

**HALSWAY MANOR SOCIETY LIMITED  
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2017**

**COMPANY REGISTRATION NUMBER 00849615**

**CHARITY REGISTRATION NUMBER 247230**

# **HALSWAY MANOR SOCIETY LIMITED**

## **FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2017**

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# **HALSWAY MANOR SOCIETY LIMITED**

## **OFFICERS AND PROFESSIONAL ADVISERS**

### **DIRECTORS AND TRUSTEES**

T Brown  
C Corkett  
B Dennis  
S Dyer  
G Kiddier  
K Lamport  
R Palmer  
R Phipps  
D Seabright  
R Stradling  
J Williams

### **COMPANY SECRETARY**

K M Searle

### **CHIEF EXECUTIVE OFFICER**

C Cook

### **REGISTERED OFFICE**

Halsway Manor  
Crowcombe  
Taunton  
Somerset  
TA4 4BD

### **AUDITORS**

Albert Goodman LLP  
Mary Street House  
Mary Street  
Taunton  
Somerset  
TA1 3NW

### **BANKERS**

Lloyds TSB Bank PLC  
Fore Street  
Williton  
Somerset  
TA4 4QT

# **HALSWAY MANOR SOCIETY LIMITED**

## **DIRECTORS' AND TRUSTEES' REPORT**

### **YEAR ENDED 31 MARCH 2017**

#### **Introduction**

The trustees are pleased to present their annual report together with the audited consolidated financial statements of the charity and its subsidiary trading company (Halsway Manor Limited) for the financial year 1 April 2016 to 31 March 2017.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Articles and Memorandum of Association of the Halsway Manor Society, and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015)

#### **Our Charitable Purposes**

- To promote and support the practice of the traditional folk arts, especially as practised in England. This includes traditional dance, music, song, folklore, storytelling, arts and crafts.
- To conserve, maintain and develop Halsway Manor as a centre of excellence for these activities

#### **Our Aims**

The Board of Trustees' have set aims as follows. To:

- improve skills, knowledge and understanding of the folk arts amongst people of all ages and abilities.
- develop a wider pool of inspiring and competent course leaders.
- further raise the profile of Halsway Manor as a centre of excellence for the folk arts that is accessible for all.
- ensure that we have a sustainable business, aiming to balance the budget and reinvest surpluses in our charitable activities.
- continue to be a well governed and transparent organisation.

#### **What We Do**

To achieve our aims we provide

- a range of residential courses and non-residential events and activities throughout the year including traditional dance, music, song, storytelling / folklore and arts and crafts.
- a unique library that contains about 10,000 books and audio recordings about folk music, dance, song, history and folklore that is free to use for visitors and the public generally.
- the buildings and grounds at Halsway Manor for use by visitors and participants.

# **HALSWAY MANOR SOCIETY LIMITED**

## **DIRECTORS' AND TRUSTEES' REPORT (continued)**

### **YEAR ENDED 31 MARCH 2017**

#### **Who Benefits From Our Activities**

In the 12 month period ending 31st March 2017, nearly 5000 people attended residential courses and non-residential events and activities at Halsway Manor. This includes people from all around the UK and the world. It includes all of our youth work in local schools and our nationally significant residential weeks for young people. This continues a year on year growth although slowing as capacity is reached. We are carrying out more work for young people and now run four fully subscribed Young Folk weeks per year. Our Junior Folk course for 8 - 12 year olds attracts almost exclusively young people from the local area. Part of the focus of the HLF project is to engage with more of the local community to build support and interest. This will increase our scope and profile; doing more things for more people. We have worked in partnership with other organisations to achieve our goals including English Folk Expo, The National Folk Ensemble, folk festivals and local libraries.

We are focussing on diversifying our offer in the folk arts to attract more people from all backgrounds and abilities. This way we can grow sustainably whilst offering high quality in everything we do.

#### **Governance**

Halsway Manor Society is registered as a charity (number 247230) and is a company limited by guarantee (number 849615). It is governed by the terms of its Articles of Association which are available on its website [www.halswaymanor.org.uk](http://www.halswaymanor.org.uk)

The Society operates a 100% owned trading company called Halsway Manor Limited for the purpose of generating commercial income to benefit the Society – for example, from hiring the premises for meetings, training, etc.

#### **Members of the Society**

There were 280 Members of the Society at in April 2017. In 2016 there was a full overhaul of the membership scheme which now utilizes an online service called Now Donate. This helps the administration of gift aid and keeps the details of our members safe and secure on a cloud based system. By 'cleansing' our membership we have been able to engage better dialogue with them and strip out some of the anomalies of the old system. This has resulted in a fall in numbers but a rise in the amount of money made due to new price points. We encourage anyone who supports the aims of the Society to become a member. The Company Secretary on the Board of Trustees provides advice and support for anyone wishing to do so. Applicants are required to pay an annual subscription which is £25, £45 per couple per year or £60, £120 for a key membership per year in 2017.

