

THE COUNCIL FOR BRITISH ARCHAEOLOGY
FINANCIAL STATEMENTS
31 MARCH 2018

(A company limited by guarantee)

THE COUNCIL FOR BRITISH ARCHAEOLOGY
(A company limited by guarantee)

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THE COUNCIL FOR BRITISH ARCHAEOLOGY
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REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2018

Trustees

Mr K Smith , Chair (appointed 6 November 2017)
Prof M Palmer MBE , Chair (resigned 6 November 2017)
Professor D A Austin , Vice Chair (resigned 6 November 2017)
Professor C Lewis , Vice Chair
Ms H Maclagan , Vice Chair
Mr T J Hedley-Jones , Hon Secretary (from 6 November 2017)
Mr R Sydes , Hon Secretary (resigned 6 November 2017)
Dr E Bace , Hon Treasurer
Mr P Connelly
Lady S J Dormer (appointed 6 November 2017)
Dr L Dyson
Dr S J Elliot (appointed 6 November 2017)
Mrs F Gale
Mrs M Ingeborg Butler
Professor K D Lilley (appointed 6 November 2017)
Dr M Nevell
Dr AM Spaul
Mr J W E Taylor (appointed 6 November 2017)

Company registered number

01760254

Charity registered number

287815 and SC041971

Registered office

Beatrice de Cardi House, 66 Bootham, York, YO30 7BZ

Company secretary

Dr M Heyworth MBE

Honorary ex-officio Vice Presidents

Professor Sir B W Cunliffe CBE
Professor P J Fowler
Professor Dame R Cramp DBE
Dr H F Cleere OBE
Mr P Oldham
Dr P Dixon
Professor R Morris OBE
Ms F Griffith
Dr P V Addyman CBE
Professor F M M Pryor MBE
Dr K Pretty CBE
Mr G Lambrick

Senior management team

Dr M Heyworth MBE, Director
Ms G Bull, Deputy Director
Mrs F Derbyshire, Business Manager (Resigned July 2017)

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
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Advisers (continued)

Independent auditors

Armstrong Watson Audit Limited, York House, Thornfield Business Park, Standard Way, Northallerton, North Yorkshire, DL6 2XQ

Bankers

Barclays Bank Plc, 1-3 Parliament Street, York, YO1 8GA

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2018

The trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of The Council for British Archaeology (the company) for the year ended 31 March 2018.

The trustees confirm that the annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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).

Since the charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

OBJECTIVES AND ACTIVITIES

a. Policies and objectives

The Council for British Archaeology (CBA) aims to promote 'Archaeology for all', so that everyone feels that they have part to play in understanding and caring for the archaeology heritage of the UK. Our vision is Archaeology For All; everyone should know how they can enjoy, understand, and care for the historic environment, and why it matters.

b. Strategies for achieving objectives

CBA is an independent charity working to open up the UK's rich heritage for all and safeguard it for future generations. It aims to do this through the following strategic goals:

(i) Advocacy - championing the role of the voluntary sector in archaeological research, campaigning to ensure that archaeology has a place in education and lifelong learning, promoting care of the historic environment through key partnership, maintaining its statutory role in listed building casework to meet changes in the planning system, and building capacity in its networks to champion the local historic environment.

(ii) Participation - working with its network and members to create new opportunities for participation, informing a widening popular audience about archaeology, promoting the development of skills and learning opportunities at a local level, and engaging young people and diversifying participation.

(iii) Discovery - enabling and supporting research by others to advance knowledge in archaeology, providing a platform for the archaeological community to communicate and engage with others, making new thinking in archaeological research accessible to non-specialist audiences, publishing learning material to encourage and support greater participation, and creating opportunities for participation and breaking down barriers.

(iv) Sustainability - campaigning for action to ensure sustainability for the historic environment and to combat the effects of climate change, working with the CBA's UK network to enhance its collective capacity and the benefits offered whilst raising the public profile for the CBA's achievements and ensuring its long term financial future.

c. Activities for achieving objectives

During the year ended 31 March 2018 the CBA has:

(1) facilitated an estimated 12,500 activity spaces for young people aged 8-16 to take part in practical archaeological activities across the UK through its Young Archaeologists' Club (YAC),

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2018

(2) established ten new YAC branches; of these, nine are affiliated YAC branches, and one is a CBA-managed YAC branch. six of the new YAC branches are in England, with one each in Wales, Northern Ireland, Scotland and the Channel Islands. Our branch network totalled 77 local branches with a further branch currently going through the approvals process.

