

REGISTERED COMPANY NUMBER: 06555157 (England and Wales)
REGISTERED CHARITY NUMBER: 1125532

**Report of the Trustees and
Unaudited Financial Statements For The Year Ended
31 March 2013
for
The Surrey Hills Society**

Mrs M J Brett
Chartered Accountant
Old Printers Yard
156 South Street
Dorking
Surrey
RH4 2HF

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for the Year Ended 31 March 2013**

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**Surrey Hills Society
Report of the Trustees
for the Year Ended 31 March 2013**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the period 1 April 2012 to 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005. The company was registered with the Charity Commission on 15th August 2008.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06555157 (England and Wales)

Registered Charity number

1125532

Registered office

Warren Farm Barns
Headley Lane
Mickleham
Dorking
Surrey
RH5 6DG

Trustees and Directors

The following trustees served throughout the current and preceding period unless dates of appointment, election or resignation are given below.

	Appointed/elected to Management Committee	Appointed as Director & Trustee
C Howard - Chairman		
N Maltby	resigned 29.10.11	resigned 29.10.11
G Butler	resigned 20.10.12	resigned 20.10.12
N Davenport		
R Pitts	resigned 20.10.12	resigned 20.10.12
M Richards	elected 13.06.09, resigned 13.09.11	appointed 16.10.10, resigned 13.09.11
K Bare		
S Smith	elected 16.10.10, resigned 01.07.11	appointed 26.05.10, resigned 01.07.11
A Morris	appointed 10.02.11, resigned 26.07.11	appointed 10.02.11, resigned 26.07.11
J Tollow	elected 29.10.11	
T Driscoll	elected 29.10.11	appointed 26.07.11
D Cooper	elected 29.10.11	appointed 29.10.11
P Bettinson	elected 20.10.12	appointed 21.03.12
R Tong	elected 20.10.12	appointed 21.03.12

Independent Examiner

Mrs M J Brett
Chartered Accountant
Old Printers Yard
156 South Street
Dorking
Surrey
RH4 2HF

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The trustees have received an enormous amount of support and encouragement from the Surrey Hills Board. They have also been fortunate to have help from a number of hard-working and willing volunteers that have formed the management committee, sub-committees, and provided office administration and event organisation, to whom they are grateful.

The directors of the company are also the charity trustees for the purposes of charity law and under the company's Articles. Trustees are initially appointed to the Management Committee and proposed for election at the AGM following their appointment. One third of the trustees and directors retire by rotation at the AGM each year. If the charity is unable to fill the vacancy of a retiring trustee, the trustee may be reappointed.

Surrey Hills Society
Report of the Trustees
for the Year Ended 31 March 2013

On a regular basis, the trustees review the composition of the board and assess the appropriateness of the mix of skills, knowledge and experience to maintain the efficient and effective administration of the Society.

All trustees give their time freely and no trustee remuneration was paid during the year. Details of trustee expenses are disclosed in note 11 to the accounts.

Management structure

All trustees are members of the Management Committee, which meets on a regular basis and manages the day-to-day activities of the Society. The Management Committee has established several sub-committees, comprising trustees and volunteers, to undertake certain activities under the overall direction of the Management Committee. These include Finance & Risk, Events, Promotion & Publicity and Membership Committees, and working groups to deliver specific elements of the Society's objectives.

The Society commissioned June Robinson as a consultant administrator during the year who has helped to deliver an interesting and varied events programme. The trustees have valued her assistance in taking the Society forward and developing an inspiring programme.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Finance & Risk Committee has responsibility for identifying and assessing the Society's key risks, and formally prepares a risk register which is presented, along with relevant mitigating actions, to the Management Committee, at least annually.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Surrey Hills Society is an independent charity promoting the positive enjoyment and care of the Surrey Hills Area of Outstanding Natural Beauty (AONB) for the benefit of those who live, work in or visit the area. The Society seeks to promote, enhance and conserve the physical and natural environment and its natural beauty for the public benefit in and around the Surrey Hills area.

The Society encourages people to explore and learn about the special qualities and distinctiveness of the area which is recognised as being of unique value and needs to be nurtured for future generations to enjoy. The Society is dedicated to the protection and enhancement of this outstanding and varied landscape.