# **HALSWAY MANOR SOCIETY LIMITED**

## **DIRECTORS' AND TRUSTEES' REPORT (continued)**

### **YEAR ENDED 31 MARCH 2017**

#### **Our Trustees**

The Board of Trustees is drawn from the membership of the Society. Trustees are volunteers who have the responsibility for directing the affairs of the Society, and ensuring that it is well-run, and delivering the charitable outcomes for the benefit of the public for which it was set up.

For the year ended 31<sup>st</sup> March 2017 and since the year end the Trustees were as follows :

T Brown	
C Corkett	
B Dennis	Appointed 29 September 2016
S Dyer	
G Kiddier	
K Lamport	
R Palmer	
R Phipps	
D Seabright	
R Stradling	
J Williams	(Chair)

# **HALSWAY MANOR SOCIETY LIMITED**

## **DIRECTORS' AND TRUSTEES' REPORT (continued)**

### **YEAR ENDED 31 MARCH 2017**

#### **Trustee induction and training**

New Trustees are briefed on their role by the Chair of the Trustees and provided with supporting documentation including the Articles and Memorandum of Association, minutes of meetings, the previous year's Annual Report and Accounts and a copy of the Charity Commission's publication "Responsibilities of Charity Trustees". The Trustees have regular development workshops throughout the year, for example, on the objectives of the Society and priorities for achieving them. There is also a skills audit carried out to assess strengths and weaknesses.

#### **Consideration of major risks**

The Trustees have considered the major risks to the Society. These include:

- risks to visitors, staff and contractors and risks to the buildings (including fire risk) which are currently identified and monitored through specific risk assessments
- risks to income generated through our activities which are addressed in our priorities to broaden the range of courses we offer, attracting new customers and in our capital development plans to improve and add to our facilities.

#### **Our staff**

The Trustees delegate the day to day running of the Society to the Chief Executive Officer, Crispian Cook. The Chief Executive Officer manages the staff team who are employed by the Society, (full and part-time). Staff are responsible for developing the annual programme of courses, events and activities, financial, business and operational management and delivery. Some maintenance services are provided by external contractors.

#### **Our volunteers**

The Society benefits from the support of volunteers who undertake a variety of tasks including managing the library collection, running the 200 Club, helping to maintain the gardens and running the shop. Funds raised by the 200 Club are donated to the Society to support its charitable aims. Many supporters from folk clubs, dance groups and organisations also raise funds through their activities which they donate to the Society.

# **HALSWAY MANOR SOCIETY LIMITED**

## **DIRECTORS' AND TRUSTEES' REPORT (continued)**

### **YEAR ENDED 31 MARCH 2017**

#### **Activities and achievements**

In the national context of independent arts charities Halsway Manor is a rarity in that it does not receive core revenue funding. This has its benefits and its challenges, of course. Even though we do not receive funding from the likes of Arts Council, England it is important for the organisation to reference key national cultural strategies in all of our work. Halsway is part of the cultural offer of the UK and the more we can raise our profile the better our chance of survival. As the organisation becomes more resilient we will be able to attract more funding. With the commitment of the Heritage Lottery Fund and Country Houses Foundation we raised £137,000 this year for the restoration with another £380,000 to come in 2018. We have also raised over £80,000 from donations this tax year towards a target of £250,000. This is great news for Halsway and the first significant external fund in its history. Funding attracts funding and the successful implementation of this project will prove Halsway is a key player in the culture, tourism and heritage offer of Somerset. Our programme gets larger every year. In 16/17 there were 336 days of courses and activities.

That means 336 operational days when staff and tutors are catering for groups in the buildings. This is an incredible amount of work for any organisation but also raises the question about organisational capacity.

Halsway Manor is expensive to run, it does not make profit which is why it is so important that we realise new efficiencies through our renovation period. We need to retain an amount of money for repairs and replacement and this will have to come from the fees we charge. Although we do not make any significant surplus we are now much better at apportioning income to manor improvements and efficiencies.

Customer feedback tells us that people believe Halsway Manor is very good value. As an example similar organisations which offer residential courses start at over £300 for a weekend and over £500 for a four day course. Another charges over £700 for a four day residential course. This is way above the price point of Halsway and we have to find a way of making courses here pay towards the upkeep of buildings and grounds whilst still representing value for money. In 2016/17 we had an attendance of over 4,500 people on courses and events, 17% were new customers. New custom is coming from our increased web and social media presence, also from word of mouth and our attendance at several key events across the calendar. We also received over 186,000 webpage views and over 26,000 unique visitors in the last year. Our website and social media interactions are our primary communication method and indeed the most economical for the organisation. We are currently investigating new systems to improve our booking and customer relationship management. This will increase productivity and improve efficiency as Halsway is run by a very small team.

Over the next 18 months the restoration of the property will take place. There may be some disruption to the day to day running but we hope this will be minimal. If we manage by the end of 2018 to have a fully functioning building with sustainable heat sources, fit for purpose infrastructure and a detailed maintenance and management plan it will be an important milestone for Halsway Manor - National Centre for Folk Arts.



