

# BURGH HOUSE CIO

Registered Charity No 1159634

## TRUSTEES' REPORT & ACCOUNTS

For The Year to 31 March 2021



# **Burgh House CIO**

## **Trustees' Report**

The Charitable Incorporated Organisation was constituted in 2014 and is registered with the Charity Commissioners under charity number 1159634. It was formed to take on all the activities, obligations, assets and liabilities of Burgh House Trust (registered charity 275552) from 1 April 2015, and became the sole Trustee of the Burgh House Trust.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

### **Principal Purposes and Activities**

The principal purposes of the Burgh House CIO are to preserve Burgh House and its contents, to protect and improve its amenities for the public benefit, to facilitate access to the House by the general public and to encourage its use and occupation for charitable purposes.

The main activities in the House are concerts, exhibitions by local artists and lectures; regular meetings of local societies and other groups; the Hampstead Museum of local history and art, open to the general public and also available for use by schools; exhibitions of historical, literary and artistic interest; and private functions, such as weddings for which Burgh House has been licensed.

### **Review of Activities in the year to 31 March 2021**

The financial statement which follows shows that, in spite of all the Covid-19 restrictions, the CIO's performance in the year under review held up well. Although the restrictions on size and frequency of weddings and other events caused Income in furtherance of the CIO's Objectives to fall by £19,977, Expenditure on Charitable activities fell by £66,045 and, taken in conjunction with earned interest and net income from fund raising, resulted in a surplus from operating activities of £16,716 (an improvement on the previous year's deficit of £6,371) after putting an extra £15,000 into the reserve for future House maintenance. Investments rose by £34,540 in the year, to give an overall increase in total funds of £51,256.

This year has been challenging in so many ways and Burgh House of course did not escape the difficulties of the pandemic. We offer our thoughts and sympathy to those in our community, to our members and their families who faced sadness, anxiety and loss during the period covered by these accounts.

The financial year 2020/21 started with the country already in lockdown. The whole Burgh House site including the café was closed completely for some months and staff were forced to work from home. Security fell solely to our Director who lives on site.

Initially our staff were very busy, contacting and postponing where possible all bookings, including those for exhibitions, recitals and weddings. The team had great success in ensuring that 80% of our bookings remained on the books and simply postponed until a later date. Nevertheless, short-term losses were very significant.

Using the Government's furlough arrangements where possible, we were able substantially

to reduce our staff costs and, with the support of a Heritage lottery grant of £17,500 and some Camden business support funds, we were ultimately able to balance our income and expenditure for the year.

Making the most of our covered outside front terrace (generously sponsored by Osbornes Law), our café had a very successful year, keeping Burgh House relevant and visible to our community, even through periods when takeaway was our only option.

Although this financial year has lacked the programme of educational and cultural events for which we are so well known, we have been able to maintain a strong online presence, including key cultural calendar events for families such as the Lunar New Year and Diwali, and an online 'Art in Adversity' exhibition which celebrated and offered a window for the creative outputs of our community during the pandemic.

Burgh House produced a free fortnightly electronic newsletter and regular social media posts across the year. These not only kept our community in touch with our own activities but were also used as a way of advertising and celebrating other projects and events across Hampstead and Camden, as well as providing valuable links to organisations helping those in need during the pandemic. We were delighted to see how much growth, love and support Burgh House received. The number of our followers on social media increased significantly.

We were delighted that we were able successfully to open the delayed exhibition 'A Nest of Gentle Artists: Randolph Schwabe and his Hampstead Contemporaries' despite the disruptions of the pandemic. Free online bookable tickets allowed visitors to enjoy this exhibition safely.

Despite the lockdowns, social distancing requirements and other Government guidelines which reduced their scope and scale, we were nevertheless successful in hosting nearly 80 weddings across the year.

