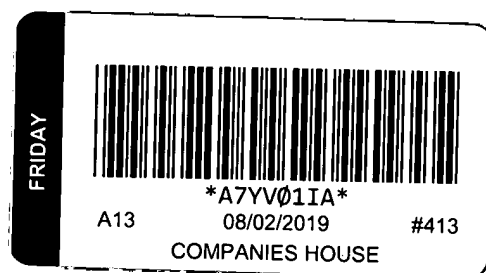


REGISTERED COMPANY NUMBER: 00018359
REGISTERED CHARITY NUMBER: 218306

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31 MAY 2018
FOR
ROYAL INSTITUTION OF SOUTH WALES**



Gerald Thomas
Chartered Accountants
3 New Mill Court
Swansea Enterprise Park
Swansea
SA7 9FG

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MAY 2018**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 May 2018. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities'. The report is prepared in accordance with the small company regime (Section 419(2)) of the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
00018359

Registered Charity number
218306

Registered office
Swansea Museum
Victoria Road
Swansea
SA1 1SN

Trustees

The trustees who served during the year were as stated below:

President: Mr L G Morris – resigned 25/01/18
Mr A Green – appointed 25/01/18

Honorary Treasurer: Mr R Nedin

Honorary Secretary: Mr I Davies

Other trustees who served during the year:

Mrs G Davies	G Games
Mrs C Morris – Social Secretary	G Gabb – Editor Publications/Marketing
Mrs H Hallesy – resigned 25/01/18	M Evans
A Green – Programme Secretary	Ms J Sabine – Vice President – resigned 25/01/18
K Thomas	Mr A Green – resigned 25/01/18
E Belcham	Dr R Williams – appointed 25/01/18
V Tucker	H Morgan – resigned 25/01/18
Mrs H Johns – BAFM Rep	Dr J Law – appointed 25/01/18

The Manager of Swansea Museum Barry Hughes attended meetings by invitation.

Company Secretary
Mr I Davies

Accountant
Gerald Thomas
Chartered Accountants
3 New Mill Court
Swansea Enterprise Park
Swansea
SA7 9FG

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MAY 2018**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. The charity was incorporated on 24 June 1883 and registered as a charity on 28 March 1963.

Recruitment and appointment of new trustees

Recruitment has been from the existing membership although that has not precluded approaching individuals when a particular need arises and such people are then encouraged to become members. Members who are either interested or being encouraged to become a trustee have the opportunity for informal discussions as well as having access to a portfolio containing, Articles of Association, latest Annual Report and Accounts. A portfolio giving job descriptions and responsibilities of Council members as well as individual descriptions of the range of officers and post holder positions. The nature of the Charity is such that the need for an in house induction and training session for new trustees would be unwarranted.

Related parties

The trustees are identified as related parties.

Risk management

Any events organised by the RISW, whether within the Museum, or outside, are assessed concerning potential risks and comply with the terms of the RISW Insurers.

Financial procedures for reimbursement need the approval by a Council Member and for specific one off items a Resolution passed by Council. All payments are made by cheque which are signed by two authorised signatories.

Other than specific events income from items such as membership are mainly paid by standing order. Monies raised at individual events are detailed in a statement and signed by the individual organising the event. All such events are reported to Council and minuted. The Treasurer makes regular reports to Council. Council has not been engaged in any contractual work, have no paid staff and manage its day to day expenditure relating to service provided to members within the yearly income generated. The Charity is well managed and the charity has not been exposed to any risk.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Institution is a non-profit making body whose principal activity is to promote the cultivation and advancement of all or any branches of Natural and Applied Science and the encouragement of Literature and Fine Arts. The Institution also acts as the Friends of Swansea Museum.

The trustees have complied with their duty to have regard to the guidance published by the Charity Commission in respect of their obligation to work for the public benefit.

The charity benefits the public by promoting Natural and Applied Science, Literature and the Fine Arts.

Volunteers

The membership consisting of single and double membership, totals 418 (2017 - 392). Members undertake voluntary work within the museum which includes research work and staffing the Tram Shed. Members are also involved in arranging lectures, book fair, launch of the RISW's Swansea History Journal, social events and other activities attracting over the year thousands of people to visit the museum. Volunteers manage the day to day affairs of the RISW – for example – membership, lectures, and publications. Up to sixty volunteers can be working for the charity at any one time.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MAY 2018**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

During the period the Institution provided funds for monthly lectures, public lectures, publications, upgrading the web site and engaging with Swansea City Council over its bid for City of Culture 2021. The prime policies are directed at promoting various areas of Natural and Applied Science and history. The Institution has only been approached to provide limited assistance with any purchase for Swansea Museum. There was an interesting new development when both the Institution and Swansea Museum undertook the financing of a new publication – SWANSEA A Photographer's Dream by Colin Riddle and as a result, after the initial costs had been met both the Institution and Swansea Museum benefited financially from the sales.

