



ASSOCIATION FOR HERITAGE INTERPRETATION

Unaudited

Trustees' Report and Financial Statements

For the year ended 31 March 2019

ASSOCIATION FOR HERITAGE INTERPRETATION

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ASSOCIATION FOR HERITAGE INTERPRETATION

Reference and Administrative Details of the Charity, its Trustees and Advisers For the year ended 31 March 2019

Trustees

Bill Bevan
Jim Mitchell, Chair
Suzanna Jones
Ruth Coulthard
Philip Ryland
Laura Sole
Sheena Irving
Kev Theaker
India Rabey
Rob Shelley
Kate Lindley

Charity registered number

288493

Principal office

25 Recreation Way, Kemsley, Sittingbourne, Kent, ME10 3RD

Accountants

Williams Giles Professional Services Ltd, 12 Conqueror Court, Sittingbourne, Kent, ME10 5BH

Bankers

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

ASSOCIATION FOR HERITAGE INTERPRETATION

Chair's Statement For the year ended 31 March 2019

Achievements and Performance

A fairly momentous change for AHI, albeit not obvious for the outside world, took place during the year 2018/19. In March we moved from being an unincorporated association and registered charity to becoming a charitable incorporated organisation (CIO). A transfer of all assets and all members to the new CIO took place on April 1 2019. We are still a registered charity but we now conduct business in our own name rather than that of our trustees. In addition, members and trustees are protected from any financial and contractual liabilities incurred by the CIO. This change, which involved a large amount of time of the trustees and of our administrator, will be finally completed at the 2019 AGM and AHI will continue in our new, fit for purpose, CIO.

There has been plenty of more visible work to benefit members during the year, including the conference, journal, events and advocacy. More details about these and other activities follow in the Achievements and Performance section of this Trustees Report.

Looking forward to the year 2019-20, we are hosting a conference in Bedford, celebrating the 2019 Discover Heritage Awards and planning for a conference in Ireland in 2020.

Thanks

I would like to thank Lyn Redknap for her skill and dedication in the role of AHI Administrator. AHI trustees are hugely grateful for the energy and passion Lyn has for her work and for her support to the committee.

AHI's achievements are made possible through the voluntary effort of its Committee, sub-group members and volunteers. I would like to thank all of the trustees and volunteers who have worked tirelessly and given hundreds of hours of their time to help AHI and this vitally important profession of interpretation.

On behalf AHI I would like to record our immense appreciation for the work of Eric Langham (Commissioning Editor) and Elizabeth Newbury (Production Editor) over a number of years in delivering such a high-quality journal for the AHI. Eric and Elizabeth have handed over to new journal editors Nicky Temple and Nicolette Evans and I would like to welcome them both to the team. Neil Morgan continues as Journal Designer and I would like to thank him too for the high-quality design and print of the journal.

Finally, I would like to thank all members for all your work in interpreting heritage across the UK, Ireland and beyond. What you do makes a real difference to people and places.
The chairman presents his statement for the period.

Name Jim Mitchell
Chair

Date 2 December 2019

ASSOCIATION FOR HERITAGE INTERPRETATION

Trustees' Report For the year ended 31 March 2019

The Trustees present their annual report together with the financial statements of the Charity for the year 1 April 2018 to 31 March 2019.

Objectives and Activities

a. Mission and vision

AHI's vision is that **everyone's life is enriched through great heritage interpretation**

AHI's mission: To achieve our vision we promote excellence, support practitioners and raise the profile of natural and cultural heritage interpretation.

b. Activities for achieving objectives

The Association works to encourage and promote excellence in the process of communicating to people the significance of a place, object or event, so that they may enjoy it more, understand their heritage and environment better and develop a positive attitude to conservation.

The Association supports interpreters working in places such as historic houses, museums, national parks, urban and rural areas, and local communities. They are teachers, storytellers, writers, artists, curators, designers, scientists and enthusiasts.

