

**Report of the Trustees and  
Financial Statements for the Year Ended 31 December 2012  
For  
The Sulgrave Manor Trust**

David Upstone  
Chartered Accountant & Registered Auditor  
9 Market Place  
Brackley  
Northamptonshire  
NN13 7AB

**The Sulgrave Manor Trust**

**Contents of the Financial Statements**

**For the Year Ended 31 December 2012**

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## The Sulgrave Manor Trust

### Chairman's Statement

#### Introduction

The name of the Charity was changed from The Sulgrave Manor Board to The Sulgrave Manor Trust at last year's Annual General Meeting, on 15 June 2012. The former Managing Committee is now referred to as the Board of Trustees and individual members of it are now referred to as Trustees.

At that Annual General Meeting, and following the approval of the Charity Commission, we adopted new Articles of Association which included new Objects and Powers. The new Objects are as follows:-

“(a) To preserve Sulgrave Manor, Sulgrave, Northamptonshire (the ancestral home of the family of George Washington, the First President of the United States of America) for the public benefit;

and

(b) To provide and support education in subject areas relevant to Sulgrave Manor and its historic role in the history of Anglo-American relations, and to the history, literature and institutions of the United States.”

In furthering these Objects, the Board of Trustees attaches particular importance to the first of the Powers granted to it by the Articles of Association, which is:-

“To promote friendship and goodwill between the British and American peoples and Sulgrave Manor's historic and symbolic role as a centre for such sentiments.”

The aim of this Statement is to set out the various steps that the Trustees have taken in the last twelve months or so in furtherance of these Objects. Some of these issues were dealt with in my Chairman's Statement last year, but they are important elements of our strategy and therefore need to be repeated here.

#### Strategic Review of Properties

Probably the most important single challenge facing the Trustees is the condition of the Manor, the Courtyard buildings and the various Endowment Properties. There is a significant amount of work that needs to be done to them and, unless this issue is addressed in the near future, the long term survival of the Manor and the Charity will be in question.

In July 2012, the Trustees engaged the firm of Peregrine Bryant Architecture & Building Conservation to review the condition of our properties and to work with us in drawing up a comprehensive plan for their future. This project was made possible by a donation from the Friends of Sulgrave Manor (“FSM”), to whom I refer below.

I would like to pay tribute to Peregrine Bryant and his colleague, Alexandra Valmarana, for the work they have done on this project and for having spent significantly more time on it than was envisaged at the time they were engaged. They have played a crucial role in the last nine months since they started working with us.

Peregrine and Alex started by carrying out General Condition and Building Surveys to the Manor, the Brew House, the Courtyard complex, Manor Cottage, Kiln Farm House and the Wool House. These confirmed the scale of the urgent work that needs to be done to put these properties right and to prevent them from deteriorating further.

Peregrine and Alex also produced an overall site plan which was put forward as a basis for discussion with Trustees and our other advisers as to what might be done to improve the site and adapt our present facilities to carry out our charitable objectives more effectively. I would like to thank Matthew Hawkins of Arnold Thomson (our Property Solicitors), Simon Harris of Berry Morris (our Managing Agents) and Mary Channer of FindersKeepers (the leading residential property letting agency in our area) for the pro bono help they have given us in this process.

## The Sulgrave Manor Trust

### Chairman's Statement (continued)

Following this process, the Trustees have now agreed in principle on a plan which we have submitted to South Northamptonshire Council in the form of a Pre-Application Enquiry and which we are using as a basis for consultation with that Council, with Sulgrave Parish Council, with our neighbours and with other stakeholders. These ideas have already been presented to Sulgrave Parish Council and we have made a number of individual presentations to neighbours and other stakeholders. We intend, in due course, to have a public meeting at the Manor. We are very keen to get the views of all relevant parties before we decide what to include in the formal Planning Application that we will be making in due course.

The plan that we have put forward as a basis for this consultation exercise is very ambitious and has the potential to transform the prospects of the Manor. It includes the following:-

