Mrs. Margaret Blundell
Committee Members:	Mr. Mike Beare Mrs. Caroline Enraght-Moony Mr. Rob Close (co-opted from 03/03/16) Mrs. Sue Cooper (co-opted from 21/04/16) Mrs. Jayne Edwards (co-opted from 05/11/15) Mrs. Linden Osborn Mr. Peter Reaney (co-opted from 08/10/15) Mrs. Marjorie Yarker (co-opted on 08/10/15)
Trustees of the Property	The Official Custodian for Charities.
Bankers	The Royal Bank of Scotland, 17, Church St., Rugby, CV21 3PP
Insurance Broker	Towergate MIA, Kings Court, London Road, Stevenage, Herts, SG1 2GA.
Independent Examiner	Astute Services Ltd. 4, Daventry Rd., Dunchurch, Rugby, CV22 6NS
Registered Name and Address	The Percival Guildhouse, St Matthews Street, Rugby, CV21 3BY
Charity Registration Number	528782
Governing Document	The Percival Guildhouse is governed by its constitution adopted at the Annual General Meeting on 3rd March 2006. It is constituted as an unincorporated association of its members.

6. STAFF LIST

Office Staff:

Centre Manager	Mrs Sarah Gall
Office Secretary	Mrs. Prabha Mistry
Clerical Assistant and Book Keeper	Mrs. Fiona Pedley

Catering Manager	Mrs. Claire Hughes
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Catering Assistants	Mrs. Dil Jordan Mrs. Maureen Ward Miss. Kerry Gelston
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Caretakers	Mr. Jim Fitzgerald Mrs. Tatjana Sentereva (from 7 th September 2015)
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Cleaner	Mr. Joaquim Batista da Silva (from 7 th September 2015)
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This report complies with the requirements of the Charlty Commisslon's Statement of Recommended Practice 2005.

Approved by the Trustees and signed on their behalf by:

D. Dove 07/11/16

The Percival Guildhouse

Statement of Financial Activities for the period 1 August 2015 to 31 July 2016

		2016	2015
	Notes	Total Funds £	Total Funds £
Incoming Resources			
Donations & Legacies	16	5,174	5,353
Grants	2	6,270	23,641
Class Fees & Hire of Rooms	3	172,925	171,388
Other Income from Charitable Activities	4	21,172	23,783
Fund Raising Activities	5	7,674	6,376
Interest Receivable		2,070	4,695
Other Incoming Resources		350	233
Total Incoming Resources		215,635	235,469
Less: Cost of Fund Raising Activities	5	(1,625)	(1,260)
Net Incoming Resources Available for Charitable Application		214,010	234,209
Resources Expended:			
Charitable	6	(212,027)	(209,255)
Governance Costs	7	(27,216)	(26,107)
Total Resources Expended		(239,243)	(235,362)
Net Income/(Expenditure) for Year		(25,233)	(1,153)
Total Funds Brought Forward		173,290	174,443
Total Funds Carried Forward		148,057	173,290

The Percival Guildhouse

Balance Sheet as at 31 July 2016

	Notes	2016		2015	
		£	£	£	£
Fixed Assets:					
Tangible Assets	10		2,635		3,389
Current Assets:					
Stock		150		150	
Debtors	14	1,122		0	
Deposits		144,485		172,431	
Cash At Bank and In Hand		15,025		1,994	
		<u>160,782</u>		<u>174,575</u>	
LESS:					
Current Liabilities:					
Creditors & Accruals	15	15,360		4,674	
		<u>15,360</u>		<u>4,674</u>	
Net Current Assets			145,422		169,901
Net Assets			<u>148,057</u>		<u>173,290</u>
FUNDS:					
Unrestricted Funds	11		148,057		173,290
Total Funds			<u>148,057</u>		<u>173,290</u>

Signed.....*D. Dove*.....
D Dove
Hon Chairman

Date.....*07/11/16*.....

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 it has 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 £1,302,343.

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) Electronic and other small appliances	20%
ii) Kitchen Cookers	10%
iii) Furniture	10%

e) Stock

Stock is carried at its cost value.

f) Reserves

The General Purpose Fund 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 are set out in the notes to these accounts.

