

Birmingham Conservation Trust Annual Report and Financial Statements

2009 – 2010

Year Ended 31 March 2010



Birmingham Conservation Trust, PO Box 28, Birmingham, B1 1TU | Web: www.birminghamconservationtrust.org
Tel: 0121 303 2664 | E-mail: elizabeth.perkins@birmingham.gov.uk | E-mail: lucie.thacker@birmingham.gov.uk

Registered Charity No: 1063124 | Company Registration No: 3330637 | VAT Registration No: 764119356

CONTENTS

	Page
Who we are	3
Review of activities and future developments	4
Projects	9
Legal and administrative information	12
Independent Examiners report	14
Statement of financial activities	15
Balance sheet	16
Notes forming part of the financial statements	17

Who we are

Birmingham Conservation Trust is a charity that exists for the benefit of the citizens of Birmingham and their visitors, *'to preserve and enhance Birmingham's threatened architectural heritage and to promote an enjoyment and understanding of the City's historic buildings'*.

We were established in 1977 when the widespread destruction of Birmingham's historic buildings through re-development led to a feeling that action must be taken to secure what remained. Today the Trust is a leading player in the rescue of some of Birmingham's most important historic buildings.

Our projects secure the long-term future of buildings at risk. We do this through combining imaginative new uses for the buildings with sensitive repairs. We work for the benefit of the people of Birmingham and its visitors and believe in working with local people to find imaginative sustainable solutions that address local needs. By doing this we aim to:

- enhance local distinctiveness and create a new identity for the city that integrates the best of the old with the new
- form partnerships with local communities, with business, industry and the voluntary sector
- empower communities within the city to help improve their environment for the better
- act as a catalyst for urban regeneration in rundown areas of the city
- contribute to the local economy by drawing funds into the city and encouraging tourism and leisure
- combine the best of modern design with the use of traditional construction skills
- encourage people to visit and engage with their built heritage
- provide a forum for discussion and exchange of information about Birmingham's heritage
- sustain the operation of the Trust for the long term benefit of the people of Birmingham

The Trust consults local people about its projects through open days at the properties, through individual consultation, via its website and through local media.

Contact Details

Website: www.birminghamconservationTrust.org

Contact: Elizabeth Perkins, Trust Director
or Lucie Thacker, Business and Project Development Officer

Postal address: P.O.Box 28, Birmingham B1 1TU

Location: 1 Lancaster Circus, Queensway, Birmingham B4 7DJ

Tel: 0121 303 2664

E mail: elizabeth.perkins@birmingham.gov.uk
lucie.thacker@birmingham.gov.uk

REVIEW OF ACTIVITIES AND FUTURE DEVELOPMENTS

The Trust's specific objectives for 2009–10 were as follows. These objectives were reviewed throughout the year at the Trustees' bi-monthly meetings.

For Projects and Partnerships:

- To finalise the AWM bid and secure the remaining funding for Newman Brothers Coffin Works
- To formally constitute the new Coffin Works operating Trust. Refine their business plans and develop staff job descriptions
- To build the partnerships between Jewellery Quarter heritage venues to develop joint marketing and events
- To complete the detailed design work for the Coffin Works project and go out to tender
- To work with City Council on at least two of their buildings at risk with a view to taking them forward as future projects
- To identify at least one other potential project in non-City Council ownership

In terms of achieving these objectives we made good progress but also had significant set backs:

