

Registered UK Charity No. 264209
Registered Number. 1039270

THE NAUTICAL ARCHAEOLOGY SOCIETY
(LIMITED BY GUARANTEE)
DIRECTORS' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2004



**THE NAUTICAL ARCHAEOLOGY SOCIETY
(LIMITED BY GUARANTEE)
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**THE NAUTICAL ARCHAEOLOGY SOCIETY
(LIMITED BY GUARANTEE)
COMPANY INFORMATION**

Directors

Lucy Blue
Chris Brandon
Martin Dean
Paul Donahue
Gabrielle Fabri
Joe Flatman
Sarah Holland
Garry Momber
Graham Scott
Ann Smith
Bryan Smith
Mike Walsh
Steve Waring
Mike Williams

Chairperson

Lucy Blue

Hon. Secretary

Mike Williams

Company number

1039270

Registered Office

Fort Cumberland
Fort Cumberland Road
Southsea
Hampshire
PO4 9LD

Auditors

Muskin Gregory
21 Deverill Road Trading Estate
Sutton Veny
Warminster
Wiltshire BA12 7BZ

**THE NAUTICAL ARCHAEOLOGY SOCIETY
(LIMITED BY GUARANTEE)
DIRECTORS' REPORT
FOR THE YEAR ENDED 31 MARCH 2004**

The Directors present their report and financial statements for the Year ended 31 March 2004.

OBJECTIVES AND ACTIVITIES

The aims and objectives of the society are to:

- preserve our nautical heritage
- to act as a focus for nautical archaeology and to provide publications
- to provide education, training and information for improving techniques of excavation, recording and conservation.

MANAGEMENT OF THE CHARITY

The Management of the charity is through a committee, which is made up of the Trustees. There are sub-committees which are formed for the management and awarding of grants under the Joan Du Platt Taylor awards scheme, and for the management aspects of the society's activities in the office at Portsmouth, onto which members may be co-opted. The Society, by the year-end, had two full time employees, and two part time staff members.

The financial position of the society is monitored through the Honorary Treasurer who reports back to the committee. Control over expenditure in the Society is exercised through the Honorary Treasurer. Every cheque needs to be signed and countersigned by authorised signatures on the accounts. Major items of expenditure are authorised by the committee. Training expenditure is authorised by the Training Officers with all cheques requiring a second authorised signature. The accounts are maintained and regularly updated on a computer software system by full time employees at the Portsmouth office, and the Honorary Treasurer monitors this process.

GRANTS

Grants for training activities are received from English Heritage (England) and CADW (Wales), so that the society can carry out its training role in those countries. The society awarded grants, under the Joan du Platt Taylor Award scheme, to assist worthy research projects.

REVIEW

The society continued to exhibit at the annual London International Dive Show and the Birmingham Dive Show. It ran, and assisted with, Project Seminar/Conference weekends at which members are invited to present papers on projects undertaken. The society continued to attend and exhibit at conferences and festivals around the country.

The society continues to edit the International Journal of Nautical Archaeology.

The society's office and staff are now well established in the English Heritage casemates at Fort Cumberland, Portsmouth.

The members' Newsletter continues to be published in-house.

The society is still embarked on the re-write of its handbook, Archaeology Underwater.

Training Activity

The society continued with its training regime, through the Introductory Courses in Foreshore and Underwater Archaeology and the Part 1 course, which is formally certificated by examination. It continues to run its traditional Part 3 training courses.

The society remains the leading organisation for the education of recreational divers, archaeologists and non-archaeologists in the techniques of maritime archaeology on land, in the inter-tidal zone and underwater. The training programme is widely followed overseas and has been praised internationally.

Trading Activity

The society continued to sell merchandise, largely of a nautical archaeological nature, and mainly to its own membership to further the aims of the society.

**THE NAUTICAL ARCHAEOLOGY SOCIETY
(LIMITED BY GUARANTEE)
DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2004**

Directors

The following directors have held office since 1 April 2003

Lucy Blue
Chris Brandon
Martin Dean
Joe Flatman
Garry Momber
Ann Smith
Bryan Smith
Mike Walsh
Steve Waring
Mike Williams
Sarah Holland
Gabrielle Fabri
Paul Donohue
Graham Scott

Auditors

In accordance with section 385 of the Companies Act 1985, a resolution proposing that Muskin Gregory be re-appointed as auditors of the company will be put to the Annual General Meeting.

Directors' responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit and loss of the company for that period. In preparing those financial statements, the directors are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ 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 company will continue in business.

The directors 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. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

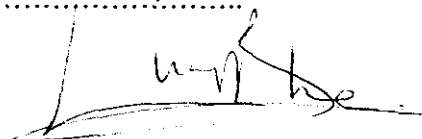
This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies

Registered office
Fort Cumberland
Fort Cumberland Road

By order of the board

29 November 2004

Director



**THE NAUTICAL ARCHAEOLOGY SOCIETY
(LIMITED BY GUARANTEE)
AUDITORS' REPORT
TO THE SHAREHOLDERS OF THE NAUTICAL ARCHAEOLOGY SOCIETY**

We have audited the financial statements on pages 5 to 9 which have been prepared under the historical cost convention and the accounting policies set out on page 7.

Respective responsibilities of directors and auditors

As described on page 2 the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 March 2004 and of its profit for the year then ended and have been prepared in accordance with the Companies Act 1985.