(3) 70 new YAC volunteers have been vetted and approved, 25 volunteers have completed First Aid training. 54 disclosure checks have been carried out on volunteers and 25 volunteers have completed an online NSPP child protection course and the CBA's Child Protection Policy and Procedures (www.yac-uk.org/cba-child-protection-policy) has been revised and updated as part of our commitment to safeguarding and child protection.

(4) co-ordinated the annual Festival of Archaeology with 318 organisers providing 1,265 opportunities to get involved in archaeology nationwide, an increase of 49% since 2016. Based on data returned from organisers we estimate that 724,000 visitors attended events across the UK.

(5) reached 167,580 unique users through its educational website and sub-sites – giving information, help and advice concerning archaeological heritage.

(6) helped to protect historic buildings, dealing with 1,293 listed building applications in England and Wales over the year.

(7) as part of the CBA's Home Front Legacy (HFL) project, 386 First World War sites have been recorded across the UK, 187 of which were recorded during August's Big Recording Month. A total of 4,381 sites have now been recorded via the HFL recording app.

(8) made the Home Front Legacy educational resources available for free download. Over the course of 2017/18, the resources were accessed 1,437 times via the Young Archaeologists' Club website, and between February and March were accessed 24 times via the My Learning website.

(9) published the bimonthly British Archaeology magazine, quarterly members' newsletters and monthly e-newsletters.

(10) undertaken a survey reviewing the current state of community archaeology which received almost 900 responses from individuals, community groups and heritage professionals.

(11) influenced heritage policy on numerous issues from the Stonehenge road proposals, to portable antiquities, local authority heritage service cuts, planning reform and the protection of international cultural heritage.

(12) supported the important work of the 11 CBA Groups in England, CBA Wales/Cymru and Archaeology Scotland – as well as the Northern Ireland Archaeology Forum.

(13) aided community involvement in archaeology by giving fieldwork grants to support volunteer projects via its Mick Aston Archaeology Fund – <http://new.archaeologyuk.org/mick-aston-archaeology-fund>. Over the course of the year funding has been provided for eight projects across England to a total of £6,115.55.

Many services are provided free of charge to the beneficiaries via the CBA's gateway website (www.archaeologyUK.org), while free resources and information for young people, schools and volunteers can be accessed via the YAC website (www.yac-uk.org). The CBA's web resources also include the Home Front Legacy website (www.homefrontlegacy.org.uk) and the Festival of Archaeology website (www.archaeologyfestival.org), as well as news feeds and a suite of other accessible tools for the study and practice of archaeology. An example of the latter being the Local Heritage Environment Network toolkit (<http://new.archaeologyuk.org/lhen-toolkit>). The gateway site is one of the largest providers of archaeological information in the world. Many of the CBA's published works are also currently available free online – including over 100 CBA research reports via the Archaeology Data Service (<http://archaeologydataservice.ac.uk/>).

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2018

Although much information and service is given free of charge to further the charity's objects, it is also necessary to secure varied revenue streams where practical to do so, as long as it does not harm the public benefit of its work. Book and magazine publications are set at a range of prices which ensure that they are accessible to most people immediately.

The CBA welcomes members as financial and moral supporters to its work. Membership products are available immediately through a variety of pricing mechanisms. The CBA also provides subscription to British Archaeology magazine and offers an online version, including back copies, now available online via Exact Editions (www.exacteditions.com/read/british-archaeology). Over the course of 2017/18 membership and subscription rates have remained stable with a total of 4,472 members and 1,810 subscribers.

The CBA takes care to ensure that no environmental detriment or harm arises from its work. Its conservation goals support action for sustainable development. The historic environment and its assets are an inherently sustainable resource, saving energy, re-using material, generating employment, economic and environmental benefits through renewal and regeneration of historic places. The CBA's environmental policy guides good practice in the organisation and its work, using paper from sustainable sources and the re-cycling of material where possible. This ethos flows into the outreach work of the CBA – encouraging others to follow suit. Care is taken to ensure that any restrictions to services are minimised to the greatest extent possible, whilst also maintaining vital income streams where necessary.

d. Grant making policies

Grants are made available to the general public (both individuals and organisations) when funding is available and where projects are shown to fulfil stated criteria regarding research and/or public participation linked with the CBA's charitable objectives. A special fund is operated in honour of the late Prof Mike Aston. Further details are available at <http://new.archaeologyuk.org/mick-aston-archaeology-fund>.

e. Main activities undertaken to further the charity's purpose for public benefit

CBA trustees and staff have referred to the public benefit guidance issued by the Charity Commission of England and Wales and the Office of the Scottish Charity Regulator when considering the organisation's aims and objectives and in planning future activities.