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

Notes forming part of the financial statements for the period 1 August 2015 to 31 July 2016 (continued)

f) Reserves (continued)

Notwithstanding the above, the Trustees have 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 25.4%).
- II. The Building Renovation Fund is targeted to be 10% of Insured rebuilding costs (it is currently 5.9%).
- III. The Development Fund is from a legacy and is ring fenced for class equipment until gone.

2. GRANTS & SPONSORSHIP

	2016 £	2015 £
a) Grants were received during the accounting period as follows:		
Sir Edward Boughton Long Lawford Charity	5,000	5,000
Westham House Fund	1,000	17,911
Raymond Williams Memorial	0	370
b) Programme brochure sponsorship received	270	360
	<u>6,270</u>	<u>23,641</u>

3. CLASS FEES AND HIRE OF ROOMS

	2016 £	2015 £
a) Income (net of any fee remission granted)		
i) Class fees	167,056	166,336
ii) From hire of rooms (In accordance with charitable aims)	5,869	5,052
	<u>172,925</u>	<u>171,388</u>
b) Fee Remission granted from Guildhouse funds	2016 £	2015 £
i) Number of students on PGH courses receiving fee remission	193	126
ii) Total amount of fee remission given:	£9,357	£4,081

4. OTHER INCOME FROM CHARITABLE ACTIVITIES

	2016 £	2015 £
a) Property Rentals:	2,400	2,400
b) Refreshments	18,772	21,383
	<u>21,172</u>	<u>23,783</u>

5. FUND RAISING EVENTS

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

Event	Costs £	2016 Income £	Net £	2015 Net £
Plant Sale	0	633	633	441
November Fayre	(37)	1,440	1,403	1,709
Book Box	0	775	775	626
Christmas Quiz	0	101	101	115
Prize Draw	(1,040)	4,110	3,070	1,906
Miscellaneous	(548)	615	67	319
	<u>(1,625)</u>	<u>7,674</u>	<u>6,049</u>	<u>5,116</u>

6. CHARITABLE EXPENDITURE

a) Programme Provision Expenses

	2016	2015
	£	£
i) Programme Publicity	4,114	4,353
ii) Tutors Fees & Class Expenses	93,320	98,236
iii) Visit Expenses	2,083	1,740
iv) Use of Premises in Community	2,773	2,143
v) Depreciation of Class Equipment	670	670
vi) Office Staff Wages & Employers National Insurance	26,928	26,386
	<u>129,888</u>	<u>133,528</u>

b) Running And Maintenance Costs For Building

	2016	2015
	£	£
i) RBC Rates and Insurance	2,351	2,132
ii) Repairs, Renewals and Decorations	23,343	21,292
iii) Utilities (Heat, Light, Water, Phone)	10,034	7,604
iv) Care taking and Catering Staff Wages	40,885	38,204
v) Kitchen Expenses	5,526	6,495
	<u>82,139</u>	<u>75,727</u>

Total Charitable Expenditure

	<u>212,027</u>	<u>209,255</u>
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7. GOVERNANCE COSTS

	2016	2015
	£	£
a) Office Staff Wages & Employers National Insurance	17,952	17,591
b) Office Expenses	8,078	6,860
c) Depreciation of Office & Misc. Equipment	84	84
d) Sundries	22	0
e) Professional Fees	0	0
f) Independent Examination Fee	1,080	1,572
	<u>27,216</u>	<u>26,107</u>

8. EMPLOYEES REMUNERATION

a) Total remuneration for the year amounted to £84,966. No employee earned £60,000 p.a. or more.

b) The employer's national insurance contributions for these employees was £582.

c) The average numbers of paid staff were;

	2016	2015
Office Staff:	3	3
Caretaking Staff:	3	3
Catering Staff:	<u>4</u>	<u>12</u>

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 (60% of total), and

ii) The administration and management of The Percival Guildhouse (40% of total).

Their salaries have been apportioned pro rata to these categories.

Notes forming part of the financial statements for the period 1 August 2015 to 31 July 2016 (continued)

9. TRUSTEES REMUNERATION AND EXPENSES

No trustee received any remuneration or expenses during the year.

