

CBA Registered Company No. 01760254
Registered Charity in England No. 287815
Registered Charity in Scotland No. SC041971

Trustees' Annual Report for the period

From 1st April 2020 to 31st March 2021

Council for British Archaeology
(A company limited by guarantee)

**Championing Archaeology
and
Public Participation in Archaeology**

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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President

Raksha Dave

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Professor Dame Rosemary Cramp CBE, Emeritus Professor, University of Durham & former CBA President
Professor Barry W Cunliffe CBE, Emeritus Professor, University of Oxford & former CBA President
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Frances Griffith, Devon County Archaeologist & former CBA Honorary Secretary
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Professor Richard Morris OBE, former Director of the CBA
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Dr Kate Pretty CBE, former CBA President
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Trustees

K Smith, Chair (appointed 2017; re-elected 2020)
Professor C Lewis, Vice Chairman (co-opted 2016, elected 2017; re-elected 2020)
Mr T J Hedley-Jones, Hon Secretary (first elected 2015, re-elected 2018)
Vacant, Hon Treasurer
Mrs M I Butler (first elected 2015, re-elected 2018)
Lady S J Dormer (elected 2017; re-elected 2020)
Dr L Dyson (first elected 2015, re-elected 2018)
Dr S J Elliot (elected 2017; re-elected 2020)
Mrs F E Gale (co-opted 2018, elected 2018)
Professor K D Lilley (elected 2017; re-elected 2020)
Dr A Spaul (co-opted 2016, elected 2017; re-elected 2020)
Mr J W E Taylor (elected 2017; re-elected 2020)

Chief Executive Officer

Mr N I Redfern (appointed 2 April 2020)

Resources Committee

K Smith, Chair Vacant, Hon Treasurer
Dr A Spaul
Mr J W E Taylor
Mr F Taylor (ex-Trustee and previous Hon Treasurer)

The Council for British Archaeology was founded in 1944 for the 'safeguarding of all kinds of archaeological material and the strengthening of existing measures for the care of ancient and historic buildings, monuments, and antiquities' and to improve public education about archaeology.

Company registered number

01760254

Charity registered number

SC041971 and 287815

Registered office

92 Micklegate, York, YO1 6JX

Company secretary

Mr N I Redfern

Independent auditors

Armstrong Watson Audit Limited, York House, Northallerton, North Yorkshire, DL6 2XQ

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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Covid-19

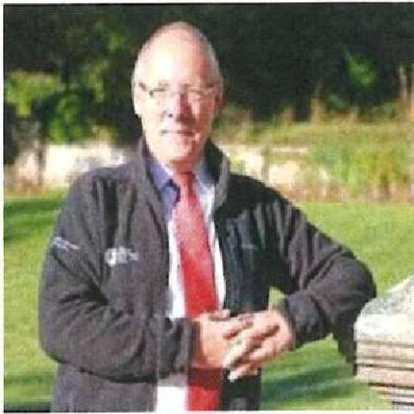
In December 2019, news emerged from China that a new Coronavirus had developed and subsequently we have seen its spread across the world, impacting on the lives of every family and every nation. Its financial impact continued to be felt in 2020-21. For the CBA it has changed the way we operate and engage with our members and supporters. Additional funding support received during 2020 has helped us deliver a stable performance and renewed strategic direction as set out in these accounts. It highlights the confidence key funders have in our purpose and direction and makes us confident that our business continuity plans will ensure our vital role for people and archaeology continues.

The nationwide lockdowns by the UK Government and devolved administrations in response to the crisis have heightened awareness of the importance of keeping people connected and the vital role archaeology plays in keeping people active and engaged with benefits to people's health and well-being. When this crisis ends, the CBA's role to Champion Archaeology and Public Participation will become even more crucial in this regard.

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Foreword

A message from our Chair: Ken Smith



Established in 1944, the Council for British Archaeology has long been one of the stalwarts of the archaeological scene, strongly and consistently supporting public advocacy and engagement with archaeology, helping people appreciate and care for the historic environment. The CBA's wide national remit includes producing *British Archaeology* magazine and specialist publications; supporting the 12 regional CBA groups across England and Wales and the UK-wide Young Archaeologists' Clubs; organising the Festival of Archaeology; and providing training, skill building opportunities and bursaries to community groups. The CBA has a statutory planning remit, as one of the six National Amenity Societies consulted on listed building applications. CBA also supports numerous public initiatives and is an

advocate for campaigning in support of the historic environment.

2020/21 was a year without precedence. As Neil notes below, it was a year when much of our work and many of our ways of working had to change – perhaps some of them forever. It is thanks to the support of many funding bodies that we were able to change in order to provide support for others, to help them cope with the impacts of the Covid pandemic. We have also used that support, and that of our staff, members and trustees, to develop and begin to implement our Strategy for Change, to make the CBA an organisation fit for the 21st century and better able to support others in understanding, enjoying and caring for our shared heritage, for a meaningful future for anyone and everyone.

A message from our Executive Director: Neil Redfern



I joined the CBA on the 2nd of April 2020 in what can only be described as extraordinary circumstances. It was a virtual beginning and an introduction to the job via Zoom – new words, new ways of work, a new job and a new team. At the time of writing, we have still not moved back to full time office working and we might never. What we have learnt throughout 2020-21 will remain with us and I know the CBA will be a stronger and more resilient organisation for it. It has made us focus on our core activities, focus on our core message and how we enable anyone to have the skills and opportunities to tell the stories of the people and places that connect us to our world, that help us understand it and to make it a better, more inclusive place. This focus will enable us to grow the public value of archaeology by connecting commercial, academic and community groups, demonstrating not only the wider social impact of archaeology but it will help people explore and create heritage that matters to them, championing

fresh perspectives and recognising the value of things and places – everywhere.

The CBA: People and Archaeology

The Council for British Archaeology is an educational charity that helps people to experience and participate in archaeology. We provide opportunities for people to take part through our network of local groups, our annual Festival of Archaeology and through the Young Archaeologist's Club for children aged 8-16.

We speak up to champion and safeguard the future of archaeology and the historic environment and bring together everyone involved in archaeology.

Our vision:

To enable anyone to have the skills and opportunity to tell the stories of the people and places that connect us to our world, that help us understand it and to make it a better, more inclusive place.

Our mission:

To inspire people to explore places and engage with their environment through archaeology, we will help them make new connections with each other and the places in which they live, work, learn and grow.

To help people explore and create heritage that matters to them, championing fresh perspectives in how we recognise and value things and places - everywhere.

To grow the public value of archaeology by connecting commercial, academic and community groups to demonstrate the social impact of archaeology.

Our values:

Our **values** define how we work and approach championing archaeology, widening public participation and making it more relevant and accessible to a wide range of people

The CBA aspires to be:

Inclusive and participatory

- Archaeology is for all – it is everywhere, anyone can participate, it is open to everyone. Our role is to help people to discover and explore stories, connections and new perspectives using archaeology as a tool.
- Archaeology enables us to bring together diverse communities and create inclusive practice.

Curious and enquiring

- Archaeology is about curiosity and enquiry – it helps shape the questions we ask about ourselves and our environment - the places we live, work, learn from, and visit.
- Archaeology is an activity that helps generate understanding, knowledge, and cultural value. It helps us think about ourselves, our wider world, and the connections in between.

Collaborative

- Archaeology is best done as a cooperative process – as a conversation between people and groups which leads to different, richer, more dynamic, and sustainable outcomes.
- There are many ways to participate in archaeology and we seek to work collaboratively with partner organisations of all sizes nationwide to increase the opportunities for everyone to get involved

Creative, communicative, and connective

- Archaeology is about thinking creatively: recognising, understanding, creating, and enhancing cultural value.
- Archaeology makes an important societal contribution to education, social and economic resilience, health, and well-being and keeping people connected.
- Understanding, assessing, and communicating the impact and value of archaeology and participation helps us develop new methods for improving access and increasing benefits to communities caring for their environment.

Caring and campaigning

- Archaeology is central to our understanding of the natural and historic environment and how we can care for it, campaign for it, protect and enhance it.

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their annual report together with the audited financial statements of the company for the year 1 April 2020 to 31 March 2021. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Objectives and Activities

a. POLICIES AND OBJECTIVES

The Council for British Archaeology is an educational charity that helps people to experience and participate in archaeology. We provide opportunities for people to take part through our network of local groups, our annual Festival of Archaeology and through the Young Archaeologist's Club for children aged 8-16. We speak up to champion and safeguard the future of archaeology and the historic environment and bring together everyone involved in archaeology.

b. STRATEGIES FOR ACHIEVING OBJECTIVES

The CBA is an independent charity working to celebrate, open-up and champion the UK's rich archaeological heritage and to safeguard it for future generations. During the year 2020- 21, we developed a new set of strategic priorities framed as five goals designed to build and strengthen our five core activity areas. This work was brought together in our new Business Plan 'Strategy for Growth 2021-25'.