The identifiable benefits of the CBA's charitable work are outlined in the strategic objectives of the charity and throughout this report, in terms of implementation. Considerable resources are put into consultations and advocacy in pursuit of its remit where the eventual impact may be difficult to quantify and results from the cumulative effect of coordinated campaigning with others. The CBA works to good effect through umbrella bodies such as The Archaeological Forum, the Joint Committee of National Amenity Societies and Heritage Alliance to achieve its advocacy goals. Other benefits may be quantified more easily.

f. Environmental policy

The CBA aims to operate in a manner that will minimise damage caused by human interaction with the environment and to be an example of best practice to others.

ACHIEVEMENTS AND PERFORMANCE

a. Review of activities

The CBA is in a unique position to undertake advocacy for archaeology and the wider historic environment. It alone represents the entirety of interest in archaeological issues and is a crucial voice in major issues of the day, from the importance of responsible metal detecting at an individual basis, to the responsibilities of government on issues such as marine heritage management and national planning policy. The CBA helps to frame legislation in many cases and to ensure that implementation is properly carried out where feasible. Members join us to lend the weight of their voice to support that work.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2018

Considerable advocacy work was conducted through the year to ensure that archaeological issues were addressed at a local and wider level. Such work is both reactive and proactive, the former dealing with events as they arise and gathering consensus as to the way forward, the latter being conducted through such bodies as the All Party Parliamentary Archaeology Group having first obtained opinions from the general public and the sector. In particular, the CBA's Director chairs the board which oversees the new Heritage 2020 framework for England and also inputted considerably to the new Historic Environment (Wales) Act in Wales. Participation is conducted through flagship activities such as the Festival of Archaeology and the Young Archaeologists' Club. The Festival continues to be the largest celebration of archaeology in the world.

The CBA continues to work to protect historic buildings with the other National Amenity Societies which have, since September 2017 been operating under a single email address that local authorities are now using to consult on Listed Building Consent applications. These are logged through the CBA's new on-line Casework Hub currently used by the CBA, the Victorian Society and the Society for the Protection of Ancient Buildings. 6636 consultations were received in 2017/18, of which 3743 were logged to the CBA. 1293 (34%) of these were examined in detail and around 300 (16%) responses were sent to local planning authorities.

We have continued our work to support the community and voluntary sector in archaeology. With funding from the Headley Trust we launched a major online survey to follow up on earlier work undertaken by the CBA in 2008 to look into the work and training needs of volunteers in UK archaeology. Some 900 responses were received to the 2018 survey and work is now underway to analyse the data and discuss options with partners through the Archaeology Training Forum to build the capacity of the sector.

Meanwhile, the Young Archaeologists' Club created even greater provision of resources through electronic means, whilst extending the hands-on archaeological activities of local branches. YAC is a unique facility, offering learning and development opportunities to young people across the UK. Over the course of the year work has been carried out to identify 'gaps' in the YAC branch network and potential partner museums, archaeological units and heritage organisations to proactively approach with a view to expanding our branch provision in the forthcoming three-year partnership period with Historic England. Training for YAC leaders and volunteers was provided with a residential weekend themed on coastal and intertidal archaeology in partnership with the Coastal and Intertidal Zone Archaeological Network (CITiZAN); this was attended by 34 leaders from 23 different branches. We continue to improve our redesigned and enhanced website www.yac-uk.org and the YAC public e-newsletter has seen an 18% audience increase with subscribers rising from 898 in April 2017 to 1,057 in March 2018.