FINANCIAL REVIEW

Financial position

The charity has made a surplus of £6,354 (2017 – £1,370) during the year, and has net assets of £60,957 (2017 - £54,603) at the balance sheet date. No exceptional demands have been made on the charity this year.

Reserves policy

The charity holds within its funds a sum of £30,000, plus interest earned, as a result of a legacy from a previous year. The trustees understand the duty of the charity is to ensure that it uses its funds for charitable purposes. It is the long term aspiration of the Council to research and write up the history of the Royal Institution of South Wales and the significant changes that have taken place over the years. Work has commenced on this project and as this progresses necessary funding will be made available to bring this long awaited project to a satisfactory conclusion.

Whilst in February 2016 Swansea Council explored opportunities for a partnership approach to delivering aspects of its portfolio of Cultural and Leisure Services including Swansea Museum, Swansea Council has stated it is their intention to ensure the continuing availability of this historic and important building. Although the bid by Swansea City Council for Swansea to become the City of Culture for 2021 was not successful the City Council had already stated their intention to ensure the continuing availability of this historic and important building. The RISW has set up a Working Group to explore how Swansea Museum can be enhanced and will share with the City Council how the enhancement can be taken forward knowing that the RISW would be expected to assist in facilitating substantial financial support.

Designated Fund

As indicated above these monies are the result of a legacy and are specific for enhancing the work of the RISW and Swansea Museum and not for the day to day administrative costs of the Charity.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MAY 2018**

FINANCIAL REVIEW

Principal funding sources

The Institution receives the majority of its income from its membership fees, social events, and the sale of publications on local studies and the Institution's annual journal.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Royal Institution of South Wales for the purposes of company law) are responsible for preparing the Report of the Trustees 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 which 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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and 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 business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

ON BEHALF OF THE BOARD:



Mr. I Davies - Secretary

Date: 7th December 2018

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MAY 2018**

	Notes	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
Income and endowments from:					
Donations and legacies		4,073	1,000	5,073	1,650
Charitable activities	3	12,884	-	12,884	10,037
Investment	4	<u>131</u>	<u>-</u>	<u>131</u>	<u>330</u>
Total		17,088	1,000	18,088	12,017
Expenditure on:					
Raising funds	5	6,958	-	6,958	5,438
Charitable activities	6				
For the Benefit of the Museum		<u>3,776</u>	<u>1,000</u>	<u>4,776</u>	<u>5,209</u>
Total		10,734	1,000	11,734	10,647
NET INCOME/(EXPENDITURE) FOR THE YEAR					
		6,354	-	6,354	1,370
RECONCILIATION OF FUNDS					
Total funds brought forward		53,554	1,049	54,603	53,233
TOTAL FUNDS CARRIED FORWARD		<u>59,908</u>	<u>1,049</u>	<u>60,957</u>	<u>54,603</u>

The notes form part of these financial statements

ROYAL INSTITUTION OF SOUTH WALES (REGISTERED NUMBER: 00018359)

BALANCE SHEET
AT 31 MAY 2018

	Notes	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
FIXED ASSETS					
Investments	10	30,820	-	30,820	30,758
CURRENT ASSETS					
Stocks		200	-	200	260
Debtors	11	1,245	-	1,245	729
Cash at bank		<u>28,788</u>	<u>11,049</u>	<u>39,837</u>	<u>25,071</u>
		30,233	11,049	41,282	26,060
CREDITORS					
Amounts falling due within one year	12	(1,145)	(1,000)	(2,145)	(2,215)
NET CURRENT ASSETS		<u>29,088</u>	<u>10,049</u>	<u>39,137</u>	<u>23,845</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		59,908	10,049	69,957	54,603
ACCRUALS AND DEFERRED INCOME					
Amounts falling due after more than one year	13	-	(9,000)	(9,000)	-
NET ASSETS		<u>59,908</u>	<u>1,049</u>	<u>60,957</u>	<u>54,603</u>
FUNDS	14				
Unrestricted funds				59,908	53,554
Restricted funds				<u>1,049</u>	<u>1,049</u>
TOTAL FUNDS				<u>60,957</u>	<u>54,603</u>

The notes form part of these financial statements

BALANCE SHEET - CONTINUED
AT 31 MAY 2018

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 May 2018.

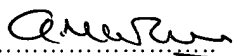
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 May 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on7-12-18.....and were signed on its behalf by:


A Green - Trustee


L Morris - Trustee

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2018**

1. STATUTORY INFORMATION

The Royal Institution of South Wales is a charitable company, limited by guarantee, registered in England & Wales. The charitable company's registered number and registered office address can be found in the Trustees' Report.

The presentation currency of the financial statements is the Pound Sterling (£).

2. ACCOUNTING POLICIES

Accounting convention

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The trust constitutes a public benefit entity as defined by FRS 102.

Basis of preparation

A significant proportion of the charities income is by way of membership subscriptions. The charity has net current assets at the balance sheet date and has a surplus in the current year.

