

REGISTERED CHARITY NUMBER: 1158379

THE BIGNOR ROMAN VILLA CHARITABLE TRUST
TRUSTEES' REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023

BIGNOR ROMAN VILLA CHARITABLE TRUST

Legal & Administrative Information
For the Year Ended 31 December 2023

Trustees	Thomas Richard Tupper James Kenny Peter Geoffrey Ridout (deceased 27.7.23)
Charity Number	1158379
Principal Address	Bignor Roman Villa Pulborough West Sussex RH20 1PQ
Independent examine	Cassidys Chartered Accountants South Stour Offices Roman Road Mersham Ashford Kent TN25 7HS
Bankers	NatWest Bank plc Brunswick Gate 23 Brunswick Place Southampton SO15 2AQ
Solicitors	Trethowans LLP The London Road Office Park London Road Salisbury Wiltshire SP1 3HP

THE BIGNOR ROMAN VILLA CHARITABLE TRUST

DRAFT FINANCIAL STATEMENTS
For the Year Ended 31 December 2023

CONTENTS

	Page No:
Trustees' Report	1 - 2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Accounts	6 - 10

THE BIGNOR ROMAN VILLA CHARITABLE TRUST

TRUSTEES' REPORT

For the Year Ended 31 December 2023

The trustees present their report with the financial statements of the charity for the year ended 31 December 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives & Activities

The charity's objects are (1) To preserve and protect the history and heritage of Bignor Roman Villa; and (2) To advance education regarding the historic and current importance of the Bignor Roman Villa site. The Bignor Roman Villa is open to the public and schools and educational materials and guided tours are available. The funds generated from the activities are used to preserve the Bignor Roman villa.

Public Benefit

In setting the charity's objectives and planning its activities, the trustees have given consideration to and complied with the public benefit guidance published by the Charity Commission for England and Wales.

Achievements, Performance & Financial Review

Results for the Year

Income from ticket sales, guided tours, guide books and workshops totalling £70,897 (2022 - £72,579) was received during the period. A claim of Gift Aid was also made, increasing income by £5,405 (2022 - £1,130). A government grant of £59,823 (2022 - £nil) was received during the year. Total income for the year was £138,613 (2022 - £75,686). The maintenance of the Roman Villa during the period cost a total of £83,052 (2022 - £5,806) which included £78,880 of roof replacement costs. Total expenditure for the year was £149,625 (2022 - £86,207) resulting in a net expenditure of £11,012 (2022 - net expenditure of £10,521) for the year. A full breakdown of expenditure is shown in note 4 to the financial statements.

Reserves Policy

The trustees will maintain reserves at a sufficient level to continue operation. The level of reserves at 31 December 2023 is £36,986 (2022 - £47,998) which represented 52% (2022: 59%) of the expenditure incurred during the year ended 31 December 2023, excluding roof replacement costs that are not an annually occurring expense. The trustees consider this level of reserves to be sufficient but continue to look for opportunities to generate additional income and to control costs.

Structure, Governance and Management

Governance

The charity was established by a charitable trust deed on 7th August 2014 and is registered with the Charity Commission, Charity Registration Number 1158379.

THE BIGNOR ROMAN VILLA CHARITABLE TRUST

TRUSTEES' REPORT

For the Year Ended 31 December 2023

Trustees

The trustees who served during the period were:

Thomas Richard Tupper

James Kenny

Peter Geoffrey Ridout (deceased 27.7.23)

The power of appointing new trustees is vested in the trustees.

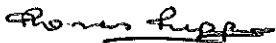
Structure

The day to day administration of the charity is carried out under the guidance of the trustees.

Risk factors

The trustees have examined where there may be risks which the charity could face and are satisfied that adequate controls are in place.

