

Company registration number 00018359 (England and Wales)
Registered Charity number 218306

THE ROYAL INSTITUTION OF SOUTH WALES
REPORT OF THE COUNCIL AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2004



THE ROYAL INSTITUTION OF SOUTH WALES

FINANCIAL STATEMENTS YEAR ENDED 31 JULY 2004

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THE ROYAL INSTITUTION OF SOUTH WALES

LEGAL AND ADMINISTRATIVE DETAILS

Status of Charity and Constitution

The name of the company is The Royal Institution of South Wales, an 'unlimited association' consisting of an unlimited number of members and not having a share capital.

Council Officers

J B D Simpson
Dr D P Freeman
B H Morris
J Sabine
G Davies

Secretary

J Sabine

Registered office and business address

Swansea Museum
Victoria Road
Swansea
SA1 1SN

Bankers

Lloyds TSB Bank plc
PO Box 66
Swansea
SA1 3AP

Accountants

Gerald Thomas & Co.
Furze Bank
34 Hanover Street
Swansea SA1 6BA

THE ROYAL INSTITUTION OF SOUTH WALES

REPORT OF THE COUNCIL

FOR THE YEAR ENDED 31 JULY 2004

The council presents its report and the financial statements for the year ended 31 July 2004, which comply with current statutory requirements and the Institution's governing document being its Memorandum and Articles of Association.

Objectives and principal activities

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.

Legal and Administrative Details

The legal and administrative details of the Institution are set out on page 1. The Institution is registered as a charity, number 218306 and is therefore not subject to UK taxation.

Review of activities and financial position

During the year the Institution's membership totalled 357 (2003: 349), along with 2 life members and 1 Honorary member.

Included in direct costs for the year was £3,000 donated by the Institution to Swansea Museum, towards the cost of the reallocation of the Museum archives.

This amount contributed to a deficit of £2,745 (2003: £2050) for the year.

The council members consider that the Institution's financial position at the balance sheet date was satisfactory.

Results for the Year

The Institution's Statement of Financial Activities, including its Income and Expenditure account, is shown on page 6.

Reserves policy and risk management

The Institution maintains sufficient liquid funds in its reserves to cover any anticipated future contingent risks.

Investment and other powers

The committee members have the power to expend and invest the funds of the Institution in such a manner as they consider to be beneficial for the achievement of the Institution's objectives.

THE ROYAL INSTITUTION OF SOUTH WALES

REPORT OF THE COUNCIL

FOR THE YEAR ENDED 31 JULY 2004

Council Members and Trustees

The Institution is managed by its council members who are also the Trustees. The rules regarding the number of council members and their appointment, re-appointment and removal are contained in the Articles of Association to which reference should be made.

The council members who served during the year were as stated below:

President:	Mrs G Davies
Honorary Treasurer:	Dr D P Freeman
Honorary Secretary:	Mrs J Sabine

Other council members who served during the year:

Mrs E Davies	Mrs H Hallesy	P Rogers
Dr R Austin	Dr D Painting	Mrs G G Jones
H R J Davies	D Chatfield (Vice President)	Mrs N Mascetti
G Gabb	Sir Glanmor Williams (Vice President)	
Miss B Nelmes	M Gibbs	Miss S Beckley (resigned)
Mrs S Thomas	D Harper	R Walker
Mrs B Cardy	Mrs V King	J B D Simpson
Dr M J Issac	B H Morris	Miss J Wilton (deceased)
R Gabriel	Mrs C Morris	
A Deathe	Prof R A Griffiths	

Messers J B D Simpson, D P Freeman, BH Morris, Mrs J Sabine and Mrs G Davies also served as company directors during the year.

Council members' responsibilities

Company law requires the council members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial period. In preparing those financial statements, the members are required to:-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

THE ROYAL INSTITUTION OF SOUTH WALES

REPORT OF THE COUNCIL

FOR THE YEAR ENDED 31 JULY 2004

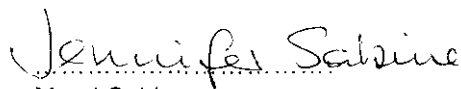
The council members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985 and any other legislation with which the company must comply. 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.

Financial Statements

The council consider that in view of the non profit making status of the company's activities, the terms 'profit' and 'loss' are not appropriate to giving a true and fair view. Accordingly under the provisions of the Companies Act 1985, the term 'profit and loss account' has been replaced by 'income and expenditure' and the words 'profit' and 'loss' by 'surplus' and 'deficit' respectively.

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

Approved by the council on21/10/04.....


Mrs J Sabine
Honorary Secretary

THE ROYAL INSTITUTION OF SOUTH WALES

INDEPENDENT EXAMINERS' REPORT TO THE MEMBERS OF THE ROYAL INSTITUTION OF SOUTH WALES

I report on the accounts of the Institution for the year ended 31 July 2004, which are set out on pages 6-10.

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 S43 (2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to examine the accounts (under S43 (3)(a) of the 1993 Act); to follow the procedures laid down in the General Directions given by the Charity Commissioners (under S43 (7)(b) of the 1993 Act); and to state whether particular matters have come to my attention.

Basis of independent examiners' 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 a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of 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, I do not express an audit opinion on the view given by the accounts.

Independent examiners' statement


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

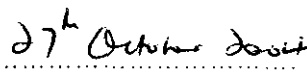
1 which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with S41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and to 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.