Our strategic priorities 2021-25

Goal 1.

Our role in championing diverse and creative archaeology is better recognised for the public benefit it delivers.

Actions:

- Use our expertise, connections, and statutory relationships to publicise and advocate for access to archaeology and related activities.

Goal 2.

To make archaeology more relevant to people so they feel better able to participate.

Actions:

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- Build on the existing network of CBA groups and affiliate members to extend opportunities to participate in archaeology.
- Increase engagement and participation of existing members in CBA activities and attract new members to participate in archaeology.

Goal 3.

To target increased participation in archaeology for young people under the age of 25.

Actions:

- Engage young people in archaeology to create opportunities for them to develop skills and knowledge for future careers and to encourage them to engage with heritage wherever they live.

Goal 4.

To build CBA's sustainability as the voice of archaeology in the UK, securing its long-term future.

Actions:

- We will grow the CBA in size and capability securing its future by becoming a valuable hub for all types of archaeology and those interested in archaeology to connect and communicate.

Goal 5.

To demonstrate the wider social value of archaeology and the benefits it delivers through participation and engagement.

Archaeology at its core is a process about understanding places, and the impact people have had on the environment. It offers opportunities to connect people and communities and to get them active and outdoors.

Actions:

- We will build new networks and partnerships to co-create relevant activities for all sectors and communities, including those who are not well represented in our groups or members. We will develop membership offers relevant to a more diverse membership.
- We will align our activities in Wales with the national strategy for Wales "Prosperity for All" prioritising CBA Wales activities that support the well-being objectives.
- We will seek to increase co-operation with and support for archaeology in Northern Ireland and Scotland through the co-development of projects and activities with the Northern Ireland Archaeology Forum and Archaeology Scotland.

Our core activities 2021-25

Our core work is focused on five activity areas which support our membership, deliver our events and projects, underpin our statutory role as a National Amenity Society, support our publications and deliver our youth engagement programmes. Our business plan Strategy for Growth 2021-25 sets out how we will consolidate and grow these activities using them as the foundation of delivery of the CBA business strategy.

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1 Youth engagement

The CBA's Young Archaeologist's Clubs (YAC) make up the CBA's flagship youth engagement project working with children and young people aged 8-16. The clubs, of which there are over 75, lie at the heart of our work to support youth engagement and early career archaeology. Led by over 500 volunteers and attended by more than 2,000 young people, our YAC groups engage young people with the heritage of their local area through hands-on activities.

Wider youth engagement is, however, central to CBA's future strategy. Our aspirations are to support young people of all backgrounds and abilities to engage in archaeology to better understand the places where they live in an ambitious programme of youth engagement, collaboration, volunteering, and partnership.

2 CBA membership, affiliates, and CBA groups

The CBA has approximately 4,000 members and c.280 organisational members (affiliates). We support 12 CBA groups who co-ordinate and deliver activities and support in their geographic areas.

CBA members: CBA membership is open to anyone with an interest in archaeology. Each member receives a copy of the CBA's *British Archaeology* magazine and many attend regular events. Key to our growth is to strengthen and deepen our relationship with members by providing more added-value services of interest to existing members and services that will attract new members from all sections of society.

CBA groups: We support 12 CBA groups in England and Wales, and we work with partner groups in Scotland and Northern Ireland. We support them to provide local information and advice, promote and deliver opportunities for participation, undertake regional research and safeguard heritage.

CBA affiliates: Affiliate members include organisations such as local archaeology societies and other community-based bodies interested in archaeology and heritage. The CBA provides support, guidance, and access to the archaeological community and events.

3 CBA Events including the Festival of Archaeology

The CBA co-ordinates and supports an annual Festival of Archaeology. This national event comprises events, talks, digs, and activities designed to appeal to a broad range of people, including those new to archaeology. It celebrated its 30th year in 2020. It is usually a series of events over a two-week period in multiple locations across the United Kingdom. In 2020, the festival was held digitally with great success with 351 events and activities online with over 580,000 online participants and a digital reach of 24 million.

Our aspiration is to develop CBA's Festival experience into an annual programme of archaeological events throughout the year to meet the demand of academic, commercial, and public archaeologists, and to engage those new to archaeology.

4 Statutory services – casework and advocacy

The CBA is one of six National Amenity Societies whose expertise and role is recognized in statute.

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Collectively we come together as the Joint Committee of the National Amenity Societies (JCNAS) and act as a key advocacy voice for the historic environment and for heritage. We handle over 5,800 listed building applications from England and Wales by the CBA's casework team each year. We use a network of volunteers from a variety of backgrounds to help advise on the impact and suitability of listed building application and development proposals according to legislation, policy, and guidance for safeguarding the historic environment within the planning system.

Through managing the JCNAS database Casework Hub, the CBA allocates and records statutory casework on behalf of the JCNAS, creating and maintaining the publicly accessible records for the 6 JCNAS member organisations.

5 *British Archaeology* and Publishing

The CBA publishes *British Archaeology*, the foremost archaeological magazine in the UK. It brings in-depth news and research on archaeology to a wide audience. It is published six times each year and forms part of the CBA membership offer. It has a circulation of c. 7,000 including overseas and subscription circulation.

We also publish specialist books and papers containing important archaeological insights which would otherwise not be able to be published due to their specialised nature and limited print runs. *British Archaeology* remains our flagship publication and will continue to play an important part in our mission of supporting people to value diverse heritage.

Wales, Scotland and Northern Ireland

In addition to these core activities, we deliver a focused and bespoke approach to working with the UK's devolved nations. In Wales we operate through our Director for Wales who is based in the Principality and directly works to align and co-ordinate our activities with key partners, stakeholders and community groups. In Scotland we work in partnership with our sister organisation Archaeology Scotland, supporting their leading role in promoting Scottish archaeology. In Northern Ireland we promote Archaeology through the co-development of projects and activities with the Northern Ireland Archaeology Forum and through the Historic Environment Stakeholder Forum. In different ways across Scotland, Wales and Northern Ireland, we collaborate on delivering the Festival of Archaeology and the Young Archaeologists' Clubs to provide direct opportunities to engage with the CBA's work. During 2020-21, we also developed a new approach to the Archaeological Achievement Awards, to be held for the first time in autumn 2021, which bring together relevant organisations in Scotland, Wales, Northern Ireland and the Republic of Ireland in a new form of joint working.

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c. ACTIVITIES FOR ACHIEVING OBJECTIVES

The objectives of the CBA during the year ended 31 March 2021 have delivered through the following activities:

(1) Youth Engagement

(i) Young Archaeologist's Club:

- During lockdown 60% of our branches turned to online delivery and a further 14% provided access to offline activity packs. To facilitate this pivot to online delivery the CBA secured funding to develop a [toolkit](#) to support YAC branches to utilise online meeting platforms, such as Zoom, and worked with an external consultant to develop a standalone [Digital Safeguarding Policy](#), both of which were supported by training for our YAC leaders and staff. The safeguarding work also led to the revision of and additional training on the [main CBA Safeguarding Policy](#).
- We created a [Covid-19 YAC page](#) guidance and support for all branches, bringing together information for all four home nations. This information was (and is) regularly updated and circulated to all branches.

(ii) Shout Out Loud:

- Our partnership with the English Heritage '[Shout Out Loud](#)' project enabled us to organize training around equality and diversity, creative practice and youth voice for both staff, trustees and YAC leaders, delivered online over a 3-month period. The funding also facilitated six youth focused activities during both phases of the Festival of Archaeology and sponsorship of £10,000, focused on the youth strand of the July 2020 Festival.

(iii) Dig School:

- In April 2020, in partnership with Professor Carenza Lewis, the CBA launched [Dig School](#). Dig School is an online programme of lively extra-curricular in-school and home-school based workshops themed around archaeology. Over the course of 2 months we created 20 free to access workshops. To date we have c. 1500 subscribers, who represent c. 90,000 people. [Dig School was recently 'Highly Commended' at the Museum and Heritage Awards in the Learning Outreach Category.](#)

(iii) Youth Training and Support:

- Throughout the lockdown we have delivered regular online training, as noted above. This equates to 300 hours of training in the following areas:
 - Graveyard survey
 - Photography
 - My Place in Time (non-invasive archaeological techniques)
 - PAS online
 - Equality and Diversity
 - Youth Voice

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(iv) Youth Resources:

- As well as training, we have also created over [20 new resources](#) for our YAC groups and members, including activities celebrating the excavation of Sutton Hoo, activity packs exploring the Portable Antiquities Scheme (PAS) and palaeolithic and standalone activities, such as make your own excavation block, build your own hoard and spindle whorl making.