The charity is reliant on the continuing support of its members.

The Trustees have a reasonable expectation that this support will continue and enable the charity to meet its expenses and therefore the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the Trustees continue to adopt the going concern basis in preparing the financial statements.

Income and endowments recognition

All income is included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Donations are recognised either when received unless the charity has been notified in writing of both the amount and date of expected payment.

Membership subscriptions may be deferred so as to recognise the income over the period to which the subscription relates.

Income from the sale of books is recognised when the books are despatched to customers.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2018**

2. ACCOUNTING POLICIES

Donated services or facilities

Such amounts are recognised as income and expenditure when the benefit to the charity can be reasonably quantified or measured and is considered material to the charity.

Charitable activities

All expenditure in charitable activities is that expenditure incurred by the charity in meeting its objectives.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Investments

Fixed asset investments are valued at market value.

Financial Instruments

Basic financial assets, which include trade and other debtors and cash and bank balances, are initially measured at transaction price unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

Basic financial liabilities, including trade and other creditors, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest.

Significant judgements and estimates

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors which are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision only effects that period, or in the period of the revision and future periods if the revision affects both current and future periods.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2018**

The following are the critical judgements that the directors have made in the process of applying the company's accounting policies and that have the most significant effect on the amounts recognised in the financial statements.

Impairment of assets

Assets are assessed for indicators of impairment at each balance sheet date. If there is objective evidence of impairment, an impairment loss is recognised in the income statement.

Provisions and contingencies

Provisions are recognised when the company has a present obligation as a result of a past event and a reliable estimate can be made of a probable adverse outcome. Otherwise, material contingent liabilities are disclosed unless a transfer of economic benefits is considered remote. Contingent assets are only disclosed if an inflow of economic benefits is probable.

3. CHARITABLE ACTIVITIES

	2018 £	2017 £
Book Sales	6,011	3,994
Sundry Receipts	-	250
Subscriptions	5,522	4,063
Social functions	<u>1,351</u>	<u>1,730</u>
	<u>12,884</u>	<u>10,037</u>

4. INVESTMENT

	2018 £	2017 £
Deposit account interest	<u>131</u>	<u>330</u>

5. RAISING FUNDS

	2018 £	2017 £
Speakers expenses	690	1,237
Social function expenses	357	677
Publications	5,559	3,218
BAFM Conference expenses	<u>352</u>	<u>306</u>
	<u>6,958</u>	<u>5,438</u>

6. CHARITABLE ACTIVITIES

	2018 £	2017 £
Postage, printing and stationery	2,243	2,698
Subscriptions	165	50
Other museum purchases	-	158
Donations	50	300
Leaflet for book fair	250	515
Room Hire	668	-
Website costs	180	180
Accountancy	912	962
Insurance	<u>308</u>	<u>346</u>
	<u>4,776</u>	<u>5,209</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MAY 2018

7. NET INCOME/EXPENDITURE

Net resources are stated after charging/(crediting):

	2018	2017
	£	£
Accountants fee	912	962

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 May 2018 nor for the year ended 31 May 2017.

Trustees' expenses

During the year the trustees received £989 (2017 – £Nil) in respect of stationery and conference expenses reimbursed by the charity.

9. VOLUNTEERS

The charity is assisted by volunteers, up to sixty volunteers can be working for the charity at any one time. The value of the volunteers' time given within the year is estimated with reference to the recorded number of volunteer hours multiplied by the estimated hourly rate that an employee would have been paid for carrying out that type of service. The quantified benefit to the charity for volunteers' time is £55,500 (2017 - £53,000) and, in line with the requirements of the SORP, this amount has not been recognised within the accounts.

10. FIXED ASSET INVESTMENTS

	Cash investments
	£
MARKET VALUE	
At 1 June 2017	30,758
Additions	62
Disposals	-
At 31 May 2018	30,820
NET BOOK VALUE	
At 31 May 2018	30,820
At 31 May 2017	30,758

There were no investment assets outside the UK. All investments are held primarily to provide an investment return for the charity and are included within the general unrestricted fund.

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Other debtors	1,245	729

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MAY 2018

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Accruals and deferred income	2,145	2,215

13. CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR

	2018 £	2017 £
Accruals and deferred income	9,000	-

14. MOVEMENT IN FUNDS

	At 1/6/17 £	Net movement in funds £	At 31/5/18 £
Unrestricted funds			
General fund	22,796	6,292	29,088
Designated fund	30,758	62	30,820
Restricted funds			
Restricted fund	1,049	-	1,049
TOTAL FUNDS	54,603	6,354	60,957

Net movement in funds, included in the above are as follows:

	Income £	Expenditure £	Movement in funds £
Unrestricted funds			
General fund	18,026	(11,734)	6,292
Designated fund	62	-	62
Restricted funds			
Restricted fund	-	-	-
TOTAL FUNDS	18,088	(11,734)	6,354

The movement in designated funds represents interest received of £62.