- Incorporating Little Close and Madam's Close into the curtilage of the visitor attraction. At present these two fields are let on a long term agricultural tenancy but we envisage applying for change of use to recreational purposes and effectively acquiring this land back from our tenant. The thinking is that Little Close would be incorporated in the garden of the Manor; Madam's Close would be separately fenced off but be used from time to time in connection with Manor activities and we are also inviting Sulgrave residents to suggest other ways in which this wonderful open space in the centre of the village can be used to the advantage of the village as well as the Manor.
- Carrying out a comprehensive refurbishment of the Manor to deal with the issues highlighted in the General Condition Survey.
- Refurbishing the 1920's wing of the Manor which we refer to as the 'Directors Residence'.
- Refurbishing the Brew House and converting the ground floor into a George Washington Museum. We have a number of Washington artefacts in the Manor but these are not well displayed and are not in the right setting. We envisage moving them to a new museum space in which they can be displayed properly and in controlled conditions. We also aim to house our extensive archives in this area.
- Refurbishing the Courtyard buildings and adding some small extensions to provide operating space that will enable us to make better use of the Courtyard buildings for our educational work.
- Adding an extension to the Courtyard Hall in the area to the south currently occupied by the sunken garden.
- Converting the green shed near the Herb Garden and extending it so that it can become a facility from which we can conduct educational work relating to gardening in general and the Herb Garden in particular.
- Building a new maintenance facility in the corner of Little Close by the gate on to Little Street. I mentioned last year that we were woefully short of proper accommodation for our maintenance and gardening functions.
- Flattening and extending the car park.
- Restoring and refurbishing Manor Cottage and Kiln Farmhouse and converting them into four lettable cottages with two bedrooms each. They used originally to be four smaller cottages and we are advised that this is the best configuration to secure the largest possible rental income.
- Refurbishing the Wool House and building a second house in its garden with access on to Little Street.
- Building a new house in the corner of Great Close (Townsend's Close) nearest to the former pigsties.
- Obtaining planning permission to build up to 7 or 8 houses on Kiln Farm Yard behind the two thatched cottages. We do not envisage carrying out this development ourselves, but would aim to sell the land with planning permission on a basis that hopefully will produce enough money to enable us to carry out the planned work on Manor Cottage and Kiln Farmhouse, and possibly also the Wool House.

## The Sulgrave Manor Trust

### Chairman's Statement (continued)

These ideas are the subject of the Pre-Application Enquiry to South Northamptonshire Council and the consultation exercise we are carrying out in Sulgrave and it is quite possible that some of these ideas may change. The current plans would leave us with a total of eight properties which would be available for short or long term letting – four cottages at Manor Cottage/Kiln Farmhouse, the Wool House, two new houses in the garden of the Wool House and the corner of Great Close and the former Director's residence.

Early reactions have been positive. People seem to have been impressed by the ambition of our plans and also by the trouble we are taking to consult Sulgrave Parish Council, our neighbours and other stakeholders. This is seen as a sign of our determination to improve the relationship between the village and the Manor.

#### Governance Review

Following the changes that were approved at last year's Annual General Meeting, we now have significantly improved governance arrangements, which we hope will help to assure potential donors that any money they give us will be well managed:-

- We now have a new set of Articles of Association which have been drafted with the help of Covington & Burling, the international law firm which has offices in Washington, New York, London and a number of other cities. These changes were made to update the Articles to be expressly compliant with current law (The Companies Act and Charities Acts) and also to reflect current best practice.
- The number of Members of the Charity is now 19 including all Trustees compared to the three we had before last year's Annual General Meeting. The Members have the power to vote on the election and re-election of Trustees and on the adoption of the Accounts and similar matters and thus are in a position to hold the Trustees to account for their management of the Charity.
- Instead of the previous Advisory Council, which was not considered effective, we now have a total of 18 Honorary Advisors with whom we intend to interact on an individual basis as and when we need their advice.
- We now have an Audit Committee. At present it comprises two members. The Chairman, Bess Fuchs who is a Trustee and the Senior Representative of FSM and Vicky Bradshaw, who is the Junior Representative of FSM and also sits on the Audit Committee of The National Society of the Colonial Dames of America ("NSCDA"). We intend to appoint at least one UK based member in due course.

#### NSCDA

Over the years since the early 1920's, NSCDA and its associated US charity, FSM, have been hugely generous to Sulgrave Manor and I am convinced that without their support the Trust would no longer exist.

In 2012, FSM were especially generous, giving us a total of \$155,250 (£95,468), which is much more than they have given us in previous years. This figure includes a donation of \$20,000 (£12,190) towards the cost of the property project referred to above and \$25,000 (£15,119) as a payment in advance for 2013. In addition, we receive income from an Endowment Fund first established by NSCDA in the 1920's. In recent years we have received \$30,000 per annum (£18,184 in 2012). All the Trustees are extremely grateful to the Officers and Members of NSCDA and FSM who have been so supportive of us.

In recognition of this, we have been keen to extend the Dames' awareness of and involvement in the affairs of the Trust. We now have two Dames as Trustees and one of them, Laura Rutherford, is our Vice Chairman. A number of present and former Officers of NSCDA and FSM are Members and/or Honorary Advisors and, as mentioned above, we have two Dames on our Audit Committee.