(v) Wider Youth Engagement:

- The youth engagement work of the CBA is now represented in the *British Archaeology* magazine as a two-page spread, titled Archaeology 8-25. Written by the Youth Engagement Manager, often in partnership with other individuals or organisations who the CBA are working with, the spread focusses on current issues impacting youth work within the sector, projects currently underway and highlights the work of the YAC.

(vi) Funding for Youth Engagement

- In March 2021 we secured funding from Historic England to support the core delivery of YAC for the next 3 years and to support four strands of project activity:
 - Covid-19 YAC Recovery
 - Development of a Youth Steering Group
 - Development of a Young Leaders' Pathway
 - Pilot Impact StudyThe funding secured totaled £322,000
- Funding was secured from the Welsh Government Recovery Fund to undertake a consultation exercise in Wales to enhance support and grow the YAC Network. This consultation work was undertaken in partnership with Clwyd-Powys Archaeological Trust (CPAT) and a series of recommendations were made, including the development and launch of an online-only YAC club in Wales. Underspend from the initial phase of the project was utilised to begin development and the project will launch in Autumn 2021.

(2) Membership, CBA Groups and Affiliates

(i) CBA Groups:

- Supported the important work of the 11 CBA groups in England, CBA Wales/Cymru and Archaeology Scotland as well as the Northern Ireland Archaeology Forum.
- Introduced a new online quarterly meeting for CBA groups in England and Wales. The meetings have provided new opportunities for group representatives to engage with one another and with CBA staff. The annual CBA groups forum was not held in 2020/21 due to ongoing challenges relating to the pandemic but it is hoped that an in-person meeting will resume in 2022.

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(ii) Training:

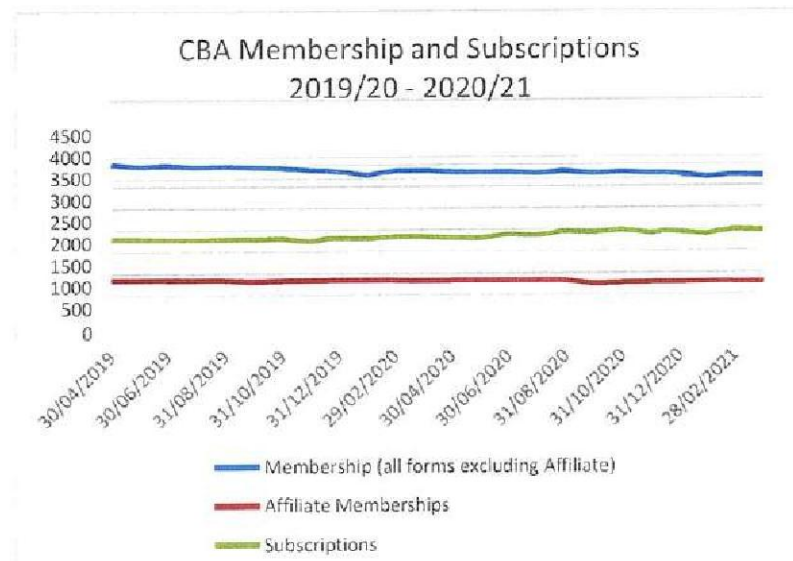
- Delivered a series of online Lunchtime Conversations as part of our Recharging British Archaeology project funded by Historic England's Covid-19 Emergency Response Fund. These 1 hour online sessions were designed to support affiliate groups and societies during the pandemic covering topics such as running an online AGM, digital participation and member retention, and using social media.
- Due to the success of the initial Lunchtime Conversations sessions, we ran a second series of sessions including additional topics focusing on attracting younger audiences, creative responses to archaeology as well as rerunning earlier sessions.

(iii) Membership benefits:

- Published the bi-monthly British Archaeology magazine (circulation 7,000 per edition), quarterly members' newsletters and monthly e-newsletters.

(iv) Membership numbers:

- Over the course of 2020/21 membership rates have remained stable with a slight decline in numbers. In April 2020 membership was 3,656 and in March 2021 had fallen to 3,551. Subscription numbers have also remained stable with a slight increase during the last year rising from 1,317 in April 2020 to 1,463 in March 2021. Affiliate memberships have seen a decline in the last year although this is likely to reflect the impact of the pandemic with many groups pausing activity during this time.



New membership has been slightly lower than that seen in 2019/20. In contrast to this, there has been a strong uptake in new subscriptions with a 71% increase on the previous year.

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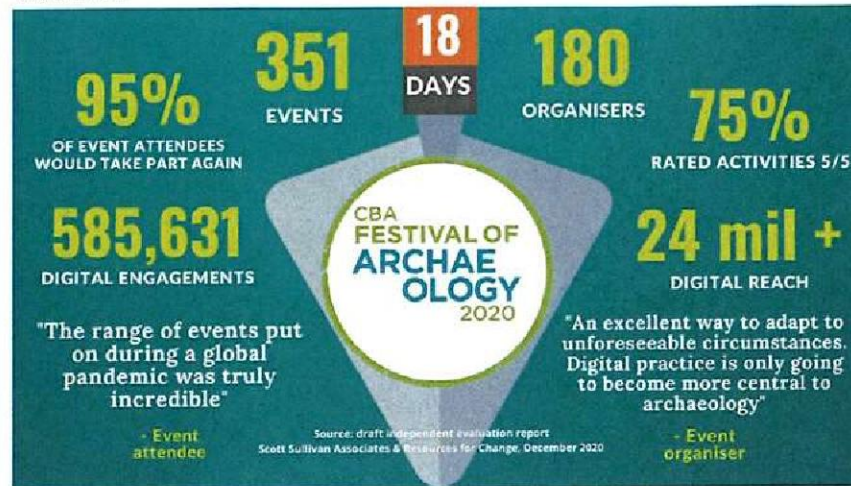
(3) CBA events including the Festival of Archaeology

(i) Festival of Archaeology

- In 2020 the Festival of Archaeology was significantly affected by the Covid-19 pandemic. Restrictions meant it was impossible to go ahead with the Festival in its usual format, instead the Festival was held online for the first time and in two parts, 11-19 July and 24 October – 1 November.
- The Festival of Archaeology website (<https://festival.archaeologyuk.org/>) was redeveloped to incorporate digital events and expanded to include a new resources area providing a range of activities such as pre-recorded talks and self-guided walks available on demand throughout the year.
- The events and activities on offer highlighted the diversity of archaeology as a subject. Events covered topics such as fieldwork, environmental science, careers and archaeogaming and were delivered on a range of platforms including Zoom, YouTube and Facebook. Around half of the events were related in some way to the Festival theme of Climate and Environment.
- The festival had an international reach, with the US, Canada, Australia, New Zealand and India all engaged in some way. European reach was predominantly Western European in nature (France, Germany, Italy, Sweden and Finland). There was also engagement from Brazil, Russia, Saudi Arabia and Malaysia.

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- Over the course of the 18 days of the Festival 351 events were delivered by 180 organisers. This resulted in 585,631 digital engagements and a digital reach of over 24 million.



- (ii) **CBA Annual General Meeting, Marsh Archaeology Awards and De Cardi Lecture**
- Our AGM was moved to February 2021 due to Covid restrictions and was hosted online. Our annual De Cardi Lecture was presented by the TV Archaeologist Raksha Dave. Titled *My Place, Tales of the Green* (<https://youtu.be/gEXH8WaZKKg>) it focused on how Covid impacted on her as an archaeologist and how she decided to explore her own local place.
 - We hosted the Marsh Archaeology Awards with a substantial number of high-quality applicants (<https://new.archaeologyuk.org/Marsh-Awards-for-Community-Archaeology-2020-winners-announced>). For the first time the award ceremony was held online as part of the CBA's AGM.
 - The AGM concluded with Raksha Dave formally launching the 2021 CBA Festival of Archaeology and its theme of 'Exploring Local Places'.

(4) Statutory Casework and Advocacy

- (i) **Responding to listed building casework as part of the role of a national amenity society**
- We help to protect historic buildings and sites in England and Wales through our casework. We have considered 5854 Listed Building Consent and planning applications against our criteria for comment, assessed 2703 in detail and responded with detailed advice to 258 applications in England and Wales over the year.

Through our casework we pursue our broader objectives of championing local archaeology and promoting care of the historic environment. We are taking an archaeological approach to understanding buildings, especially those that have developed and adapted over time, which helps us understand the lives of people who have lived and worked there.

