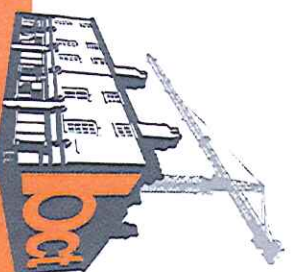


Newman Brothers Coffin Fitting Works, 13-15 Fleet Street

BIRMINGHAM CONSERVATION TRUST ANNUAL REPORT AND ACCOUNTS TO 31 MARCH 2012



Birmingham Conservation Trust, PO Box 28, Birmingham, B1 1TU Web: www.birminghamconservationtrust.org
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Registered Charity No. 1063124 | Company Registration No. 3380637 | VAT Registration No. 754115055

Thanks to our funders
Birmingham City Council
Birmingham Common Good
Charles Hayward Foundation
English Heritage
Heritage Lottery Fund
The Pilgrim Trust
The Sainbury Trust

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Contact details

Website: www.birminghamconservationtrust.org

CONTACT TRUST DIRECTOR

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

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

Tel: 0121 303 2664

1. OUR MISSION AND STRATEGY

The charitable purposes of Birmingham Conservation Trust are:

- To preserve and enhance Birmingham's threatened architectural heritage
- To promote an enjoyment and understanding of the City's historic buildings

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 to secure the long-term future of buildings at risk.

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.



2. WHO WE ARE AND HOW WE WORK

Birmingham Conservation Trust is a charitable company limited by guarantee that was set up on 29th May 1977. It is governed by a Memorandum and Articles of Association, which were last amended on November 21st, 2011, when a new constitution based on the updated Architectural Heritage Fund template was adopted. This was done to improve the clarity of the document and enshrine within the document a number of recent amendments to the document such as a standard three year term with a maximum of two terms, voting by secret ballot and City appointments from amenity societies replaced with ordinary Trustees.

The management of the business and the control of the Trust is vested in its Governing Body - a board of Trustee Directors of up to 13 members, which meets bi-monthly. There are no formal sub-committees but smaller groups of Trustee Directors meet as required to discuss specific tasks. The Trust Director is appointed by the Trustees to manage the day-to-day operations of the Trust. All new Trustee Directors receive an induction pack containing the Memorandum and Articles of Association, Annual Report and Accounts and details of supporting information for Trustees available from the APT Guidance Notes for Building Preservation Trusts and the Charity Commission.

The Trust has close ties with Birmingham City Council. For so long as it remains a member of the Trust, the Council has the right to appoint three councillors to serve on the Trust board, including the Chairman. The Trust is housed by the City Council in office accommodation at Lancaster Circus, although we have plans to move to our own premises in the Coffin Fitting Works within the next two years. Close ties are maintained with key heritage organisations, such as English Heritage and the Heritage Lottery Fund. The Trust also has a very good relationship with the National Trust through the partnership on the Back to Backs project. Birmingham Conservation Trust is a building preservation trust and a member of the UK Association of Preservation Trusts. As Chairman of the Midlands region of APT, our Director Elizabeth Perkins ensures that there are close links to the various national and local initiatives.

The Trustee Directors serving in the year to 31March 2012 were:

Councillor Bob Beauchamp – Chairman from 20 Sept 2010
Councillor Peter Douglas-Osborn – resigned 14 May 2012
Councillor Carol Jones – from 16 July 2012
Councillor Keith Linnecor – from 16 July 2012
Councillor Paula Smith – resigned 14 May 2012
Ms Jane Arthur
Mr Jason Ashman – from 21 November 2011
Mr Nicholas D Booth – resigned 19 November 2012
Ms Carol Bowsher – from 19 March 2012
Ms Rachel Cockett – from 19 November 2012
Mr Iain Davis – resigned 21 November 2011
Mr Joe Holyoak – resigned 21 November 2011
Mr William Houle – resigned 21 November 2011
Mr William Lilley – from 19 November 2012

Ms Jennifer Price – from 16 January 2012
Mr Michael Sharpe – resigned 14 May 2012
Mr Les T Sparks – resigned 19 November 2012
Ms Jenni Waugh – from 19 November 2012
Mr Leigh Walker – from 21st November 2011.