The Home Front Legacy project has continued to work to engage with communities and individuals around the country to record the remains of the First World War. Three workshops, jointly hosted by Home Front Legacy and Living Legacies 1914-18 AHRC funded First World War engagement centre were held in Duxford, Bristol and Stirling and attended by 41 individuals from YAC branches, voluntary groups and heritage professionals. Two further training events were held with partners at CITiZAN and East Coast War Channels. Social media engagement remains strong with 1,547 followers on Twitter and 804 page Likes on Facebook. Current social media posts are focussing on the centenary of significant Home Front events. Frequent project updates are also posted on a quarterly basis via the Home Front Legacy website and e-newsletters. A network of Home Front Legacy Champions is developing with five individual Champions across England and Scotland and one YAC branch. Champions are individuals or groups who have made a significant contribution by adding sites to the recording app and/or helping others to participate in the project. Three members of Sheffield YAC were highly commended in the Young Archaeologist of the Year category at the 2017 Marsh Archaeology Awards for their work producing six training videos designed to help young people discover how to record the remains of the First World War in their local areas.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2018

b. Investment policy and performance

The trustees are empowered to make and hold investments using the general funds of the charity. Such investments will not conflict with the general ethical standards expected of a UK archaeological body.

FINANCIAL REVIEW

a. Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

b. Reserve policy

The Council gives due consideration to the level of reserves appropriate to its activities. It aims to monitor its fund balances in relation to its financial plans to ensure that sufficient funds are available to meet its objectives on a year-by-year basis. Trustees consider that the reserves at 31 March 2018 are below the minimum level required and they intend to work towards increasing this amount to equal three months operating costs. Funding has been received to cover a strategic review, this will consider the best way to do this.

c. Principal funding

The income for the year was some £677k, a decrease from £763k in the previous year, principally due to the ongoing reduction in grant funding year on year. Net expenditure for the year, before investment adjustments, was £750k (2017 - £734k), and comprise restricted and unrestricted funds. The market value of the investments decreased by £1,518 (2017 – increased by £5,810). This means that overall total funds decreased by £74,799 for the year (2017 – increased £34,495). At 31 March 2018 total funds carried forward are £118,729 (2017 - £193,528). Restricted funds total £14,000 with the balance of funds being unrestricted funds.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Constitution

The Council was incorporated on 10 October 1983 under the Companies Act as a company limited by guarantee and not having a share capital. The Council for British Archaeology is a registered charity (with the Charity Commission of England & Wales and the Office of Scottish Charity Regulator - OSCR). It is governed via Articles of Association.

b. Method of appointment or election of trustees

The management of the company is the responsibility of the trustees who are elected and co-opted under the terms of the Articles of Association. A board of up to 15 trustees, elected by the membership, oversees the activities of the charity assisted by a small paid secretariat of staff and various voluntary advisory committees.

Many hundreds of volunteers aid the work of the charity, particularly in relation to the Young Archaeologists' Club and Listed Building Casework.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2018

c. Policies adopted for the induction and training of trustees

The CBA has an induction process for trustees that includes the provision of guidance on the responsibilities and duties of trusteeship, information about the operations of the CBA and a review of the Risk Register. Reviews are conducted to ensure that the trustee body has the relevant skills and experience to fulfil its role.

d. Employment

The Charity's policy is to recruit, develop and employ staff on the basis of suitability of their qualifications and experience of the work to be performed, regardless of age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation and gender reassignment. The Charity operates a policy of equal pay and aims to ensure that salaries reflect the knowledge, skills, responsibilities and personal competency required for the satisfactory performance of each job. An awareness of market conditions and scarcity value is maintained.

PLANS FOR FUTURE PERIODS

a. Future developments

As previously reported, the CBA faces a considerable financial challenge in coming years, following on from the decision of the British Academy to completely withdraw its grant support in 2014 and the significant reduction in grant funding and in grant funded projects year on year.

The need for the CBA is, however, stronger than ever and it is imperative that it has the human resources necessary to undertake its continued role. Members, Friends and Ambassadors of archaeology continue to be sought to help deliver a sustainable platform for the future. Please visit <http://new.archaeologyuk.org/archaeology-matters/> to find out more.

Membership is an essential sustainable income generator for the long-term future. It supplies the CBA with a voice for campaigning, a pool of potential volunteers, as well as the much needed finances in challenging economic circumstances. Cost effective efforts have resulted in a steady retention of numbers for 16 months against global trends.

Trustees continue to steer the organisation towards a sustainable future to ensure that its valuable range of services continue.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of The Council For British Archaeology for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2018

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

DISCLOSURE OF INFORMATION TO AUDITORS

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

AUDITORS

The auditors, Armstrong Watson Audit Limited, have indicated their willingness to continue in office. The Trustees will propose a motion re-appointing the auditors at a meeting of the Trustees.