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- A sample of our casework is below, showing a selection of the types of sites we become involved with. Follow the links to our casework database for more information, as well as the CBA's response:
 - Ensuring that an understanding of the historical and evidential values associated with sites informs proposals for their adaptive reuse in order to safeguard their significance.
Shrubbery Farm, Charsfield, Suffolk. <https://casework.icnas.org.uk/case/110817> The redevelopment of this farm complex was not informed by a sufficient understanding of the separate agricultural buildings or their collective shared group value. The collateral impact of these proposals would have eroded the agricultural significance of the farm to an unjustified level of harm. The CBA made a number of recommendations in our advice on revisions to the proposal that would better conserve and enhance the significance of the listed buildings. The application was withdrawn pending revisions.
 - Voicing the concerns of local people regarding potential harm to their local historic environment
Offa's Dyke, Trefonen. <https://casework.icnas.org.uk/case/111387> The CBA was contacted by the Trefonen Rural Protection Group who were concerned about the potential impact of a proposed housing development on a stretch of Offa's Dyke. Offa's Dyke is a highly distinctive landscape feature which makes a unique visual and physical contribution to the particular character and feel of its local surroundings. The CBA objected to this application because of the harm that would result to the setting of a scheduled section of Offa's Dyke as well as the alignment and understanding of its continued linear form south from the scheduled monument. We were pleased that as a result of our intervention, in support of the local group, the applicant withdrew his proposals to develop the site due to the historical and archaeological significance and strength of attachment felt locally towards it.
 - Seeking greater archaeological assessment and understanding within the planning process on sites with high archaeological potential:
Land adjacent to 1 Watford Road. <https://casework.icnas.org.uk/case/108136> On face value this application sought to build a house within the domestic curtilage of a house with a Grade II listed wall. From assessing the application, we identified the site as a previously undeveloped plot to the rear of Watling Street on the outskirts of Roman Verulamium (St Albans). The unassessed archaeological potential was clearly high. We drew this to the attention of the LPA archaeologist and Historic England. We were pleased to see the application handled in light of this high archaeological potential.
 - Promoting opportunities for public participation as a means of achieving public benefits in mitigating harm to the historic environment and reinforcing connections with place based identity and well being;
Post Office, Lowestoft. <https://casework.icnas.org.uk/case/107454> The CBA was consulted on a full planning application for the partial demolition and reuse of Lowestoft's central Post Office. The site falls within the Area of Archaeological Interest relating to the historic town settlement of Lowestoft,

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the South Lowestoft Conservation Area, as well as the GII Listed Post Office relating to the C19th expansion of the railways, post office and a boom period of prosperity for Lowestoft. We objected to the initial application for its failure to fully assess the significance of the site and the harm proposals would cause to listed and curtilage listed buildings as well as the character and appearance of the Conservation Area. A subsequent LBC application was consulted on for the refurbishment and reuse of the ground floor of the principal Post Office building. The CBA took the position that proposals were not informed by an understanding of significance and that a piecemeal approach to the site was not giving due "great weight" to its conservation. We subsequently had further contact with the planning officer as we believe this application site has great potential for public participation with archaeology and heritage in terms of place shaping and well-being agendas. Later revisions to proposals have justified the phased redevelopment of the site and involved 'pop-up' interim use of the principal listed building as an accessible place for the community in connection with the neighboring 'High Street Heritage Action Zone' in Lowestoft.

- o The CBA advocates for large development sites to have a clear archaeological strategy that seeks to sustain and enhance the significance of built and buried heritage and move beyond simple mitigation. Strategies should consider opportunities for local people to involve themselves with the time depth and identity of their locality. A good strategy should be iterative in responding to what is found on site and people's reactions to these finds and their experience. Facilitating active engagement should be written into the tendering process for archaeological briefs for large-scale development sites.

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Birchington, Thanet, Kent. <https://casework.jcnas.org.uk/case/110467>

Archaeological evaluation of the site, designated for housing within the Local Plan, established the national significance of archaeology on site. The masterplan for the development sought to conserve aspects like the Bronze age ring ditches in situ. The CBA supported this approach whilst advising that the public benefits from the inevitable loss of other archaeological deposits from any development should be considered in terms of the potential for public participation. Even if they are not nationally significant, the finds from subsequent historical periods are intrinsic to the identity of the locality. As such they will hold meaning and resonance for local communities, if local communities are given the opportunity to engage with these aspects of their local history. We recommended that community archaeology and public participation should be written into the tendering process for any archaeological evaluation and the post excavation legacy of the site.

- Collaborating with other Heritage bodies, including Historic England and other National Amenity Societies in championing appropriate actions for vulnerable and sensitive sites:

Castle Farmhouse, Lincolnshire <https://casework.jcnas.org.uk/case/107894> We collaborated with the LPA's Conservation Officer and The Georgian Group in securing a scheme which reduced the potential harm to this derelict farmhouse and pursued a conservation-led methodology of works to minimize the ongoing loss of historic fabric and evidential value of the site.

(ii) Responding to national archaeological issues in an advocacy capacity

- We have actively engaged in a number of major policy issues over the year. Most notably in collaboration with the Chartered Institute for Archaeologists (CIfA) over planning reform and the Governments proposals as set out in the Planning White Paper; immigration issues relating to the migration of workers post-Brexit and the shortage of qualified archaeologists within the commercial development sector. The CBA and CIfA successfully pressed for archaeology to be included on the 'protected' Occupational Shortages list to gain some exemption from the salary-based approach. We have continued to input directly and via The Heritage Alliance into the Environment Bill and the 25 Year Environment Plan setting out the importance of archaeology and the historic environment to the overall environment of England.
- We have monitored and responded to a growing number of university archaeology departments that are closing, reducing teaching numbers or being put at threat. We provide the secretariat for University Archaeology UK and have been supporting their advocacy with Ministers directly and via the All Party Parliamentary Archaeology Group.
- We took an active stand over Black Lives Matter, issuing our own statement of support and developing a Diversity, Inclusion and Equality Resources page on our website. Our Executive Director wrote of the importance of broader participation in *British Archaeology* and the need to allow different perspectives space to reflect

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the multitude of narratives that exist within archaeology and heritage. This work has fed directly into the development of the CBA Diversity Review which was completed over the year.

- We continued to be actively involved with the proposals for the A303 near Stonehenge providing additional information to the Planning Inspectorate via our Hon Vice-President George Lambrick. We have maintained our serious concerns and objection to the overall scheme.
- A417 Missing Link – We are supporting a number of conservation bodies including Cotswolds Conservation Board, CPRE Gloucestershire, Gloucestershire Ramblers, Gloucestershire Wildlife Trust, the National Trust and Woodland Trust in their efforts to urge Highways England to ensure that plans for the A417 ‘Missing Link’ road scheme properly consider the natural beauty, diverse wildlife and unique heritage of the Cotswolds landscape and in particular the setting of Crickley Hill.

(5) Publications and Social Media – our Wider Public Reach

(i) *British Archaeology*

- The CBA publishes *British Archaeology*, the foremost archaeological magazine in the UK. It brings in-depth news and research on archaeology to a wide audience. It is published six times each year and forms part of the CBA membership offer. *British Archaeology* remains our flagship publication and will continue to play an important part in our mission of supporting people to value archaeology.
- Due to Covid and funding uncertainty at the start of the year, we were required to reduce the number of pages in *British Archaeology* for two editions in 2020-21. We were able to return it to full strength with a charitable donation from the Trustees of the Antiquity Journal.
- This support also enabled us to reshape a number of the features in the magazine that have included a more formal relationship with Antiquity and 4 pages highlighting content and features from that international journal, we recast our briefing pages to focus more on our youth engagement work (Archaeology 8-25) and our activities to support members, groups and community archaeology (Archaeology Active). These changes not only maintain the high quality of the articles we feature but bring the work of the CBA and community archaeology to greater prominence.
- The CBA also provides *British Archaeology* magazine through subscription and offers an online version, including back copies online via Exact Editions www.exacteditions.com/read/british-archaeology
- Retail sales of the magazine in the UK and internationally were badly impacted by the pandemic during the first half of the year, falling to less than 600 for the edition published in April 2020, compared to a pre-pandemic level of between 1600 and 2000. Retail sales had recovered somewhat later in the year to around 1200 copies per edition. Print subscriptions at the year-end were 1346. All print subscribers can access the magazine online via Exact Editions and, in addition, at

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the end of the year we had approximately 400 digital subscriptions purchased directly with Exact Editions.