Approved by order of the board of trustees and signed on its behalf by:



.....
Thomas Richard Tupper

Trustee

Date: 24 / 09 / 24

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE BIGNOR ROMAN VILLA CHARITABLE TRUST

Independent examiner's report to the trustees of The Bignor Roman Villa Charitable Trust ('the charity')

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2023.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



S G Whorlow FCA
Cassidys Chartered Accountants
South Stour Offices
Roman Road
Mersham
Ashford
Kent
TN25 7HS

Date: 30th September 2024

THE BIGNOR ROMAN VILLA CHARITABLE TRUST

STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31 December 2023

		<u>Unrestricted</u>	<u>Restricted</u>	<u>31.12.23</u>	<u>31.12.22</u>
		<u>Funds</u>	<u>Funds</u>	<u>Total</u>	<u>Total</u>
	<u>Notes</u>	<u>£</u>		<u>Funds</u>	<u>Funds</u>
		<u>£</u>		<u>£</u>	<u>£</u>
Income From					
Donations		542		542	292
Grant Income			59,823	59,823	
Charitable activities	2	70,897		70,897	72,579
Gift Aid Repayment		5,405		5,405	1,130
Rental Income	3	1,200		1,200	1,200
Interest Received		746		746	485
		-		-	-
Total Income		78,790	59,823	138,613	75,686
Expenditure on					
Charitable Activities	4	89,802	59,823	149,625	86,207
Total Expenditure		89,802	59,823	149,625	86,207
Net (Expenditure)/Income		(11,012)	0	(11,012)	(10,521)
Reconciliation of funds					
Total funds brought forward		47,998		47,998	58,519
Total Funds Carried Forward		36,986	0	36,986	47,998

All income and expenditure was derived from continuing activities.

The notes form part of these financial statements.

THE BIGNOR ROMAN VILLA CHARITABLE TRUST

BALANCE SHEET
31 December 2023

	<u>Notes</u>	<u>31.12.23</u>	<u>31.12.22</u>
		£	£
Current Assets			
Stocks	7	311	505
Debtors	8	7,274	24,174
Cash at Bank & In Hand		<u>44,187</u>	<u>41,533</u>
		51,772	66,212
Creditors			
Amounts falling due within One Year	9	<u>14,786</u>	<u>18,214</u>
Net Current Assets		<u>36,986</u>	<u>47,998</u>
Total assets less current liabilities		36,986	47,998
Net Assets		<u><u>36,986</u></u>	<u><u>47,998</u></u>
Funds			
Unrestricted Funds	10	36,986	47,998
Total funds		<u><u>36,986</u></u>	<u><u>47,998</u></u>

The financial statements were approved by the Board of Trustees and authorised for issue on 24 September 2024 and were signed on its behalf by:



.....
Thomas Richard Tupper
Trustee

The notes form part of these financial statements.

THE BIGNOR ROMAN VILLA CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 December 2023

1 ACCOUNTING POLICIES:

1.1 Basis of Preparation

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

1.2 Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

1.3 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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

1.4 Stock

Purchased guide books are stated at the lower of cost and net realisable value.

1.5 Fund Accounting

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

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.

1.6 Grants

Government and other income grants are recognised when any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably.

THE BIGNOR ROMAN VILLA CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 December 2023

2 INCOME FROM CHARITABLE ACTIVITIES

	<u>31.12.23</u>	<u>31.12.2022</u>
	£	£
Ticket Sales	67,515	67,303
Miscellaneous Income from Guided Tours, Guide Books & Workshops	3,382	5,276
	<u>70,897</u>	<u>72,579</u>

3 RENTAL INCOME

	<u>31.12.23</u>	<u>31.12.2022</u>
	£	£
Licence fee	<u>1,200</u>	<u>1,200</u>

4 EXPENDITURE ON CHARITABLE ACTIVITIES

	<u>31.12.23</u>	<u>31.12.2022</u>
	£	£
Management and Administration	21,000	30,000
Wages & Salaries	26,811	29,994
Advertising and Marketing	2,185	2,203
Guide Books net of Valuation Change	194	1,275
Insurance	5,908	5,349
Cleaning & Waste Hygiene	1,153	1,694
Light, Heat & Water	813	836
Rates	57	348
Repairs & Maintenance to Building & Grounds	83,052	5,806
Office Expenses	2,393	2,321
Bank & Credit Card Charges	1,390	1,309
Support costs (see below)	4,669	5,072
	<u>149,625</u>	<u>86,207</u>
Support Costs		
Accountancy Fees	2,880	2,890
Independent Examination Fee	660	750
Payroll and other fees	1,129	1,432
	<u>4,669</u>	<u>5,072</u>

THE BIGNOR ROMAN VILLA CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31 December 2023

5 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2023 nor for the year ended 31 December 2022.