10. TANGIBLE FIXED ASSETS

	Property & Original Furnishings	Office Equipment	Class Equip- ment	Misc Equipment & Furnishings	Catering Dept	Total
	£	£	£	£	£	£
Cost						
At 1st August 2015	2,343	7,542	11,074	11,181	1,313	33,453
Additions	0	0	0	0	0	0
At 31st July 2016	2,343	7,542	11,074	11,181	1,313	33,453
Depreciation						
At 1st August 2015	0	7,542	10,194	11,015	1,313	30,064
Charge for year	0	0	670	84	0	754
Disposals						0
At 31st July 2016	0	7,542	10,864	11,099	1,313	30,818
Net Book Value:						
At 31st July 2016	2,343	0	210	82	0	2,635
At 31st July 2015	2,343	0	880	166	0	3,389

11. SUMMARY OF NET ASSETS BY FUNDS

Unrestricted Funds at 31st July 2016

	2016			2015
	General Purposes £	Designated £	Total £	Total £
Tangible Fixed Assets	2,635	0	2,635	3,389
Net Current Assets	52,069	93,353	145,422	169,901
	54,704	93,353	148,057	173,290

12. GENERAL PURPOSES FUND

	2016	2015
	£	£
Balance at 1st August 2015	62,419	63,572
Net Income for the year	(25,233)	(1,153)
Transfers from/(to) Designated Funds	17,518	0
Balance at 31st July 2016	54,704	62,419

13. DESIGNATED FUNDS

The income funds of the Percival Guildhouse include the following designated funds.

a) Building Renovation Fund

This fund has been set aside by the trustees out of unrestricted funds for renovations and improvements to the building known as The Percival Guildhouse.

	2016	2015
	£	£
Balance at 1st August 2015	94,615	94,615
Transfer from General Purposes Fund	(17,518)	0
Balance at 31st July 2016	77,097	94,615

Notes forming part of the financial statements for the period 1 August 2015 to 31 July 2016 (continued)

b) Development Fund

This fund comprises substantial donations received from a member that have been set aside by the trustees for improving the Guldhouse facilities.

	2016 £	2015 £
Balance at 1st August 2015	16,256	16,256
Transfer (to) / from General Purposes Fund	0	0
Balance at 31st July 2016	<u>16,256</u>	<u>16,256</u>

14 DEBTORS

	2016 £	2015 £
Prepayments	<u>1,122</u>	<u>0</u>

15 CURRENT LIABILITIES

	2016 £	2015 £
Amounts falling due within year:		
Accruals and deferred income	15,360	4,033
Other Creditors	0	641
	<u>15,360</u>	<u>4,674</u>

16 DONATIONS AND LEGACIES

	2016 £	2015 £
a) Legacies received	-	-
b) Donations and subscriptions	3,869	4,241
c) Income tax reclaimed thro' Gift Aid Scheme	1,305	1,112
	<u>5,174</u>	<u>5,353</u>

17 THE PERCIVAL GUILDHOUSE CATERING DEPARTMENT

a) Statement of Financial Activities for the period 1 August 2015 to 31st July 2016

	2016		2015	
	£	£	£	£
INCOME				
Refreshments		18,772		21,383
Increased/(Reduced) stock value		0		-63
Interest receivable		-		0
		<u>18,772</u>		<u>21,320</u>
EXPENSES				
Provisions				
Wages	(22,031)		(21,726)	
Kitchen food & consumables	(5,526)		(6,432)	
Kitchen repair	-		-	
Depreciation	0		0	
		<u>(27,557)</u>		<u>(28,158)</u>
NET CONTRIBUTION		<u>(8,785)</u>		<u>(6,838)</u>

NB 1 Consumables includes all cleaning and toilet requirements for the PGH.

NB 2 The Net Contribution shown above goes towards the cost of heat, light, water, general maintenance and improvements that relate to the Catering department as well as the use of all other staff.

The Percival Guildhouse
Charity Registration No. 528782

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

We report on the accounts of the Trust for the year ended 31 July 2016, which are set out in Appendix 1, sheets 9 to 15.

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 our examination, no matter has come to our 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.