(ii) Specialist Publications

- We also publish specialised books and papers containing important archaeological insights which would otherwise not be able to be published due to their specialist nature and limited print runs. This year we were delighted to publish as part of our CBA Research Report series two volumes on the excavations at Forteviot, near Perth in Scotland: *CBA Research Report 176 Prehistoric Forteviot; excavations of a ceremonial complex in eastern Scotland* and *CBA Research Report 177 Royal Forteviot; excavations at a Pictish power centre in eastern Scotland*. We are very grateful for the funding support of Historic Environment Scotland to publish these reports.

(iii) CBA Websites

- In addition to our core activities many CBA services are provided free of charge to our beneficiaries via the CBA's gateway website (www.archaeologyuk.org), while free resources and information for young people, schools and volunteers can be accessed via the YAC website (www.yac-uk.org). The CBA's web resources also include the Festival of Archaeology website (festival.archaeologyuk.org), as well as news feeds and a suite of other accessible tools for the study and practice of archaeology.
- The CBA gateway site is one of the largest providers of archaeological information in the world. Many of the CBA's published works are also currently available free online – including over 100 CBA research reports via the Archaeology Data Service (<http://archaeologydataservice.ac.uk/>).
- During the year, we were able to invest in our online platforms, making them more accessible than ever through the development of brand-new CMS / CRM. These new systems will go live in 2021-22 and will not only improve the look of the CBA as a brand but will also make it easier for users to find content, as well as make the membership joining journey and experience more friendly to use.
- Engagement levels on our online platforms have outperformed year on year, with this year being no exception. The CBA website had 111,592 unique users this year.

(iv) Social Media

- The CBA maintained active output on three key social media platforms in addition to our website: Twitter (@archaeologyuk), Instagram and YouTube
- CBA social media accounts have a combined following of 124,765 followers.

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(6) The CBA in Wales

(i) CBA Wales Director

- With funding support from the Welsh Government, the CBA retains a part-time Director for Wales who also works as the Listed Building Caseworker. The new Business Plan for the CBA responds to the differing legislation and policies for the devolved nation through a separate set of objectives. These are aimed to fulfill the requirements of the *Well-Being of Future Generations Act* and *Prosperity for All* – they are set out in Appendix 3 of Strategy for Growth 2021-25 as ‘Our Plan for Wales’.

(ii) CBA Wales Casework

The CBA Director for Wales/ Listed Building Caseworker for Wales has continued to meet our targets as set out in the CBA’s Business Plan. Between 1/4/2020 and 1/4/2021, 436 applications were assigned to the CBA. Out of these, 200 were assessed in detail (46%) and 31 responses provided (7%) with 17 letters of support, objection or advice (4%). Responses were carefully selected in a targeted /prioritised way to meet the objectives of *Prosperity for All* – for example:

- Housing: 4
- Public realm and local environment: 11
- Sustainable re-use of historic buildings: 6
- Appropriate accessibility: 7
- Working differently: 5 x supporting comments made by other amenity societies

(iii) CBA Advocacy in Wales

- CBA continues to host the Secretariat of the Wales Heritage Group (WHG). Meetings have proved impossible during the Covid-19 lockdown period but we continue to correspond and circulate information, events and provide support for each other via electronic means.
- We have been an active member of the Minister’s Historic Environment Group and the Local Heritage sub-group.
- Unloved Heritage: we have continued our role on the Unloved Heritage steering group and contributed sessions to the final event, held in February 2021.
- We have worked with our partners on various national strategy and legislative review consultation projects, sharing our resources, knowledge and skills. We have been successful in advocating for a new role for Cifa as part of HEG.
- Letter from CBA and joint letter with WHG sent to Welsh Government planning in relation to proposed amalgamation of Welsh Heritage legislation.
- Representatives of CBA have been invited to join and have been contributing to the Historic Environment Legislation Consolidation Advice Group – chairing the last session.

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- Heritage Partnership Agreements consultation: with IHBC, WHG, ALGAO, ClfA Wales, ClfA UK.
- Response to consultation on Agriculture (Wales) Bill: with ClfA, IHBC.
- Response on ClfA Toolkit: Recording of Archaeological Materials: with ClfA Wales.

(iv) CBA Publications in Wales

- Six issues of Wales Heritage Exchange produced and circulated.
- Bumper' joint two-year issue of *Archaeology in Wales* journal produced.
- Two issues of CBA Wales newsletter produced.
- A Welsh themed issue of *British Archaeology* magazine was published in April. This is the first time an issue has had an emphasis on the CBA's work in Wales.

(v) CBA Public Engagement in Wales

- In 2020/21 public engagement work has proved to be the most challenging area of work in Wales, due to the restrictions of the pandemic and the usual geographical issues and digital poverty. In addition to the Festival of Archaeology and those items mentioned above we have undertaken the following activities in Wales:
 - Unloved Heritage conference – CBA hosted a two-part session
 - CAER Heritage: The Hidden Hillfort project won the Marsh Award for Archaeology for Best Project with Paid Support. We have since been working with the CAER Heritage team on planning future events, projects and a 'special' for our Festival of Archaeology 2021.
 - CBA has been taking an active role in recent local heritage initiatives set up by Cadw.

(vi) CBA Funding in Wales

- We have again been successful in gaining funding from Cadw for our core activities in Wales, including for YAC and providing the Secretariat for the Wales Heritage Group. We have also been successful in gaining funding from the Welsh Government Cultural Recovery Fund which has enabled us to run two projects, one regarding young people (see above under Youth Engagement) and one looking at the needs and requirements of adult community groups in Wales post-Covid and for the future. This work initially aims to enable voluntary groups to recover from the pandemic with the longer-term aim of increasing the resilience and impact of these groups. The work has produced useful datasets and base line information; increased co-operation and sharing of resources; improved our understanding of what these groups need and want; and produced resources to assist with the groups' recovery following the pandemic. We will work with the Historic Environment Group, with a view to taking forward its recommendations.

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(7) Notes

(i) Income Generation

- Although much information and service are given free of charge to further the charity's objects, it is also necessary to secure varied revenue streams where practical to do so, as long as it does not harm the public benefit of the work. Book and magazine publications are set at a range of prices, ensuring that they are accessible to most people immediately.

d. GRANT-MAKING POLICIES

Grants are made available to the general public (both individuals and organisations) when funding is available and where projects are shown to fulfil stated criteria regarding research and/or public participation linked with the CBA's charitable objectives.

During 2020-21, the CBA offered a number of small grants using some of the Historic England Emergency recovery support, to enable community groups to purchase subscriptions for video conferencing facilities to support online meetings. We offered small bursaries of up to £150, which groups could apply for to support the cost of licenses. We received 10 applications, totaling £1291, against a budget of £1250, so we decided to offer all of them support. Half of the applicants were YAC branches, and half were groups for adults. All applicants have agreed to be contacted in future to provide updates on their experiences, giving us a useful pool of consultees, to understand the experience of groups expanding their digital activities.

e. MAIN ACTIVITIES UNDERTAKEN TO FURTHER THE CHARITY'S PURPOSE FOR PUBLIC BENEFIT
CBA trustees and staff have referred to the public benefit guidance issued by the Charity Commission of England and Wales and the Office of the Scottish Charity Regulator when considering the organisation's aims and objectives and in planning future activities.

The identifiable benefits of the CBA's charitable work are outlined in the strategic objectives of the charity and throughout this report, in terms of implementation. Considerable resources are put into consultations and advocacy in pursuit of its remit where the eventual impact may be difficult to quantify and results from the cumulative effect of coordinated campaigning with others. The CBA works to good effect through umbrella bodies such as The Archaeology Forum, the Joint Committee of National Amenity Societies, Wildlife & Countryside Link and The Heritage Alliance to achieve its advocacy goals.

f. ENVIRONMENTAL POLICY

The CBA takes care to ensure that minimal environmental detriment or harm arises from its work. Its conservation goals support action for sustainable development. The historic environment and its assets are an inherently sustainable resource, saving energy, re-using material, generating employment, economic and environmental benefits through renewal and regeneration of historic places. The CBA's environmental policy guides good practice in the organisation and its work, using paper from sustainable sources and the re-cycling of material where possible. This ethos flows into the outreach work of the CBA – encouraging

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others to follow suit. Care is taken to ensure that any restrictions to services are minimised to the greatest extent possible, whilst also maintaining vital income streams where necessary.

Achievements and performance

a. REVIEW OF ACTIVITIES

The CBA is in a unique position to undertake advocacy for archaeology and the wider historic environment. It alone represents the entirety of interest in archaeological issues and is a crucial voice in major issues of the day, from highlighting the importance of archaeology in the planning process to championing and celebrating public participation and activity in archaeology. We represent the contribution archaeology makes to the wider historic environment and how it can help shape and understand sustainable approaches to heritage in the UK. The CBA helps to frame legislation in many cases and to ensure that appropriate implementation is undertaken. Members join us to lend the weight of their voice to support that work.

