

SWINFEN BROUN CHARITABLE TRUST

FINANCIAL STATEMENTS

YEAR ENDED 31 JULY 2008

**Dains LLP
Chartered Accountants
St Johns Court
Lichfield
Staffordshire
WS14 9DS**

**SWINFEN BROUN CHARITABLE TRUST
INDEX TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2008**

	PAGE
Annual Report	1-4
Independent Examiners Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Accounts	8-10

**SWINFEN BROUN CHARITABLE TRUST
ANNUAL REPORT
FOR THE YEAR ENDED 31 JULY 2008**

Reference and administrative information

Trustees:

The Charity trustees who served during the year are:

J N Wilks	Chairman
B D Diggle	Vice Chairman
Mrs J A Allsopp	
Mrs N Bacon	
Mrs J M Eagland	
Mrs D English	
T V Finn	
G T Kemp	Died 17 May 2008
C A Lamb	
D Smedley	Appointed October 2007
C Spruce	Appointed November 2007
A D Thompson	

Mr J N Wilks, Mr B D Diggle, Mrs N Bacon, Mrs J Eagland, Mr T V Finn and Mr A D Thompson are trustees appointed from among former Mayors. Mr C Spruce, Mrs J Allsopp, Mr D Smedley, Mrs D English and Mr C A Lamb are trustees appointed by District Councillors.

Principal Address: A G Birch
The Clerk to the Trustees
42 Lincoln Close
Lichfield
Staffs
WS13 7SW

Registered Charity Number: 503515

Independent Examiner: H M P Reynolds FCA
of Dains LLP
Chartered Accountants
St Johns Court
Wiltell Road
Lichfield
Staffs
WS14 9DS

Principal Bankers: National Westminster Bank plc
Market Street
Lichfield
Staffs
WS13 6LE

**SWINFEN BROWN CHARITABLE TRUST
ANNUAL REPORT
FOR THE YEAR ENDED 31 JULY 2008**

Reference and administrative information (Continued)

Solicitors: Moseleys
Compton House
18 Bore Street
Lichfield
Staffs
WS13 6LW

Report of the Trustees for the year ended 31 July 2008

The Trustees present their report along with the financial statements of the charity for the year ended 31 July 2008.

The financial statements have been prepared in accordance with the accounting policies set out on page 8 and comply with the charity's trust deed, the Charities Act 1993 and the Statement of Recommended Practice: Accounting and Reporting by Charities 2005.

Structure, Governance and Management

Swinfen Broun Charitable Trust was established by deed of trust dated 6 November 1973 and registered with the Charity Commissioners on 28 January 1974. The assets of the Trust derive from the estate of the late Colonel Swinfen Broun, who died in 1946 and from a donation from the late Sir Richard Cooper. The Charity is an unincorporated association.

The charity does not actively fundraise and seeks to continue the philanthropic work desired by the donor through the careful stewardship of its existing resources.

The trust deed provides for the appointment of up to twelve trustees. At present the trustee body is made up of five trustees elected by the Councillors of Lichfield District Council (City Wards) and six trustees elected by the Committee of Management from among former mayors of Lichfield City Council. Elected trustees serve for a period of four years.

At the quarterly trustees' meetings, the trustees agree the broad strategy and area of activity for the Charity including consideration of grant making, investment, reserves and risk management policies and performance. The day to day administration of grants and the processing of applications prior to consideration by the trustees is delegated to the Clerk.

Newly appointed trustees are provided with a pack which includes a copy of the governing document, a copy of the most recent annual report and accounts, copy minutes of previous trustees' meetings and a copy of the Charity Commission guidance "The Essential Trustee" prior to attending their first trustees' meeting.

**SWINFEN BROUN CHARITABLE TRUST
ANNUAL REPORT
FOR THE YEAR ENDED 31 JULY 2008**

Risk Review

The trustees have examined the major internal and external risks which the Charity faces and confirm that systems have been established to minimise these risks.

Objectives and Activities

The Charity derives its income from its portfolio of investments.

After paying the expenses incidental to the management of the Charity any surplus is available for such exclusively charitable institutions or purposes as the Trustees think fit provided that no part of the Trust fund or income is applied for the benefit of an ecclesiastical charity or charity for the relief of poverty.

Without prejudice to the generality of the foregoing, the Trustees may apply the charity funds for one or more of the following objects within the geographical limits of the boundaries of the City of Lichfield.