- Plans altered significantly for the Newman Brothers Coffin Works project when Advantage West Midlands had to withdraw support for the scheme due to central government cuts. Much of the year has been spent working with stakeholders to find other ways of delivering this project. This means that many aspects of the project have been put on hold to concentrate on reworking the scheme.
- The Coffin Fittings Works Trust, that was going to be the operator of the Coffin Works, has yet to be formally constituted as it will no longer act as operator in the short term. However before news of the changes, a good start was made on revising the operational business plan for the Coffin Works heritage attraction, including researching the potential of new income streams and developing detailed job descriptions. Although plans are on hold, this work will be an excellent starting point from which to build in future.
- We have continued to work with partners in the Jewellery Quarter and in particular with English Heritage through the J W Evans project. English Heritage is looking for an operator for Evans when repairs are being carried out so the idea of the Coffin Works Trust acting as a joint operator for the two sites is being explored. Members of BCT and the new Trust formed part of the brain storming group to devise the interpretation strategy for Evans.
- Our objective to work with the City Council on some of their buildings at risk has been very successful and seems to be gathering momentum. Work began on a detailed Conservation Management Plan and Options Appraisal for Bell's Farm, in Druid's Heath occupied by a local community group, the Spearhead Trust. At Rookery House in Erdington the City have brought us in to help the Rookery House Trust with their business planning.
- In terms of non City owned buildings we have had many approaches about potential projects but the project that we have concentrated on this year is the Archway of Tears. This building is the last vestige of the former Birmingham Workhouse. At the suggestion of Carl Chinn, who has championed the importance of this impressive survival, the Trust is looking into the feasibility of restoring the building for community and conference use.
- For further details of all the above sites see under projects.

Our 2009-2010 objectives for community engagement were:

- To continue to encourage and develop the types of local participation in projects, especially at the Coffin Works
- To research the type of training opportunities for volunteers that would be most sought after and would attract funding
- To promote an active dialogue with supporters and particularly target a younger audience through developing the website

- To work towards developing an active Friends group

The outcomes were:

- Due to changes at the Coffin Works we have had less opportunity for engagement this year than originally anticipated but we had a good turn out for Heritage Open Days in September and a fantastic response to our plea for support for the project.
- In terms of encouraging local participation with other projects we have made good progress, both expanding the opportunities and the types of people involved. For example we have had young professionals, who are keen to gain experience in conservation work, working alongside expert professionals on the projects. This has helped the projects and given the individuals valuable experience.
- We have also widened our pool of volunteers and the activities they help with. In addition to the usual opportunities of assisting with open days and research work, volunteers have been trained to help with the website. The website is proving particularly successful in drawing young people into the work of the Trust.
- The development of a Friends group has taken a back seat whilst the Coffin Works project is sorted out but the number of people who have expressed an interest in supporting the work of the Trust has increased so we expect a good response when the group is launched formally.
- For further details see Volunteer section below.

In the year 2009-2010 we hoped to achieve the following to improve the sustainability of the Trust:

- Promote on-line giving and research potential of legacy giving
- Develop marketing materials for consultancy work and secure explore potential consultancy opportunities
- Submit at least one major bid for core funding
- Undertake a review of Trustee recruitment to widen out the field of potential candidates
- Develop the skills of the staff and Trustees to equip them for future developments
- Explore and cost a range of options for alternative office accommodation

In these changing and difficult times we have worked very hard to make progress in this area.

- This year we have made on-line giving even easier and have been actively been promoting the range of donating possibilities via the website and through our contacts. This has resulted in improved level of donations but further work is needed.
- Another strand of the work on sustainability is the development of consultancy marketing materials. Pressure of work has meant progress on this has been slow but we have recently made changes to staffing structures so that business development becomes far more central to our work. We believe it is only by doing this that the Trust will be able to survive through these challenging times.
- In addition to consultancy we had hoped to apply for revenue funding to support the Trust's core costs which have proved difficult to recover from project funding. Unfortunately the pressure on funding means that revenue support has mostly disappeared. This means that in future it will be even more important to charge realistic rates for work that include core costs.
- The Trust was most fortunate this year to be offered assistance in business planning from a student placement studying at Warwick University business school. Hui Lamb worked with staff and Trustees over a number of months to complete a really useful review of Trust business. One of the key findings from an audit of Trustee skills was the need to expand the board to bring new skills in. Those skills were identified and in the coming months the Trust will be actively recruiting new Trustees with leadership, business, community engagement and museum skills.
- We have also taken care to improve the skills of staff and Trustees. Staff training involved the BURA six day training in all aspects of regeneration, the annual conference of the Association of Preservation Trusts and a day with Heritage Lincolnshire to learn about heritage volunteering. Trustees were given training on the website by fellow Trustee, Nick

Booth.