Considerable advocacy work was conducted through the year to ensure that archaeological issues were addressed at a local and wider level. Such work is both reactive and proactive, the former dealing with events as they arise and gathering consensus as to the way forward, the latter being conducted through such bodies as the All Party Parliamentary Archaeology Group having first obtained opinions from the general public and the sector. In particular, the CBA's Executive Director is a member of the Historic Environment Forum's Steering Group. Participation is conducted through flagship activities such as the Festival of Archaeology and the Young Archaeologists' Club. The Festival continues to be the largest celebration of archaeology in the world.

The CBA continues to work to protect historic buildings with the other National Amenity Societies which have, since September 2017, been operating under a single email address that local authorities are now using to consult on Listed Building Consent applications. These are logged through the CBA-managed on-line Casework Hub. This year we have successfully integrated the Ancient Monument Society and The Twentieth Century Society onto the shared casework database. This means that all six of the National Amenity Societies are now sharing a centralised database of consultations for changes to the historic environment. This enables greater collaboration and co-working between the separate societies towards our shared goal of safeguarding the significance of the historic environment, through our varying remits for comment.

2020-2021 saw the Young Archaeologists' Club severely impacted by the global pandemic, as all face-to-face activity came to a stop. The CBA responded rapidly with a pivot to digital delivery, resources, events and training, as outlined above. The data gathered during the annual review (conducted late this year to give our groups more time to return to activity) demonstrated that most of our groups continued to be active during the pandemic and over 60% were able to undertake online delivery. We also saw double the number of branches participating in the various online training offered over the first 12 months of the pandemic.

Funding secured during the report period enabled the CBA to develop new projects, such as Dig School, undertake consultation to develop new plans for the future and begin the

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implementation of these (Wales Online YAC Group for example) and also develop a long-term strategic plan for the YAC and youth engagement more broadly. The core funding secures the clubs future for the next three years and project strand funding also provides the scope to develop and incorporate a youth governance approach at the CBA, co-create and deliver a scheme of activity for 16-18 year-olds to participate in archaeology and provides opportunities for the diversification of our membership and volunteer base. These plans also support the CBA's wider strategic plans based on the outcomes of the recent Diversity Review and the development of a business plan for the next four years.

The Festival of Archaeology (<https://festival.archaeologyuk.org/>) was significantly affected by the Covid-19 pandemic meaning it was impossible to go ahead with the Festival in its usual format, instead it was held online for the first time and in two parts, 11-19 July and 24 October – 1 November. The events and activities on offer highlighted the diversity of archaeology as a subject with topics such as fieldwork, environmental science, careers and archaeogaming. A range of platforms including Zoom, YouTube and Facebook were used, as well as pre-recorded talks and self-guided walks were added to a new resources area and made available on demand throughout the year. Around half of the events were related in some way to the Festival theme of Climate and Environment.

The festival had an international reach, with the US, Canada, Australia, New Zealand and India all engaged in some way. European reach was predominantly Western European in nature (France, Germany, Italy, Sweden and Finland). There was also engagement from Brazil, Russia, Saudi Arabia and Malaysia.

Over the course of the 18 days of the Festival 351 events were delivered by 180 organisers. This resulted in 585,631 digital engagements and a digital reach of over 24 million.

The favourable financial position at the end of 2020-1 is largely down to the CBA's success in securing Emergency grant support as follows:

- Historic England Emergency grant: £49,968, of which around £40,000 was for staff costs and overheads, to allow us to redirect staff time to a project, Recharging British Archaeology, to understand the support required by voluntary groups to enable them to recover from the pandemic.
- NLHF Emergency Fund: grant of £49,700, of which £36,000 was for staff and premises costs.
- DCMS Cultural Recovery Fund Round 1: grant of £198,900 of which approximately £47,000 was for staff costs and overheads.
- Welsh Cultural Recovery Fund: £50,912, with £17,718 for core costs.

In addition, we have been awarded a further grant from DCMS Cultural Recovery Fund Round 2 for £15,000, all of which is to help support core costs in April – June 2021.

As well as supporting core costs, the DCMS Cultural Recovery Fund support enabled the development of crucial digital infrastructure, which was to have been the subject of an NLHF application, delayed because of the pandemic. The funding supported the

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development of a new CRM to replace the outdated membership database, and which will be linked to a new website. Both the old database and the old website represented significant risks to the business, as both were unstable and limited the scope for the CBA to communicate effectively with members. The initial development work was completed during 2020-1 and paid for using the DCMS funding, with the final deployment to be completed during 2021-2, with final costs met from the CBA's own resources.

The DCMS funding also enabled the CBA to commission a review looking at its approach to diversity and inclusion across the organization. Undertaken by Cornwall Museums Partnership, acting as consultants, the review made a series of wide-ranging recommendations and provided a handbook to support the implementation. The CBA will begin putting these recommendations into practice during 2021-2 and they form an important thread running through all the organisation's plans.

b. INVESTMENT POLICY AND PERFORMANCE

The trustees are empowered to make and hold investments using the general funds of the charity. Such investments will not conflict with the general ethical standards expected of a UK archaeological body.

Financial review

a. GOING CONCERN

The financial statements have been prepared on a going concern basis. In making this decision, the trustees have reviewed the financial performance of the organisation and draft budgets, looking ahead for 12 months from the point of signing. The trustees believe that adopting the "going concern" approach is a reasonable one for the following five principal reasons:

- Firstly, the organisation has cash reserves which provide headroom against variance from our forecast cash flow.
- Secondly, there is significant discretionary spending in projected expenditure which could be paused or cancelled if needed, notably funds set aside to implement the business plan.
- Thirdly, the planned increase in staffing arising from the organisational review is being phased, with later phases only implemented if greater assurance of income is achieved.
- Fourthly, there are ongoing discussions about a number of project income streams which are not yet included in draft budgets for 2022-3 and which would contribute to staffing costs and other overheads, if and when secured.
- Finally, the organisation is being much more proactive about seeking sponsorship and has achieved notable recent success.

Whilst budgets and forecasts show surpluses and headroom the Trustees recognise that given the size of the Charity small adverse changes in income assumptions could change this position. The Trustees would apply this discretionary pressure to maintain headroom and ensure the financial stability of the Charity.

b. PRINCIPAL FUNDING

CBA funding comes from grants, membership fees, magazine subscriptions, donations/sponsorship, and a small contribution from retail sales of magazines and other publications. Our main grant funding sources are Historic England and CADW who help to support the Young Archaeologist's Club and the Festival of Archaeology and our work on

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planning and Listed Building Consent applications. Historic England have agreed to supporting part of the core-costs of both the Young Archaeologist's Club and the Festival of Archaeology over the next three years up to 2024, supporting both their post covid recovery and expansion. We have received much-needed funding from the DCMS and the Welsh Government Cultural Recovery Funds in 2020/21 which has been used to invest in our post-covid recovery planning. In 2018-19, a Resilient Heritage grant from NLHF enabled a strategic review, and we receive other one-off project grants.

Our membership income is broadly static with slight improvements in the most recent year. Sponsorship and donations come from a range of public and private sector organisations and individuals.

c. RESERVES POLICY

Trustees had set a target of adding at least £20,000 to the reserves during 2020/21. This target was substantially exceeded, thanks to the organisation's success in securing emergency support grants during the pandemic, which can be used to ensure the organisation's ongoing resilience. During 2020-1, the CBA reviewed its reserves strategy as part of the business planning process. Trustees agreed to invest some of the surplus from 2020-1 into spending in 2021-2, to enable the organization to meet the ongoing challenges of the pandemic, and to continue to build its resilience through improvements to infrastructure and business processes. The remaining £80,000 was committed to reserves. The business plan commits that the CBA will rebuild reserves from surpluses without compromising our investments in public benefit and social value. Our target is to increase reserves by at least one month of then current operating costs by the end of Y2 of the business plan and two months by end of Y4. By the end of the plan period, reserves should be a minimum of 3 months of then current fixed operating costs. In addition to the amount already committed to reserves, the plan is to add £20,000 in Year 3 (2023/24) and £25k in Year 4 (2024/25).