R B Henderson FCA
Chartered Accountant

Astute Services Limited
Chartered Accountants and Registered Auditors
4 Daventry Road
Dunchurch
Rugby
CV22 6NS

Date 7/11/16

ENROLMENTS FOR AUTUMN 2015 - SPRING, SUMMER 2016

Day	Courses	Autumn 2015		Spring 2016		Summer 2016	
		Meetings	Students	Meetings	Students	Meetings	Students
Mon	Si on Chantait?	9	7	-	-	-	-
	French Literature	-	-	-	-	11	12
	French Improvers Level 1	10	9	9	10	11	12
	French Experience	10	12	9	12	11	10
	Actualities	10	11	9	10	11	11
	German Advanced	10	12	9	11	11	10
	Italian Beginners, Continuation	10	11	8	8	11	7
	Italian Improvers Level 1	10	11	8	10	11	11
	Italian Intermediate Level 3	10	13	9	14	11	14
	History with Michael Cahill - (different Topics)	10	21	9	17	10	17
	History with Michael Cahill - (different Topics)	10	14	9	11	-	-
	Who were your Great Grandparents	10	10	-	-	-	-
	Drawing Portraits from Photographs	10	10	9	12	11	8
	Watercolours for Improvers	10	13	9	10	11	9
	Drawing for Everyone	-	-	9	12	11	12
	Art & Power in Tudor England	-	-	9	12	-	-
	Upholstery	10	13	9	12	11	12
	Embroidery Circle	10	13	9	13	11	12
	Digital Photography Delving Deeper	10	12	9	7	11	7
	Bread Making	-	-	9	10	11	11
Tues	Parlons-En	10	11	9	12	11	12
	German Intermediate Level 2	10	11	9	11	11	11
	Italian Improvers Level 3	10	12	9	10	11	7
	Italian Intermediate Level 3	10	11	9	11	11	12
	New Testament Greek	10	10	9	8	11	8
	Shakespeare Study Group	10	11	9	11	11	13
	Write the Story of your Life	10	13	9	13	11	13
	Open Mind Creative Writing	10	11	-	-	-	-
	Write Poetry	-	-	9	7	-	-
	History with Michael Cahill - (different Topics)	10	25	9	25	11	23
	Birds Identification	10	12	9	8	-	-
	Drawing Group, Drawing for Improver	10	14	9	13	11	14
	Painting Portraits	10	11	9	9	11	9
	Watercolours for Everyone	-	-	9	13	11	9
	What Shall I Draw?	10	11	9	10	11	9
	Watercolours for All	10	14	9	12	11	12
	Jewellery Making for Beginners	10	8	-	-	-	-
	Sewing/Dressmaking	-	-	9	4	10	6
	Exercise for Older Adult 10.30	10	25	9	24	12	25
	Exercise for Older Adult 11.30	10	25	9	25	12	23
	Pilates for Osteoporosis	10	10	9	11	10	10
	Wine Appreciation	-	-	9	17	-	-
	Pleasant Pastimes	10	19	9	16	-	-
Wed	Welsh Beginners	10	9	-	-	-	-
	Welsh Continuation	7	5	-	-	-	-