The Society's aims and roles are:

- (1) Creating greater awareness and understanding of the Surrey Hills, through education, publicity and events
- (2) Providing activities for members and supporters of the Society, including walks, talks, social events, advice, communications for (and with) members
- (3) Promoting and championing farming, forestry, and local industries, including tourism, and raising awareness of local produce and crafts.
- (4) Protecting and improving the facilities for recreational use of the area
- (5) Encouraging conservation alongside the improvement of the amenities and features which make the Surrey Hills special
- (6) Influencing regional and local authorities, seeking high standards of planning so as to protect and enhance the landscape and character of the Surrey Hills

The trustees review the Society's aims and objectives on an annual basis. This review assesses achievements over the previous 12 months, and establishes plans for the coming year. The review helps to ensure that the activities of the Society remain aligned with our charitable objectives.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular the trustees consider how planned activities will contribute to the Society's charitable aims and objectives.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Society made good progress during the year. Membership numbers are steady, and awareness of the Society's activities – and the AONB in general – was enhanced by increased attendance at local shows, festivals and fetes during the year.

The Society continued to expand its provision of a full and varied programme of events throughout the year for the benefit of members, including walks and talks at places of interest across the Surrey Hills AONB, historical talks on aspects of Surrey Hills heritage, visits to local producers, and the introduction of a hugely popular President's Day with a behind the scenes visit to Epsom Downs Racecourse.

The Society managed to secure a new sponsor, May Gurney, for its regular newsletter to members and has increased the number of pages and circulation.

**Surrey Hills Society
Report of the Trustees
for the Year Ended 31 March 2013**

The Society's profile and visibility has been enhanced by the new improved website and the addition of social media.

In time for Christmas, the Society launched its new gift membership pack which continues to prove extremely popular.

FINANCIAL REVIEW

The Society's work is funded by membership subscriptions, donations and grants or awards received for defined purposes. Subscription income for the year was higher than last year reflecting both an increase in membership numbers and our first subscription increase in our four years of operation; however, total income from grants was lower than in the prior year.

The Society obtained a grant in the year to support the design and production of our new gift membership packs. Grant income to fund this has been treated as restricted fund income. We are also grateful to the Surrey Wildlife Trust for their assistance with this project.

Additionally, the Society was the grateful recipient of support from May Gurney – Surrey County Council's highways contractor during the year – who provided graphic design and printing of the Society's newsletter which significantly reduced the cost to the Society of publishing the newsletter.

The current year deficit on restricted funds of £2,154 represents depreciation charged on fixed assets purchased with restricted grant funding in 2011. The surplus on unrestricted funds of £2,035 despite the reduction in grants to fund our administrative costs reflects careful cost control and increasing subscription revenues.

The trustees are confident that the charity has appropriate reserves and will be able to operate as a going concern over the next twelve month period.

Reserves policy

The trustees have considered the charity's reserves, bearing in mind the likelihood of any contingencies, which might arise. They believe a policy of using surplus reserves to promote the charity is appropriate at the present time. This will be reviewed annually.

FUTURE DEVELOPMENTS

The Society will focus on continuing to grow its membership and active volunteers to reach a sustainable size. We will continue to develop and promote our events programme, talks and presence at fêtes and events to a wider public, which will widen our co-operation and interaction with parish councils and other similar bodies in the Surrey Hills.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Surrey Hills Society for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom 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 company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE BOARD:

C Howard - Trustee/Chairman
18 September 2013

**Independent Examiner's Report to the Trustees of
Surrey Hills Society**

I report on the accounts for the year ended 31 March 2013 set out on pages five to ten.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144 of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the 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 statements 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 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 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.

Mrs M J Brett
Chartered Accountant
Old Printers Yard
156 South Street
Dorking
Surrey
RH4 2HF

25 September 2013

**Surrey Hills Society
Statement of Financial Activities
for the Year Ended 31 March 2013**

	Notes	Unrestricted funds £	Restricted funds £	31.3.13 Total funds £	31.3.12 Total Funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	13,210	757	13,967	12,898
Activities for generating funds	3	975	-	975	913
Investment income	4	<u>8</u>	<u>-</u>	<u>8</u>	<u>3</u>
Total incoming resources from generated funds		14,193	757	14,950	13,814
Incoming resources from charitable activities	5	<u>5,251</u>	<u>-</u>	<u>5,251</u>	<u>6,755</u>
Total incoming resources		19,444	757	20,200	20,569
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	6	3,649	2,911	6,560	9,213
Fundraising trading	7	531	-	531	453
Total costs of generating funds		4,180	2,911	7,091	9,666
Charitable activities	8	13,127	-	13,127	14,560
Governance costs	9	<u>102</u>	<u>-</u>	<u>102</u>	<u>188</u>
Total resources expended		17,409	2,911	20,320	24,414
NET INCOMING/(OUTGOING) RESOURCES		2,035	(2,154)	(119)	(3,845)
RECONCILIATION OF FUNDS					
Total funds brought forward		18,655	7,426	26,081	29,926
TOTAL FUNDS CARRIED FORWARD		<u>20,690</u>	<u>5,272</u>	<u>25,962</u>	<u>26,081</u>