# **HALSWAY MANOR SOCIETY LIMITED**

## **DIRECTORS' AND TRUSTEES' REPORT (continued)**

### **YEAR ENDED 31 MARCH 2017**

We contract with folk art practitioners, dance teachers, callers, musicians, singers, storytellers, visual artists and crafts teachers to lead our courses and other activities, many of whom have a national and international reputation in the folk arts world. We also work with a number of groups on partnership events where folk groups will hire Halsway and pay us a fee. We do not have artistic control of these.

#### **Older people**

Our programme strongly supports the folk art interests of older people. Many of our courses are suitable for older people who benefit from the many opportunities to develop existing and new skills whilst maintaining and making new friendships in a supportive atmosphere. There is a strong health and wellbeing element to all our work and we are very active in generating opportunities for older people to engage in activity to support good health.

#### **Younger people**

We continue to develop our activities for young people. We run 4 residential weeks in the year as well as supporting a number of other programmes to engage young people. In 2017 all of our youth courses were fully subscribed and attract participants from all over the UK. In 2017 we employed a Library and Archives Project Manager and worked with a Creative Learning lead to generate education projects linked to the restoration of the manor funded by Heritage Lottery Fund.

#### **Community – our clubs and groups**

We continue to provide a range of low cost activities for local people of all ages and abilities who are interested in the folk arts including the Halsway Folk Choir, Halsway Folk Dance Group, West Somerset Morris Men and our monthly folk club.

#### **The Kennedy Grant Library**

This is a nationally important collection of around 10,000 books and audio recordings of folk music, dance and folklore which were bequeathed to the Society by the folklorists and collectors Peter Kennedy and Margaret Grant. We have made greater use of the library in courses with sessions on folk song research and identifying material and stories to develop into performances during our Hothouse residential development weeks for young people.

Our library volunteers, led by Cynthia Sartin, have finished cataloguing the Peter Kennedy collection of books and we have sold most of the books not relevant to the charitable aims of the Society donating the profits the Library fund which continues to be used to maintain and add to the library collection.

As part of the HLF project we have employed a 4 day a week Library and Archive Project Manager who will be developing a strategy for the future of the library to ensure it can be used by more people, can grow in a sustainable way and offers a good experience for customers and visitors of Halsway.

# **HALSWAY MANOR SOCIETY LIMITED**

## **DIRECTORS' AND TRUSTEES' REPORT (continued)**

### **YEAR ENDED 31 MARCH 2017**

#### **Customer feedback**

Feedback from participants is sought and collected after each event and reviewed monthly by the staff management team. Matters arising are discussed with the Board of Trustees. Feedback about staff during the year continued to be consistently very positive. Customers new to Halsway Manor gave consistently high levels of positive feedback about their experience of courses, events, activities, the staff and facilities. Regular customers, who know the Manor well, provide useful feedback about improvements to the facilities and catering which we act upon wherever possible.

#### **Measuring performance**

In January 2013 the Board of Trustees agreed a performance measurement framework which was implemented in April 2013. These are designed to collect data so that the Board has a clear picture of progress in meeting our aims. This includes data on the quality of our activities and what people learn as a result of participating; the health of the organisation including finance, staff and governance; and health and safety issues.

#### **Financial Review**

Halsway Manor Society Limited is a company limited by guarantee (number 849615) and not having share capital. It is controlled by its members and governed by the terms of its articles of association. It is also a registered Charity (number 247230).

The results of the 100% owned trading subsidiary Halsway Manor Limited are shown in note 15 of the accounts. The trading profits made by the company during the year totalling £7,364 were paid to the parent company under the provisions of the gift aid scheme.

#### **Reserves policy**

The Board review their reserves policy annually and this took place at the May Board meeting. Consideration is given to maintaining a sufficient level of reserves for the year ahead in the budget planning process. This includes the adoption of any recommendations made in the previous year by the Society's appointed Auditors. The Board of Trustees of the Halsway Manor Society have identified the need to retain a level of reserves to fund:

- Any unexpected shortfalls in income from its activities
- Any other unexpected expenditure, for example when projects overrun or unplanned events occur
- Ongoing overheads due to business interruption

#### **Donations policy**

Donations given are for the general purpose of the charity. We will attempt to assign donated funds as requested, however any specification will be taken without imposing any trust. Donations given will always be used for the charitable activities of the Company.

## **HALSWAY MANOR SOCIETY LIMITED**

### **DIRECTORS' AND TRUSTEES' REPORT (continued)**

**YEAR ENDED 31 MARCH 2017**

#### **The Directors' Responsibility for the Financial Statements**

The Trustees (who are also the Directors of Halsway Manor Society Limited for the purpose of company law) are responsible for preparing the Trustees' Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Company and the Group and of the incoming resources and application of resources including the income and expenditure of the Group for the year. In preparing these financial statements the Trustees are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) observe the methods and principles in the Charities SORP,
- c) make judgments and estimates that are reasonable and prudent;
- d) state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- e) prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Company will continue in operation.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Company and which enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the Company and the Group and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware, there is no relevant audit information of which the Company's Auditor is unaware; and the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the Auditor is aware of that information.