1. To provide or maintain or assist in the provision or maintenance of public halls, meeting places, playing fields, sports facilities for the public at large in the interest of social welfare, with the object of improving their condition of life, places for housing the arts, libraries, museums or other educational institutions to which the public have access;
2. To provide or maintain or assist in the provision or maintenance of public gardens or public open spaces;
3. To provide or maintain or assist in the provision or maintenance of equipment or items for use in or with any of the objects mentioned above.

The Charity is well known in Lichfield and is committed to helping organisations and individuals in the City of Lichfield who qualify for such help within the terms of the Trust Deed. A special effort is made to ensure that the facilities offered by the Trust are known to and understood by those who need financial assistance. Each application is dealt with on its own merits.

Financial Review

Direct charitable expenditure during the year totalled £28,289. A detailed breakdown of this is given in note 2 to the financial statements. Free reserves at 31 July 2008 totalled £70,436. The reserves policy is to maintain free reserves within the range £90,000 to £100,000 in order to cover twelve months management and administration costs and to enable the charity to respond to any large/ deserving applications which may be received in the future. The level of reserves is monitored and the reserves policy is reviewed by the trustees on an annual basis.

The Trustees have considered the most appropriate policy for investing funds and have found that specialised unit trusts, designed for the charity sector, meet their requirements. The value of the portfolio decreased by 21.5% over the course of the year. This compares with an decrease of 10.3% in the APCIMs balanced index. The Trustees review the performance of the portfolio annually.

**SWINFEN BROUN CHARITABLE TRUST
ANNUAL REPORT
FOR THE YEAR ENDED 31 JULY 2008 (Continued)**

Trustees' Responsibilities in Relation to the Financial Statements

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 keeping 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 Charities Act 1993. They 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.

Approved by the Trustees and signed on their behalf by:

Date October 15, 2008



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
SWINFEN BROUN CHARITABLE TRUST**

I report on the accounts of the Charity for the year ended 31 July 2008 which are set out on pages 6 to 10.

Respective Responsibilities of Trustees and 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 43(2) of the Charities Act 1993 [the 1993 Act]) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

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 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act,

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.

H M P Reynolds FCA
Chartered Accountant
of Dains
St John's Court
Witell Road
Lichfield
Staffordshire
WS14 9DS



October 15, 2008

**SWINFEN BROUN CHARITABLE TRUST
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 JULY 2008**

Notes	Unrestricted Income Fund £	Endowment Fund £	Total 2008 £	Total 2007 £
Incoming Resources				
Investment Income				
Rental Income	52		52	52
Income from Listed Investments	29,012		29,012	28,037
Deposit Interest	2,660		2,660	1,500
Total Incoming Resources	<u>31,724</u>		<u>31,724</u>	<u>29,589</u>
Resources Expended				
Grants Payable	28,289		28,289	32,774
Clerk's Salary and Expenses	5,333		5,333	4,333
Sundry Expenses	494		494	730
Independent Examiner's Fees	1,275		1,275	1,321
Total Resources Expended	<u>35,391</u>		<u>35,391</u>	<u>39,158</u>
Net Incoming/(Outgoing) Resources before revaluations and investment asset disposals				
	(3,667)		(3,667)	(9,569)
Gains and losses on revaluation and on investment asset disposals				
Realised	334	44	378	
Unrealised	(26,945)	(109,246)	(136,191)	35,991
Net Incoming/(Outgoing) Resources	<u>(30,278)</u>	<u>(109,202)</u>	<u>(139,480)</u>	<u>26,422</u>
Total funds brought forward	100,714	590,691	691,405	664,983
Total funds carried forward	<u>70,436</u>	<u>481,489</u>	<u>551,925</u>	<u>691,405</u>

**SWINFEN BROUN CHARITABLE TRUST
BALANCE SHEET
31 JULY 2008**

	Notes	2008 £	£	2007 £	£
Fixed Assets					
Freehold Land and Buildings	5		9,877		9,877
Listed Investments	6		498,138		672,388
Other Investments	7		4,844		4,844
			<u>512,859</u>		<u>687,109</u>
Current Assets					
Debtors	8	26		26	
Balances at Bank:					
Deposit		56,385		25,698	
Current		10,000			
Cash in Hand		115		117	
		<u>66,526</u>		<u>25,841</u>	
Current Liabilities					
Creditors	9	<u>27,460</u>		<u>21,545</u>	
Net Current Assets			39,066		4,296
Net Assets			<u>551,925</u>		<u>691,405</u>
Represented By:					
Endowment Fund			481,489		590,691
Unrestricted Income Fund			70,436		100,714
			<u>551,925</u>		<u>691,405</u>

These financial statements were approved by the Board of Trustees on 15 October 2008 and signed on their behalf by:

**SWINFEN BROWN CHARITABLE TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2008**

1 Accounting Policies

General

These financial statements have been prepared under the historic cost convention, except for investments, which are included on the basis set out in note 8.