The objects for which the Association is established are to advance education in, and foster and encourage a greater understanding of, the natural and cultural environment for the benefit of the public by promoting the arts and sciences of interpretation and their application, the encouragement of research and education therein and, in particular, to advance the standards of education, qualification, competence and conduct of those who practise interpretation as a profession.

c. Main activities undertaken to further the charity's purposes for the public benefit

We carry out our mission through-

- Promoting excellence through effective marketing, awards scheme, annual conference and website
- Supporting practitioners through a professional development structure, an annual programme of events and learning journeys, a bi-annual journal, best practice guidelines and academic links
- Raising the profile of heritage interpretation through partnership working and advocacy across the heritage sector and beyond

Achievements and performance

a. Key financial performance indicators

We are in the process of strengthening our overall financial management now that we are a CIO. This is not simply to ensure compliance with all the statutory requirements of such a body but also to help our Trustees and Administrator plan and monitor our activities within a clear financial policy. Such a policy will be agreed in the coming months by our Trustees. This includes a revision of the former association's reserves policy which was to maintain sufficient reserves to maintain three months' normal operations.

This will be changed in the forthcoming policy so that AHI retains a cash reserve broadly equal to the preceding three years' average annual turnover. Achieving and maintaining that will be an overall key performance indicator of our financial health. It will be prudent to aim for a year-on-year increase in surplus of 5% to allow for inflation and other costs beyond AHI's control.

The reserves policy is intended to cover expenditure, including fulfilling our responsibilities as an employer, and

ASSOCIATION FOR HERITAGE INTERPRETATION

Trustees' Report (continued) For the year ended 31 March 2019

to buy time to manage cash flow and expenses in the event of any of the following:

- a downturn in membership income
- a downturn in event income
- a loss on the annual conference
- losses on other activities

We are also in the process of developing a forward budgeting régime which will allow us to

- Set realistic income and expenditure targets
 - compare actual revenue and costs against these targets
- In particular, we shall set performance targets (i.e. achieving a surplus of income over direct costs) for the following:
- subscriptions
 - the conference and events
 - advertising
 - suppliers' directory

These are vital performance indicators that must be designed to achieve the overall target of increasing our annual surplus by at least 5% each year as set out above.

b. Review of activities

Awards Subgroup

The Awards are co-ordinated on behalf of AHI by the Awards sub-group. The sub-group comprises Bill Bevan (Chair), Kate Lindley, Jo Scott and Ruth Taylor.

The 2019 Awards were open for entry in January 2019 and will be awarded at the ceremony at our annual conference in October 2019.

Professional Development and Training Subgroup

This group is chaired by Philip Ryland.

There is now a total of 13 best practice guidelines, on a range of topics, available to members.

During 2018-2019, nine Full Membership applications were received. The process of increasing awareness of the benefits and process of Full membership has resulted in increased number of full membership applications in 2018/19.

The AHI Events are co-ordinated by Kate Lindley who has organised a diverse range of events during the reporting year across England and Wales.

During the period April 2018 – March 2019 AHI offered several training events as follows:

- Inclusive Design – Accessible Interpretation, a one-day workshop run Cassie Herschel – Shorland on 22 June 18 at the British Museum.
- Understanding and Developing Audiences was organised by the Welsh sub group of the AHI and took place at St Fagans National History Museum, Cardiff on 12 November 2018
- Heritage Interpretation (Applied) Course was run by Sarah Oswald and took place on 13 November 2018 at The Clifton Pavilion, Bristol Zoo Gardens.
- Heritage Interpretation (Applied) Course was run by Sarah Oswald and took place on 20 March 2019 at The British Motor Museum.

Evaluations completed after the events indicate that participants value the professionalism, skill and experience of the trainers, along with the opportunity to work with participants from a wide range of professional backgrounds and disciplines. The Heritage Interpretation (Applied) course is tailored towards developing the competencies required for Full AHI membership.

ASSOCIATION FOR HERITAGE INTERPRETATION

Trustees' Report (continued) For the year ended 31 March 2019

AHI takes every opportunity to seek ideas from members for future training events; this is done via discussions at the annual conference, through feedback from participants at events, by discussions on LinkedIn, and via informal conversations between AHI members and committee trustees.

Membership development

Maintaining and enhancing membership numbers and maximising revenues from sponsorship and advertising are important for generating income to fund the work of the Association.

At the end of the 2018-19 membership year there were 361 members of the Association, of whom 18 were Students, 125 were Associates, 69 were Full Members, 7 were Fellows, 3 were Honorary Members and 126 were Corporate Members.

Marketing & Communications Subgroup

The Marcomms Group was chaired by Barbara Hamilton until 5 October 2018 when India Rabey took over. The group covers general marketing and communications for the Association, its events and activities.