Although this will have been the most difficult operational year in the history of the House, we have been fortunate in many ways: our small but extraordinarily committed staff team worked heroically throughout the pandemic to minimise our losses, reminding us of how lucky we are to have them. The forced closure of the House for part of the year gave us an opportunity to reset and rethink many of our operations and to work on the physical site in a way that would be impossible when the House is fully operational. Attentive visitors will have noticed that the staircase, ground floor flooring, and the panelling in the music room have all been restored and that we have undertaken some heavy clearing and replanting of the garden

Finally, and as the year closed, we were fortunate indeed to attract very important philanthropic support from two sources. The Marie-Louise von Motesiczky Charitable Trust's grant enabled us in the summer of 2021 to carry out a major restoration and development of the Art Gallery (now named in honour of Marie- Louise von Motesiczky) and, shortly thereafter, the AKO Foundation provided very generous support for our Curator post. These invaluable donations to the fabric and work of the House gave us new heart as the financial year which is the subject of this report closed. They will be discussed in more detail in our next annual report.

### **Trustees**

The London Borough of Camden may nominate three persons to be appointed as either a Trustee or as a member of the Management Committee, with at least one of these being a Trustee, and nominated Cllr. Oliver Cooper to be a Trustee during the year. The other Trustees are selected to bring a wide range of the skills, knowledge and experience needed for effective administration of the CIO, and are appointed by a resolution passed at a properly convened meeting of the Trustees.

The Trustees during the year and since the year end were:

Ms J Barker (from 22 September 2021)	Ms A Logue-Bose (from 22 September 2021)
J D Burns	P A McMahon (from 24 February 2021)
N M Carrington	Mrs C L Moore (to 22 September 2020)
Ms L Chung	Mrs M Rodgers (to 11 January 2021)
O H Cooper	Ms C Seigel
D Curtin	Ms J Sonabend (from 2 December 2020)
Ms P Garner	Ms H Stewart (from 22 September 2021)
Ms C Gascoigne	Dr W Sudbury (from 22 September 2021)
A C Ghilchik	Mrs B Wolf

### **Bankers**

Barclays Bank UK PLC, 28 Hampstead High Street, London NW3 1QB  
Lloyds Bank plc, 140 Camden High Street, London NW1 0NG



Sir Nigel Carrington  
(Chair of the Trustees)  
11 March 2022

## **Independent Examiner's Report to the Trustees of Burgh House**

I report on the accounts of the CIO for the year ended 31 March 2021 which are set out on pages 5-10.

### **Respective responsibilities of Trustees and examiner**

As the charity's Trustees you are responsible for the preparation of the accounts; you consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Act), and that an independent examination is needed. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Act) 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 the course of my examination, no matter has come to my attention which suggests that your accounting records have not been properly kept (in accordance with section 130 of the Charities Act) or that these accounts do not accord with them and comply with the Act. Nor, in my opinion, is there any matter in them to which special attention should be drawn.



Chartered Accountant  
Ioannou & Co  
Chartered Accountants  
767-769 High Road  
London N12 8JY

11 March 2022

## Burgh House CIO

### Statement of Financial Activity for the year ended 31 March 2019

			<u>2021</u>	<u>2020</u>
		<b>Operating</b>	<b>Provision</b>	<b>Total</b>
		<b>activities</b>	<b>for House</b>	<b>unrestricted</b>
			<b>maintenance</b>	<b>funds</b>
			<b>(Note 6)</b>	<b>unrestricted</b>
		<b>£</b>	<b>£</b>	<b>funds</b>
				<b>£</b>
<b>Income</b>				
In furtherance of CIO's activities	(Note 2)	<b>161,249</b>	<b>15,000</b>	<b>176,249</b>
Income from fund-raising activities	(Note 3)	<b>2,010</b>	-	<b>2,010</b>
Income from investment	(Note 1)	<b>4,902</b>		<b>4,902</b>
<b>Total income</b>		<b>168,161</b>	<b>15,000</b>	<b>183,161</b>
<b>Expenditure</b>				
Expenditure on raising funds	(Note 3)	<b>(2,297)</b>		<b>(2,297)</b>
Expenditure on Charitable activities	(Note 4)	<b>(164,148)</b>	-	<b>(164,148)</b>
Museum acquisitions	(Note 8)	-		-
		<b>(166,445)</b>	-	<b>(166,445)</b>
<b>Net income/(expenditure)</b>		<b>1,716</b>	<b>15,000</b>	<b>16,716</b>
<b>Net increase/(decrease) in value of COIF Shares</b>				<b>34,540</b>
<b>Net movement in funds</b>				<b>51,256</b>
<b>Total funds brought forward</b>				<b>205,896</b>
<b>Total funds carried forward</b>				<b>£205,896</b>

