

HERITAGE CRAFTS ASSOCIATION

**A charity registered with the Charity Commission
no: 1133646**

**Annual Report
and
Financial Statements
for the year ended
30 June 2011**

LEGAL & ADMINISTRATIVE INFORMATION

PRESIDENT HRH The Prince of Wales
PATRONS Dr Roy Brigden
Sir Mark Jones
Professor Ted Collins
Alex Langlands

TRUSTEES

HONORARY OFFICERS

Chairperson Robin Wood
Vice Chairperson Patricia Lovett
Treasurer Ian Lovett
Secretary Brian Crossley

Other Trustees

Greta Bertram (from April 2011)
Daniel Carpenter
Tanya Harrod (from June 2011, previously a co-opted member)
Frank Hassard
Carol Robinson
Chris Rowley

Co-opted members

Steve Byrne

STAFF

Sally Dodson (from January 2011)

Principal Office

Right Hand Police House
Lane Head Green, Edale
Hope Valley S33 7ZA

Charity number 1133646

Accounts examined by:

Richard Goatley LLB (Hons) KCL ACA
33 Kenley Road
St Margaret's
Twickenham
Middlesex
TW1 1JT

Bankers

CAF (Charities Aid Foundation)
25 Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4TA

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 30 JUNE 2011

The Trustees present their report along with the financial statements of the charity for the year ending 30 June 2011.

Structure, Governance and Management

The Heritage Crafts Association is a registered charity established in January 2010 as an unincorporated association. Membership is open to individuals over the age of eighteen, and organisations approved by the Trustees. A Trustee must be a member of the organisation or a nominated representative of an organisation that is a member of the charity. Trustees are appointed by the members at the Annual General Meeting and serve for one year at a time, although they are eligible for re-election.

Objects and Activities

The aim of the Heritage Crafts Association is:

- To support and promote heritage crafts as a fundamental part of our living heritage.

This is done by:

- Surveying - researching the status of heritage crafts, identifying those crafts in decline or in imminent danger of being lost, and addressing the issues to ensure their survival.
- Advocating - communicating the vital importance of the heritage crafts to Government, key agencies and organisations.
- Celebrating - raising awareness and raising the status of heritage craft skills with the wider public through a programme of public relations, communications and showcase events.
- Safeguarding - working in partnership with key agencies in the education and learning sectors to identify and support new and innovative ways to ensure that the highest standard of heritage skills are passed from one generation to the next and where necessary recorded for posterity.
- Supporting - to support heritage crafts through a range of means, including advice, networking, training and access to public and private funding.

Achievements and Performance 2010-11

This year started with the launch on the HCA website of the craft map, an initiative to help people find local traditional craftspeople. Both members of HCA and non-members who are practising craftspeople can register for free, and the map can also be viewed by the public visiting the website.

HCA were represented at various national events including Glastonbury Festival and the Royal Norfolk Show, and members of the public who visited the HCA stand were told about heritage crafts.

HCA was delighted to be awarded a generous grant from the Headley Trust of £15,000 pa for two years to recruit and employ an Administrator. Sally Dodson was appointed and started work in January 2011.

Advocacy work in HCA included numerous meetings highlighting the issues faced by traditional crafts. HCA met with Skills Minister John Hayes; John Penrose, Minister for Heritage and Tourism; John Taylor, Livery Company Skills Council; Andrew Sich, Head of Policy and Corporate Affairs, City and Guilds; John Edwards, English Heritage lead on Skills; Caroline Felton, CEO, Creative and Cultural Skills Sector Council; and Sir Patrick Cormack, previously Chair, All Party Committee on the Arts.

In March 2011 HCA held their first Spring Conference at the V&A Museum, which was open to HCA members and non-members. It was sold out, and speakers in the day's programme were Professor Tanya Harrod, Alex Langlands of the BBC Edwardian Farm programme, Mark Henderson, Deputy Chair of Gieves and Hawkes and chairman of the Savile Row Bespoke Association, together with craft makers who talked about their work and learning experiences; it was very well received by the packed audience. This event was filmed and HCA members and the general public can view sections of it on Youtube.