#### **Auditors**

Albert Goodman LLP are deemed to be re-appointed under Section 487 (2) of the Companies Act 2006.

**Approved** by the Board on 31 August 2017 and signed on its behalf by:

.....  
J A WILLIAMS - CHAIR

# **HALSWAY MANOR SOCIETY LIMITED**

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HALSWAY MANOR SOCIETY LIMITED**

### **YEAR ENDED 31 MARCH 2017**

We have audited the financial statements of Halsway Manor Society Limited for the year ended 31 March 2017 which comprise the Consolidated Statement of Financial Activities, Income and Expenditure Account, the Consolidated and Parent Company Balance Sheets and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102, *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of directors and auditors**

As explained more fully in the Statement of Trustee's Responsibilities, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practice Board's Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the group's and the parent charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the group and the parent charitable company's affairs as at 31 March 2017, and of the groups incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## **HALSWAY MANOR SOCIETY LIMITED**

### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF HALSWAY MANOR SOCIETY LIMITED (continued)**

**YEAR ENDED 31 MARCH 2017**

#### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- the parent charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report and take advantage of the small companies exemption from the requirement to prepare a strategic report.

**Paul Hake FCCA  
Senior Statutory Auditor  
For and on behalf of Albert Goodman LLP  
Chartered Accountants  
Statutory Auditors**

**Mary Street House  
Mary Street  
Taunton  
Somerset  
TA1 3NW**

**Date:**

**HALSWAY MANOR SOCIETY LIMITED**  
**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 MARCH 2017**

		Unrestricted Funds	Restricted Funds	Endow ment Funds	Total 2017	Total 2016 *see below
	Notes	£	£	£	£	£
<b>Income from:</b>						
Income from charitable activities	2	654,762	-	-	654,762	628,207
Other trading activities	2	63,915	-	-	63,915	58,822
Donations and legacies		159,181	13,415	-	172,596	51,679
Other income		1,183	-	-	1,183	5,093
Income from investments		52	-	-	52	92
Net gains from investments		2,233	-	-	2,233	661
<b>Total Income</b>		<u>881,326</u>	<u>13,415</u>	=	<u>894,741</u>	<u>744,554</u>
<b>Expenditure on:</b>						
Raising funds	4	56,551	-	-	56,551	52,198
Charitable activities	3	664,627	29,574	-	694,201	696,312
<b>Total Expenditure</b>		<u>721,178</u>	<u>29,574</u>	=	<u>750,752</u>	<u>748,510</u>
<b>Net (Expenditure)/Income</b>		160,148	(16,159)	-	143,989	(3,956)
Transfers between funds	13	<u>(5,309)</u>	<u>5,309</u>	=	=	=
<b>Net Movement in Funds</b>	6	154,839	(10,850)	-	143,989	(3,956)
Balances brought forward at 1 April 2016		<u>526,888</u>	<u>56,150</u>	<u>1,000</u>	<u>584,038</u>	<u>587,994</u>
<b>Balances carried forward at 31 March 2017</b>		<u>681,727</u>	<u>45,300</u>	<u>1,000</u>	<u>728,027</u>	<u>584,038</u>

\*Comparative Figures. For the analysis of 2016 Consolidated Statement of Financial Activities see page 13

**HALSWAY MANOR SOCIETY LIMITED**  
**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 MARCH 2016 COMPARATIVE FIGURES**

		Unrestricted Funds	Restricted Funds	Endow ment Funds	Total 2016
	Notes	£	£	£	£
<b>Income from:</b>					
Incoming from charitable activities	2	628,207	-	-	628,207
Other trading activities	2	58,822	-	-	58,822
Donations and legacies		12,627	39,052	-	51,679
Other income		5,093	-	-	5,093
Income from investments		92	-	-	92
Net gains on investments		661	-	-	661
<b>Total Income</b>		<u>705,502</u>	<u>39,052</u>	=	<u>744,554</u>
<b>Expenditure on:</b>					
Raising funds	4	52,198	-	-	52,198
Charitable activities	3	661,050	35,262	-	696,312
<b>Total Expenditure</b>		<u>713,248</u>	<u>35,262</u>	=	<u>748,510</u>
<b>Net (Expenditure)/Income</b>		(7,746)	3,790	-	(3,956)
Transfers between funds	13	<u>7,574</u>	<u>(7,574)</u>	=	=
<b>Net Movement on Funds</b>	6	(172)	(3,784)	-	(3,956)
Balances brought forward at 1 April 2015		<u>527,060</u>	<u>59,934</u>	<u>1,000</u>	<u>587,994</u>
<b>Balances carried forward at 31 March 2016</b>		<u>526,888</u>	<u>56,150</u>	<u>1,000</u>	<u>584,038</u>