This report was approved by the Trustees, on 17 July 2018 and signed on their behalf by:

K Smith
Chair, Trustee

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH
ARCHAEOLOGY**

OPINION

We have audited the financial statements of The Council For British Archaeology (the 'charitable company') for the year ended 31 March 2018 which comprise the Statement of financial activities incorporating income and expenditure account, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. 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).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its 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; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion

CONCLUSIONS RELATING TO GOING CONCERN

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

OTHER INFORMATION

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH
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misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the 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' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Trustees' responsibilities statement, 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, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH
ARCHAEOLOGY**

AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' report.

USE OF OUR REPORT

This report is made solely to the charitable 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 charitable company's members those matters we are required to state to them in an Auditors' 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 charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

Joanna Gray FCCA ACA DChA (Senior statutory auditor)
for and on behalf of

Armstrong Watson Audit Limited

Chartered Accountants

Northallerton

Date:

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**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2018**

	Note	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
INCOME FROM:					
Donations and legacies	2	249,875	-	249,875	257,764
Charitable activities	3	165,049	258,358	423,407	500,132
Investments	4	3,674	-	3,674	4,763
TOTAL INCOME		418,598	258,358	676,956	762,659
EXPENDITURE ON:					
Raising funds		16,512	-	16,512	6,622
Charitable activities		475,367	258,358	733,725	727,352
TOTAL EXPENDITURE	5	491,879	258,358	750,237	733,974
NET INCOME / (EXPENDITURE) BEFORE INVESTMENT GAINS/(LOSSES)		(73,281)	-	(73,281)	28,685
Net gains/(losses) on investments		(1,518)	-	(1,518)	5,810
NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES		(74,799)	-	(74,799)	34,495
NET MOVEMENT IN FUNDS		(74,799)	-	(74,799)	34,495
RECONCILIATION OF FUNDS:					
Total funds brought forward		179,528	14,000	193,528	159,033
TOTAL FUNDS CARRIED FORWARD		104,729	14,000	118,729	193,528

The notes on pages 15 to 25 form part of these financial statements.

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REGISTERED NUMBER: 01760254

**BALANCE SHEET
AS AT 31 MARCH 2018**

	Note	£	2018 £	£	2017 £
FIXED ASSETS					
Tangible assets	10		1,464		2,928
Investments	11		72,511		74,029
			<hr/>		<hr/>
			73,975		76,957
CURRENT ASSETS					
Stocks	12	14,607		18,222	
Debtors	13	36,215		60,621	
Cash at bank and in hand		43,789		178,403	
		<hr/>		<hr/>	
		94,611		257,246	
CREDITORS: amounts falling due within one year	14	(49,857)		(140,675)	
		<hr/>		<hr/>	
NET CURRENT ASSETS			44,754		116,571
			<hr/>		<hr/>
NET ASSETS			118,729		193,528
			<hr/>		<hr/>
CHARITY FUNDS					
Restricted funds	15		14,000		14,000
Unrestricted funds	15		104,729		179,528
			<hr/>		<hr/>
TOTAL FUNDS			118,729		193,528
			<hr/>		<hr/>

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 17 July 2018 and signed on their behalf, by:

K Smith
Chair, Trustee

The notes on pages 15 to 25 form part of these financial statements.

THE COUNCIL FOR BRITISH ARCHAEOLOGY
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

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.

The Council For British Archaeology 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.

1.2 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 Going concern

The accounts have been prepared on the going concern basis, notwithstanding the current year loss of £74,799. The board are aware of the effects this may have on the future of the organisation and have made sufficient strategic evaluations to reduce costs, and increase income to ensure operations can continue and liabilities met when they fall due.

1.4 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the company, or the company is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

1. ACCOUNTING POLICIES (continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the company's educational operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

1.6 Tangible fixed assets and depreciation

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Office equipment	-	33% Straight line basis
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1.7 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless fair value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading 'Gains/(losses) on investments' in the Statement of financial activities incorporating income and expenditure account.

1.8 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

THE COUNCIL FOR BRITISH ARCHAEOLOGY
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

1. ACCOUNTING POLICIES (continued)

1.9 Leasing and hire purchase

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the company. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Statement of financial activities incorporating income and expenditure account so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

1.10 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

1.11 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.12 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.13 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.14 Taxation

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.15 Pensions

The company operates a defined contribution stakeholder pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge in the accounts represents contributions payable by the company to the fund for the benefit of its employees.