The notes form part of these financial statements

**Surrey Hills Society
Balance Sheet
At 31 March 2013**

	Notes	Unrestricted funds £	Restricted funds £	31.3.13 Total Funds £	31.3.12 Total funds £
FIXED ASSETS	13	1,668	5,287	6,955	9,706
CURRENT ASSETS					
Stock of promotional products		749	-	749	129
Debtors	14	1,724	-	1,724	2,668
Cash at bank and in hand		<u>17,985</u>	<u>-</u>	<u>17,985</u>	<u>14,530</u>
		20,458	-	20,458	17,327
CURRENT LIABILITIES					
Prepaid fees		<u>(1,451)</u>	<u>-</u>	<u>(1,451)</u>	<u>(952)</u>
NET CURRENT ASSETS		<u>19,007</u>	<u>-</u>	<u>19,007</u>	<u>16,375</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>20,675</u>	<u>5,287</u>	<u>25,962</u>	<u>26,081</u>
NET ASSETS		<u>20,675</u>	<u>5,287</u>	<u>25,962</u>	<u>26,081</u>
FUNDS	12				
Unrestricted funds				20,675	18,655
Restricted funds				<u>5,287</u>	<u>7,426</u>
TOTAL FUNDS				<u>25,962</u>	<u>26,081</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2013.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2013 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 18 September 2013 and were signed on its behalf by:

Jo Tollow -Trustee

C Howard -Trustee

Surrey Hills Society
Notes to the Financial Statements
for the Year Ended 31 March 2013

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice: Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Grant income

Grants are included within Incoming Resources from Charitable Activities where they are specifically for the provision of goods and services to be provided as part of charitable activities. All other grant income, including receipts to fund capital purchases, is recorded as Voluntary Income.

Resources expended

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

Taxation

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

Fixed assets

Equipment purchases with a value in excess of £1,000 are capitalised and depreciated on a straight line basis over their useful economic lives as follows:

Equipment	5 years
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Fund accounting

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

Restricted funds are those funds which must only be used for the purpose specified by the Donor.

2. VOLUNTARY INCOME

	31.3.13	31.3.12
	£	£
Donations	2,216	2,600
Gift Aid	1,711	509
Subscriptions	9,283	6,608
Grants received	<u>757</u>	<u>3,181</u>
	<u><u>13,967</u></u>	<u><u>12,898</u></u>

3. ACTIVITIES FOR GENERATING FUNDS

	31.3.13	31.3.12
	£	£
Sale of promotional products	<u>975</u>	<u>913</u>

4. INVESTMENT INCOME

	31.3.13	31.3.12
	£	£
Deposit account interest	<u>8</u>	<u>3</u>

Surrey Hills Society
Notes to the Financial Statements
for the Year Ended 31 March 2013

5. INCOME FROM CHARITABLE ACTIVITIES

	31.3.13	31.3.12
	£	£
Society events	5,251	4,755
Grant income	<u>-</u>	<u>2,000</u>
	<u>5,251</u>	<u>6,755</u>

6. COSTS OF GENERATING VOLUNTARY INCOME

	31.3.13	31.3.12
	£	£
Literature, brochures, promotional material & events	2,470	4,677
Equipment purchases	-	214
Depreciation	2,751	2,631
Allocated support costs	<u>1,339</u>	<u>1,691</u>
	<u>6,560</u>	<u>9,213</u>

7. FUNDRAISING TRADING

	31.3.13	31.3.12
	£	£
Promotional items for resale	423	370
Allocated support costs	<u>108</u>	<u>83</u>
	<u>531</u>	<u>453</u>

8. CHARITABLE ACTIVITIES

	31.3.13	31.3.12
	£	£
Society events	2,207	3,459
Equipment purchases	-	188
Cost of consultant administrator	8,240	8,240
Allocated support costs	<u>2,680</u>	<u>2,673</u>
	<u>13,127</u>	<u>14,560</u>

9. GOVERNANCE COSTS

	31.3.13	31.3.12
	£	£
Management meetings	81	153
Allocated support costs	<u>21</u>	<u>35</u>
	<u>102</u>	<u>188</u>

Surrey Hills Society
Notes to the Financial Statements
for the Year Ended 31 March 2013

10. SUPPORT COSTS

	Voluntary Income (32%) £	Fundraising trading (2%) £	Charitable Activities (65%) £	Governance Costs (1%) £	Total £
Management					
Insurance	604	49	1,208	9	1,870
Postage & stationery	643	52	1,287	10	1,992
Sundry	36	3	72	1	112
Information technology	<u>56</u>	<u>4</u>	<u>113</u>	<u>1</u>	<u>174</u>
Total support costs	<u><u>1,339</u></u>	<u><u>108</u></u>	<u><u>2,680</u></u>	<u><u>21</u></u>	<u><u>4,148</u></u>

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2013, nor for the year ended 31 March 2012.