Website: Managed by Suzanna Jones. The AHI's new website, membership and events database was launched in May 2018 at the M&H Show. The website remains an important tool for the Association to promote its activities and events and to provide tools, support and learning opportunities for the membership. In 2018/19 the website had 11,680 page views.

Social Media: All the social channels continue to grow. Combined with the website they form an important channel for marketing and promoting AHI and continue to see significant growth and engagement.

Twitter has grown from 2400 followers to 2,657. The Facebook Page has grown from 1,192 members to 1,356 (14% growth). The LinkedIn Group has 2,600 members.

Journal: The Summer edition of the Journal Provoke was issued in June 2018 and the Winter edition Conversation in November 2018. Eric Langham from Barker Langham (Commissioning Editor), working alongside Philip Ryland (AHI Trustee), Elizabeth Newbury (Production Editor) and Neil Morgan (Designer) continue to create high quality journals which have been very well received by the membership.

eNews and ebulletins: AHI sent out 66 e-Bulletins in 2018/19, notifying members of events and employment or tender opportunities.

Museums & Heritage Show: The Marcomms subgroup managed the presence at the Museums and Heritage Show on 16 & 17 May 2018 where AHI had a stand in the Expert Zone. Jo Scott presented 'Interpretive Planning Essentials – a practical toolkit for heritage sites' on the Wednesday in the Theatre 4. This presence raised the profile of AHI and increased interest in membership. Nigel McDonald presented a masterclass at the stand entitled "How to lead golden guided walks and tours that create meaningful experiences".

Conference Subgroup

Sheena Irving organised a great conference "Provoking Conversations" in Chester in October 2018 ably assisted by Kev Theaker who developed the programme. James Carter's pre conference workshop/masterclass discussed the development and use of interpretative themes. Site visits included Chester's historic centre and the award-winning Chester Zoo.

Secretariat

Lyn Redknap continued to provide administrative support to AHI which included sustaining AHI's membership, enabling AHI's activities, financial management, supporting projects and helping AHI's trustees with their work.

c. Investment policy and performance

At present, AHI has not formulated an investment policy. However, within the financial policy that will be promulgated in the coming months, a guiding principle will be to gain maximum interest on cash reserves which is expected to include investing in an immediate-access investment portfolio with our bank.

ASSOCIATION FOR HERITAGE INTERPRETATION

Trustees' Report (continued) For the year ended 31 March 2019

Financial review

a. Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Structure, governance and management

a. Constitution

(1) The Objects for which the charity is established is to advance education in, and foster and encourage a greater understanding of, the natural and cultural environment for the benefit of the public by promoting the arts and sciences of interpretation and their application, the encouragement of research and education therein and, in particular, to advance the standards of education, qualification competence and conduct of those who practise Interpretation as a profession.

(2) The expression 'interpretation' shall mean the process of communicating to people the significance of a place or object, so that they may enjoy it more, understand their heritage and environment better and develop a positive attitude to conservation.

AHI submitted an application to become a Charitable Incorporated Organisation ("the CIO") to the Charity Commission in May 2018 and the CIO was entered onto the Register of Charities on 21 September 2018.

The CIO (1180025) has run in parallel with the unincorporated charity (288493 / SCO37931). All AHI activity has been managed through the unincorporated charity (288493 / SCO37931).

The transfer of assets agreement between the unincorporated charity (288493 / SCO37931) and the CIO (1180025) was signed by Trustees Kate Lindley and India Rabey on behalf of the AHI (288493/ SCO37931) and Jim Mitchell and Bill Bevan on behalf CIO (1180025). The document was dated on 31 March 2019 by Lyn Redknap.

AHI is registered with the Information Commissioner's Office (ICO). A privacy policy was issued in May 2018 and is available from the AHI website. GDPR is a standing agenda item at Trustee meetings for ongoing review.

b. Method of appointment or election of Trustees

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the constitution.

Management of the Association is vested in its Executive Committee which is responsible for policy, strategy and budgets, along with the overall financial and professional probity of the Association. The Executive Committee meets three or four times each year and communicates extensively by phone, Skype and email. In 2018-19 there were five working groups reporting to the Executive Committee, these being Operations, Marketing and Communications, Awards, Professional Development and Training, and Conference.