# Burgh House CIO

## Balance Sheet at 31 March 2021

		<u>2021</u>	<u>2020</u>
		£	£
<b>Assets</b>			
COIF Shares	(Note 1)	<b>198,685</b>	164,145
COIF Deposit	(Note 1)	<b>48,633</b>	43,767
Bank balances & cash		<b>53,580</b>	77,818
Debtors & prepayments		<b>9,216</b>	5,915
Bookstall stock		<b>2,541</b>	3,354
		<b>312,655</b>	294,999
<b>Liabilities</b>			
Current liabilities		<b>(8,141)</b>	(12,893)
Income received in advance		<b>(47,362)</b>	(76,210)
		<b>(55,503)</b>	(89,103)
		<b>£257,152</b>	£205,896
<b>Unrestricted funds</b>			
Provision for House maintenance	(Note 6)	<b>168,350</b>	153,350
Wade Museum Fund	(Note 8)	<b>30,786</b>	24,151
General Fund	(Note 9)	<b>58,016</b>	28,395
		<b>£257,152</b>	£205,896

The notes on pages 7 to 9 are part of these accounts.

Approved by the Trustees and signed on their behalf by:



Sir Nigel Carrington



Anthony Ghilchik  
(Trustees)

11 March 2022



# Burgh House CIO

## Notes to the Accounts for the year ended 31 March 2021

### 1. Accounting Policies

These Financial statements have been prepared in compliance with FRS102 and follow the Charities SORP (FRS102).

Income is included in the Statement of Financial Activities as it is earned. Amounts which relate to subsequent accounting periods are shown in the Balance Sheet as Income received in advance.

Expenditure on Furniture, Fixtures and Fittings and on Acquisitions for the Museum is written off as incurred and no valuation is included in the General Fund Balance Sheet.

The assets of the CIO are mainly placed with The Charities Official Investment Fund (COIF), as either Charity Deposits or Charity Units. The COIF Charity Units are quoted at their bid price, fluctuate in value and pays variable a dividend.

Bookstall stocks are included in the Balance Sheet at the lower of cost or saleable value.

### 2. Income in furtherance of the CIO's objectives

	<u>2021</u>	<u>2020</u>
	£	£
Donations and legacies		
Friends of Burgh House	8,666	5,266
LB Camden, business support	40,971	-
National Lottery Cultural Recovery Fund	17,500	-
Other	10,750	6,520
	<u>77,887</u>	11,786
Hirings	88,113	164,988
Buttery rent	10,249	19,452
Total Income in furtherance of the CIO's objectives	<u>£176,249</u>	<u>£196,226</u>

The above figures include amounts received under the Gift Aid Scheme, the income tax recoverable on these amounts and £281 (incl Gift Aid) of donations from Trustees.

### 3. Fund-raising activities

	<u>2021</u>	<u>2020</u>
	£	£
Income from fund-raising activities:		
Shop sales	891	8,034
Events	1,119	14,450
Total from operating activities	2,010	22,484
Donations and fundraising events for the building refurbishment (note 6)	-	10,008
Total from fund-raising activities:	2,010	32,492
Less expenditure on raising funds:		
Cost of shop sales	(1,917)	(3,097)
Cost of events	(380)	(6,870)
Total cost of generating funds:	(2,297)	(9,967)
Net income from fund-raising activities	<u>(£287)</u>	<u>£22,525</u>

The donations for the building refurbishment project include amounts received under the Gift Aid Scheme and the income tax recoverable on these amounts.

