

# ANNUAL REPORT OF THE TRUSTEES FOR 2019

## MEDIEVAL SETTLEMENT RESEARCH GROUP

Registered Charity No 801634

### Objectives

The objective of the Group is the advancement of public education by promoting interdisciplinary involvement in the collection, analysis and dissemination of data relating to the history, geography and archaeology of medieval rural settlement, primarily in Great Britain and Ireland from the fifth to the sixteenth centuries.

### Trustees' Addresses

Dr S. Wrathmell (President), 17 Levisham Street, York, YO10 4BL

Dr S. Kilby (Secretary), 4 Main Street, Tansor, Peterborough, PE8 5HS

Dr A. Seaman (Treasurer), Archaeology Programme, Canterbury Christ Church University, CT1 1QU

Dr L. Ten Harkel (Editor), School of Archaeology, University of Oxford, 1–2 South Parks Road, Oxford OX1 3TG

### Review of activity during the year

The Group's activities (policy making, conferences and publication) have continued as before. The range of interests and issues is reflected in the content of the journal (*Medieval Settlement Research* 35) covering the year 2020.

### Result of the year

There was an excess of expenditure over income of £5,137.99 (excess of £4,243 in 2018–19).

### Reserves policy

The trustees' policy is to maintain reserves at a level that will enable the Group to perform its core activities for the foreseeable future. The minimum sum to be held in unrestricted reserves is £12,500 and the maximum sum is £250,000. Should reserves rise above the maximum sum or below the minimum sum the trustees will review the activities of the Group and consider such changes as are deemed to be appropriate.

### Grant making policy

The charity makes grants towards research projects and to other bodies involved in similar areas of education and research in respect of medieval settlement.

### Investments policy

The charity's funds are invested in National Savings and a bank bond, deposits that are regarded as a safe liquid investment with an adequate return, and suitable for a small charity.

### Risk policy

The trustees have reviewed the major risks facing the charity and presently conclude that no specific action is required.

A P Seaman, Treasurer

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MEDIEVAL SETTLEMENT RESEARCH GROUP

I report on the accounts for the year ended 31 January 2020 which are set out on the following page.

### Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 145 (1) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners under Section 145(5) (b) of the Act;
- State whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures

undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

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

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

Anthony Bourne

02 October 2020

Finance Assistant: Foreign Exchange  
P&O Ferries Holdings Limited

Channel House, Channel View Road, Dover, CT17 9TJ

# MEDIEVAL SETTLEMENT RESEARCH GROUP

Registered Charity No. 801634

## GENERAL FUNDS – RECEIPTS AND PAYMENTS ACCOUNT

Financial Year ended 31 January 2019

### Note 1 Accounting policies

#### Historical Cost Convention

The Receipts and Payments account and Statement of assets and liabilities are prepared under the historical cost convention.

#### Stocks of Publications

Stocks of Publications are not valued or included in the Statement of assets and liabilities

### Note 2 Funds

All funds of the charity are unrestricted.

<b>RECEIPTS</b>	<b>2019–20</b>	<b>2018–19</b>	<b>PAYMENTS</b>	<b>2019–20</b>	<b>2018–19</b>
	<b>£</b>	<b>£</b>		<b>£</b>	<b>£</b>
<b>Donations, and other similar sources</b>			<b>Charitable Payments</b>		
Tax recovered through Gift Aid	851	1,265	Research Grants	5,728	3,476
Authors' Licensing and Collecting Society	449	307	J. G. Hurst Memorial Prize		200
Public Lending Right	2	–	Student bursaries	100	–
Donations	106	0	<b>Charitable Activity</b>		
<b>Operating activities to further the charity's objectives</b>			Journal: printing and postage	5,352	6,050
Subscriptions	5,402	5,729	Digitisation	120	–
Conferences	3,379	610	Spring Conference	2,660	430
Publication Grants	600	120	ADS upload	120	120
Sale of Publications	57	–	<b>Management and Administration</b>		
<b>Investment Income Receipts</b>			Secretarial and Committee expenses	684	1,027
Current account Interest	383	383	AGM and Seminar expenses	389	233
Deposit account Interest	–	–	Insurance	263	274
			CBA Affiliation Fees	119	119
			Postage	348	427
			Refunds	–	10
			Website	283	283
			Bank Charges	–	9
			Archive	199	–
	<u>11,228</u>	<u>8,414</u>		<u>16,336</u>	<u>12,658</u>

### Statement of Assets and Liabilities

Balance Brought forward	51,059	55,303	Current bank account	1,577	2,798
Balance of payments of receipts	–5,138	–4,243	National Savings Deposit Account	44,344	48,261
	<u>45,921</u>	<u>51,059</u>		<u>45,921</u>	<u>51,059</u>
<b>Pettit Legacy</b>					
Bough forward	62,004	60,967			
Added Interest	1,054	1,036			
	<u>63,058</u>	<u>62,004</u>			