- One of the challenges we have had to face this year is the possibility of having to leave the City Council accommodation. The Trust has been based in the City Council offices for over thirty years but cuts and changes at the City meant that this could have changed. Various options for alternative offices were explored including working at the Back to Backs and sharing offices with MADE. In the event space was found at the City's new premises at Lancaster Circus but the Trust is still planning to move to alternative accommodation at the Coffin Works once that is refurbished.

Moving forward the Trust's specific objectives for 2010–11 are:

For the projects and partnerships:

- Secure the funding for and the purchase of the Coffin Works building with its contents
- Finalise the Heritage Lottery Fund bid and secure the remaining funding for the revised scheme for Newman Brothers Coffin Works
- Prepare design documentation and tender materials to be ready to start work next summer
- Develop a four year programme of events and heritage activities for the Coffin Works
- Establish job and volunteer role descriptions for the Coffin Works
- Continue to work with the new operating Trust to ensure that all decisions are made in line with future operational aspirations
- Develop further partnerships in the Jewellery Quarter to enhance the work at Coffin Works
- Finalise Options Appraisals for Bell's Farm and Archway of Tears
- Secure funding for at least one of these projects
- Commence work on two city owned buildings at risk and one non city owned building

For community engagement:

- Undertake up to four consultation sessions with groups interested in Coffin Works
- Hold at least four open days at the factory so people can see it before work starts
- Stage at least two special arts based events at Coffin Works
- Research the type of training opportunities for volunteers and local young people that could be delivered at Coffin Works
- Participate in at least three consultation sessions at other projects
- Give advice surgeries to at least five individuals or groups who are interested in preserving local buildings at risk
- Assist up to six students with course work that relate to BCT projects or other Birmingham built heritage
- Make details of the research the Trust completes available on the website so it can be accessed by anyone seeking information about particular properties

For sustainability:

- Continue to develop the website so it becomes one of the top websites for heritage in Birmingham and increase hits to over 100,000pa
- Develop marketing materials for consultancy work with clear fee structure linked to costs
- Submit at least one bid for core funding
- Make changes to the constitution that will allow the Trust to widen the membership of the board
- To recruit up to four new Trustees to bring a range of different skills and experiences to the Trust
- Address potential problems of capacity by identifying a number of experienced conservation experts who could assist with projects from time to time when pressure of work is acute
- Pursue the possibilities of professional secondments from public and private sectors
- Promote on-line giving and research potential of legacy giving

FUTURE CHALLENGES AND OBJECTIVES

The Trust continues to face big challenges in the coming years as public sector cuts bite and funding from other sources shrink. The traditional methods of identifying buildings at risk will become more difficult as conservation staff are cut and there will be much greater competition for grants. However reduction in public sector services also offer opportunities for the Trust to take on elements of conservation work, especially in relation to buildings at risk, and the Trust will have to become more entrepreneurial in seeking out such work and providing good value for money. At the same time the Trust will work hard on developing its community support, as not only is this integral to accessing funding for future projects but we firmly believe that the more local involvement in all parts of the development process the better the long term future for these wonderful buildings will be.

The Trust's wider objectives for the next few years are:

- To change the organisation to be more focussed on its supporters
- To widen the demographic of our current supporters to reflect the diversity of the people of Birmingham
- To provide a range of education, training and research opportunities in heritage and conservation that will contribute to national knowledge and expertise
- To develop new partnerships that can bring added value to projects
- To develop consultancy work and our reputation of excellent projects
- To respond effectively to changes in funding and the public realm
- To find new ways of identifying projects as conservation officers have less time to address these issues
- To improve the Trust's capacity to respond quickly to change, whilst still delivering excellent projects
- To continue to raise the profile of the Trust and its work through local press and media
- To establish the reserves appropriate for an organisation undertaking multi-million pound projects.