Staffing

During the year the Trust was managed by Elizabeth Perkins, Director, assisted by Lucie Thacker, Development Officer, until December 2011.

3. PROJECTS, PEOPLE, PROFILE AND PLACES – REVIEW OF 2011/12



Meeting Anne Jenkins from the Heritage Lottery Fund in July 2011

PROJECTS

a) The Coffin Fittings Works

In September 2010 we became the proud owners of a semi-derelict Victorian factory. This year our main objective has been to find match funding for our £999,400 grant from the Heritage Lottery Fund. Most of our capital funding is in place, thanks to an additional award from English Heritage of £200,000, and we are confident that we can raise the £250,000 revenue shortfall during the construction phase of the project.

Earlier in the year conservation architects Rodney Melville and Sons were appointed to take the Coffin Fitting Works project forward, together with a team of other highly skilled conservation professionals. Stephen Oliver from the practice will be the lead architect and

comes with an excellent track record having completed work at J W Evans, the silver smithing factory in the Jewellery Quarter owned by English Heritage.

The team submitted the latest scheme for planning permission, as the previous consent had expired. The new scheme, which has an estimated contract cost of £1.2million, will see the premises repaired and part of the buildings converted to office accommodation to let, including space for the Trust to move into. This represents the start of a new direction for BCT, enabling us to work more closely with current supporters and hopefully new ones through events, activities and an interesting range of volunteering opportunities.

It has been challenging to secure a working capital loan to assist with cash flow during the construction phase of the project and we continue to make this a priority for the Trust.

We continue to explore links with other Jewellery Quarter heritage attractions and strengthen our local partnerships.

b. 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.

BCT maintains an interest in saving this building, despite confirmation that as an unlisted building it is unlikely to be eligible for much grant funding. Talks to identify potential partners who could occupy and run the proposed Community Hub have continued this year and we are maintaining lines of communication with the NHS, Birmingham City Council and with North West Birmingham Development Agency, so if an opportunity arises to rescue this building, BCT would be keen to take it!

c. Rookery House

BCT continued to explore the possibility of purchasing this magnificent nineteenth century villa, but little progress has been made during the year. The Trust maintains an interest but no longer has regular involvement with the Rookery House Trust, although ad hoc consultation has been offered to the group if required.

d. Highbury Trust Estate

Highbury Park is a high priority for the City Council as part of its heritage strategy. In 2010 we were commissioned by the City Council to develop an Options Appraisal for the future of the Highbury Trust Estate. Our objective has been to find a way to make the Estate sustainable, whilst achieving its charitable aims and preserving its heritage. To do this we have had to identify and evaluate possible options for conservation, repair and future management of the assets.

e. Yardley Cemetery Lodge

For some time we have been considering a tiny, semi-derelict but lovely building in Yardley Cemetery as a future project. Currently owned by the Birmingham's Bereavement Services, and no longer suitable for current purposes, this fantastic building is in poor condition and at risk. An architectural appraisal and costing exercise has showed that the project comes with a conservation deficit, as capital costs for repair appear to be higher than the end value of the property.

Trustees visited Yardley Cemetery to decide whether it is a project that BCT might want to take on. Trustees agreed that it is an exciting project and high priority for BCT – if we can secure the building at a reasonable cost!



From left to right: Highbury Hall, Yardley Cemetery Lodge, Archway of Tears and Rookery House

PEOPLE

In 2012 English Heritage selected BCT and the Coffin Works project to be a case study for a national publication about resilience and innovative solutions to problems in difficult financial times.

Birmingham Conservation Trust prides itself on the fact that people and how they respond to places is at the centre of what we do; volunteers, trustees, conservation specialists and our supporters all are an important part of the BCT team in helping save Birmingham's buildings at risk.

a. Trustees

We ran a successful recruitment afternoon for potential new trustee directors in November, comprising a tour of Newman Brothers, a presentation about the Trust and an opportunity for candidates to ask questions and discuss plans for the future. From this process we recruited Mr Jason Ashman, Ms Carol Bowsher, Ms Jennifer Price and Mr Leigh Walker onto the Board of Directors.

