

# Heritage Link

(A company limited by guarantee and not having a share capital)

FINANCIAL STATEMENTS

for the 6 months period ended

31 March 2004

Charity No. 1094793  
Company Registration No. 04577804

# Heritage Link

## DIRECTORS AND OFFICERS

---

### SECRETARY

Kate Pugh

### DIRECTORS/TRUSTEES

Tony Burton  
Anthea Case  
Stephen Enthoven  
Jennifer Freeman  
Honor Gay  
George Lambrick  
David Sekers  
John Sell  
Matthew Slocombe  
Richard Wilkin

### COMPANY NUMBER

04577804 (England and Wales)

### CHARITY NUMBER

1094793

### PRINCIPAL ADDRESS

89 Albert Embankment  
London  
SE1 7TP

### REGISTERED OFFICE

The Clock House  
140 London Road  
Guildford  
Surrey  
GU1 1UW

### ACCOUNTANTS

Baker Tilly  
The Clock House  
140 London Road  
Guildford  
Surrey  
GU1 1UW

# Heritage Link

## DIRECTORS AND OFFICERS

---

### BANKERS

Bank of Scotland  
600 Gorgie Road  
Edinburgh  
EH11 3XP

### SOLICITORS

Allen and Overy  
1 New Change Lane  
London  
EC4N 9QQ

# Heritage Link

## TRUSTEES' REPORT

---

### HISTORY

Heritage Link was incorporated on 30 October 2002, under the Companies Act 1985. The company is limited by guarantee and does not have any share capital. Every Member undertakes to contribute such an amount, as may be required not exceeding £1 to the charity's assets if it should be wound up.

At the Board meeting on 20 April 2004, the Trustees agreed to shorten the charity's second financial accounting period to six months (1 October 2003 to 31 March 2004) in order to allow more time to prepare accounts before a December AGM and to bring the future annual accounts into line with that of the main funder. The change in accounting reference date has been registered with Companies House.

The governing document is the Memorandum and Articles of Association.

### CHARITABLE OBJECTS

The objects of the charity are:

- a) For the benefit of the public:
  - i. To improve the efficient and effective fulfilment by heritage charities (as defined in the Articles of Association) of their objects; and
  - ii. To promote the efficient application of resources for charitable purposes by non-charitable institutions and organisations especially those established for purposes concerned with the protection, preservation, improvement, enhancement and/or revitalisation of the historic environment (as defined in the Articles of Association);
  
- b) The advancement of education of the public:
  - i. In relation to historical and/or architectural significance of buildings and/or sites; and
  - ii. By promoting and encouraging public access to, study and appreciation of, the historic environment.

### ORGANISATIONAL STRUCTURE OF THE CHARITY

Heritage Link operates within guidelines approved by the Charity Commission, whereby the Trustees are the decision making body but they seek approval by members at the Annual General Meeting ("AGM").

Trustees are elected by registered members of Heritage Link at the AGM or appointed during the year by the Trustees at a Board meeting subject to ratification by members at the next AGM.

The day to day administration of the Charity is carried out by the Secretary at the principal office at 89 Albert Embankment.

### RELATIONSHIP BETWEEN THE CHARITY AND RELATED PARTIES

Charities and organisations within the heritage sector are entitled to register as members of Heritage Link, which is an umbrella body specifically set up to co-ordinate sector initiatives.

### RESULTS AND REVIEW OF OPERATIONS IN THE 6 MONTHS PERIOD

The results for the 6 months period are set out in the Statement of Financial Activities on page 6.

During the six months period 1 October 2003 to 31 March 2004, the organisational structure of Heritage Link has been strengthened with the appointment of a Chairman and Honorary Treasurer and by the establishment of a central London office base within the offices of Wildlife and Countryside Link, 89 Albert Embankment, London SE1 7TP. Kate Pugh took over as Secretary from Chris Catling, Director on 1 October. On the advice of the auditors, all Trustees have been formally appointed Directors of the Company.