The financial statements have been prepared in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting and Reporting by Charities issued March 2005.

Grants

Grants payable are charged in the year when the offer is conveyed to the recipient, except where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment but not accrued as expenditure.

2 Grants Payable

	£
Lichfield City Council re Samuel Johnson Birthplace Museum	150
St Mary's Centre	100
City of Lichfield Band Trust	1,324
Lichfield Festival Ltd re 2008	1,500
R C Parish of Lichfield Holy Cross	1,000
Friary High School	500
Lichfield Poets	250
LDAA - Fuse Festival 2008	2,500
SS Peter and Paul Catholic Primary School	5,000
Lichfield Shrieffalty Association	500
Lichfield Gateway Club	500
Nether Stowe High School re specialist status	2,500
LDC - Proms in the Park	3,000
Queen's Croft Community School	400
St Mary's Centre re renovation of books	2,340
Voluntary Transport for the Disabled re vehicle	15,000
Tamworth and Lichfield College	500
Grants to 2 individuals	475
	<hr/>
	37,539
Less Grant Offers Withdrawn: SHYTE Music	250
Friary High School	5,000
Lichfield & District Talking Paper	4,000
	<hr/>
	28,289

3 Independent Examiner's Fees

	2008	2007
	£	£
In respect of Independent Examination	570	570
In respect of Other Services	705	751
	<hr/>	<hr/>
	1275	1321

**SWINFEN BROWN CHARITABLE TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2008**

4 Trustees Remuneration and Expenses

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any trustee or to any person or persons known to be connected with any of them. No expenses were paid to any trustee during the year. During the year a dinner was held for trustees at a cost of £301 (2007 - £530).

5 Freehold Land and Buildings

	At 31.07.07 and 31.07.08 £
Frank Halfpenny Hall at cost	7,377
Land at rear of Hall at cost	2,500
	<u>9,877</u>

No depreciation is provided on the Frank Halfpenny Hall, as the Hall is maintained in an adequate state of repair such that its residual value is at least equal to its net book value.

6 Listed Investments

	Income Fund £	Endowment Fund £	Total 2008 £	2007 £
Investments held at 1.08.07	136,990	535,398	672,388	636,397
Sale Proceeds	33,965	4,472	38,437	
Profit on Sale	334	44	378	
Increase/(Decrease) in market value	(26,945)	(109,246)	(136,191)	35,991
Investments held at 31.07.08	<u>76,414</u>	<u>421,724</u>	<u>498,138</u>	<u>672,388</u>
Historic Cost	<u>8,557</u>	<u>144,013</u>	<u>152,570</u>	<u>183,973</u>

The investments comprise the following:

	Market Value 31.07.08 £
30,830 M & G Charifund Income Units	361,605
40,472 Charinco Common Investment Fund Income Shares	71,433
20,242 Invesco Perpetual UK Strategic Income Income units	65,100
	<u>498,138</u>

**SWINFEN BROUN CHARITABLE TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2008**

7 Other Investments

	At 31.07.08	At 31.07.07
	£	£
At Cost:		
Steinway Grand Piano	4,844	4,844
	<u>4,844</u>	<u>4,844</u>

8 Debtors

	2008	2007
	£	£
Other Debtors	26	26
	<u>26</u>	<u>26</u>

9 Creditors

Creditors and accrued expenses	1,339	1,339
Grants authorised but not paid	26,121	20,206
	<u>27,460</u>	<u>21,545</u>

10 Analysis of Net Assets Between Funds

	Accumulated Income Fund	Endowment Fund	Total
	£	£	£
Fixed Assets	76,414	436,445	512,859
Current Assets	21,482	45,044	66,526
Current Liabilities	(27,460)		(27,460)
Fund Balance	<u>70,436</u>	<u>481,489</u>	<u>551,925</u>

11 Related Parties

The Charity has a very close relationship with Lichfield District Council and Lichfield City Council. Five of the Trustees are appointed by the District Councillors and the remaining six Trustees are appointed from among former Mayors of the City of Lichfield. Grants to Lichfield District Council and Lichfield City Council are disclosed in note 2 to the financial statements.