In 2011 the Board of Trustee Directors approved and adopted the revised constitution and a suite of policies which cover Health & Safety, Acquisition and Disposal Policy, Access, Volunteers, Complaints and Training.

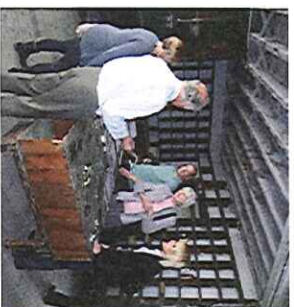
In January 2012, the Trustee Directors attended a social media training session, funded by Museums Libraries and Archives.



New Trustees to join the Board of Directors in 2011-12 are (left to right): Leigh Walker, Carol Bowsher, Jennifer Price and Jason Ashman

b. Heritage Open Days: 9-10 September 2011

243 people visited the Coffin Fittings Works this year for pre-booked tours led by Elizabeth Perkins (assisted by Tim Prince) and the Lucie Thacker and Bob Beauchamp double act. Volunteers also helped clean up the Coffin Fittings Works and manned the doors. Donations of £95.50 received.



c. Volunteers

In 2011 we adopted a new volunteer policy and indemnity statement, and using the MLA templates, created the necessary documentation to set up our volunteering programme. Due to a gap in staffing, the volunteering programme will be developed and formally launched at the end of July 2012.

Our team of volunteer bloggers continue to write about Birmingham's history news and events in the historic environment. During the year 52 blogs were posted – thank you to our volunteer bloggers and newly-trained Trustees www.birminghamconservationtrust.org



Some of the volunteers who have helped us this year. From left to right: Julian Cleaver, Maxine Thornton, Bob Beauchamp and Barbara Nomikos, Hannah Severn and a group picture of volunteers and Trustees.

d. Arts Projects

We are keen to use the space at the Coffin Fittings Works in creative ways and hire out the historic setting to third parties to use as a backdrop to their own productions. After a sell-out run of 'Stop the Clocks' in June 2011, Tin Box remounted their inspiring piece of work inspired by the factory in September/October.

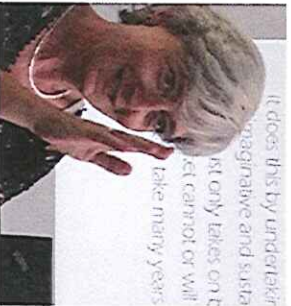
Students from Walsall College shot a pop video featuring the Coffin Fitting Works. The song is appropriately named "Bring me back to life". Shimmerman Productions filmed a play called 'Circles' in the factory (April 2012) which we are looking forward to seeing.



Cast and crew of Shimmerman Production's *Circles* and Tin Box's *Stop the Clocks*

e. Talks and Tours

We continue to be invited to give talks to local history and interest groups. This year we have enlisted the help of two of our volunteers, Jackie and Kris, to work as ambassadors for the Trust and they have developed a talk for community and interest groups. We have presented to the following groups: Castle Bromwich Ladies Group, Knowle Historical Society, BCE network, lawyers working on the Highbury project and the Jewellery Quarter Association. From May 2011 The Ghost Tours of Birmingham run by Michael Reddy have included the Coffin Fittings Works courtyard in their tour. They are donating 10% of their takings to the Trust.



From left to right: Elizabeth Perkins, Kris Gough and Jackie Williams, Elizabeth with TNT News Team and Michael Reddy on his Ghost Tour.

We have also given tours and welcomed groups into the Coffin Fitting Works. These included students from Ironbridge Heritage Management and Munich University (at the request of English Heritage), Norman Bartlett and the children from TNT (The News Team) Ladywood to update their documentary programme, and Shabana Mahmood MP in September.

f. Website

The new look BCT website went live just before Christmas and has played an important role in raising the profile of the Trust. We are fortunate to have a social media expert as a Trustee and have developed a regular communication with our supporters through social media (facebook and Twitter).