**HALSWAY MANOR SOCIETY LIMITED**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2017**

		<b>Group</b>		<b>Company</b>	
		2017	2016	2017	2016
	Notes	£	£	£	£
<b>Fixed Assets</b>					
Tangible Fixed Assets	7	482,048	488,204	482,048	488,204
Shares in group undertakings	8	-	-	<u>2</u>	<u>2</u>
		<u>482,048</u>	<u>488,204</u>	<u>482,050</u>	<u>488,206</u>
<b>Current Assets</b>					
Stocks	10	11,097	13,072	5,879	6,876
Debtors	11	9,003	27,333	73,344	75,156
Investments	9	35,357	33,124	35,357	33,124
Cash at bank and in hand		382,385	185,896	320,589	141,911
		<u>437,842</u>	<u>259,425</u>	<u>435,169</u>	<u>257,067</u>
<b>Creditors</b>					
Amounts falling due within one year	12	<u>191,863</u>	<u>163,591</u>	<u>189,182</u>	<u>161,235</u>
<b>Net Current Assets</b>		<u>245,979</u>	<u>95,834</u>	<u>245,977</u>	<u>95,832</u>
<b>Creditors</b>					
Amounts falling due after more than one year		-	-	-	-
<b>Total Net Assets</b>	14	<u>728,027</u>	<u>584,038</u>	<u>728,027</u>	<u>584,038</u>
<b>Funds</b>					
Endowment	13	1,000	1,000	1,000	1,000
Restricted	13	45,300	56,150	45,300	56,150
Unrestricted: other charitable funds	13	661,370	508,764	661,370	508,764
Revaluation reserve	13	20,357	18,124	20,357	18,124
		<u>728,027</u>	<u>584,038</u>	<u>728,027</u>	<u>584,038</u>

The trustees have prepared group accounts in accordance with section 398 of the Companies Act 2006 and section 138 of the Charities Act 2011. The accounts have been prepared and delivered in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

Approved by the Directors on 31 August 2017 and signed on their behalf by:

.....  
D Seabright

**COMPANY REGISTRATION NUMBER 00849615**  
**HALSWAY MANOR SOCIETY LIMITED**



**HALSWAY MANOR SOCIETY LIMITED**  
**YEAR ENDED 31 MARCH 2017**

**Consolidated Statement of Cash Flows**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities:</b>		
<b>Net cash provided by (used in) operating activities</b>	196,437	9,431
<b>Cash flows from investing activities:</b>		
Dividends, interest and rents from investments	52	92
Purchase of property, plant and equipment	-	(42,508)
<b>Net cash provided by (used in) investment activities</b>	52	(42,416)
<b>Change in cash and cash equivalents in the reporting period</b>	196,489	(32,985)
<b>Cash and cash equivalents at the beginning of the reporting period</b>	185,896	218,881
<b>Cash and cash equivalents at the end of the reporting period</b>	382,385	185,896

**Reconciliation of net income/(expenditure) to net cash flow from operating incomes**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>Net income/(expenditure) for the reporting period</b>	143,989	(3,956)
<b>Adjustments for:</b>		
Depreciation charges	6,156	6,156
(Gains)/losses on investments	(2,233)	(661)
Dividends, interest and rent from investments	(52)	(92)
(Increase)/decrease in stocks	1,975	2,720
(Increase)/decrease in debtors	18,330	4,594
Increase/(decrease) in creditors	28,272	670
<b>Net cash provided by (used in) operating activities</b>	196,437	9,431

**Analysis of cash and cash equivalents**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Cash in hand	382,385	185,896
<b>Total cash and cash equivalents</b>	382,385	185,896

# **HALSWAY MANOR SOCIETY LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS**

### **YEAR ENDED 31 MARCH 2017**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparation**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Halsway Manor Society Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Group financial statements. The financial statements consolidate the results of the charity and its wholly owned subsidiary Halsway Manor Ltd on a line-by-line basis. A separate Statement of Financial Activities and Income and Expenditure Account for the charity has not been presented because the Trust has taken advantage of the exemption afforded by section 408 of the Companies Act 2006.

##### **Incoming Resources**

All incoming resources are included in the SOFA when the Company is legally entitled to the income and the amount can be quantified with reasonable accuracy. Where amounts are received in advance the income is deferred until the date of the event held. For material legacies, entitlement is the earlier of the Company being notified of an impending distribution or the legacy being received.

Donations and gifts are accounted for when received, as are members' subscriptions. Income tax reclaimed in relation to amounts received under gift aid is included in the same period as the income to which it relates.

Gifts in kind are included at their value to the Company and are recognised as income when received. No amounts are included in the financial statements for services donated by volunteers.

##### **Resources expended**

All resources expended are accounted for on an accruals basis and are classified under headings that aggregate all costs related to the category. Costs not attributable directly to any of the principal expenditure headings are apportioned on an appropriate basis.

# **HALSWAY MANOR SOCIETY LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

### **YEAR ENDED 31 MARCH 2017**

#### **1. ACCOUNTING POLICIES (CONTINUED)**

##### **Fixed Assets**

All fixed assets are stated at purchase cost plus incidental expenses of acquisition. Expenditure on capital items is capitalised for all items costing in excess of £1,500. Fixtures, fittings and equipment are depreciated at the rate of 10% on cost per annum on additions on a straight line basis. Expenditure on computer equipment is written off over three years.