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

1. ACCOUNTING POLICIES (continued)

1.16 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Donations	20,211	-	20,211	17,301
Membership income	198,602	-	198,602	207,490
Gift aid	31,062	-	31,062	32,973
	<hr/>	<hr/>	<hr/>	<hr/>
Total donations and legacies	249,875	-	249,875	257,764
	<hr/>	<hr/>	<hr/>	<hr/>
Total 2017	253,445	4,319	257,764	
	<hr/>	<hr/>	<hr/>	

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Conservation and community	(1,186)	63,861	62,675	106,145
Young archaeologists club	15,137	55,170	70,307	74,802
Information and communications	18,003	139,327	157,330	197,264
Capacity building and promotion	112,295	-	112,295	121,921
Other income	20,800	-	20,800	-
	<hr/>	<hr/>	<hr/>	<hr/>
	165,049	258,358	423,407	500,132
	<hr/>	<hr/>	<hr/>	<hr/>
Total 2017	153,628	346,504	500,132	
	<hr/>	<hr/>	<hr/>	

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

4. INVESTMENT INCOME

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Listed investments	3,573	-	3,573	4,412
Interest received	101	-	101	351
	<u>3,674</u>	<u>-</u>	<u>3,674</u>	<u>4,763</u>
<i>Total 2017</i>	<u>4,763</u>	<u>-</u>	<u>4,763</u>	

5. ANALYSIS OF EXPENDITURE BY EXPENDITURE TYPE

	Staff costs 2018 £	Depreciation 2018 £	Other costs 2018 £	Total 2018 £	Total 2017 £
Expenditure on raising voluntary income	-	-	16,512	16,512	6,622
Costs of raising funds	<u>-</u>	<u>-</u>	<u>16,512</u>	<u>16,512</u>	<u>6,622</u>
Conservation and community	264,608	1,464	104,894	370,966	(1,974)
Young archaeologists club	39,765	-	14,657	54,422	68,372
Information and communications	36,896	-	152,890	189,786	411,520
Capacity building and promotion	24,983	-	705	25,688	58,164
Support costs	-	-	53,190	53,190	145,363
Membership	-	-	39,673	39,673	45,909
Charitable activities	<u>366,252</u>	<u>1,464</u>	<u>366,009</u>	<u>733,725</u>	<u>727,354</u>
	<u>366,252</u>	<u>1,464</u>	<u>382,521</u>	<u>750,237</u>	<u>733,976</u>
<i>Total 2017</i>	<u>321,294</u>	<u>1,464</u>	<u>411,217</u>	<u>733,975</u>	

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

6. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2018 £	Support costs 2018 £	Total 2018 £	Total 2017 £
Conservation and community	245,913	125,053	370,966	285,530
Young archaeologists club	54,422	-	54,422	68,372
Information and communications	152,890	36,896	189,786	223,079
Capacity building and promotion	25,688	-	25,688	56,700
Support costs	-	53,190	53,190	47,764
Memberships	-	39,673	39,673	45,909
Total 2018	<u>478,913</u>	<u>254,812</u>	<u>733,725</u>	<u>727,354</u>
Total 2017	<u>523,234</u>	<u>204,120</u>	<u>727,354</u>	

7. NET INCOME/(EXPENDITURE)

This is stated after charging:

	2018 £	2017 £
Depreciation of tangible fixed assets: - owned by the charity	<u>1,464</u>	<u>1,464</u>

During the year, no Trustees received any remuneration (2017 - £NIL).

During the year, no Trustees received any benefits in kind (2017 - £NIL).

During the year, the Trustees received reimbursement of expenses totalling £2,385 (2016 - £669).

8. AUDITORS' REMUNERATION

	2018 £	2017 £
Fees payable to the company's auditor and its associates for the audit of the company's annual accounts	<u>6,500</u>	<u>4,728</u>

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

9. STAFF COSTS

Staff costs were as follows:

	2018 £	2017 £
Wages and salaries	366,252	321,294

The average number of persons employed by the company during the year was as follows:

2018 No.	2017 No.
19	24

No employee received remuneration amounting to more than £60,000 in either year.

The senior management personnel of the charity received remuneration totalling £96,596 (2017: £86,544) during the year.