#### 4. Expenditure

	<u>2021</u>		<u>2020</u>	
	£	£	£	£
General Expenses:				
Salaries and casual work	106,963		124,735	
Other general administration expenses	15,094		37,390	
Maintenance, cleaning & garden	17,719		29,990	
Utilities and Council Tax	12,786		16,263	
Insurance and security system	9,209		7,097	
Independent examination fees	1,920		1,920	
Museum expenses	17	163,708	11,565	228,960
Furniture, fixtures and fittings		440		1,233
		<u>£164,148</u>		<u>£230,193</u>

General Expenses relating to the CIO as a whole on fund-raising, publicity and general administration are not separately identified. Apart from the cost of the General Manager, whose salary is included in Salaries and casual work, these functions are largely carried out on a voluntary basis by the Trustees, members of the Committee of Management and of the Friends of Burgh House. No trustee expenses have been incurred and none of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

#### 5 Tenure of Burgh House

The freehold of Burgh House is owned by the London Borough of Camden. The CIO currently has a 25-year lease at a peppercorn rental.

#### 6 Provision for House Maintenance

The Provision for House Maintenance has been set up, based on a professional review to cover the expected expenditure for known major irregular replacement or maintenance items, such as the heating and hot water system, wiring and kitchen appliances and external redecoration. The annual provision, allocated from income received, is set as necessary to reflect changes in the expected costs of replacement and associated works. The amount so set aside has proved insufficient to cover the rewiring of the house and associated refurbishment so dedicated donations and fundraising events are being raised to cover the shortfall.

Transactions on the account have been:

	<u>2021</u>		<u>2020</u>	
	£	£	£	£
Balance at start of year		153,350		128,342
Allocation of income received (note 9)	15,000		15,000	
less expenditure on renovation work (note 4)	-	15,000	-	15,000
Donations and fundraising events (note 3)	-		10,008	
less expenditure on refurbishment	-	-	-	10,008
Net increase/(decrease) in the year		15,000		25,008
Balance at end of year		<u>£168,350</u>		<u>£153,350</u>

## 7 Heritage Assets

The Hampstead Museum aims to exhibit, interpret, collect, document and preserve for the public, material evidence and associated information related to the development of Hampstead, past and present. Since its foundation in 1979 as an integral part of Burgh House Trust it has been given numerous prints, pictures, books, small artefacts and some donations to be used extending the collection, which now contains over 3,500 objects. The Trustees of Burgh House Trust did not put a value of this collection on its Balance Sheet and, as Trustees of Burgh House CIO, have continued this practice as they believe that the cost of obtaining a valuation would be onerous compared with the additional benefits derived by the Museum and users of the accounts.

## 8 Wade Museum Fund

The main purpose of the Wade Museum Fund is to fund acquisitions for the Hampstead Museum. Transactions on the account have been:

	<u>2021</u>	<u>2020</u>
	£	£
Balance at start of year	24,151	24,098
Less acquisition of paintings	-	-
Increase/(decrease) in value of COIF shares	6,635	53
Net decrease in the year	6,635	53
Balance at end of year	<u>£30,786</u>	<u>£24,151</u>

## 9 General Fund

The General Fund is maintained as a reserve to cover all other eventualities, especially any annual operating deficits. Transactions on the account have been:

	<u>2021</u>	<u>2020</u>
	£	£
Balance at start of year	28,395	63,899
Net incoming resources	16,716	(6,370)
Expenditure charged to Provision for House Maintenance less Income allocated (note 6)	(15,000)	(25,008)
	1,716	(31,378)
Transfer from Wade Museum Fund to finance acquisition	-	-
Increase/(decrease) in value of COIF shares	27,905	(4,126)
Net increase/(decrease) in the year	29,621	(35,504)
Balance at end of year	<u>£58,016</u>	<u>£28,395</u>

## 10 Employees

	<u>2021</u>	<u>2020</u>
Average number of employees during the year	9	9

No employee receive a salary greater than £60,000 per annum.