Gwyn Lewis FCA
Gerald Thomas & Co
Chartered Accountants
Registered Auditors

Dated: 
Furze Bank
34 Hanover Street
Swansea SA1 6BA

THE ROYAL INSTITUTION OF SOUTH WALES

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 JULY 2004

	Note	Unrestricted 2004	Restricted 2004	Total 2004	Total 2003
Incoming resources				£	£
Subscriptions		2,671	-	2,671	1,910
Donations		609	-	609	212
Book sales		1,505	-	1,505	1,926
Sundry income		369	-	369	397
Social functions income		659	-	659	725
Investment income		796	-	796	971
Total incoming resources		<u>6,609</u>	<u>-</u>	<u>6,609</u>	<u>6,141</u>
Resources expended					
Direct charitable expenditure	3	7,752	-	7,752	6,746
Management and administration	4	1,602	-	1,602	1,445
Total resources expended		<u>9,354</u>	<u>-</u>	<u>9,354</u>	<u>8,191</u>
Net incoming/(outgoing) resources		(2,745)	-	(2,745)	(2,050)
Funds balances brought forward		33,158	1,000	34,158	36,208
Funds balances carried forward	6	<u>£30,413</u>	<u>£1,000</u>	<u>£31,413</u>	<u>£34,158</u>
The (deficit) for the year for Companies Act purposes, comprising the net incoming resources less any capital items, is:					
		<u>(2,745)</u>	<u>-</u>	<u>(2,745)</u>	<u>(2,050)</u>

There are no recognised gains or losses other than those passing through the statement of financial activities.

The statement of financial activities has been prepared on the basis that all operations are continuing.

THE ROYAL INSTITUTION OF SOUTH WALES

BALANCE SHEET AS AT 31 JULY 2004

		2004		2003	
	Note	£	£	£	£
Current assets					
Stocks		1,015		915	
Bank balance		<u>30,788</u>		<u>33,623</u>	
		31,803		34,538	
Creditors: amounts falling due within one year					
	5	<u>(390)</u>		<u>(380)</u>	
Net current assets/(liabilities)			31,413		34,158
Total assets less current liabilities			<u>£31,413</u>		<u>£34,158</u>
Accumulated funds					
Unrestricted funds	6		30,413		33,158
Restricted funds	6		1,000		1,000
			<u>£31,413</u>		<u>£34,158</u>

The company was entitled to exemption under section 249A(1) of the Companies Act 1985 for the year ended 31 July 2003.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 249B(2).

The council members acknowledge their responsibility for:

i) Ensuring the company keeps accounting records which comply with section 221

ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its profit and loss for the financial year in accordance with section 226, and which otherwise comply with the requirements of the Companies 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.

The financial statements were approved by the Board on..... 21/10/04

Gwyneth M. Davies

Mrs G Davies

President

Dr D P Freeman

Dr D P Freeman

Treasurer

THE ROYAL INSTITUTION OF SOUTH WALES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2004

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the *Statement of Recommended Practice applicable to Charities*.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cashflow statement on the grounds that it is a small company.

Income

Subscriptions, legacies and donations are accounted for on a receipts basis.

Investment income consists of interest earned on bank and building society accounts and is included on an accruals basis.

Expenditure

Expenditure is allocated to direct costs and administrative expenses as shown at notes 3 and 4.

Stock

Stock is valued at the lower of cost and net realisable value. At the year end stock consists of books and badges for resale.

2 Operating deficit

No council members received remuneration during the year (2003: £nil).

THE ROYAL INSTITUTION OF SOUTH WALES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2004

3 Direct costs

	2004 £	2003 £
For the Benefit of the Museum		
Museum education service	1,600	550
Subscriptions (including journals)	81	107
Swansea Heritage website project contribution	-	4,000
Grant re Archiving relocation	3,000	-
Financial Donations	500	-
Studia Celtica	-	40
Books donated to museum library	309	95
Brass Plaque	270	-
Purchase of Medieval Coins	35	-
Unrestricted	<u>£ 5,795</u>	<u>£ 4,792</u>
 Expenses re Programme of Lectures		
Printing	88	78
Postages	55	48
Stationery	-	37
Speakers fees	120	75
	<u>£ 263</u>	<u>£ 238</u>
 Publications re Minerva	<u>£ 1,494</u>	<u>£ 1,526</u>
 Social function expenses	<u>£ 200</u>	<u>190</u>
 Total direct costs	<u>£ 7,752</u>	<u>£ 6,746</u>

4 Management and administration

	2004 £	2003 £
Postages	393	309
Stationery	179	207
Photocopying	334	340
Printing	50	-
Sundries	236	141
Accountancy	410	448
	<u>£ 1,602</u>	<u>£ 1,445</u>

5 Creditors: amounts falling due within one year

	2004 £	2003 £
Other creditors	<u>£ 390</u>	<u>£ 380</u>

THE ROYAL INSTITUTION OF SOUTH WALES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2004

6 Reconciliation of movements in Accumulated Funds	2004 £	2003 £
Restricted Funds		
Surplus/(deficit) for the financial year	-	-
Opening accumulated funds	1,000	1,000
	<u>£ 1,000</u>	<u>£ 1,000</u>
Closing accumulated funds	<u>£ 1,000</u>	<u>£ 1,000</u>
Unrestricted Funds		
Surplus/(deficit) for the financial year	(2,745)	- 2,050
Opening accumulated funds:		
General funds	30,548	32,125
Bequest & gifts reserve	2,610	2,610
	<u>£30,413</u>	<u>£32,685</u>
Closing accumulated funds	<u>£30,413</u>	<u>£32,685</u>

Restricted funds: This represents a permanent endowment, the income from which can be used for unrestricted purposes.

7 Control

The company is controlled by the council members.

8 Capital commitments

There are no contracts for capital expenditure at the year end.

9 Contingent liabilities

At the year end the Institution had a contingent liability in respect of the costs of publishing conference papers entitled 'Welsh Ceramics in Context'. The future liability is dependent on amounts realised on the sale of the volumes and is therefore not yet known, however, the liability to the Institution will not exceed £5,000.