## The Sulgrave Manor Trust

### Chairman's Statement (continued)

#### Fundraising

In 2012 we received more financial support than we have had in any single year since the development of the Courtyard complex in the late 1990s. Our supporters help us financially in a number of ways:-

- By making cash donations in the US via FSM, such donations being eligible for US tax relief. In 2012, over 1,800 Dames made donations to FSM for us.
- By making cash donations with or without Gift Aid in the UK. The largest single donation in the UK in 2012 was £31,000 including Gift Aid.
- By donating through our Just Giving page.
- By making Gift Aid donations at the time that they purchase entry tickets to visit the Manor.
- By buying tickets to our functions, and giving items for auctions and raffles.
- By paying expenses on our behalf.

I would dearly love to mention individually all the people who have helped us in this way, but it is simply not practicable for us to do so and I know that a number of donors would prefer not to have their identity disclosed. Nevertheless, the Trustees would like to place on record their enormous gratitude to everyone who gave financial support to us.

As the Strategic Review of Properties referred to above progresses, we will mount a major fundraising campaign. Later this year we intend to launch a Centenary Appeal which we hope will help us to raise \$5 million (£3 million) which we need in order to be able to carry out our plans. To help us in this Centenary Appeal, we are setting up an International Centenary Appeal Board, the members of which will be announced when we formally launch the Appeal.

#### Accounts

The 2012 Accounts which follow this Statement show a significant improvement in that, for the first time for many years, the Charity's income including donations exceeded its expenses.

The overall surplus for the year was £23,708 compared to a deficit of £141,316. This surplus helped to reduce the shortfall between current assets and current liabilities from £53,909 at the beginning of the year to £36,146 at the end of the year.

Amongst the most encouraging trends, I would refer to the reduction in manpower costs which fell from £222,598 to £203,794, notwithstanding that provision was made at the year-end for the cost of the redundancies that were completed in 2013. Less encouraging is the fact that a number of our fixed costs including heating, lighting and insurance costs are continuing to rise.

## The Sulgrave Manor Trust

### Chairman's Statement (continued)

#### Educational Work

In 2012, 8,500 pupils from over 200 schools participated in our programmes catering for Key Stages 1, 2 and 3 students. These programmes, which are tailored to the National Curriculum, continue to be well received and we know from the positive feedback that we receive that they are appreciated by pupils and teachers alike.

There has been an increase in our educational work for more mature audiences:-

- I mentioned last year that we had made arrangements under which the Watson Chair Lecture would be held at the British Library. We had our second lecture there on 18 March 2013 and this was attended by over 150 people. The speaker was Professor Richard Carwardine, President of Corpus Christi College, Oxford and an Honorary Advisor to the Trust. His topic was "Abraham Lincoln, Irish-Americans and the Civil War".
- On 29 November 2012 we had a Congress to Campus function at Sulgrave Manor attended by over 100 people. Two former members of Congress, David Minge (D) and Steven Kuykendall (R), spoke about the American Presidential Election that had taken place a few days earlier.

These functions were facilitated by Professor Philip Davies who heads the Eccles Centre at the British Library and who is also an Honorary Advisor to the Trust.

Part of the money we raise from our Centenary Appeal will be used to increase our educational work both with schools and with adult audiences.

#### Visitors

As with schools the number of visitors to the Manor fell slightly in the year under review, largely because of the poor weather in the early part of the year and then the competition from the Jubilee celebrations and the London 2012 Olympics.

As a result of the need to reduce costs, the Manor will be open to casual visitors at weekends only (including long weekends) in the period 1 April to 31 October 2013, except in August when it will be open every day. It will continue to be open to receive schools and pre-booked parties on weekdays throughout the year.

#### The Trustees

Baroness Knight of Collingtree DBE, who was Chairman of the Trust for a period of approximately four years until she handed over to me on 21 December 2011, has now withdrawn from the Board of Trustees. She will, however, continue to help with our fundraising activities as our Honorary President and will also stay on as a Member. The Trustees would like to record their gratitude to her for the work she has done for the Charity over many years, initially as a Member of the Advisory Council, then as Chairman and then as a Trustee.

Two other Trustees have withdrawn in the last two months following a refocusing of our fundraising activities. The remaining Trustees at the time of writing this Report are:-

<b>British</b>	<b>American</b>
Nicholas Ward (Chairman)	Laura Rutherford (Vice Chairman)
Norman Hudson OBE	David Billings
Christopher Magnay	Elizabeth Fuchs
	Holly Smith

It is the intention of the remaining Trustees to recruit further Trustees in due course.