Volunteers

Blogging was definitely the buzz word this year. Three of our volunteers received training from Nick Booth, our Trustee with lots of experience of social networking, and went on to post blogs on the BCT website about a huge range of subjects from historic pub interiors in Birmingham to sounds from the past. We are very grateful to our bloggers, Emma Neil, Hannah Severn and Rosie Phenix-Walker.

The number of people who volunteer their help is heartening. We can not support a huge volunteer group as we have no office facility for them, but 22 people wanted to help us in the year to March 2010. Since then we have added 9 more volunteers to the list and they have already done great work. A huge thank you to these volunteers for their magnificent contribution

- Jennifer Lockie researched the coffin fittings trade in the City Archive
- Rosie Phenix-Walker was taught to scan documents on the special book scanner in Birmingham City Library and scanned in lots of archive material from the Coffin Fittings Works
- David Thomas helped us in his professional capacity as a Surveyor
- Barbara Nomikos used her extensive knowledge of the Coffin Fittings Works and conducted tours on Heritage Open Days
- Hannah Severn, Tom Barter, Phoebe Perkins, Jane Arthur, Nick Booth, Bill Houle, Ann Levitt, Jennifer Lockie, Sofia Fazal and Peter Douglas-Osborn all helped on various Open Days

Volunteers continued

Our thanks too to the volunteers who have worked hard on the management side of the Coffin Fittings Works Trust:

Phil Davis
Jane Arthur
Keith James
Simon Phillips

Funders

We would very much like to thank the following organisations for their donations and support, without which we could not undertake our work:

Architectural Heritage Fund
Birmingham City Council
Heritage Lottery Fund
English Heritage
European Regional Development Fund

PROJECTS

Newman Brothers Coffin Fittings Factory

It has been a difficult year for the Coffin Works project. Cuts to AWM's budget threatened to finish off the scheme wasting a huge amount of planning and development, but this project has amassed considerable support from funders and individuals alike. The public inundated AWM with requests to preserve the factory and despite withdrawing financial support, AWM did work with us to try and find a way forward. Most significantly they agreed to the sale of the building to BCT.

With English Heritage's promise of £250,000 as our starting point we re-visited the whole project to see what could be achieved with minimal funding. Any surplus costs were taken out - the rebuilding of the 1960's rear wing was abandoned, repairs cut right back, except for the roof and structural issues, and, sadly, most of the environmental improvements were also removed from the schedules. The build costs were slashed from £2.6m to £850,000. For this amount we could make the buildings water tight and structurally sound with basic services.

The next decision was what to do with the buildings. The Trust is still determined to try and achieve the full project as and when funding becomes available again but there needed to be a viable interim use that kept public interest going and generated enough income to support activities and further fundraising. It was agreed to split the building much as originally conceived, so the rear wings would be rented out to generate revenue, albeit at much lower rents, and the front range would be used for heritage activities.

Rather than a formal visitor attraction with regular opening hours run by a separate operating Trust a new business model was produced, in which Birmingham Conservation Trust moves into the factory, develops a new body of volunteers and manages a programme of events and activities. Although we have had to work at risk for well over a year on revising the scheme the signs are now that we will be able to secure sufficient funding to realise this first phase.

This will be a radical new departure for the Trust, but represents a great opportunity for us to engage much more directly with our supporters. Being based in City Council offices has held us back from working with the many people who offer us help and time, but this scheme opens up those opportunities. It also allows us the chance to experiment a bit, as not all the contents will be put back. As well workshops and educational events we will be trying out film screenings, candlelit dinners, dance performances and theatrical events!

Archway of Tears

The Archway of Tears is an unlisted building completed in 1852, which formed the entrance to the former Birmingham Union Workhouse. It was here that people driven by poverty and circumstance arrived to be assessed for entry to the workhouse. Its evocative name reflects the sorrow suffered by new arrivals as families were split by gender and age to relevant living and working areas. Despite its extraordinarily moving social history the building, now stranded in the centre of the hospital car park, is unused and becoming increasingly derelict. BCT was commissioned by the Sandwell and West Birmingham NHS Trust to procure funding and carry out an Options Appraisal. Grants were obtained from Successful Neighbourhoods Fund, Urban Living and the NHS Trust and the report is almost complete. BCT has worked with Rodney Melville & Partners Ltd. and Peter White from Fresh Life consulting with useful input from the Acting Senior Manager for Ladywood constituency, Neil De-Costa.