An Annual General Meeting is held each year. A report of the Association's activities and an account of income and expenditure are presented to Association members. Resolutions are decided by simple majority vote, with those involving amendments to the constitution requiring a two thirds majority. The trustees may call a Special General Meeting at any time and must call one if requested in writing by at least ten members or one tenth of the membership, whichever is the greatest.

c. Organisational structure and decision making

ASSOCIATION FOR HERITAGE INTERPRETATION

Trustees' Report (continued) For the year ended 31 March 2019

Leadership and management of the Association is provided by its unpaid Executive Committee. Its core activities are carried out by ordinary members or existing members of the Executive Committee who volunteer to take on individual responsibilities or be part of Working Groups. Aside from administration of the Association, journal editors and production and delivery of training events, which are the subject of contracts with private sector organisations, all of these core activities are carried out by volunteer members.

Trustees Katherine Skellon and Barbara Hamilton stood down at the AGM on 5th October 2018 and India Rabey was elected onto the committee.

This report was approved by the Trustees, on 2 December 2019 and signed on their behalf by:

Jim Mitchell, Chair

ASSOCIATION FOR HERITAGE INTERPRETATION

Independent Examiner's Report For the year ended 31 March 2019

Independent Examiner's Report to the Trustees of Association for Heritage Interpretation (the 'Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2019.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Responsibilities and Basis of Report

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

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

ASSOCIATION FOR HERITAGE INTERPRETATION

Independent Examiner's Report (continued) For the year ended 31 March 2019

Independent Examiner's Statement

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

Dated: 9 December 2019

Alex Ffrench FCCA DChA

Williams Giles Professional Services Ltd
12 Conqueror Court
Sittingbourne
Kent
ME10 5BH

ASSOCIATION FOR HERITAGE INTERPRETATION

**Statement of Financial Activities
For the year ended 31 March 2019**

	Note	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	<i>Total funds 2018 £</i>
Income from:					
Charitable activities	2	56,089	829	56,918	92,061
Investments	3	10	-	10	8
Other income		308	-	308	379
Total income		<u>56,407</u>	<u>829</u>	<u>57,236</u>	<u>92,448</u>
Expenditure on:					
Charitable activities:					
Transfer to CIO		63,133	6,730	69,863	-
Other charitable activities		70,970	858	71,828	93,465
Total expenditure	7	<u>134,103</u>	<u>7,588</u>	<u>141,691</u>	<u>93,465</u>
Net expenditure before other recognised gains and losses		(77,696)	(6,759)	(84,455)	(1,017)
Net movement in funds		(77,696)	(6,759)	(84,455)	(1,017)
Reconciliation of funds:					
Total funds brought forward		<u>77,696</u>	<u>6,759</u>	<u>84,455</u>	85,472
Total funds carried forward		<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u>84,455</u>

The notes on pages 12 to 20 form part of these financial statements.

ASSOCIATION FOR HERITAGE INTERPRETATION

**Balance Sheet
As at 31 March 2019**

	Note	£	2019 £	£	2018 £
Current assets					
Debtors	11	-		6,104	
Cash at bank and in hand		-		85,543	
				<hr/>	
		-		91,647	
Creditors: amounts falling due within one year					
	12	-		(7,192)	
				<hr/>	
Net current assets			-		84,455
			<hr/>		<hr/>
Net assets			-		84,455
			<hr/>		<hr/>
Charity Funds					
Restricted funds	13		-		6,759
Unrestricted funds	13		-		77,696
				<hr/>	
Total funds			-		84,455
			<hr/>		<hr/>

The financial statements were approved by the Trustees on 2 December 2019 and signed on their behalf, by:

Jim Mitchell, Chair

The notes on pages 12 to 20 form part of these financial statements.

ASSOCIATION FOR HERITAGE INTERPRETATION

Notes to the Financial Statements For the year ended 31 March 2019

1. Accounting Policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

Association for Heritage Interpretation constitutes a public benefit entity as defined by FRS 102.

1.2 Income

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

For legacies, entitlement is taken as the earlier of the date on which either: the Charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the Charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the Charity, or the Charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the Charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the Charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the Charity which is the amount the Charity 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.

ASSOCIATION FOR HERITAGE INTERPRETATION

Notes to the Financial Statements For the year ended 31 March 2019

1. Accounting Policies (continued)

1.3 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.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

Charitable activities and Governance costs are costs incurred on the Charity's operations, including support costs and costs relating to the governance of the Charity apportioned to charitable activities.