Structure, governance and management

a. CONSTITUTION

The Council was incorporated on 10 October 1983 under the Companies Act as a company limited by guarantee and not having a share capital. The Council for British Archaeology is a registered charity (with the Charity Commission of England & Wales and the Office of Scottish Charity Regulator - OSCR). It is governed via Articles of Association. These Articles of Association were reviewed during 2019-20, with the new Articles being adopted at the AGM in November 2019. The changes were intended to bring the CBA into line with current good practice and to reflect changes in Charity law. The changes relating to governance practice concerned the appointment of trustees and the composition of the board (see below) and the introduction of clauses to enable the Council to remove members or trustees whose behaviour would bring the organisation into disrepute.

b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. A board of up to 12 Trustees, elected by the membership, oversees the activities of the charity assisted by a small paid secretariat of staff and various voluntary advisory committees.

c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES

The CBA has an induction process for Trustees that includes the provision of guidance on the responsibilities and duties of Trusteeship, information about the operations of the CBA and a review of the Risk Register. Reviews are conducted to ensure that the Trustee body has the relevant skills and experience to fulfil its role.

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d. PAY POLICY

The CBA is committed to ensuring that we pay our people fairly and in a way which ensures we attract and retain the right skills to have the greatest impact in delivering our charitable objectives. In line with CBA's commitment to equality and diversity, the CBA is committed to equal pay.

Trustees do not receive payment, just reimbursement of out of pocket expenses in line with Charity Commission guidelines.

Every member of staff in our organisation earns at least the Living Wage. No member of staff earns above £60,000 per annum.

e. RISK MANAGEMENT

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

Plans for future developments

2020-21 was dominated by the COVID-19 pandemic and it delivered many challenges to the CBA.

Archaeology is, first and foremost, about people and their places. With restrictions in place, we had to re-imagine our services and our delivery models to provide members, groups, our Young Archaeologists' Clubs and the wider public with ways to engage. People sought out new ways to occupy their time and parents looked for different ways to engage and entertain their children.

The CBA responded by staging its first ever digital Festival of Archaeology, providing new materials for parents, volunteers, and young people to use at home via its Young Archaeologists' Club website and, together with Professor Carenza Lewis, we launched "Dig School" creating 20 free archaeology-themed workshops to help teachers and home-schoolers to explore history and archaeology digitally.

What we learnt will change our approach to future engagement and we know we also have much ground to recover. Our YAC clubs need support to return to "in-person" operation, our income from traditional activities has suffered and the rapid shift to remote working exposed weaknesses in our corporate infrastructure and our business processes.

The year also helped us focus on our core areas of work. The five activity areas which are our strongest and which support our membership, deliver our events and projects, underpin our statutory role as a National Amenity Society, support our publications and deliver our youth engagement programmes. Our business plan, *Strategy for Growth 2021-25*, sets out how we will consolidate and grow these activities using them as the foundation of delivery of the CBA activity and growth over the next 4 years. Our most notable area of growth has been via our social media where our three core accounts on Instagram, Facebook and Twitter, and additional Twitter accounts for YAC and Festival of Archaeology's "Ask an Archaeologist Day" have a growing number of followers totaling 124,765 followers and a digital reach during the 2020 Festival of Archaeology of over 24 million.

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Whilst the platforms are at different stages of development, targeting different audiences and with distinct approaches to sharing the messages of the CBA, our aim moving forward is to ensure all platforms demonstrate reliability and consistency through regular posting, and growing audience reach and engagement. Our social media platforms will also play a key part in achieving the five key goals outlined in the Strategy for Growth business plan and like many membership organisations we will be working hard to turn this digital reach into new membership and income.

Our new digital infrastructure and website will enable us to deliver on our aspirations to make the CBA the key 'hub' through which people can interact with archaeology. We will establish a support network to allow people to explore their place in the world and to celebrate their local identity. We will build on our Festival of Archaeology and Young Archaeologists' Club to underpin our open and inclusive approach to participation in archaeology. We will look to develop our core values into active campaign and manifesto to help challenge the wider archaeological sector to be more engaging and to place participation and public value at the heart of what they do. We will help partners demonstrate this approach and establish an evaluation framework to demonstrate its impact and value.

Trustees continue to steer the organisation towards a sustainable future to ensure that its valuable range of services continues.

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TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of The Council for British Archaeology for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

DISCLOSURE OF INFORMATION TO AUDITORS

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they 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 these financial statements, the Trustees are required to:

- select the suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities Statement of Recommended Practice;
- make judgements and accounting 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 operation.

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

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as Trustees are aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- Trustees have taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

This report was approved by the Trustees on 1st December 2021 and signed on their behalf by:



Mr K Smith, Chair of Trustees

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH
ARCHAEOLOGY**

Opinion

We have audited the financial statements of The Council For British Archaeology (the 'charitable company') for the year ended 31 March 2021 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

THE COUNCIL FOR BRITISH ARCHAEOLOGY
(A company limited by guarantee)

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH
ARCHAEOLOGY (CONTINUED)**

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH
ARCHAEOLOGY (CONTINUED)**

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charity through discussions with trustees and management and review of appropriate industry knowledge;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures as a risk assessment tool to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation; and
- enquiring of management as to actual and potential litigation and claims.

Due to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing fraud or non-compliance with laws and regulations and cannot be expected to detect all fraud and non-compliance with laws and regulations.

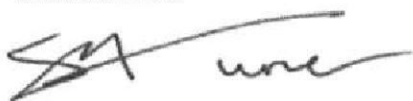
A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' report.

THE COUNCIL FOR BRITISH ARCHAEOLOGY
(A company limited by guarantee)

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COUNCIL FOR BRITISH
ARCHAEOLOGY (CONTINUED)**

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

A handwritten signature in black ink, appearing to read 'Simon Turner', is written over a horizontal line.

Simon Turner (Senior statutory auditor)

for and on behalf of
Armstrong Watson Audit Limited

Chartered Accountants
Statutory Auditor

Northallerton

Date: 01 December 2021

THE COUNCIL FOR BRITISH ARCHAEOLOGY
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations and legacies	3	57,426	1,558	58,984	38,736
Charitable activities	4	779,984	102,448	882,432	511,990
Investments		1	-	1	2,880
Total income		837,411	104,006	941,417	553,606
Expenditure on:					
Raising funds	5	412	-	412	3,995
Charitable activities	6	763,207	32,222	795,429	658,925
Total expenditure		763,619	32,222	795,841	662,920
Net income/(expenditure) before net losses on investments		73,792	71,784	145,576	(109,314)
Net losses on investments		-	-	-	(1,852)
Net movement in funds		73,792	71,784	145,576	(111,166)
Reconciliation of funds:					
Total funds brought forward		(5,024)	57,274	52,250	163,416
Net movement in funds		73,792	71,784	145,576	(111,166)
Total funds carried forward		68,768	129,058	197,826	52,250

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 36 to 48 form part of these financial statements.

THE COUNCIL FOR BRITISH ARCHAEOLOGY
(A company limited by guarantee)
REGISTERED NUMBER: 01760254

BALANCE SHEET
AS AT 31 MARCH 2021

	Note	2021 £	2020 £
Fixed assets			
Investments	11	-	11,219
		-	11,219
Current assets			
Stocks	12	19,619	4,586
Debtors	13	184,313	65,373
Cash at bank and in hand		263,844	48,793
		467,776	118,752
Creditors: amounts falling due within one year	14	(269,950)	(77,721)
Net current assets		197,826	41,031
Total assets less current liabilities		197,826	52,250
Total net assets		197,826	52,250
Charity funds			
Restricted funds	15	129,058	57,274
Unrestricted funds	15	68,768	(5,024)
Total funds		197,826	52,250

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



K Smith

Date: 01 December 2021

The notes on pages 36 to 48 form part of these financial statements.

THE COUNCIL FOR BRITISH ARCHAEOLOGY
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. General information

The company is a company limited by guarantee. The members of the charity are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements 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 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Council For British Archaeology meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Going concern

The charity has reported a net profit for the year of £145,576. The net current asset position at the year end was £197,826, up from £41,031 in the prior year.

The additional income in 2020-21 has improved the CBA's financial position and the trustees have reasonable confidence that the organisation has sufficient funds to meet planned expenditure for at least twelve months from the point of signing the accounts. The organisation has new digital infrastructure in place, and is making planned investments in staffing capacity to enable it to grow its future income to ensure its long term sustainability. For this reason, the financial statements have been prepared on a going concern basis.

Whilst budgets and forecasts show surpluses and headroom the Trustees recognise that given the size of the Charity small adverse changes in income assumptions could change this position. However, there are discretionary elements to the cost base of the Charity, such as marketing and recruitment spend that could be phased on an alternative basis. The Trustees would apply this discretionary pressure to maintain headroom and ensure the financial stability of the Charity.