There is a very large and imposing room above the archway which could be used for events and conferences, there is potential to develop residential use in the attic space and there is a real need for a Community Hub in the deprived area around the hospital. All of these considerations are being reviewed and it is hoped that following the City Council spending

review. there may be opportunities to develop the Archway for the local community. making it sustainable through rental income from commercial and residential use.

Although the building was turned down for listing (the Victorian Society put it forward), which means certain funding sources will not be available, we believe that when the Big Society structure and funding becomes clearer, this project should satisfy community requirements and stand a real chance of preservation as a community asset.

Bell's Farm

The owners, Birmingham City Council allocated £300,000 towards repairs to the front range of this early 17th century timber framed farmhouse but this was not sufficient to help with the problem of its burnt out rear range which has blighted the farmhouse for years. Conservation Officers proposed that if match funding was secured the whole structure could be tackled. BCT was commissioned to prepare an Options Appraisal, for which it secured funding from English Heritage. A comprehensive history of the house was commissioned from Stephen Price and the Trust has written a Conservation Plan in partnership with English Heritage.

BCT has been working with Nick Joyce Architects, experts in historic timber framed buildings on the architectural options and the report is almost complete but was put on hold whilst a bid was made to English Heritage. A decision on the funding is not expected until early 2011 but the signs are promising. Meanwhile the community group using the building is working on a business plan to allow them to ultimately take ownership of the building through community asset transfer. This will only happen if the business plan shows that the activities generate enough money to make their ownership sustainable.

Rookery House

The white stuccoed frontage of Rookery House hides both the delights of an earlier C18 house and the ravages of dry rot. Without fairly rapid intervention this house, which now stands empty within Rookery Park in Erdington, will become ruinous. It is owned by the City Council who cannot afford to maintain it but fortunately the house has Friends, who are actively seeking to restore and bring it back into use. However the complexity of the project means they have been thwarted in their ambitions. Because of the Trust's track record of working with difficult buildings we have been approached by the City to support the Friends to develop their business case, whilst they work to tackle the immediate problems of water penetration and rot.

Future Projects

Yardley Cemetery Lodge Annex

On the edge of Yardley cemetery, listed grade II and in high Victorian style, this is the prettiest former toilet block imaginable, however it is also in a very poor condition and in need of a new use. As the building has land attached and is connected to the Lodge which is in residential use BCT is exploring the option of conversion to residential.

Highbury Hall

The Trust has been approached by the Highbury Trust to assist with an options appraisal to investigate future threats and opportunities for the whole Highbury estate which includes Highbury Hall, Chamberlain House, a derelict model farm, 30 acres of overgrown landscaped gardens and four lodge buildings.

Potential projects - The Trust is always interested to hear from local people about buildings they wish to see preserved or from owners who might wish to interest the Trust in taking on a building at risk. We are also happy to help friends and pressure groups who wish to secure the future of buildings but do not have the experience. In these cases we can sometimes access

funding from the Architectural Heritage Fund to mentor groups. If you are thinking of undertaking such a project and want advice contact the Trust Director.

Consultancy –

Alternatively the Trust offers a range of consultancy services from writing conservation management plans and project development to fund raising and project management, for buildings at risk projects. Again the Trust Director has the details.

Approved by the Trustees and signed on their behalf by:

Councillor Bob Beauchamp
Chairman

15 November 2010

LEGAL AND ADMINISTRATIVE INFORMATION

Constitution and objectives

The Trustees, who are also Directors of the Charity for the purposes of Company law, submit their annual report and the financial statements for the year ended 31 March 2010. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 in preparing the annual report and financial statements of the Charity.