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

1.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank.

1.5 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.

1.6 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.

1.7 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 Charity 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 within interest payable and similar charges.

ASSOCIATION FOR HERITAGE INTERPRETATION

Notes to the Financial Statements For the year ended 31 March 2019

1. Accounting Policies (continued)

1.8 Financial instruments

The Charity 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.

1.9 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 Charity 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 Charity 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.

2. Income from charitable activities

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Subscription and member services	23,733	-	23,733	25,161
Training and events	5,423	829	6,252	2,624
Conferences	22,661	-	22,661	58,929
Advertising and Directory	4,272	-	4,272	3,057
Awards	-	-	-	2,290
	<u>56,089</u>	<u>829</u>	<u>56,918</u>	<u>92,061</u>
<i>Total 2018</i>	<u>87,147</u>	<u>4,914</u>	<u>92,061</u>	

3. Investment income

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Investment income - other local investments	10	-	10	8
<i>Total 2018</i>	<u>8</u>	<u>-</u>	<u>8</u>	

ASSOCIATION FOR HERITAGE INTERPRETATION

**Notes to the Financial Statements
For the year ended 31 March 2019**

4. Direct costs

	Training and Events £	Conference £	Awards £	Total 2019 £	<i>Total 2018 £</i>
Training and events costs	7,371	-	-	7,371	4,890
Conference costs	-	22,925	-	22,925	43,739
Awards costs	-	-	-	-	2,562
	<u>7,371</u>	<u>22,925</u>	<u>-</u>	<u>30,296</u>	<u>51,191</u>
<i>Total 2018</i>	<u>4,890</u>	<u>43,739</u>	<u>2,562</u>	<u>51,191</u>	

5. Support costs

	Governance £	Subscriptions and member services £	Training and events £	Conference £
Independent Examiners fees	1,500	-	-	-
Bank and credit card charges	-	279	9	238
Printing, postage and stationery	-	1,441	44	1,230
Website	-	1,392	43	1,187
Insurance and other costs	-	146	4	125
Trustee expenses	2,178	-	-	-
Professional fees	1,577	-	-	-
Journal costs	-	3,599	111	3,070
Credit card charges	-	205	6	175
Licences	-	199	6	171
Trustee meetings expense	2,727	12	-	9
Misc other	-	17	-	13
Misc refunds	-	376	12	321
Wages and salaries	-	6,493	200	5,539
	<u>7,982</u>	<u>14,159</u>	<u>435</u>	<u>12,078</u>
<i>Total 2018</i>	<u>7,821</u>	<u>14,539</u>	<u>448</u>	<u>12,403</u>

ASSOCIATION FOR HERITAGE INTERPRETATION

**Notes to the Financial Statements
For the year ended 31 March 2019**

5. Support costs (continued)

	Advertising and Directory £	Awards £	Total 2019 £	Total 2018 £
Independent Examiners fees	-	-	1,500	750
Bank and credit card charges	112	23	661	(1,350)
Printing, postage and stationery	581	120	3,416	4,145
Website	561	115	3,298	5,631
Insurance and other costs	59	12	346	1,064
Trustee expenses	-	-	2,178	4,654
Professional fees	-	-	1,577	1,131
Journal costs	1,450	299	8,529	7,776
Credit card charges	83	17	486	-
Licences	81	17	474	-
Trustee meetings expense	4	1	2,753	536
Misc other	6	1	37	-
Misc refunds	152	31	892	-
Wages and salaries	2,615	538	15,385	17,937
	<u>5,704</u>	<u>1,174</u>	<u>41,532</u>	<u>42,274</u>
<i>Total 2018</i>	<u>5,857</u>	<u>1,206</u>	<u>42,274</u>	

6. Governance costs

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Support costs - Governance	<u>7,982</u>	<u>-</u>	<u>7,982</u>	<u>7,071</u>