The Directors are of the opinion that the value of the freehold land and buildings is far in excess of its book value and that as such provision for depreciation between book value and estimated residual value is immaterial and no provision is made.

##### **Stock**

Stocks are valued at the lower of cost and net realisable value. Cost is determined on a first in first out basis.

##### **Taxation**

No charge to taxation arises in respect of any of the activities of the Company by reason of its charitable status.

##### **Irrecoverable VAT**

VAT that is irrecoverable following partial exemption calculations is included as an expense in the SOFA.

##### **Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Directors in furtherance of the general objectives of the Company, and which have not been designated for other purposes. Restricted funds are to be used for specific purposes as laid down by the donor.

The trustees designate unrestricted funds where they feel it is appropriate to do so.

##### **Current Asset Investments**

Current Asset Investments are valued at their current market value.

# HALSWAY MANOR SOCIETY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### YEAR ENDED 31 MARCH 2017

#### 2. INCOMING RESOURCES

	<b>Total Fund 2017 £</b>	<b>Total Fund 2016 £</b>
Income from charitable activities		
Members subscriptions	9,195	7,320
Folk events	645,549	620,797
Publication sales	<u>18</u>	<u>90</u>
	<u>654,762</u>	<u>628,207</u>
Other trading activities		
Trading income	<u>63,915</u>	<u>58,822</u>

Income of £147,201 (2016 - £118,572), being deposits for future events, have been deferred to match the timing of recognition of the income with the occurrence of the related event.

#### 3. EXPENDITURE ON CHARITABLE ACTIVITIES

	<b>Total Fund 2017 £</b>	<b>Total Fund 2016 £</b>
Planning and organisation of folk events:		
Administration costs	26,191	29,433
Staff costs	148,762	127,374
Board and accommodation:		
Staff costs	132,775	126,707
Food and consumables	78,125	78,869
Other direct costs	132,103	160,195
Development costs	27,590	12,460
Establishment and amenity costs:		
Maintenance costs	47,810	56,328
Rates, insurance and utilities	59,305	63,285
Depreciation	6,156	6,156
Non recoverable VAT	20,451	19,368
Establishment costs	2,249	740
Travel expenses	1,902	3,769
Bank charges	6,312	7,158
Audit fees	<u>4,470</u>	<u>4,470</u>
	<u>694,201</u>	<u>696,312</u>

# HALSWAY MANOR SOCIETY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### YEAR ENDED 31 MARCH 2017

#### 4. EXPENDITURE ON RAISING FUNDS

	Total Fund 2017 £	Total Fund 2016 £
Food	1,227	785
Bar purchases	18,588	16,623
Shop Costs	4,121	3,050
Staff costs	32,465	31,613
Establishment costs	150	127
Administration		
	<u>56,551</u>	<u>52,198</u>

#### 5. ALLOCATION OF SUPPORT

The Company allocates its support costs as shown in the table below. Support costs are allocated on a basis consistent with the use of resources

	Charitable Activities 2017 £	Charitable Activities 2016 £	Fundraising (HML) 2017 £	Fundraising (HML) 2016 £
Administrative expenses	24,352	29,433	-	-
Staff costs	275,683	254,081	32,465	31,613
Establishment costs ex depn	139,479	155,118	150	127
	<u>439,514</u>	<u>438,632</u>	<u>32,615</u>	<u>31,740</u>

#### 6. CHANGES IN RESOURCES AVAILABLE FOR COMPANY USE

	Unrestricted Funds £	Restricted Funds £	Endow ment Funds £	Total 2017 £	Total 2016 £
Net movement in funds for the year	154,839	(10,850)	-	143,989	(3,956)
Resources used for the acquisition of fixed assets	-	-	-	-	(42,508)
Net movement in funds available for future activities	<u>154,839</u>	<u>(10,850)</u>	=	<u>143,989</u>	<u>(46,464)</u>

# HALSWAY MANOR SOCIETY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### YEAR ENDED 31 MARCH 2017

#### 7. TANGIBLE FIXED ASSETS

	Freehold Land & Buildings £	Fixtures & Fittings Equipment £	Total £
<b>Group and Company - Cost</b>			
1 April 2016	471,611	132,616	604,227
Additions	-	-	-
Disposals	-	-	-
At 31 March 2017	<u>471,611</u>	<u>132,616</u>	<u>604,227</u>
<b>Depreciation</b>			
At 1 April 2016	-	116,023	116,023
Charge for the year	-	6,156	6,156
Disposals	-	-	-
At 31 March 2017	-	<u>122,179</u>	<u>122,19</u>
<b>Net book values</b>			
At 31 March 2017	<u>471,611</u>	<u>10,437</u>	<u>482,048</u>
At 31 March 2016	<u>471,611</u>	<u>16,593</u>	<u>488,204</u>

The freehold premises relate to Halsway Manor and Mews near Crowcombe, Somerset, together with ancillary buildings and grounds.