# Heritage Link

## TRUSTEES' REPORT (CONTINUED)

---

1. The membership base expanded from 55 to 68 during this period. Some donations from financially stronger members were received in addition to membership subscriptions.
2. To reflect membership interests, Heritage Link continued to provide opportunities for networking and discussion. The AGM, on 4 December 2003 at the Royal Hospital Chelsea, provided a forum for members to shape the development of Heritage Link and offered a national networking occasion for members and non-members in the historic environment sector. The Heritage Link research and consultation over Volunteers and the Historic Environment was launched on the same occasion to enable members and others to contribute towards a sectoral strategy on volunteering. The programme of regional networking events continued with a lunch in Cambridge on 26 January 2004 attended by over 80 representatives from voluntary bodies, regional organisations and agencies.
3. The three Working Groups set up 2002-2005 on Land-Use Planning, Funding and Inclusion developed their programmes. The Land-Use Planning Working and Funding Working groups met regularly during this period and both set up task groups to manage specific projects. The Inclusion Working Group was also re-established and met twice. Membership of all groups totals over 50 reflecting the strong contribution of members to the work of Heritage Link.
4. A major achievement during this period was the development and circulation to members of the 2004 Work Plan in March which, for the first time, set out the projects put forward by the Working Groups within the context of overall objectives.
5. Heritage Link presented a co-ordinated case on behalf the members on the following:
  - The first formal Heritage Link response to Government consultations on PPSs 11 and 12 was submitted to the Office of the Deputy Prime Minister on 15 January with 24 members 'signing up'.
  - Heritage Link represented the heritage sector in sectoral discussions with the museum and visitor attraction organisations over the proposed revision to Gift Aid on day admission charges.
  - An analysis of members' responses to the Heritage Protection Review consultation demonstrated widespread concern in the sector over issues concerning Conservation Areas, Local lists and Skills & Resources. The Chairman brought these to the attention of Lord McIntosh, Minister for the Heritage, DCMS.
6. The Chairman also brought other issues of sectoral concern to the Department's attention, such as the use of outstanding Lottery balances, the consultation period for the ODPM Select Committee on the Role of Historic Buildings in Urban Regeneration, the involvement of voluntary organisations in the development of DCMS Culture and Regeneration policy and over proposals to alter Gift Aid arrangements.
7. The Chairman, Secretary and Trustees have continued to raise the profile of Heritage Link and to represent the organisation in government circles, sectoral fora such as the Historic Environment Review Executive Committee (HEREC), and the voluntary sector.
8. Heritage Link continues to promote closer engagement with public consultations and share information relevant to the historic environment through the fortnightly e-bulletin Heritage Link Update. 10 issues were distributed to about 900 organisations and individuals and forwarded to an estimated 3000 mailboxes. During this period Trustees discussed a subscription policy to enable non-voluntary groups to support Heritage Link and to provide additional income (it came into operation in May 2004). The Heritage Link website was also updated and expanded.

### FINANCIAL SUPPORT

Heritage Link gratefully acknowledges the donation of £4,900 from the National Trust, and £400 each from the Society for the Protection of Ancient Buildings and from the Ramblers Association; and the second grant (Heritage Grant Fund) made by English Heritage of £25,535 (2003-2004) towards the cost of establishing Heritage Link.

# Heritage Link

## TRUSTEES' REPORT (CONTINUED)

---

### INVESTMENT POWERS

The Trustees may invest money of the charity not immediately required for its purposes in or upon such investments, securities or property as they see fit.

The Trustees may also appoint a suitable Investment Manager to look after the investment management functions.

### RESERVES POLICY

The Trustees have established a policy whereby the unrestricted funds should be sufficient to cover the expenses of the charity for one year. The current level of reserves is sufficient to meet a large proportion of anticipated expenses.

### RISK REVIEW

The Trustees have conducted a review of the operational and business risks to which the charity is exposed. Systems will be established during the current year to mitigate those risks.

### TRUSTEES

The names of Trustees who served during the year are listed on page 1.

Trustees received no remuneration for their work carried out on behalf of the charity. Travel expenses only are paid to Trustees who carry out work on behalf of the charity.

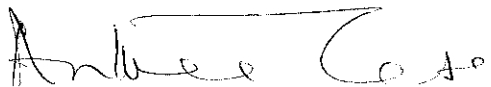
### DIRECTORS

The following directors have held office since 1 October 2003:

Tony Burton  
Anthea Case  
Stephen Enthoven (Appointed 5 November 2003)  
Jennifer Freeman  
Honor Gay  
George Lambrick  
David Sekers  
John Sell  
Matthew Slocombe  
Richard Wilkin

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

On behalf of the board



A Case

Date: 22 September 2004

# Heritage Link

## STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT for the period ended 31 March 2004

		Period ended 31 March 2004 £	11 months period ended 30 September 2003 £
<b>INCOMING RESOURCES</b>			
Activities to further the charity's objects:			
Subscriptions		4,831	8,175
Donations		5,700	25,170
Grants		25,535	38,000
Consultancy services		-	9,250
Interest received	3	260	170
Total incoming resources		<u>36,326</u>	<u>80,765</u>
<b>RESOURCES EXPENDED</b>			
Charitable expenditure:			
Costs in furtherance of the charity's objects	1	15,712	30,737
Management and administration	2	10,858	12,453
Total resources expended		<u>26,570</u>	<u>43,190</u>
NET MOVEMENT IN FUNDS		9,756	37,575
BALANCE BROUGHT FORWARD AT 1 OCTOBER 2003		<u>37,575</u>	-
BALANCE CARRIED FORWARD AT 31 MARCH 2004		<u><u>47,331</u></u>	<u><u>37,575</u></u>

The net movement in funds for the period arises from the charitable company's continuing operations.