Affiliate links with Amazon and Spend and Raise continue to generate additional income for the Trust through a charity referrer's fee scheme without any cost to the purchasers (BCT receives up to 10% of any purchase).



4. AMBITIONS FOR 2012-2013 AND BEYOND

We will continue to increase our focus on volunteering and building our public profile through; establishing a formal volunteering programme, using social media to create a regular narrative and dialogue with the public, and piloting new events and initiatives to help us grow in supporters and therefore capacity.

In this pre-restoration year we will aim to offer more opportunities than ever before for people to both 'experience' the Coffin Fitting Works and learn about Birmingham's rich historic environment. It will also be an opportunity to fundraise for the project, making our 'asset' start working for us.

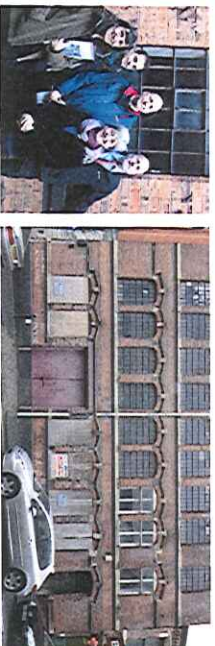
We aim to recruit new trustees with expertise in using social media to lead our team of volunteer 'bloggers'. We are increasing in followers daily, especially through Twitter, and aim to harness this support through the creation of a supporters' group who will help us move forward in a sustainable way.

With the draw-down of Heritage Lottery Funding and other grants beginning in early 2013, not only will the restoration work commence at Newman Brothers, but new posts will be created to help us deliver our ambitious learning and participation targets. This coming financial year will be the start of a new and exciting chapter in the Trust's work.

A Sustainable Future

Although the Trust has been successful in attracting substantial funds for its projects, it has been less successful at generating core funding. Trustee Directors have made this the key issue for 2012-13. Our objectives for 2012-13 are to:

- Maximise income generation from the Coffin Fittings Works by charging for using the venue for performances, filming and other activities (target £1,500) and events (£1,000)
- Establish a supporters' group to support and build capacity for the Trust
- Explore different ways of income generation to build and maintain reserves, having identified that the revolving fund model for Building Preservation Trusts is not feasible in the prevailing economic circumstances
- Establish charge rates for consultancy work to reflect the expertise within the Trust and market, and promote the Trust's consultancy services more effectively
- Identify potential partnerships with developers
- Investigate and respond to opportunities in public sector, particularly in relation to Buildings at Risk.



Coffin Fittings Works

Our objectives for 2012-2013 for this project are as follows:

- To finalise the funding for the capital works on the project (£250,000) and to secure as much of the revenue funding as possible (target amount £100,000) given the constraints of revenue grant funding which tends to be limited to spend within a year
- To secure Permission to Start from the Heritage Lottery Fund so we can start to draw down their £999,400 grant
- To sign off detailed design work for the architectural scheme and procure contractors for the best possible price and best quality
- Negotiate an interest free working capital loan with Birmingham City Council to ensure the project does not hit cash-flow problems
- To develop a pilot programme of innovative activities and events to encourage people to visit the factory before works start on site
- To strengthen links with our existing partners in the Jewellery Quarter; developing ways in which visitors can engage with this significant historic place and establish new partnerships with emerging organisations in the Quarter
- In a city with a multiplicity of faiths and funeral customs, we will research best practice in engaging with new faith-based audiences
- To firm up the programme of activities to take place when work starts on site
- To make better use of our website and other social media techniques to communicate with our audiences.

Highbury Trust Estate

Having drafted a comprehensive Options Appraisal for Birmingham City Council on the Highbury Estate we plan to:

- Complete the Options Appraisal
- Provide advice and guidance to the Trust and Charities Committee so they can decide on two preferred options.

Other Projects

We plan to:

- Continue to investigate options for Yardley Cemetery Lodge
- Work with City Council on heritage projects where the Trust can bring heritage expertise and add value.