The book value of £471,611 attributed to the property in the Company's Balance Sheet at the end of the year represents the cumulative historical cost to the Company of the Manor and Mews together with improvements to date.

In the opinion of the Trustees the freehold land and buildings are worth in excess of £4 million, but no formal valuation has been undertaken.

#### 8. SHARES IN GROUP UNDERTAKINGS

	Company 2017	2016
	£	£
Halsway Manor Limited Ordinary Shares of £1 each	<u>2</u>	<u>2</u>

Halsway Manor Limited was incorporated on 18 February 1993 as a wholly-owned subsidiary of the Company. The Company has licensed Halsway Manor Limited to use the property, fixtures and equipment located at Halsway Manor in the furtherance of its trading activities providing facilities for day and residential conferences, courses and social functions on a commercial basis. The subsidiary gifts all its taxable profits to the Company under the Gift Aid scheme for use in the furtherance of the Company's charitable objectives.

# HALSWAY MANOR SOCIETY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### YEAR ENDED 31 MARCH 2017

#### 9. OTHER INVESTMENTS

	<b>Group</b>		<b>Company</b>	
	2017	2016	2017	2016
	£	£	£	£
Market value at 31 March 2017	<u>35,357</u>	<u>33,124</u>	<u>35,357</u>	<u>33,124</u>
UK listed investments are represented by:				
Investment Trust	<u>35,357</u>	<u>33,124</u>	<u>35,357</u>	<u>33,124</u>

It is the Board's intention to sell this investment in due course and use the money rather than re-invest it. The investments are carried at current market value and have an historical cost of £15,000 (2016: £15,000).

#### 10. STOCKS

	<b>Group</b>		<b>Company</b>	
	2017	2016	2017	2016
	£	£	£	£
Provisions and consumables	10,523	11,233	5,305	5,037
Fuel Supplies	<u>574</u>	<u>1,839</u>	<u>574</u>	<u>1,839</u>
	<u>11,097</u>	<u>13,072</u>	<u>5,879</u>	<u>6,876</u>

#### 11. DEBTORS

	<b>Group</b>		<b>Company</b>	
	2017	2016	2017	2016
	£	£	£	£
Trade Debtors	6,160	5,806	6,160	5,806
Other Debtors and prepayments	2,843	21,527	2,843	21,527
Amount owed by group undertaking	-	-	64,341	47,823
	<u>9,003</u>	<u>27,333</u>	<u>73,344</u>	<u>75,156</u>

#### 12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<b>Group</b>		<b>Company</b>	
	2017	2016	2017	2016
	£	£	£	£
Trade creditors	25,676	24,873	23,355	22,517
Customer deposits and deferred income	147,201	118,572	146,851	118,572
Social Security creditors	4,412	4,875	4,412	4,875
Accruals	8,925	8,711	8,925	8,711
VAT	1,649	560	1,649	560
Other Creditors	4,000	6,000	4,000	6,000
	<u>191,863</u>	<u>163,591</u>	<u>189,182</u>	<u>161,235</u>

# HALSWAY MANOR SOCIETY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### YEAR ENDED 31 MARCH 2017

#### 13. MOVEMENT IN FUNDS

	Balance 31 March 2016 £	Incoming £	Outgoing £	Transfers £	Balance 31 March 2017 £
<u>Restricted Funds</u>					
HLF-Telling Tales	711	1,961	9,039	6,367	-
Youth Fund	3,261	901	-	-	4,162
Library Development Fund	12,717	1,902	408	-	14,211
Hothouse 2016/2017	2,300	-	2,300	-	-
Capital Development Fund	34,741	3,270	16,287	(21,724)	-
Halsway Restoration Fund	-	5,376	173	21,724	26,927
BBC Dance Fellowship	1,367	-	1,367	-	-
Other Specific Donations	1,053	5	-	(1,058)	-
Total Restricted Funds	<u>56,150</u>	<u>13,415</u>	<u>29,574</u>	<u>5,309</u>	<u>45,300</u>
<u>Endowment Funds</u>					
Margaret Grant Library Fund	<u>1,000</u>	-	-	-	<u>1,000</u>
<u>Unrestricted Funds</u>					
Other Charitable Funds	508,764	879,093	721,178	(5,309)	663,603
Revaluation reserve	18,124	2,233	-	-	20,357
Total unrestricted funds	<u>526,888</u>	<u>881,326</u>	<u>721,178</u>	<u>(5,309)</u>	<u>681,727</u>
<u>Total Funds</u>	<u>584,038</u>	<u>894,741</u>	<u>750,752</u>	<u>=</u>	<u>728,027</u>

Unrestricted funds are held for the ordinary purposes of the Company and are unrestricted as to their use.



# **HALSWAY MANOR SOCIETY LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**YEAR ENDED 31 MARCH 2017**

### **13. MOVEMENT IN FUNDS (CONTINUED)**

Restricted funds are funds which are subject to external restrictions on how they are spent.

Heritage Lottery Fund – Telling Tales, Halsway Manor’s oral history project to identify stories and the history of Halsway Manor over its fifty years.