10. TANGIBLE FIXED ASSETS

	Office equipment £
Cost	
At 1 April 2017 and 31 March 2018	4,392
Depreciation	
At 1 April 2017	1,464
Charge for the year	1,464
At 31 March 2018	2,928
Net book value	
At 31 March 2018	1,464
At 31 March 2017	2,928

11. FIXED ASSET INVESTMENTS

	Listed securities £
Market value	
At 1 April 2017	74,029
Movement in market value	5,483
Disposals	(7,001)
At 31 March 2018	72,511

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

12. STOCKS

	2018 £	2017 £
Books	14,607	18,222

13. DEBTORS: Amount falling due within one year

	2018 £	2017 £
Trade debtors	13,233	1,578
Other debtors	22,982	59,043
	<u>36,215</u>	<u>60,621</u>

14. CREDITORS: Amounts falling due within one year

	2018 £	2017 £
Trade creditors	7,479	18,966
Other taxation and social security	4,872	5,455
Other creditors	8,423	-
Accruals and deferred income	29,083	116,254
	<u>49,857</u>	<u>140,675</u>

15. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2017 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 March 2018 £
Unrestricted funds					
General funds - all funds	179,528	418,598	(491,879)	(1,518)	104,729
Restricted funds					
Conservation and community	-	63,861	(63,861)	-	-
Young archaeologists club	-	55,170	(55,170)	-	-
Information and communications	14,000	139,327	(139,327)	-	14,000
	<u>14,000</u>	<u>258,358</u>	<u>(258,358)</u>	<u>-</u>	<u>14,000</u>
Total of funds	<u>193,528</u>	<u>676,956</u>	<u>(750,237)</u>	<u>(1,518)</u>	<u>118,729</u>

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

15. STATEMENT OF FUNDS (continued)

Conservation and community together with information & communication restricted funds are income and expenditure with relation to conferences, seminars, education and volunteer training.

Young archaeologists club is a restricted fund in relation to the grants received for the purpose of the club.

Grants are monies received and expended for specific purposes.

STATEMENT OF FUNDS - PRIOR YEAR

	<i>Balance at 1 April 2016 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 March 2017 £</i>
General funds - all funds	159,033	450,498	(435,813)	5,810	179,528
Restricted funds					
Conservation and community	-	100,104	(100,104)	-	-
Young archaeologists club	-	39,756	(39,756)	-	-
Information and communications	-	172,300	(158,300)	-	14,000
	-	312,160	(298,160)	-	14,000

SUMMARY OF FUNDS - CURRENT YEAR

	Balance at 1 April 2017 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 March 2018 £
General funds	179,528	418,598	(491,879)	(1,518)	104,729
Restricted funds	14,000	258,358	(258,358)	-	14,000
	193,528	676,956	(750,237)	(1,518)	118,729

SUMMARY OF FUNDS - PRIOR YEAR

	<i>Balance at 1 April 2016 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 March 2017 £</i>
General funds	159,033	450,498	(435,813)	5,810	179,528
Restricted funds	-	312,160	(298,160)	-	14,000
	159,033	762,658	(733,973)	5,810	193,528

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2018 £	Restricted funds 2018 £	Total funds 2018 £
Tangible fixed assets	1,464	-	1,464
Fixed asset investments	72,511	-	72,511
Current assets	80,611	14,000	94,611
Creditors due within one year	(49,857)	-	(49,857)
	<u>104,729</u>	<u>14,000</u>	<u>118,729</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	<i>Unrestricted funds 2017 £</i>	<i>Restricted funds 2017 £</i>	<i>Total funds 2017 £</i>
Tangible fixed assets	2,928	-	2,928
Fixed asset investments	74,029	-	74,029
Current assets	243,246	14,000	257,246
Creditors due within one year	(140,675)	-	(140,675)
	<u>179,528</u>	<u>14,000</u>	<u>193,528</u>

17. Contingent liabilities

In October 2004 The Council for British Archaeology moved to larger premises at St Mary's House in York, under fifteen-year lease. The lease is landlord repairing and no material repair commitments therefore required of by The Council of British Archaeology.

18. OPERATING LEASE COMMITMENTS

At 31 March 2018 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2018 £	2017 £
Land and Buildings		
Within 1 year	36,000	36,000
Between 1 and 5 years	-	36,000
Total	<u>36,000</u>	<u>72,000</u>

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

19. RELATED PARTY TRANSACTIONS

No transactions with related parties were undertaken such as are required to be disclosed.