Trustees' Expenses

The following amounts were reimbursed to trustees in respect of purchases made on behalf of the Society and trustees' expenses for the years ended 31 March 2013 and 2012.

	31.3.13 £	31.3.12 £
K Bare	434	574
T Driscoll	-	27
C Howard	-	100
N Maltby	-	30
A Morris	-	14
R Pitts	-	1,975
J Tollow	58	-

12. RESTRICTED FUNDS

During the year one restricted fund was established from grants received. The fund was restricted to the design and printing of gift membership packs. The total grant received was £757 and the total cost of designing and printing the gift membership packs was £1,331.

Two of the funds established in 2011 remain in place. One fund was restricted to the acquisition of a gazebo, trailer and related artwork. These items were capitalised as fixed assets and are being depreciated over the lives of the assets which are expected to be five years.

The second fund was restricted to the purchase of generators and a projector. Items with a value of £1,450 were capitalised as fixed assets to be written off over useful life of five years.

Surrey Hills Society
Notes to the Financial Statements
for the Year Ended 31 March 2013

13. FIXED ASSETS

	Equipment £
Cost	
Cost brought forward at 1 April 2012	13,758
Additions	-
Cost carried forward at 31 March 2013	<u>13,758</u>
Depreciation	£
Accumulated depreciation brought forward at 1 April 2012	4,052
Charge for the year	2,751
Accumulated depreciation carried forward at 31 March 2013	<u>6,803</u>
Net book value	
Net book value at 31 March 2013	<u>6,955</u>
Net book value at 31 March 2012	<u>9,706</u>

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.13 £	31.3.12 £
Other debtors	<u>1,724</u>	<u>2,668</u>

15. MOVEMENT IN FUNDS

	At 1.4.12 £	Net movement in funds £	At 31.3.13 £
TOTAL FUNDS	<u>26,081</u>	<u>(119)</u>	<u>25,962</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	19,444	(17,409)	2,035
Restricted funds	757	(2,911)	(2,154)
TOTAL FUNDS	<u>20,200</u>	<u>(20,320)</u>	<u>(119)</u>

16. CAPITAL COMMITMENTS

There were no capital commitments as at 31 March 2013 (2012: £nil).

17. LIMITED LIABILITY

The charity is limited by guarantee with each member's liability restricted to £1 should the charity be wound up.

18. IRRECOVERABLE VAT

The Charity is not registered for the purposes of Value Added Tax. All Value Added Tax incurred on purchases is written off to the expense account to which the original purchase related.

Surrey Hills Society
Detailed Statement of Financial Activities
for the Year Ended 31 March 2013

	31.3.13	31.3.12
	£	£
INCOMING RESOURCES		
Voluntary income		
Donations	2,216	2,600
Gift aid	1,711	509
Subscriptions	9,283	6,608
Grants to fund gift membership packs	<u>757</u>	<u>3,181</u>
	13,967	12,898
Activities for generating funds		
Sale of promotional products	<u>975</u>	<u>913</u>
Investment income		
Deposit account interest	<u>8</u>	<u>3</u>
Income from charitable activities		
Society events	5,251	4,755
Grants	<u>-</u>	<u>2,000</u>
	<u>5,251</u>	<u>6,755</u>
Total incoming resources	<u>20,201</u>	<u>20,569</u>
RESOURCES EXPENDED		
Costs of generating voluntary income		
Literature, brochures, promotional material & events	2,470	4,677
Equipment purchases	-	214
Depreciation	<u>2,751</u>	<u>2,631</u>
	5,221	7,522
Fundraising trading		
Promotional products	<u>423</u>	<u>370</u>
	423	370
Charitable activities		
Society events	2,207	3,459
Equipment purchases	-	188
Cost of consultant administrator	<u>8,240</u>	<u>8,240</u>
	10,447	11,887
Governance costs		
Management meetings	<u>81</u>	<u>153</u>
	81	153
Support costs		
Management		
Insurance	1,870	1,828
Postage and stationery	1,992	1,076
Sundry	<u>112</u>	<u>170</u>
	3,974	3,074
Information technology		
IT Equipment and costs	<u>174</u>	<u>1,408</u>
Total resources expended	<u>20,320</u>	<u>24,414</u>
Net (expenditure)/income	<u><u>(119)</u></u>	<u><u>(3,845)</u></u>

This page does not form part of the statutory financial statements