The Youth Fund comprises income received for the purpose of promoting the involvement of young people in the tradition of folk music, dance and song.

The Library Development Fund consists of receipts received for this purpose.

Capital Development Fund – The Halsway Manor Society plan to raise £4M in order to build a timber framed activity centre in woodland behind the manor, restore the historic manor, and add a new performance space. The aim of the scheme is to conserve the heritage of the manor and make the site more accessible for people of all ages and abilities to participate in a wide range of folk arts activities. This has now become the Halsway Manor Restoration Fund which is concentrating on this aspect of the Capital Development programme.

Other Specific Donations comprise of restricted donations made for specified purposes.

# HALSWAY MANOR SOCIETY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### YEAR ENDED 31 MARCH 2017

#### 14. ANALYSIS OF GROUP NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted Funds	Endow ment Funds	Total 2017	Total 2016
	£	£	£	£	£
Fund balances at 31 March 2017					
Are represented by:					
Fixed assets	482,048	-	-	482,048	488,204
Current assets	391,542	45,300	1,000	437,842	259,425
Current Liabilities	(191,863)	-	-	(191,863)	(163,591)
Total Net Assets	<u>681,727</u>	<u>45,300</u>	<u>1,000</u>	<u>728,027</u>	<u>584,038</u>

#### 15. TRADING COMPANY

Halsway Manor Limited. Audited accounts are filed with the Registrar of Companies and the following is a summary of the company's trading results

	2017 £	2016 £
Turnover	63,915	58,822
Cost of Sales	<u>(56,401)</u>	<u>(52,071)</u>
Gross Profit	7,514	6,751
Operating and administrative expenses	<u>(150)</u>	<u>(127)</u>
Net Profit	7,364	6,624
Amount paid to Halsway Manor Society Limited under Gift Aid	<u>7,364</u>	<u>6,624</u>
Retained Profit	=	=

The net assets of Halsway Manor Limited at 31 March 2017 was £2 (2016 - £2)

#### 16. COST OF AUDIT AND OTHER FINANCIAL SERVICES

	2017 £	2016 £
For the Society and its trading subsidiary:		
Audit Fees	<u>4,470</u>	<u>4,470</u>

# HALSWAY MANOR SOCIETY LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### YEAR ENDED 31 MARCH 2017

#### 17. STAFF COSTS

	2017	2016
	£	£
Wages and Salaries	304,461	268,228
Social Security costs	18,194	17,466
Agency costs	-	-
	<u>323,655</u>	<u>285,694</u>

The number of Staff employed by Halsway Manor Society during the year was 21.

The average equivalent full-time number of employees, analysed by function, was:

Direct charitable activities:		
Domestic and catering staff	10	10
Management and administration of the charity	5	5
	<u>15</u>	<u>15</u>

No employee earned £60,000 or over (2016-none)

#### 18. KEY MANAGEMENT PERSONNEL

The key management personnel of the Halsway Manor Society Ltd comprise the directors and the Chief Executive Officer. The total employee benefits of the key management personnel of Halsway Manor Society Ltd were £45,971 (2016: £37,857).

#### 19. TRANSACTIONS WITH DIRECTORS

The Directors are also members of the Company. No Director has received any remuneration for services as a Director, but some Directors also act as leaders at folk events for which they are remunerated at the appropriate rate; £5,300 was paid in respect of three trustees during the year (2016: £5,625 to two trustees). These payments are permitted by the charity's governing document. Expenses incurred for travelling and administration costs, amounting to £1,148 (2016: £1,686) were reimbursed during the year to ten trustees.

#### 20. RELATED PARTY TRANSACTIONS

The parent undertaking, Halsway Manor Society Limited, is taking advantage of the disclosure exemption conferred by Financial Reporting Standard 8 'Related Party Transactions' in relation to its subsidiary undertaking, Halsway Manor Limited, on the grounds that it controls 100% of the voting shares in that undertaking.

During the year, no contracts or transactions were entered into by the parent undertaking, Halsway Manor Society Limited, in which any of the members of Council had a material interest.

There is no ultimate controlling party.

## HALSWAY MANOR SOCIETY LIMITED

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### YEAR ENDED 31 MARCH 2017

#### 21. PARENT COMPANY RESULTS

- 1) The company has taken advantage of Section 408 of the Companies Act 2006 and has chosen not to produce its own statement of Financial Activities. The Company's gross income for the year was £830,826 (2016 - £658,732) and the profit for the year was £143,989 (2016—loss £3,956). The figures shown above include corporate gift aid donations from Halsway Manor Limited of £7,364 (2016 - £6,624).

#### 22. FINANCIAL COMMITMENTS

The total future minimum rentals payable under non-cancellable operating leases funded by unrestricted funds are as follows.

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>Office Equipment</b>		
Amounts due < 1 year	2,666	3,635
Amounts due 1-5 years	3,513	3,422
Amounts due > 5 years	-	-
	<u>6,179</u>	<u>7,057</u>