## The Sulgrave Manor Trust

### Chairman's Statement (continued)

All Trustees play an active role in the Trust's affairs and it is the policy of the Trust that a Trustee should make a significant contribution to the Trust's income either by making or by facilitating donations, or by organising events, or by providing exceptional services to the Charity. In adopting this policy the Trustees have sought to bring the Trust's policy towards Trustee involvement nearer to the American model.

Before 2012, the Trustees tended to meet three or four times a year, but in 2012 they met ten times, thus enabling all Trustees to be more closely involved in addressing the issues facing the Trust. Trustees who cannot attend meetings in person do so by telephone and I am grateful to David Billings, whose firm Akin Gump Strauss Hauer & Feld LLP has made it possible for us to have these regular telephone conference calls.

Under the Articles of Association any Trustee who has held that office for over nine years is subject to re-election annually. Christopher Magnay, Norman Hudson and David Billings all come into this category and are therefore submitting themselves for re-election at the Annual General Meeting.

Holly Smith and Elizabeth Fuchs have been appointed Trustees since the last Annual General Meeting on 15 June 2012 and therefore under the terms of the Articles have to submit themselves for re-election at this year's Annual General Meeting.

#### Honorary Advisors

We would like to thank all our Honorary Advisors listed below, each of whom has been of help in his or her own special way.

Steven Knapp	President ,George Washington University
Susan Blayney	Sulgrave Resident
Lord Boswell of Aynho	Former Member of Parliament for the constituency which includes Sulgrave
Professor Richard Carwardine	President, Corpus Christi College, Oxford
Professor Philip Davies	Director, The Eccles Centre for American Studies, The British Library
Sir Philip Goodhart	Former Chairman
Dr David Knowles	Head of Compliance and Risk Management, ADAS Consulting Ltd
Monique Quesada	Cultural Attaché, American Embassy ,London
Robert Stevens	Former Chairman
Dame Elizabeth Esteve-Coll DBE	Former Director of Victoria and Albert Museum, London
Hilary Prescott	Partner, Covington & Burling LLP, International Law firm
Jane Treadway	Former Senior Representative , FSM
Stuart Cobb	Former President , NSCDA
Marcy Moody	President , NSCDA
Tibbie Field	Former Senior Representative, FSM
Vicky Bradshaw	Junior Vice President , FSM
Cheryl Walker	Trustee and Fellow of The Herb Society
Sue Knepper	Organiser for NSCDA of proposed October 2014 Sulgrave Manor Symposium

#### Staff

This has been another difficult year for our staff, who have had to live through a period of uncertainty as we carried through our Strategic Review. A number of staff have left without being replaced and there have been three incidences of redundancy. We regret having had to do this, but we see it as essential to ensuring that the cost base of the Charity is closer to its operating income.

I would like to pay tribute to our staff for all they do for the Charity and I would particularly like to mention Cymon Snow, who has been confirmed as General Manager, and Susan McNally, who is now responsible for maintenance as well as for the garden.



## The Sulgrave Manor Trust

### Chairman's Statement (continued)

#### Volunteers

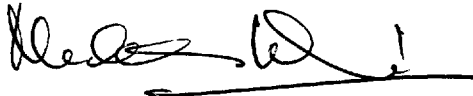
The Trustees are very keen to involve as many volunteers as possible in all aspects of the Manor's activities. The number of people who give their time to the Manor as volunteers is increasing every month and we are very grateful for their support.

#### Conclusion

The Manor was purchased in 1914 to celebrate the centenary of the 1814 Treaty of Ghent, the Peace Treaty that ended the war of 1812 between the two great English-speaking nations, the United States of America and the United Kingdom of Great Britain and Ireland. In 2014 we will be celebrating the bicentenary of the Treaty of Ghent and the centenary of the purchase of the Manor; we will announce our plans for these celebrations in due course.

My fellow Trustees and I are all determined that the Manor will enter its second century in public ownership in a much stronger position operationally and financially than it has ever been before, so that we can continue and enhance what we do in furtherance of our Objects. Everything we have done in the last fifteen months has been with this in mind.

In these times of great uncertainty throughout the world, Sulgrave Manor's unique role as a "centre from which sentiments of friendship and goodwill between the British and American peoples will forever radiate" is just as important now as it ever has been.



Nicholas Ward  
Chairman

Date 16 April 2013

**The Sulgrave Manor Trust**  
**Report of the Trustees**  
**for the Year Ended 31 December 2012**

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 year ended 31 December 2012.