There were no trustees' expenses paid for the year ended 31 December 2023 nor for the year ended 31 December 2022.

6 STAFF COSTS

	<u>31.12.23</u>	<u>31.12.2022</u>
	£	£
Salaries and wages	26,590	29,202
Pension costs (defined contribution scheme)	221	792
	<u>26,811</u>	<u>29,994</u>

There was 1 full time employee and an average of 5 seasonal part-time employees directly employed by the charity during the year (2022 - 1 full time employee and 5 seasonal part-time employees).

No employees received emoluments in excess of £60,000.

7 STOCK

	<u>31.12.23</u>	<u>31.12.2022</u>
	£	£
Guide Books	<u>311</u>	<u>505</u>

8 DEBTORS: Amounts Falling Due Within One Year

	<u>31.12.23</u>	<u>31.12.2022</u>
	£	£
Loan	0	11,246
Trade Debtors	3,479	12,896
Prepayments and accrued income	3,795	32
	<u>7,274</u>	<u>24,174</u>

THE BIGNOR ROMAN VILLA CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 December 2023

9 CREDITORS: Amounts Falling Due Within One Year

	<u>31.12.23</u>	<u>31.12.22</u>
	£	£
Trade Creditors	2,246	2,214
Accruals	7,540	16,000
	<u>9,786</u>	<u>18,214</u>

10 FUNDS

	<u>01.01.23</u>	<u>Income</u>	<u>Expenditure</u>	<u>31.12.23</u>
	£	£	£	£
Unrestricted funds				
General fund	47,998	78,790	89,802	36,986
Restricted funds				
Protected Landscape	0	59,823	59,823	0
	<u>47,998</u>	<u>138,613</u>	<u>149,625</u>	<u>36,986</u>
	<u>01.01.22</u>	<u>Income</u>	<u>Expenditure</u>	<u>31.12.22</u>
	£	£	£	£
Unrestricted funds				
General fund	58,519	75,686	86,207	47,998

During the year a restricted grant was received from the Farming in Protected Landscapes programme to assist with the costs of replacing roofs.

11 Related Parties

There are transactions during the year with the trustee T R Tupper (Bignor Farm). Included within expenses are recharges of £406 (2022 - £nil) for water costs and £1,200 (2022 - £1,200) for mower hire.

- Included within salaries is a refund of labour from T R Tupper (Bignor Farms) totalling £2,753 (2022 - £3,883) for recharged salary costs for time incurred by staff working for T R Tupper during the year.

- As at 31 December 2023 there was an amount due from T R Tupper (Bignor Farms) of £3,179 (2022- £3,883) within trade debtors.

There are also transactions during the year with Parsonage Barn Partnership, a partnership between W H Tupper and L Tupper. W H Tupper is the son of the trustee T R Tupper and L Tupper is the wife of W H Tupper.

- The loan due from Parsonage Barn Partnership to the charity was fully repaid as at 31 December 2023 (2022 - £11,246). The loan accrued interest, with interest of £746 (2022 - £485) being charged for the year.

- Included within income is £1,200 (2022 - £1,200) receivable from Parsonage Barn Partnership relating to rent - a licence fee - in respect of the Tea Room.

THE BIGNOR ROMAN VILLA CHARITABLE TRUST

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended 31 December 2023

11 Related Parties - continued

- Included within salaries is a refund of labour from Parsonage Barn Partnership relating to the period from May to December 2023 totalling £3,795 (2022 - £6,943) for recharged salary costs for time incurred by the charity's staff working for Parsonage Barn Partnership during that period. There is also a charge from the partnership to the charity of £2,040 (2022 - £nil) for staff costs paid by the partnership on behalf of the charity during the year.

- Management and administration services of £21,000 (2022 - £30,000) were charged to the charity from Parsonage Barn Partnership.

- Included within cleaning and waste hygiene is £0 (2022 - £568) recharged by Parsonage Barn Partnership for cleaning and hygiene consumables used by the charity.

- As at 31 December 2023 there was an amount due from Parsonage Barn Partnership of £3,795 (2022- £8,143) within debtors and due to Parsonage Barn Partnership of £2,040 (2022 - £2,179) within creditors.