Heritage Open Days – September 2012

We aim to:

- Open the Coffin Fitting Works for at least two days and increase visitor numbers
- Develop additional activities to tours, especially for family audiences
- Work with partners to develop an evening session to attract young people to the building
- Increase the Trust's profile by maximising Heritage Open Day publicity.

Volunteers

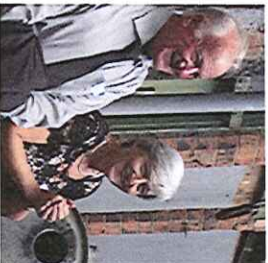
We aim to:

- Identify roles and develop role descriptions for a wide range of volunteer tasks to help potential volunteers decide what would suit them best and to promote these choices through the BCT website
- Formally recruit at least 20 volunteers and interview any new recruits to establish what they want to get out of volunteering with the Trust
- Hold at least two volunteer social sessions to enable volunteers, staff and Trustee Directors to get to know each other.
- Circulate volunteering opportunities through BME networks to encourage diversity amongst volunteers.

Website

We aim to:

- Add new pages to the website for volunteering, events, learning and consultancy
- Ensure that the home page is refreshed at least every two months
- Ensure that photographs are taken of every event and activity for use on the site
- Increase the number of blogs to at least two new blogs per week
- Recruit at least two new volunteers to blog for the Trust
- Further develop our social media presence and communications through Twitter and facebook
- Recruit new Trustees with social media skills.



5. Financial Statement

The financial statement continues over the following pages.

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 13 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 Interim Director, Kate Dickson, 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 three 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, The Trust maintains close ties with the Heritage Lottery Fund as the funder of several projects.

Public Benefit

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aim and objectives of the trust and in planning any future activities.

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 20 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

The trustees (who are also directors of the Birmingham Conservation Trust for the purpose of company law) are responsible for preparing the Annual Report 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 charity and of the incoming resources and application of resources, including income and expenditure of the charity for that period.

In preparing these financial statements, trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- 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 enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

Small Company Provision

In preparing this report the Trustees have taken advantage of the small companies exemption provided by section 415A of the Companies Act 2006.

Approved by the Board of Trustees on 19 November 2012 and signed on its behalf by



Bob Beaulstramp
Chairman

Contact Details

Website: www.birminghamconservationtrust.org

Contact: Kate Dickson, Birmingham Conservation Trust, PO Box 28, Birmingham B1 1TU

Tel: 0121 303 2664

E mail: kate.e.dickson@birmingham.gov.uk

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

I report on the accounts of the Charity for the year ended 31 March 2012, which are set out on pages 20 to 24.

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 144(2) of the Charities Act 2011 (the 2011 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 145 of the 2011 Act;
- follow the procedures laid down in the general directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- 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 the 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:

- (i) 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 Charitieshave not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

CLEMENT KEYS
Chartered Accountants
No 8, Calthorpe Road
Edgbaston
Birmingham, B15 1QT



Mr S Atkins BSc (Hons) FCA
Chartered Accountant
19 November 2012

Birmingham Conservation Trust

Statement Of Financial Activities For The Year Ended 31 March 2012
(Incorporating an income and expenditure account)

	Designated Fund	General Fund	Total Funds	2011 Total
Note	£	£	£	£
Incoming Resources				
Investment income - Deposit interest	-	852	852	831
Voluntary income - Donations	-	1,459	1,459	503
Charitable activities	9,177	34,859	44,036	194,941
Total Incoming Resources	9,177	37,170	46,347	196,275
Resources Expended				
Charitable activities	12,825	13,950	26,775	48,583
Project costs	-	33,181	33,181	33,898
Support costs	-	-	-	-
Governance Costs	12,825	47,131	59,956	82,481
Salaries	-	2,691	2,691	2,878
Independent Examination fee	-	1,495	1,495	1,450
Sundry Expenses	-	30	30	30
	-	4,216	4,216	4,358
Total Resources Expended	12,825	51,347	64,172	86,839
Net (Outgoing) / Incoming Resources being Net (Expenditure) / (Income) for the year	(3,648)	(14,177)	(17,825)	109,436
Reconciliation of funds:				
Fund Balances brought forward	149,453	81,550	231,003	121,567
Fund Balances carried forward	145,805	67,373	213,178	231,003