Birmingham Conservation Trust is a charitable company limited by guarantee and was set up on 29 May 1997. It is governed by a memorandum and articles of association, which were last amended on 10 June 1997. Its objects are to preserve for the citizens of Birmingham and in the County of West Midlands and of the nation at large, whatever of the historical, architectural and constructional heritage may exist in and around the City of Birmingham aforesaid in the form of buildings (including any building as defined in Section 336(1) of the Town and Country Planning Act 1990) of particular beauty or historical, architectural or constructional interest and to promote the education of the general public as regards the occupation and use of such buildings throughout their history.

Directors and Trustees

The Directors of the charitable company, Birmingham Conservation Trust, are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees that served during the year were:

Councillor Geoff Sutton – Chairman from 29 Aug 2008, resigned July 2010
Councillor Paula Smith
Councillor Mike Sharpe – Trustee from May 2009, resigned May 2009
Councillor Bob Beauchamp – From 21 May 2009, Chairman from 20 Sept 2010
Councillor Ian Ward – From 21 May 2009, resigned 19 July 2010
Councillor Peter D Osborn – Trustee from 22 July 2010

Mr Nicholas D Booth
Mr Iain Davis
Mr Joe Holyoak
Mr William Houle
Miss Ann Levitt
Mr Les T Sparks

Secretary: Mr W Houle

Company No: 03380637
Charity No: 1063124
VAT Reg No: 754 1150 55

Registered Office: P.O. Box 28,
Birmingham B1 1TU

Bankers: Co-operative Bank PLC
Colmore Row,
Birmingham B3 3BA

Solicitors: HBJ Gateley Wareing
111 Edmund Street
Birmingham B3 2HJ

Accountants: Clement Keys
39/40 Calthorpe Road,
Edgbaston
Birmingham B15 1TS

Organisation

The management of the business and the control of the Trust is vested in its Governing Body, a board of Trustees of up to 11 members, who meet bi-monthly. There are no formal sub-committees but smaller

groups of Trustees do meet from time to time to discuss specific tasks. The Trust Director, Elizabeth Perkins, is appointed by the Trustees to manage the day-to-day operations of the Trust.

The Trust has close ties to Birmingham City Council. For so long as it remains a member of the Trust, the Council has the right to appoint four councillors to the Trust, including the Chairperson, and to nominate four suitable organisations who are in turn given the right to nominate one of their members to the Board of the Trust.

Each nominating organisation shall:

- 1) be a non-profit organisation (whether charitable or not) the aims and objectives of which are compatible with, or
- 2) have representations within, or carry on at least part of its activities in the City of Birmingham;
- 3) be appointed or removed by notice in writing served upon it by Birmingham City Council

The Trust also has close links with the National Trust through the partnership on the Back to Backs Project and with Advantage West Midlands, the regional development agency, through the partnership on Newman Brothers Coffin Fittings Factory. As both projects are either funded or likely to be funded through Heritage Lottery Fund, the Trust maintains close ties with that organisation.

Induction of Trustees

All new Trustees receive an induction pack containing its constitution, draft business plan, annual report and accounts and supporting information from the APT Guidance Notes for Building Preservation Trusts.

Statement of Financial Activities

The Statement of Financial Activities for the year is set out on page 17 of the financial statements. Any surplus funds are invested with Birmingham City Council. The Trust's wholly owned Trading Company was dormant in the year.

Reserves

The Trustees have reviewed the reserves of the Charity. The Charity undertakes projects with a view to making a surplus that goes towards funding future projects.

Risk Management

The Trustees examine the major strategic, business and operational risks that are associated with undertaking each project. Systems are in place to enable regular reports to be produced so that the necessary steps can be taken to manage these risks.