ASSOCIATION FOR HERITAGE INTERPRETATION

**Notes to the Financial Statements
For the year ended 31 March 2019**

7. Analysis of Expenditure by expenditure type

	Staff costs	Other costs	Total	<i>Total</i>
	2019	2019	2019	<i>2018</i>
	£	£	£	£
Subscription and member services	6,493	77,529	84,022	35,203
Training and events	200	7,606	7,806	4,890
Conferences	5,539	29,464	35,003	43,739
Advertising and Directory	2,615	3,089	5,704	-
Awards	538	636	1,174	2,562
Charitable activities	15,385	118,324	133,709	<i>86,394</i>
Expenditure on governance	-	7,982	7,982	<i>7,071</i>
	15,385	126,306	141,691	<i>93,465</i>
<i>Total 2018</i>	<i>17,937</i>	<i>75,528</i>	<i>93,465</i>	

8. Net income/(expenditure)

This is stated after charging:

	2019	<i>2018</i>
	£	£
Independent Examiners' - audit	750	-

During the year, no Trustees received any remuneration (2018 - £NIL).

During the year, no Trustees received any benefits in kind (2018 - £NIL).

During the year, 10 Trustees received reimbursement of expenses totalling £2,925 (2018 - £NIL). In addition, the charity incurred £2,633 worth of expenses in relation to the trustees. These expenses are in relation to meetings and conference attendance.

9. Independent Examiners' remuneration

The Independent Examiner's remuneration amounts to an Independent Examination fee of £ 750 (2018 - £ 750), and other services of £ 750 (2018 - £ -).

ASSOCIATION FOR HERITAGE INTERPRETATION

**Notes to the Financial Statements
For the year ended 31 March 2019**

10. Staff costs

Staff costs were as follows:

	2019	2018
	£	£
Wages and salaries	15,385	17,937
	<u> </u>	<u> </u>

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

	2019	2018
	No.	No.
Administration	1	1

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

11. Debtors

	2019	2018
	£	£
Other debtors	-	939
Prepayments and accrued income	-	5,165
	<u> </u>	<u> </u>
	-	6,104
	<u> </u>	<u> </u>

12. Creditors: Amounts falling due within one year

	2019	2018
	£	£
Other creditors	-	4,153
Accruals and deferred income	-	3,039
	<u> </u>	<u> </u>
	-	7,192
	<u> </u>	<u> </u>

13. Statement of funds

Statement of funds - current year

	Balance at			Balance at
	1 April 2018	Income	Expenditure	31 March
	£	£	£	2019
				£
Unrestricted funds				
General Fund 1	77,696	56,407	(134,103)	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

ASSOCIATION FOR HERITAGE INTERPRETATION

**Notes to the Financial Statements
For the year ended 31 March 2019**

13. Statement of funds (continued)

Restricted funds

Interpret Wales	2,479	829	(3,308)	-
Awards	4,280	-	(4,280)	-
	<u>6,759</u>	<u>829</u>	<u>(7,588)</u>	<u>-</u>
Total of funds	<u>84,455</u>	<u>57,236</u>	<u>(141,691)</u>	<u>-</u>

Statement of funds - prior year

	<i>Balance at 1 April 2017</i> £	<i>Income</i> £	<i>Expenditure</i> £	<i>Balance at 31 March 2018</i> £
Restricted funds				
Interpret Wales	3,263	2,624	(3,408)	2,479
Awards	4,552	2,290	(2,562)	4,280
	<u>7,815</u>	<u>4,914</u>	<u>(5,970)</u>	<u>6,759</u>

Summary of funds - current year

	Balance at 1 April 2018 £	Income £	Expenditure £	Balance at 31 March 2019 £
Restricted funds	<u>6,759</u>	<u>829</u>	<u>(7,588)</u>	<u>-</u>

Summary of funds - prior year

	<i>Balance at 1 April 2017</i> £	<i>Income</i> £	<i>Expenditure</i> £	<i>Balance at 31 March 2018</i> £
Restricted funds	<u>7,815</u>	<u>4,914</u>	<u>(5,970)</u>	<u>6,759</u>

ASSOCIATION FOR HERITAGE INTERPRETATION

**Notes to the Financial Statements
For the year ended 31 March 2019**

14. Analysis of net assets between funds

Analysis of net assets between funds - current year

Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
-	-	-

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2018 £</i>	<i>Restricted funds 2018 £</i>	<i>Total funds 2018 £</i>
Current assets	84,888	6,759	91,647
Creditors due within one year	(7,192)	-	(7,192)
	<u>77,696</u>	<u>6,759</u>	<u>84,455</u>

15. Related party transactions

Expenses totalling £2,925 were reimbursed to 10 Trustees