**REGISTERED COMPANY NUMBER**  
02627034 (England and Wales)

**REGISTERED CHARITY NUMBER**  
1003839

**REGISTERED OFFICE**  
Sulgrave Manor  
Sulgrave  
Banbury  
Oxfordshire  
OX17 2SD

**TRUSTEES**  
Mr. D Billings  
Mr. N W Hudson OBE  
Major J C F Magnay  
Baroness Knight of Collingtree DBE -resigned 04.03.2013  
Mr. A Todd -resigned 15.06.2012  
Mr. C J N Ward  
Mrs. L P Rutherford  
Mrs. S R Knepper -appointed 15.06.2012 resigned 22.03.2013  
Mrs. L Sayer -appointed 15.06.2012 resigned 05.02.2013  
Mrs. H L Smith -appointed 15.06.2012  
Mrs. E S Fuchs -appointed 26.10.2012

The Trustees are all also Members of the Company.

**INDEPENDENT EXAMINER**  
David Upstone  
Chartered Accountant & Registered Auditor  
9 Market Place  
Brackley  
Northamptonshire  
NN13 7AB

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Charity is a Company Limited by Guarantee and is regulated by its Articles of Association.

The Board of Trustees consist of at least three and not more than twelve Trustees.

Sulgrave Manor Trading Company Limited, the Charity's wholly owned subsidiary, carries out non-charitable trading activities for the group.

**The Sulgrave Manor Trust  
Report of the Trustees  
for the Year Ended 31 December 2012**

**OBJECTS AND ACTIVITIES**

Under the terms of the Articles of Association, the objects of the Charity are to:

- to preserve Sulgrave Manor, Sulgrave, Northamptonshire (the ancestral home of the family of George Washington, the First President of the United States of America) for the public benefit; and
- provide and support education in subject areas relevant to Sulgrave Manor and its historic role in the history of Anglo-American relations, and to the history, literature and institutions of the United States of America.

The activities of the Trust are described in the Chairman's statement.

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for preparing 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 charitable 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 Statement of Recommended Practice;
- 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 Charity 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 Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant information of which the Charity's Independent Examiner is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.


**STATEMENT AS TO DISCLOSURE OF INFORMATION TO INDEPENDENT EXAMINER**

So far as the Trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the Charity's Independent Examiner is unaware, and each Trustee has taken all the steps that he or she ought to have taken as a Trustee in order to make himself or herself aware of any relevant information and to establish that the Charity's Independent Examiner is aware of that information.

**INDEPENDENT EXAMINER**

The Independent Examiner, David Upstone, will be proposed for re-appointment at the forthcoming Annual General Meeting.

**ON BEHALF OF THE BOARD:**

  
 .....  
 Mr. N W Hudson OBE – Trustee  
 Date: 16 April 2013

**Independent Examiner's Report to the Members of  
The Sulgrave Manor Trust**

**Respective responsibilities of Trustees and Independent Examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011(the Charities Act) and that an Independent Examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the General Directions given by the Charity Commission ( under section 145(5)(b) of the Charities Act), and
- To state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

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:

- 1) Which gives me reasonable cause to believe that in any material respect, the requirements:
  - To keep accounting records in accordance with section 130 of the Charities Act;
  - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.



David Upstone FCA  
for and on behalf of David Upstone  
Chartered Accountant & Registered Auditor  
9 Market Place  
Brackley  
Northamptonshire  
NN13 7AB

Date: 16 April 2013

**The Sulgrave Manor Trust**

**Statement of Financial Activities  
for the Year Ended 31 December 2012**

	Notes	Unrestricted funds £	Restricted funds £	31.12.12 Total funds £	31.12.11 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	330,689	-	330,689	235,349
Activities for generating funds	3	99,417	-	99,417	84,183
Investment income	4	<u>3,446</u>	-	<u>3,446</u>	<u>8,348</u>
<b>Total incoming resources</b>		433,552	-	433,552	327,880
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Fundraising trading: cost of goods sold and other costs	5	72,506	-	72,506	63,607
Charitable activities	6	310,855		310,855	341,686
Payment to Dillard University			2,180	2,180	-
Governance costs	7	1,000	-	1,000	10,178
<b>Other resources expended</b>	8	<u>23,622</u>	-	<u>23,622</u>	<u>53,583</u>
<b>Total resources expended</b>		407,983	2,180	410,163	469,054
<b>NET INCOMING/(OUTGOING) RESOURCES before transfers</b>		25,569	(2,180)	23,389	(141,174)
<b>Gross transfers between funds</b>	19	<u>(5)</u>	<u>5</u>	-	-
<b>Net incoming/(outgoing) resources before other recognised gains and losses</b>		25,564	(2,175)	23,389	(141,174)
<b>Other recognised gains/losses</b>					
Gains/losses on investment assets		<u>319</u>	-	<u>319</u>	<u>(142)</u>
<b>Net movement in funds</b>		25,883	(2,175)	23,708	(141,316)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		1,079,233	2,175	1,081,408	1,222,724
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>1,105,116</u>	-	<u>1,105,116</u>	<u>1,081,408</u>