Trustees' Responsibilities in Relation to Financial Statements

Company law requires the Trustees to prepare financial statements that give a true and fair view of the state of the affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the Trustees 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 charity will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BIRMINGHAM CONSERVATION TRUST

I report on the accounts of the trust for the year ended 31 March 2010, which are set out on pages 15 to 18.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 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 the 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 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 section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

Clement Keys
39/40 Calthorpe Road
Edgbaston
Birmingham
B15 1TS

Mr S Atkins BSc (Hons) ACA
Chartered Accountant

Date: 15 November 2010

Birmingham Conservation Trust

Statement Of Financial Activities For The Year Ended 31 March 2010 (Incorporating an income and expenditure account)

	Note	Designated Fund £	General Fund £	Total Funds £	2009 Total £
Incoming Resources					
Investment income - Deposit interest		-	642	642	6,982
Voluntary income - Donations		-	287	287	1,487
Charitable activities		30,068	35,859	65,927	42,174
Total Incoming Resources		30,068	36,788	66,856	50,643
Resources Expended					
Charitable activities					
Project costs	2	16,875	7,930	24,805	82,039
Support costs	2	-	38,450	38,450	37,408
		16,875	46,380	63,255	119,447
Governance Costs					
Salaries		-	3,306	3,306	2,968
Independent Examination fee		-	1,435	1,435	1,415
ERDF Audit - Back to Backs		-	1,875	1,875	-
Sundry Expenses		-	30	30	30
		-	6,646	6,646	4,413
Total Resources Expended		16,875	53,026	69,901	123,860
Net (Outgoing) / Incoming Resources being net (Expenditure) / Income before transfers		13,193	(16,238)	(3,045)	(73,217)
Transfers between funds		(11,253)	11,253	-	-
Net (Outgoing) / Incoming Resources being net (Expenditure) / Income For The Year		1,940	(4,985)	(3,045)	(73,217)
Reconciliation of funds:					
Fund Balances brought forward		18,583	106,029	124,612	197,829
Fund Balances carried forward		20,523	101,044	121,567	124,612

There were no recognised gains or losses for 2010 or 2009 other than the result for the year. Accordingly, a statement of recognised gains and losses has not been prepared. All income and expenditure relates to continuing activities and there is no difference between the reported result and that on an historical cost basis.

Birmingham Conservation Trust

Balance Sheet As At 31 March 2010

Company number: 03380637

	Note	Designated Fund £	General Fund £	2010 Total £	2009 Total £
Fixed Assets					
Investments	6	-	15	15	15
Current Assets					
Debtors	7	-	2,088	2,088	31,225
Cash at Bank		20,523	102,263	122,786	136,253
		<u>20,523</u>	<u>104,351</u>	<u>124,874</u>	<u>167,478</u>
Creditors: amounts falling due within 1 year	8	-	3,322	3,322	42,881
Net Current Assets		<u>20,523</u>	<u>101,029</u>	<u>121,552</u>	<u>124,597</u>
Total Net Assets		<u>20,523</u>	<u>101,044</u>	<u>121,567</u>	<u>124,612</u>
Funds					
Unrestricted Income Funds	12	<u>20,523</u>	<u>101,044</u>	<u>121,567</u>	<u>124,612</u>

The directors consider that the charitable company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 and members have not required the charitable company to obtain an audit for the year in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for:

- a) ensuring that the charity keeps accounting records which comply with section 386 of the Companies Act 2006.
- b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at 31 March 2010 and of its incoming resources and application of resources including its net income or expenditure, for the year then ended in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Act 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 companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial standards were approved by the Board of Trustees on 15 November 2010 and were signed on its behalf by:

Trustee

Notes To The Accounts For The Year Ended 31 March 2010

1 Accounting Policies

(a) Basis of accounting

The financial statements are prepared under the historical cost convention, in accordance with the provisions of the Companies Act 2006 and comply with the Financial Reporting standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice: Accounting and Reporting by Charities issued in 2005 and the Charities Act 1993.

(b) Income and Expenditure

Income and expenditure is accounted for on an accruals basis.

(c) Grants and Donations

Grants are recognised when approved by the donor. Other donations are recognised in the period in which they are received.

(d) Governance Costs

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include those related to statutory audit and accountancy fees together with an apportionment of support costs. The apportionments are based on the Trustees' best estimates carried out on a reasonable and consistent basis.