Muskin Gregory
21 Deverill Road Trading Estate
Sutton Veny
Warminster
Wiltshire
BA12 7BZ

Muskin Gregory

Chartered Accountants and
Registered Auditors

30 December

..... 2004

THE NAUTICAL ARCHAEOLOGY SOCIETY
(LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2004

	Notes	Unrestricted Fund	Restricted Fund	Total Funds 2004	01 Jan 2002 to 31 Dec 2003
		£	£	£	£
Income and expenditure					
Incoming resources					
Subscriptions		16,685	-	16,685	11,573
Grants		-	14,950	14,950	65,428
Courses and Training packs		-	17,721	17,721	27,819
Charitable trading income		1,341	-	1,341	2,440
Other income		10,282	-	10,282	946
Interest receivable		1,312	-	1,312	944
Publications		9,022	-	9,022	45,046
Total Incoming resources		38,642	32,671	71,313	154,196
Resources Expended					
Direct charitable expenditure	2	1,552	52,209	53,761	75,211
Fund raising and publicity		1,370	-	1,370	1,370
Management and administration of the charity	3	27,638	10,914	38,552	36,368
Total Resources Expended		30,560	63,123	93,683	112,949
Net incoming / (outgoing) resources before transfers		8,082	(30,452)	(22,370)	41,247
Transfer between funds		(30,452)	30,452	-	-
Balance b/fwd at 1 April 2003		112,113	-	112,113	70,866
Balance c/fwd at 31 March 2004		89,743	-	89,743	112,113

None of the charitable company's activities were acquired or discontinued during the above two financial periods.

The charitable company has no recognised gains or losses other than the results shown above for the two financial periods.

There are no endowment funds.

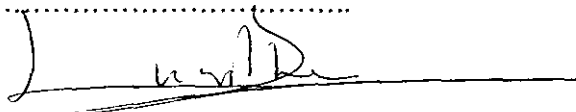
**THE NAUTICAL ARCHAEOLOGY SOCIETY
(LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2004**

	Notes	2004 £	2004 £	2003 £	2003 £
Fixed assets	4		1,090		3,215
Current assets					
Stock		1,173		983	
Debtors	5	11,828		40,849	
Cash at bank and in hand		97,342		75,318	
		<u>110,343</u>		<u>117,150</u>	
Current liabilities					
Creditors		20,397		6,783	
Accruals		1,293		1,469	
		<u>21,690</u>		<u>8,252</u>	
Net current assets			88,653		108,898
Total assets less current liabilities			<u>89,743</u>		<u>112,113</u>
Income Fund			89,743		112,113
Unrestricted funds			<u> </u>		<u> </u>

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 29 DECEMBER.....2004

Hon. Treasurer



**THE NAUTICAL ARCHAEOLOGY SOCIETY
(LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD 31 MARCH 2004**

1. Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards, and the Charitable Accounting Statement of Recommended Practice (SORP).

There have been no change in accounting policies.

1.2 Turnover

All income is included on the basis of amounts received in the year, other than subscriptions which is accounted for on an accruals basis.

1.3 Tangible fixed assets and depreciation

Depreciation is provided on fixed assets at rates calculated to write off the costs of each asset evenly over its expected useful life. The estimated useful lives are as follows:

Office equipment 5 years

1.4 Stock

Stock is valued at the lower of cost and net realisable value.

1.5 Trading activities

The trading activities of the charitable company are permissible within the charity's objectives.

1.6 Grants

Grants are received from the Department of National Heritage (for England) CADW (for Wales). Department of Environment (Northern Ireland) and Historic Scotland (for Scotland).

2. Direct charitable expenditure

	Unrestricted Fund	Restricted Fund	Total Funds 2004 £
Cost of sales	1,552	-	1,552
Expenditure relating to grant received	-	52,209	52,209
	<u>1,552</u>	<u>52,209</u>	<u>53,761</u>

**THE NAUTICAL ARCHAEOLOGY SOCIETY
(LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2004 (CONTINUED)**

3. Management and administration of a charity

	Unrestricted Fund £	Restricted Fund £	Total Funds 2004 £	Total Funds 2003 £
Administration	25,277	9,378	34,655	31,395
Depreciation	1,421	1,421	2,842	3,504
Audit fee	940	-	940	1,469
Loss on sale	-	115	115	-
	<u>27,638</u>	<u>10,914</u>	<u>38,552</u>	<u>36,368</u>

4. Tangible fixed assets

	Equipment £
Cost:	
At 1 April 2003	14,015
Additions	1,597
Disposals	1,400
At 31 March 2004	<u>14,212</u>
Depreciation:	
At 1 April 2003	10,800
Charge for the period	2,842
Disposals	520
At 31 March 2004	<u>13,122</u>
Net book value at:	
31 March 2004	<u>1,090</u>
31 March 2003	<u>3,215</u>

5. Debtors

	2004 £	2003 £
Trade debtors	8,755	36,957
Other debtors	636	155
Prepayments	<u>2,437</u>	<u>3,737</u>
	<u>11,828</u>	<u>40,849</u>

**THE NAUTICAL ARCHAEOLOGY SOCIETY
(LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2004 (CONTINUED)**

6. Contingent liabilities

There are no contingent liabilities at 31 March 2004 (2003: Nil)

7. Capital commitments

There are no capital commitments at 31 March 2004 (2003: Nil)

8. Transactions with directors

The directors who are Trustees of the charity give their time free but are reimbursed for incidental expenditure such as postage and telephone.