THE COUNCIL FOR BRITISH ARCHAEOLOGY
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

2. Accounting policies (continued)

2.3 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Company has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Company, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Where the donated good is a fixed asset, it is measured at fair value, unless it is impractical to measure this reliably, in which case the cost of the item to the donor should be used. The gain is recognised as income from donations and a corresponding amount is included in the appropriate fixed asset class and depreciated over the useful economic life in accordance with the Company's accounting policies.

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the Company which is the amount it would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Company to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

THE COUNCIL FOR BRITISH ARCHAEOLOGY
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

2. Accounting policies (continued)

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

2.7 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.8 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.9 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.10 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.11 Financial instruments

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

THE COUNCIL FOR BRITISH ARCHAEOLOGY
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

2. Accounting policies (continued)

2.12 Pensions

The company operates a defined contribution stakeholder pension scheme. The assets of the scheme are held separately from those of the company in an independent administered fund. The pension cost charge in the accounts represents contributions payable by the company to the fund for the benefit of its employees.

2.13 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

3. Income from donations and legacies

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Donations	23,214	1,558	24,772
Gift aid	34,212	-	34,212
	<u>57,426</u>	<u>1,558</u>	<u>58,984</u>
	<u>57,426</u>	<u>1,558</u>	<u>58,984</u>
	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Donations	4,444	3,321	7,765
Gift aid	30,971	-	30,971
	<u>35,415</u>	<u>3,321</u>	<u>38,736</u>
	<u>35,415</u>	<u>3,321</u>	<u>38,736</u>

THE COUNCIL FOR BRITISH ARCHAEOLOGY
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

4. Income from charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Conservation & Community	-	-	-
Young Archaeologists Club	-	67,286	67,286
Information & Communications	218,361	35,162	253,523
Capacity Building & Promotion	375,574	-	375,574
Other	-	-	-
Membership	186,049	-	186,049
	<u>779,984</u>	<u>102,448</u>	<u>882,432</u>

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Conservation & Community	1,110	753	1,863
Young Archaeologists Club	800	47,000	47,600
Information & Communications	121,253	57,006	178,259
Capacity Building & Promotion	89,345	-	89,345
Other	935	-	935
Membership	193,988	-	193,988
	<u>407,231</u>	<u>104,759</u>	<u>511,990</u>

5. Expenditure on raising funds

Costs of raising voluntary income

	Unrestricted funds 2021 £	Total funds 2021 £
Expenditure on raising voluntary income	412	412

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

5. Expenditure on raising funds (continued)

	Unrestricted funds 2020 £	Total funds 2020 £
Expenditure on raising voluntary income	3,995	3,995

6. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Conservation & Community	27,417	-	27,417
Young Archaeologists Club	55,081	3,938	59,019
Information & Communications	260,720	28,284	289,004
Capacity Building & Promotion	188,679	-	188,679
Membership	53,066	-	53,066
Support costs	178,244	-	178,244
	<u>763,207</u>	<u>32,222</u>	<u>795,429</u>

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Conservation & Community	28,839	753	29,592
Young Archaeologists Club	11,275	50,550	61,825
Information & Communications	231,996	57,006	289,002
Capacity Building & Promotion	6,021	-	6,021
Membership	61,003	-	61,003
Support costs	211,482	-	211,482
	<u>550,616</u>	<u>108,309</u>	<u>658,925</u>

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

6. Analysis of expenditure on charitable activities (continued)

Summary by fund type (continued)

Summary by expenditure type

	Staff costs 2021 £	Other costs 2021 £	Total funds 2021 £
Conservation & Community	27,417	-	27,417
Young Archaeologists Club	53,951	5,068	59,019
Information & Communications	128,330	160,674	289,004
Capacity Building & Promotion	3,355	185,324	188,679
Membership	53,066	-	53,066
Support costs	73,509	104,735	178,244
	<u>339,628</u>	<u>455,801</u>	<u>795,429</u>

	Staff costs 2020 £	Other costs 2020 £	Total funds 2020 £
Conservation & Community	24,698	4,894	29,592
Young Archaeologists Club	48,596	13,229	61,825
Information & Communications	115,594	173,408	289,001
Capacity Building & Promotion	3,021	3,000	6,021
Membership	47,799	13,204	61,003
Support costs	66,215	145,267	211,482
	<u>305,923</u>	<u>353,002</u>	<u>658,925</u>

7. Auditors' remuneration

The auditors' remuneration amounts to an auditor fee of £6,440 (2020 - £6,440).

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

8. Staff costs

	2021 £	2020 £
Wages and salaries	292,425	264,500
Social security costs	20,116	18,215
Contribution to defined contribution pension schemes	27,087	23,208
	<u>339,628</u>	<u>305,923</u>

The average number of persons employed by the Company during the year was as follows:

	2021 No.	2020 No.
Staff numbers	<u>12</u>	<u>12</u>

No employee received remuneration amounting to more than £60,000 in either year.

The senior management personnel of the charity received aggregate remunerations totalling £55,849 (2020: £46,652).

9. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 March 2021, expenses totalling £NIL were reimbursed to Trustees (2020 - £3,775).

Donations totalling £7,962 were received from the Royal Archaeological Institute (2020 - £Nil), of which £4,000 was repaid. One of the Trustees, Ken Smith, was the President of the Royal Archaeological Institute until his resignation in April 2021.

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

10. Tangible fixed assets

	Office equipment £
Cost or valuation	
At 1 April 2020	4,392
At 31 March 2021	<u>4,392</u>
Depreciation	
At 1 April 2020	4,392
At 31 March 2021	<u>4,392</u>
Net book value	
At 31 March 2021	<u>-</u>
At 31 March 2020	<u>-</u>

11. Fixed asset investments

	Listed investments £
At 1 April 2020	11,219
Disposals	(11,219)
At 31 March 2021	<u>-</u>
Net book value	
At 31 March 2021	<u>-</u>
At 31 March 2020	<u>11,219</u>

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

12. Stocks

	2021 £	2020 £
Book stock	<u>19,619</u>	<u>4,586</u>

13. Debtors

	2021 £	2020 £
Due within one year		
Trade debtors	21,811	35,934
Other debtors	8,179	6,016
Prepayments and accrued income	154,323	23,423
	<u>184,313</u>	<u>65,373</u>

14. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	94,973	25,592
Other taxation and social security	5,981	5,767
Other creditors	22,803	4,235
Accruals and deferred income	146,193	42,127
	<u>269,950</u>	<u>77,721</u>

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

15. Statement of funds

Statement of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
Unrestricted funds				
General Funds - all funds	(5,024)	837,411	(763,619)	68,768
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Restricted funds				
Restricted Funds - all funds	57,274	104,006	(32,222)	129,058
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total of funds	<u>52,250</u>	<u>941,417</u>	<u>(795,841)</u>	<u>197,826</u>

Overall total funds increased for the year by £145,575 (2020 – decreased by £111,166). At 31st March 2021, total funds carried forward are £197,825 (2020 - £52,250), of which £150,714 (2020 - £57,274) are restricted.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

15. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 March 2020 £
Unrestricted funds					
General Funds - all funds	105,913	445,526	(554,611)	(1,852)	(5,024)
Restricted funds					
Conservation and community	14,000	753	(753)	-	14,000
Young archaeology club	43,503	50,321	(50,560)	-	43,274
Information and communication	-	57,006	(57,006)	-	-
	57,503	108,080	(108,309)	-	57,274
Total of funds	163,416	108,080	(662,920)	(1,852)	52,250

16. Summary of funds

Summary of funds - current year

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
General funds	(5,024)	837,411	(763,619)	68,768
Restricted funds	57,274	104,006	(32,222)	129,058
	52,250	941,417	(795,841)	197,826

THE COUNCIL FOR BRITISH ARCHAEOLOGY
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

16. Summary of funds (continued)

Summary of funds - prior year

	Balance at 1 April 2019 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 31 March 2020 £
General funds	105,913	445,526	(554,611)	(1,852)	(5,024)
Restricted funds	57,503	108,080	(108,309)	-	57,274
	<u>163,416</u>	<u>553,606</u>	<u>(662,920)</u>	<u>(1,852)</u>	<u>52,250</u>

17. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Current assets	338,718	129,058	467,776
Creditors due within one year	(269,950)	-	(269,950)
Total	<u>68,768</u>	<u>129,058</u>	<u>197,826</u>

Analysis of net assets between funds - prior year

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Fixed asset investments	11,219	-	11,219
Current assets	61,478	57,274	118,752
Creditors due within one year	(77,721)	-	(77,721)
Total	<u>(5,024)</u>	<u>57,274</u>	<u>52,250</u>