## The Sulgrave Manor Trust

Balance Sheet  
At 31 December 2012

	Notes	Unrestricted funds £	Restricted funds £	31.12.12 Total funds £	31.12.11 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	12	364,669	-	364,669	362,943
<b>Investments</b>					
Investments	13	3,493	-	3,493	3,174
Investment property	14	<u>777,000</u>	-	<u>777,000</u>	<u>777,000</u>
		1,145,162	-	1,145,162	1,143,117
<b>CURRENT ASSETS</b>					
Stocks		2,902	-	2,902	9,510
Debtors: amounts falling due within one year	15	8,400	-	8,400	16,325
Cash at bank and in hand		<u>47,275</u>	-	<u>47,275</u>	<u>10,166</u>
		58,577	-	58,577	36,001
<b>CREDITORS</b>					
Amounts falling due within one year	16	(94,723)	-	(94,723)	(89,910)
<b>NET CURRENT ASSETS/(LIABILITIES)</b>					
		<u>(36,146)</u>	-	<u>(36,146)</u>	<u>(53,909)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		1,109,016	-	1,109,016	1,089,208
<b>CREDITORS</b>					
Amounts falling due after more than one year	17	(3,900)	-	(3,900)	(7,800)
<b>NET ASSETS</b>					
		<u>1,105,116</u>	-	<u>1,105,116</u>	<u>1,081,408</u>
<b>FUNDS</b>					
Unrestricted funds	19			1,105,116	1,079,233
Restricted funds				-	2,175
<b>TOTAL FUNDS</b>					
				<u>1,105,116</u>	<u>1,081,408</u>

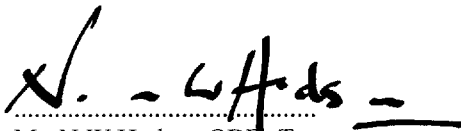
The notes form part of these financial statements

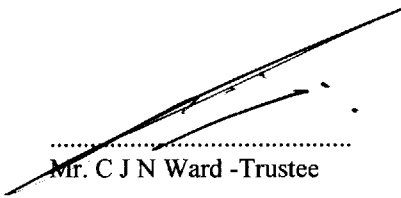
**The Sulgrave Manor Trust**

**Balance Sheet - continued  
At 31 December 2012**

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 16 April 2013 and were signed on its behalf by:

  
.....  
Mr. N W Hudson OBE -Trustee

  
.....  
Mr. C J N Ward -Trustee

## The Sulgrave Manor Trust

### Notes to the Financial Statements for the Year Ended 31 December 2012

#### 1. ACCOUNTING POLICIES

##### **Accounting convention**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets 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.

##### **Preparation of consolidated financial statements**

The financial statements contain information about The Sulgrave Manor Trust as an individual charity and do not contain consolidated financial information as the parent of a group. The charity has taken the option under Section 398 of the Companies Act 2006 not to prepare consolidated financial statements.

##### **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.

##### **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.

##### **Allocation and apportionment of costs**

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property - courtyard buildings	- 1% on cost
Machinery	- at rates of 5% & 20% on cost
Fixtures, fittings & equipment	- 20% on cost

##### **Investment property**

Investment property is shown at most recent valuation. Any aggregate surplus or deficit arising from changes in market value is transferred to a revaluation reserve.

##### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### **Taxation**

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

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees. Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.



**The Sulgrave Manor Trust****Notes to the Financial Statements - continued  
for the Year Ended 31 December 2012****2. VOLUNTARY INCOME**

	31.12.12	31.12.11
	£	£
Donations		
National Society of the Colonial Dames of America	18,184	18,594
Friends of Sulgrave Manor	80,349	54,963
UK Donors	90,075	34,306
Loan forgiven	13,500	-
Entrance fees & costume hire	102,396	93,192
Special events	25,755	30,207
Other income	430	4,087
	<u>330,689</u>	<u>235,349</u>

**3. ACTIVITIES FOR GENERATING FUNDS**

	31.12.12	31.12.11
	£	£
Shop sales	23,846	27,890
Buttery sales	24,645	19,122
Courtyard letting income	50,926	37,171
	<u>99,417</u>	<u>84,183</u>

**4. INVESTMENT INCOME**

	31.12.12	31.12.11
	£	£
Rents received	3,188	7,024
Dividends received	258	1,323
Bank interest	-	1
	<u>3,446</u>	<u>8,348</u>