ENROLMENTS FOR AUTUMN 2015 - SPRING, SUMMER 2016

Day	Courses	Autumn 2015		Spring 2016		Summer 2016	
		Meetings	Students	Meetings	Students	Meetings	Students
	French On y Va	10	8	9	7	11	8
	Let's Speak French	10	15	9	16	11	13
	German Beginners, Continuation	10	7	9	10	11	11
	German Improvers Level 1	10	7	-	-	-	-
	German Intermediate Level 3	10	14	9	14	11	12
	Spanish Improvers Level 1+, Level 2	10	13	8	6	-	-
	Victorians in Togas	5	6	-	-	-	-
	Painting for Pleasure	10	16	9	16	11	13
	Oil & Acrylics Painting	10	10	9	6	11	9
	Drawing and Painting History & Practice	10	8	9	7	11	6
	Printmaking	10	10	9	7	11	6
	Paint Workshop Group	10	13	9	13	11	11
	Jewellery Making Improvers	10	12	9	12	11	12
	Jewellery Making Beginners	-	-	-	-	11	6
	Flower Arranging	10	8	9	7	-	-
	Sewing/Dressmaking	10	10	9	9	10	9
Thurs	Tout En Francais	10	16	9	16	11	14
	En Route French	10	7	8	6	9	6
	Rendez-Vous Avec La France	10	12	9	12	11	10
	Spanish Beginner, Improvers Level 1	10	13	9	13	11	9
	Spanish Improvers Level 2	10	12	8	11	11	11
	Spanish Intermediate Level 2	10	8	8	9	11	9
	Intermediate Latin	10	5	9	5	11	4
	Five ways into writing	10	11	9	9	11	12
	Journey into Poetry	10	12	9	12	11	13
	Writing Fiction	10	14	9	15	11	11
	Winter Words Club	10	13	9	13	-	-
	Creative Writing	9	7	9	8	-	-
	Improvers Watercolour	10	11	-	-	-	-
	Life Drawing	-	-	9	14	11	10
	Unravelling 20th C textile, Textile Study Group	5	11	2	10	-	-
	Pilates Beginners	10	10	9	10	10	10
	Pilates Improvers	10	10	9	10	10	10
	Pilates for Osteoporosis	10	10	9	10	10	10
	Pilates All Levels	10	10	9	10	10	10
	Digital Photography pm	10	9	9	8	11	8
	Digital Photography eve.	10	4	-	-	-	-
	Wine Appreciation	10	6	-	-	-	-
Fri	¡Hablemos Español!	10	9	8	8	11	7
	Hablamos mas Espanol	10	10	8	12	11	10
	Latin for Beginners, Improvers	10	6	9	5	11	5
	Art Workshop	10	15	9	14	11	11
	Painting with Versatility	10	12	9	12	11	11
	Watercolour Portraits	10	5	9	4	11	4
	Richard Yeomans – Art History	7	15	9	11	11	16

ENROLMENTS FOR AUTUMN 2015 - SPRING, SUMMER 2016							
Day	Courses	Autumn 2015		Spring 2016		Summer 2016	
		Meetings	Students	Meetings	Students	Meetings	Students
	Hatha Yoga	10	17	9	16	10	14
	Meditation All Levels	10	14	9	14	10	8
	Meditation Continuation	10	10	9	12	10	12
	Tai Chi	10	17	9	9	11	6
	Dayschools						
Aut.	A Demo of Indian Cookery	1	10	1	10	1	10
	Willow Baskets, Hedgerow Basket Making	1	11	1	9	-	-
	A Medieval Masterpiece	1	17	-	-	-	-
	Ribbon Embellishments	1	9	-	-	-	-
	Far from the Madding Crowd	1	6	-	-	-	-
	Digital Photography Beginners	1	6	-	-	1	4
	French Verb Workshop (2)	1	8	-	-	-	-
	Love your Sewing Machine	1	10	-	-	-	-
	Soutache Jewellery	1	6	-	-	-	-
	Gift Bags and Boxes	1	10	-	-	-	-
	Play the Sax from Scratch	1	9	-	-	1	9
	Play the Sax 2	1	9	-	-	1	5
Spr.	The Art and Architecture of Moorish Spain	-	-	1	12	-	-
	Writing for Children	-	-	1	12	-	-
	Writing on the Edge	-	-	1	11	-	-
Sum.	Spanish for Holidays	-	-	-	-	1	7
	A Brief History of Self-Portraits	-	-	-	-	1	5
	Beaded Fringe for Lampshade	-	-	-	-	1	5
	The Pre-Raphaelites	-	-	-	-	4	6
	Summer Writing Oasis	-	-	-	-	4	11
	Art Visit						
Aut.	Tate Britain, London	1	29	-	-	-	-
Spr.	Royal Academy London	-	-	1	42	-	-
	Cancelled Courses						
Aut.	Cancelled Courses		7				
Aut.	Cancelled Dayschools		6				
Spr.	Cancelled Courses				9		
Spr.	Cancelled Dayschools				8		
Sum.	Cancelled Courses						11
Sum	Cancelled Dayschools						1