(e) Fund Accounting

Funds held by the Charity are:

Unrestricted Funds: These are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

(f) Designated Funds

These are funds which have been put aside out of unrestricted funds at the discretion of the trustees for particular projects. The designation is for administrative purposes only and does not legally restrict the trustees discretion to apply the fund.

(g) Cashflow

The charity has taken advantage of the exemption in the Financial Reporting Standard for Smaller Entities (effective April 2008) from the requirement to produce a cash flow statement on the grounds it is a small company.

2. Charitable Activities

Expenditure on charitable activities represents project costs in the year on: Coffin Works £16,875; £5,867 on Archway of Tears; £1,338 on Brandwood End Cemetery; and £725 on Station Road Cottages.

The support costs are:

	2010 £	2009 £
Salaries	36,208	34,137
Sundry Expenses	2,242	3,271
	<u>38,450</u>	<u>37,408</u>

3 Trustees' Remuneration and Expenses

No remuneration was paid or payable in respect of the year out of the funds of the Charity either directly or indirectly to any Trustee or to any person known to be connected with them (2009 nil).

There were no expenses paid to Trustees this year (2009 nil).

4 Employees

The Charity employed two people during the year (2009 Two).

Notes To The Accounts For The Year Ended 31 March 2010

(continued)

5 Taxation

As a charitable company, Birmingham Conservation Trust, is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen within the charitable company.

6 Fixed Asset Investments

The Trust holds the whole of the issued share capital of Birmingham Conservation Trust (Trading) Ltd, a dormant company incorporated in England and Wales.

Shares in subsidiary undertaking	
2010	2009
£	£
15	15
<u>15</u>	<u>15</u>

7 Debtors and Prepayments: amounts falling due within 1 year

	2010	2009
	£	£
Accrued interest	338	1,910
HMRC VAT Repayment	-	2,514
ERDF Grant - Back to Backs	-	26,801
Birmingham City Council - VAT on Rookery House	1,750	-
	<u>2,088</u>	<u>31,225</u>

8 Creditors: amounts falling due within 1 year

	2010	2009
	£	£
Accountancy charges	1,450	1,415
HMRC	1,872	-
B'ham City Council - salaries	-	37,106
Charles Osborne Limited	-	2,800
Purcell Miller Tritton (Coffin Works)	-	1,560
	<u>3,322</u>	<u>42,881</u>

9 Related Party Transactions

The Birmingham Conservation Trust paid the following amounts to Birmingham City Council in the year:

	2010	2009
	£	£
Administrators' Remuneration	41,322	37,106
NNDR Business Rates - Coffin Works Storage	2,147	88
Insurance	423	394
Planning Fees - Station Road Cottages	335	-
Building Regulations - Coffin Works	-	475
Planning Fees - Coffin Works	-	335
	<u>44,227</u>	<u>38,398</u>

During the year four payments were made to two Trustees. Two payments were for maintenance of the Trust's website, £1,000. The other two payments were for storage of Coffin Works contents at premises owned by a Trustee, £4,800. (In 2009 two payments were made to two Trustees for maintenance of the Trust's website £1,060, and for storage of Coffin Works contents at premises owned by a Trustee, £4,000). There were no other related party transactions.

10 Risk Management

The Trustees keep under review the major strategic and operational risks which the Charity faces and are satisfied that systems have been established in order to minimise the possible effects of such risks on the Charity.

11 Liability of the Members

The liability of the members as set out in the Memorandum of Association of the company is as follows:

"Every Company Member promises, if the company is wound up whilst he is a Company Member or within one year after ceasing to be a Company Member, to contribute such amount as is required up to a maximum of £1 towards the costs of winding up the company and liabilities incurred whilst the contributor was a company member."

12 Designated Fund

The designated fund is a fund set aside by the trustees to represent the income and expenditure incurred in connection with the Newman Brothers Coffin Works project.

13 Post balance sheet event

On 2 August 2010 the Trust purchased the Newman Brothers Coffin Fittings Factory for £65,000. A grant was received from BCC in July 2010 in respect of this purchase.