**5. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS**

	31.12.12	31.12.11
	£	£
Purchases	47,703	43,630
Staff costs	1,125	1,282
Fundraising & marketing	23,678	18,695
	<u>72,506</u>	<u>63,607</u>

**The Sulgrave Manor Trust****Notes to the Financial Statements - continued  
for the Year Ended 31 December 2012****6. CHARITABLE ACTIVITIES COSTS**

	31.12.12	31.12.11
	£	£
<b>Direct Costs</b>		
Salaries, wages & national insurance	202,669	221,316
Rates - general & water	1,598	1,690
Insurance	15,148	10,599
Lighting & heating	18,757	15,234
Property repairs & upkeep	12,563	18,991
Bookkeeping	15,333	7,043
Printing, stationery & postage	7,340	7,552
Telephone	1,843	1,748
Travel & subsistence	1,367	1,194
Staff training	25	250
Depreciation	13,256	14,125
Computer consumables & website	2,533	5,210
Sundry expenses	7,394	3,626
Watson Chair lecture costs	353	16,704
Archive materials	-	293
Non reclaimable VAT	9,017	12,179
Bad Debt write back	(596)	-
<b>Support Costs</b>		
Bank & credit card charges	2,255	3,280
Bank interest	-	652
	<u>310,855</u>	<u>341,686</u>

**7. GOVERNANCE COSTS**

	31.12.12	31.12.11
	£	£
Consultancy fees	350	-
Auditor's fee	(1,600)	10,178
Independent Examiner's fee	<u>2,250</u>	-
	<u>1,000</u>	<u>10,178</u>

**8. OTHER RESOURCES EXPENDED**

	31.12.12	31.12.11
	£	£
Endowment Property costs	<u>23,622</u>	<u>53,583</u>
	<u>23,622</u>	<u>53,583</u>

**The Sulgrave Manor Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 December 2012**

**9. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/ (crediting):

	31.12.12	31.12.11
	£	£
Auditor's fee	(1,600)	10,178
Independent Examiner's fee	2,250	-
Depreciation - owned assets	<u>13,256</u>	<u>14,124</u>

**10. TRUSTEES' REMUNERATION AND BENEFITS**

There were no Trustees' remuneration or other benefits for the year ended 31 December 2012 nor for the year ended 31 December 2011.

**Trustees' Expenses**

There were no Trustees' expenses paid for either the year ended 31 December 2012 or for the year ended 31 December 2011.

**11. STAFF COSTS**

	31.12.12	31.12.11
	£	£
Wages and salaries	193,850	210,199
Social security costs	<u>9,944</u>	<u>12,399</u>
	<u>203,794</u>	<u>222,598</u>

**12. TANGIBLE FIXED ASSETS**

	Freehold property - courtyard buildings £	Machinery £	Fixtures, fittings & equipment £	Totals £
<b>COST</b>				
At 1 January 2012	338,766	110,345	75,287	524,398
Additions	<u>-</u>	<u>-</u>	<u>14,982</u>	<u>14,982</u>
At 31 December 2012	<u>338,766</u>	<u>110,345</u>	<u>90,269</u>	<u>539,380</u>
<b>DEPRECIATION</b>				
At 1 January 2012	27,423	74,702	59,330	161,455
Charge for year	<u>3,387</u>	<u>5,413</u>	<u>4,456</u>	<u>13,256</u>
At 31 December 2012	<u>30,810</u>	<u>80,115</u>	<u>63,786</u>	<u>174,711</u>
<b>NET BOOK VALUE</b>				
At 31 December 2012	<u>307,956</u>	<u>30,230</u>	<u>26,483</u>	<u>364,669</u>
At 31 December 2011	<u>311,343</u>	<u>35,643</u>	<u>15,957</u>	<u>362,943</u>

**HERITAGE ASSETS**

Sulgrave Manor was originally acquired by public subscription in 1914 to be held in trust for the peoples of America and Britain. In these circumstances the Trustees consider it would be inappropriate to attribute value to the Manor.

**The Sulgrave Manor Trust****Notes to the Financial Statements - continued  
for the Year Ended 31 December 2012****12. TANGIBLE FIXED ASSETS - continued**

Over time the Manor has acquired historic archives and possessions, some not relevant to the activities of the Manor. The Trustees continue to consider the overall nature and usage of the collections which may, from time to time, lead to disposals. No value has been attributable to these items.