In May HCA hosted a Skills Forum in London. Over 100 craftspeople and organisations considered how craft skills can best be passed on to the next generation. The event was free to all and kindly sponsored by The Balvenie. This event was filmed and HCA members and the general public can view sections of it on Youtube. As a result of recommendations made at the Skills Forum, an HCA Skills Sub-Committee was set up and chaired by Trustee Greta Bertram to consider the ways in which heritage crafts skills can be transferred from practitioner to trainee. The committee consists of HCA members and others with wide experience in education, training, skills transfer and standards.

And finally in June 2011 HCA completed and published our Councils Survey Report researched and written by HCA Trustee, Greta Bertram. This documented councils' attitudes to their local traditional craftspeople and the results were quite shocking. Only 17% of the 241 responding councils had an officer responsible for traditional crafts. The report is available on the HCA website and can be consulted by HCA members and non-members alike.

Financial review

Heritage Crafts Association's net incoming resources for the year were £22,200 (2010: £8,035) and the closing cash reserves held at 30 June 2011 were £16,017 (2010: £5,031). We are pleased to report this increase in funding and thank all donors who have made this possible. The largest reason for the increase during the period has been funding received from The Headley Trust of £15,000 as part of a two year commitment to fund the administrator of the charity, therefore at 30 June 2011 £11,073 of the cash reserves held relates to funding received in advance for the 2011-12 financial period.

We continued to increase our membership during the year and at 30 June 2011 had 206 Friends. Our aim is to continue to grow our membership base.

We have continued to manage costs as prudently as possible and our aim is that our major events such as the Spring Conference should raise funds to cover the cost of the event. This was achieved for the 2011 Spring Conference.

Reserves Policy

The Trustees agreed that the equivalent of three month's expenditure should be kept in reserve from unrestricted funds to ensure that the charity could continue to work through any period of unforeseen difficulty. The Trustees assess the reserves policy on an annual basis. The agreed level of reserves was maintained throughout the period.

Risk management policy

Actions have been taken to resolve the principal risks identified by the Trustees in a recent Risk Management Review. There were:

- Failure to generate effective fundraising strategy. To minimise this risk, Trustees will agree a fundraising strategy for one to three years, review fundraising activities and options at each Trustee meeting. They will appoint one Trustee to provide oversight of fundraising opportunities and activities.
- Failure to generate necessary income. To minimise this risk, Trustees will agree an annual budget identifying planned expenditure and the level of income required. They will ensure that accurate financial records are kept and will monitor income and expenditure to date at each Trustee meeting.

Trustees' and examiner's responsibilities in relation to the financial statements

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act), and
- to state whether particular matters have come to my attention

Basis of independent examiner's report:

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent examiner's statement:

In the course of 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 41 of the Act; and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

Signed by independent examiner

Signature

.....

Name

Richard Goatley LLB (Hons) KCL ACA

Date of approval

8 February 2012


Relevant professional qualification: Chartered accountant

Address

33 Kenley Road
St Margaret's
Twickenham
Middlesex
TW1 1JT

Signed by Chair of trustees on behalf of all trustees

Signature

.....

Name

..... R Wood

Date of approval

..... 11 Feb 2012

RECEIPTS AND PAYMENTS

	Note	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
RECEIPTS						
Donations	5	4,512	15,000	-	19,512	6,295
Friends membership	6	2,674	-	-	2,674	1,739
Interest		14	-	-	14	-
Gift aid receipts		-	-	-	-	-
Sub total		7,200	15,000	-	22,200	8,035
Asset and investment sales		-	-	-	-	-
Sub total		-	-	-	-	-
TOTAL RECEIPTS		7,200	15,000	-	22,200	8,035
PAYMENTS						
Staff costs	3	-	3,927	-	3,927	-
Events	7	4,516	-	-	4,516	2,052
Trustee travel expenses	4	1,880	-	-	1,880	-
Administration costs	2	891	-	-	891	952
Sub total		7,287	3,927	-	11,214	3,004
Asset and investment purchases		-	-	-	-	-
Sub total		-	-	-	-	-
TOTAL PAYMENTS		7,287	3,927	-	11,214	3,004
NET OF RECEIPTS/ (PAYMENTS) TRANSFER BETWEEN FUNDS		(87)	11,073	-	10,986	5,031
TOTAL FUNDS LAST YEAR END		5,031	-	-	5,031	-
TOTAL FUNDS THIS YEAR END		4,944	11,073	-	16,017	5,031

STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD

At 30 June 2011		Unrestricted funds	Restricted funds	Endowment funds	Total
		to nearest £	to nearest £	to nearest £	to nearest £
ASSETS					
Cash Funds	Cash in CAF account	1,977	11,073	-	13,050
	PayPal	2,967	-	-	2,967
Total Cash Funds		4,944	11,073	-	16,017
LIABILITIES					
TOTAL FUNDS AT 30 JUNE 2011		4,944	11,073	-	16,017
At 30 June 2010		Unrestricted funds	Restricted funds	Endowment funds	Total
		to nearest £	to nearest £	to nearest £	to nearest £
ASSETS					
Cash in CAF account		4,218	-	-	4,218
PayPal		813	-	-	813
Total Cash Funds		5,031	-	-	5,031
LIABILITIES					
TOTAL FUNDS AT 30 JUNE 2011		5,031	-	-	5,031

Signed by Chair of trustees on behalf of all trustees

Signature

R Wood

Name

R Wood

Date of approval

11 Feb 2012

Notes to the Accounts

1. Accounting policies

a) Basis of Accounting

Heritage Crafts Association currently has gross income of less than £250,000 per annum and so prepares receipts and payment accounts as permitted by the Charities Commission.

b) Incoming resources

All income, donations and subscriptions are accounted for as received by the Association.

c) Restricted Funds

Restricted Funds are funds which are used in accordance with specific instructions imposed by the donor. The Heritage Crafts Association currently has one donor which provides restricted funds, these have been provided by Headley Trust to fund a part time administrator role for two years.

d) Resources expended

Resources expended are recognised in the period in which they are incurred.

2. Administration Expenses

Administration costs, excluding staff costs are as follows:

	2011	2010
	£	£
Public Liability Insurance	(188)	(185)
Stationery	(183)	(767)
Payment processing fees	(143)	-
Miscellaneous	(377)	-
Total administration expenses	(891)	(952)

In the prior year payment processing fees of £78 were netted against income whereas in the current year these are included within administration expenses.

3. Staff Costs

In January 2011 Heritage Crafts Association employed an administrator. The administrator role is currently 2 days a week and is funded by the donation provided by The Headley Trust. This funding is for two years and as the Heritage Crafts Association received the first funding of £15,000 during the year the portion which is still to be used is shown within the restricted funds balance at 30 June 2011.

4. Trustee expenses

The trustees of Heritage Crafts Association are all unpaid. Expenses are claimed for travel to committee meetings and other events that they are required to attend. Trustees are also reimbursed for any expenses they occur on behalf of Heritage Crafts Association, these costs are included within Administration costs above.

	2011	2010
	£	£
Trustee travel expenses	(1,880)	-

5. Donations

Unrestricted donations were received from individuals and organisations of £4,512 (2010: £6,295). As discussed in Note 3 above a restricted donation of £15,000 (2010: nil) was received during the year from The Headley Trust to fund the administrator post.

We are extremely grateful to all our donors for providing this vital funding.

6. Friends membership

As at 30 June 2011 Heritage Crafts Association had 206 members through its Friends scheme. A total of £2,414 was raised through the Friends scheme during the year to 30 June 2011 (2010: £1,739).

7. Events

The following key events were held during the period:

	2011 £	2010 £
Launch	-	(2,052)
Spring Conference		
Income	2,928	-
Expense	(1,207)	-
Forum	(3,309)	-
Total income/(expense) from events	(1,588)	(2,052)

As discussed in the Report of the Trustees the Skills Forum was kindly sponsored by The Balvenie, however, as the £5,140 donation was not received until August 2011 it is not reflected in these accounts but will be shown in the 2012 results.

8. Taxation

As a registered charity the Heritage Crafts Association is exempt from corporation tax since all income is applied for charitable purposes.