There were no recognised gains or losses for 2012 or 2011 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 2012
Company number: 03380637

	Designated Fund	General Fund	2012 Total	2011 Total
	£	£	£	£
Fixed Assets				
Tangible fixed assets	65,000	-	65,000	65,000
Investments	-	15	15	15
Current Assets				
Debtors	-	2,266	2,266	455
Cash at Bank	80,805	100,262	181,067	205,634
	80,805	102,528	183,333	205,089
Creditors: amounts falling due within 1 year				
	-	35,185	35,185	40,101
Net Current Assets				
	80,805	67,343	148,148	165,988
Total Net Assets				
	80,805	67,358	148,163	166,003
Funds				
Unrestricted Income Funds	13			
	145,805	67,373	213,178	231,003

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:

- ensuring that the charity keeps accounting records which comply with section 386 of the Companies Act 2006; and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at 31 March 2012 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 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 companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 19 November 2012 and were signed on its behalf by:


Bob Beatty
Chairman

Birmingham Conservation Trust

Notes To The Accounts For The Year Ended 31 March 2012

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 2011.

(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) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. No depreciation has been charged in the year as the asset is still currently in the course of construction.

(f) 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.

(g) 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.

(h) 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 £12,825; and Highbury Hall - £13,950.

The support costs are:

	2012	2011
	£	£
Salaries	30,942	33,099
Sundry Expenses	2,239	799
	<u>33,181</u>	<u>33,898</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 (2011 nil).

There were no expenses paid to Trustees this year (2011 nil).

Birmingham Conservation Trust
Notes To The Accounts For The Year Ended 31 March 2012
(continued)

4 Employees

The Charity employed two people during the year (2011 Two). Employment costs totalled £33,633 (2011: £35,977)

5 Taxation

As a charitable company, Birmingham Conservation Trust, is exempt from tax on income and gains falling within section 481-489 of the CTA 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives. No tax charges have arisen within the charitable company.

6 Tangible Fixed Assets

	Asset in course of construction £	Total £
Cost		
At 1 April 2011	65,000	65,000
Additions	-	-
At 31 March 2012	65,000	65,000
Depreciation		
At 1 April 2011	-	-
Charge for the year	-	-
At 31 March 2012	-	-
NEV		
As at 31 March 2011	65,000	65,000
As at 31 March 2012	65,000	65,000

7 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		
	2012 £	2011 £
	15	15
	15	15

8 Debtors and Prepayments: amounts falling due within 1 year

	2012 £	2011 £
Accrued interest	430	455
HMRC	1,836	-
	2,266	455

9 Creditors: amounts falling due within 1 year

	2012 £	2011 £
Accrualancy charges	1,495	1,450
HMRC	57	2,674
B'ham City Council - salaries	33,633	35,977
	35,185	40,101

Birmingham Conservation Trust
Notes To The Accounts For The Year Ended 31 March 2012
 (continued)

10 Related Party Transactions

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

	2012	2011
	£	£
Administrators' Remuneration	33,633	35,977
NNDR Business Rates - Coffin Works Storage	1,147	1,097
Insurance	1,344	980
Planning Fees - Coffin Works	335	-
Entertainment Licence - Coffin Works	21	-
	36,480	38,054

No payments were made to Trustees during the year.
 (In 2011 one payment was made to one Trustee. This was for the storage of Coffin Works contents at at premises owned by the Trustee).

A £1,147 donation was received from Councillor Osborn as a contribution towards the Coffin Works storage costs (2011 £2,000).

11 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.

12 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."

13 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.

14 Purchase of the Coffin Fitting Works

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 for £150,000 in respect of this purchase. The remainder of this grant has been / will be put towards the restoration costs.