**13. FIXED ASSET INVESTMENTS**

	Shares in subsidiary £	Listed investments £	Totals £
<b>MARKET VALUE</b>			
At 1 January 2012	2	3,491	3,493
Disposals	-	-	-
Revaluations	-	-	-
	<u>2</u>	<u>3,491</u>	<u>3,493</u>
At 31 December 2012	<u>2</u>	<u>3,491</u>	<u>3,493</u>
 <b>NET BOOK VALUE</b>			
At 31 December 2012	<u>2</u>	<u>3,491</u>	<u>3,493</u>
At 31 December 2011	<u>2</u>	<u>3,172</u>	<u>3,174</u>

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

Sulgrave Manor Trading Company Limited

Nature of business: Management of Courtyard Hall at Sulgrave Manor

Class of share:	% holding	31.12.12 £	31.12.11 £
Ordinary	100	<u>2</u>	<u>2</u>
Aggregate capital and reserves		<u>2</u>	<u>2</u>

**14. INVESTMENT PROPERTY****MARKET VALUE**

At 1 January 2012 and 31 December 2012 777,000

**NET BOOK VALUE**

At 31 December 2012 777,000

At 31 December 2011 777,000

**The Sulgrave Manor Trust****Notes to the Financial Statements - continued  
for the Year Ended 31 December 2012****15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.12	31.12.11
	£	£
Trade debtors	3,700	7,249
Other debtors	592	3,639
Prepayments	<u>4,108</u>	<u>5,437</u>
	<u>8,400</u>	<u>16,325</u>

**16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.12	31.12.11
	£	£
Trade creditors	26,254	29,334
VAT	785	777
Other loan	-	13,500
Due to subsidiary	2	2
Deferred deposits	20,118	14,511
Accrued expenses	<u>47,564</u>	<u>31,786</u>
	<u>94,723</u>	<u>89,910</u>

**17. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	31.12.12	31.12.11
	£	£
Accruals	<u>3,900</u>	<u>7,800</u>

**18. OPERATING LEASE COMMITMENTS**

The following operating lease payments are committed to be paid within one year:

	31.12.12	31.12.11
	£	£
Expiring: Between one and five years	<u>816</u>	<u>816</u>

**The Sulgrave Manor Trust****Notes to the Financial Statements - continued  
for the Year Ended 31 December 2012****19. MOVEMENT IN FUNDS**

	At 1.1.12 £	Net movement in funds £	Transfers between funds £	At 31.12.12 £
<b>Unrestricted Funds</b>				
General Fund	1,079,133	22,992	1	1,102,126
Development Strategy Fund		2,890		2,890
Watson Chair Fund - designated	<u>100</u>	<u>6</u>	<u>(6)</u>	<u>100</u>
	1,079,233	25,888	(5)	1,105,116
<b>Restricted Funds</b>				
Dillard University Appeal Fund	<u>2,175</u>	<u>(2,180)</u>	<u>5</u>	<u>0</u>
	2,175	(2,180)	5	0
<b>TOTAL FUNDS</b>	<u><u>1,081,408</u></u>	<u><u>23,708</u></u>	<u><u>-</u></u>	<u><u>1,105,116</u></u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted Funds</b>				
General Fund	421,002	398,329	319	22,992
Watson Chair Fund - designated	360	354	-	6
Development Strategy Fund - designated	<u>12,190</u>	<u>9,300</u>	<u>-</u>	<u>2,890</u>
	433,552	407,983	319	25,888
<b>Restricted Funds</b>				
Dillard University Fund	<u>-</u>	<u>2,180</u>	<u>-</u>	<u>(2,180)</u>
<b>TOTAL FUNDS</b>	<u><u>433,552</u></u>	<u><u>410,163</u></u>	<u><u>319</u></u>	<u><u>23,708</u></u>

**20. RELATED PARTY DISCLOSURES**

Sir Philip Goodhart, a former Chairman of the Charity, forgave his loan of £13,500 during the year.

**The Sulgrave Manor Trust**

**Notes to the Financial Statements - continued  
for the Year Ended 31 December 2012**

**21. FUNDS**

**Unrestricted Funds**

The General Fund represents the free funds of the charity, which are not designated for particular purposes.

**Unrestricted Designated Funds**

The Development Strategy Fund was established by a donation from the Friends of Sulgrave Manor and was designated to cover the anticipated initial costs of the Architects Peregrine Bryant Architecture & Building Conservation as they work on the review of and development of plans for Trust property and the obtaining of any necessary planning permission.

The Watson Chair Fund was originally designated by the Trustees to support lectures in history, literature and institutions of the United States of America and to contribute to the upkeep of the Manor. It is now kept at a balance of £100 as a reminder of these original objectives.

**Restricted Funds**

The Dillard University Appeal Fund was launched in 2006 to raise funds for the relief of the New Orleans flood. The amount raised was paid to the university in 2012.

**22. LEGAL STATUS**

The charitable trust is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.