No separate Statement of Total Recognised Gains and Losses has been presented as all such gains and losses have been dealt with in the Statement of Financial Activities.

**Heritage Link**  
**BALANCE SHEET**  
**31 March 2004**

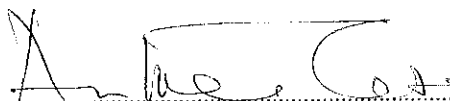
	<i>Notes</i>	2004 £	2003 £
<b>CURRENT ASSETS</b>			
Debtors	6	73	9,250
Cash at bank and in hand		49,432	30,087
		.....	.....
		49,505	39,337
<b>CREDITORS: Amounts falling due within one year</b>	7	2,174	1,762
		.....	.....
<b>NET CURRENT ASSETS</b>		47,331	37,575
		.....	.....
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		47,331	37,575
		.....	.....
Unrestricted general fund	8	47,331	37,575
		.....	.....
<b>TOTAL FUNDS</b>		47,331	37,575
		.....	.....

In preparing these financial statements:

- (a) The directors are of the opinion that the company is entitled to the exemption from audit conferred by Section 249A(1) of the Companies Act 1985;
- (b) No notice has been deposited under Section 249B(2) of the Companies Act 1985, and
- (c) The directors acknowledge their responsibilities for:
  - (i) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985, and
  - (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of Section 226, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the Trustees on 22 September 2004

  
 .....Director  
 A Case

# Heritage Link

## ACCOUNTING POLICIES

---

### BASIS OF ACCOUNTING

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2000) issued in October 2000, applicable accounting standards and the Companies Act 1985.

### SUBSCRIPTIONS

Subscriptions are accounted for on a receivable basis.

### BANK INTEREST

Bank interest is accounted for on a receivable basis.

# Heritage Link

## NOTES TO THE FINANCIAL STATEMENTS

for the period ended 31 March 2004

1.	COSTS IN FURTHERANCE OF THE CHARITY'S OBJECTS	31 March 2004 £	30 September 2003 £
	Salaries and national insurance	12,931	24,138
	Events	2,781	1,759
	Advertising	-	4,840
		<u>15,712</u>	<u>30,737</u>
2.	MANAGEMENT AND ADMINISTRATION	2004 £	2003 £
	Salaries and national insurance	-	3,035
	Course fees	-	395
	Rent	2,995	2,995
	Printing, postage and stationery	1,319	1,518
	Telephone	160	154
	Travel and subsistence	455	771
	Entertaining	-	114
	Legal and professional fees	-	764
	Accountancy and audit	5,861	2,532
	Bank charges	3	-
	Sundry expenses	65	20
	Subscriptions	-	155
		<u>10,858</u>	<u>12,453</u>
3.	INVESTMENT INCOME	2004 £	2003 £
	Bank interest	<u>260</u>	<u>170</u>
4.	SURPLUS FOR THE PERIOD	2004 £	2003 £
	Surplus is stated after charging/(crediting):		
	Auditors' remuneration	<u>-</u>	<u>1,762</u>

# Heritage Link

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

for the period ended 31 March 2004

---

### 5. EMPLOYEES

	31 March 2004 No.	30 September 2003 No.
The average monthly number of persons (including directors) employed by the company during the period was:		
Office and administration	<u>1</u>	<u>2</u>
	£	£
Staff costs for the above persons:		
Salaries	11,947	27,173
Social security costs	984	-
	<u>12,931</u>	<u>27,173</u>

No remuneration was paid to any Trustee in respect of services provided during the period.

6. DEBTORS	2004 £	2003 £
Due within one year:		
Other debtors	<u>73</u>	<u>9,250</u>

7. CREDITORS: Amounts falling due within one year	2004 £	2003 £
Other creditors	<u>2,174</u>	<u>1,762</u>

### 8. UNRESTRICTED FUNDS

	<i>General Fund</i> £
1 October 2003	37,575
Net surplus for the period	<u>9,756</u>
31 March 2004	<u>47,331</u>

# ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF HERITAGE LINK

We report on the accounts for the period ended 31 March 2004 set out on pages 6 to 10.

## Respective responsibilities of directors and reporting accountants

As described on page 7 the trustees, who are also the directors of Heritage Link for the purposes of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

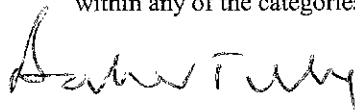
## Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

## Opinion

In our opinion:

- (a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
  - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
  - (ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) (as modified by section 249A(5)) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

  
Sarah Tully

Reporting Accountants  
Chartered Accountants  
The Clock House  
140 London Road  
Guildford  
Surrey  
GU1 1UW

23 September 2004