

Association of Certificated Field Archaeologists 2020/21

Financial Summary – as at 31st July 2021

Scottish Charity No: SC007099

	Income	Expenditure	Totals	2019/20
Balance b/f from 2019/20			£24,743.27	
INCOME				
Subscriptions	£1,285.24			£1,230.01
Donations	0.00			20.00
Functions	0.00			630.00
AGM	0.00			620.00
Publication sales	137.50			807.40
Grants	100.00			800.00
Other	0.01			0.00
Total	£1,522.75			£4,107.41
EXPENDITURE				
Administration costs		£1,050.79		£954.52
Equipment		721.20		0.00
Survey expenses		1,334.60		554.96
Survey publications		424.00		550.00
Courses		0.00		723.00
Photo competition		50.00		20.00
Functions		0.00		822.38
AGM		0.00		818.80
Other		20.00		0.00
Total		£3,600.59		£4,443.66
Surplus/(deficit)		(£2,077.84)		(£336.25)
Balance c/f to 2021/22			£22,665.43	

Current Assets	2020/21	2019/20
Unrestricted funds		
General funds	£11,344.84	£12,699.98
Restricted funds		
Bruce Henry Bequest	£8,758.32	£8,918.32
Glenlochy survey	1,033.47	1,124.97
Lionel Masters legacy	1,528.80	2,000.00
Totals	£11,320.59	£12,043.29
Total funds	£22,665.43	£24,743.27

Approved by the Committee and AGM and signed on behalf of the charity

Signature

Date

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Janie Munro

Chair

Signature

Date

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Jennifer Boag

Treasurer

Income and Expenditure Analysis – key elements

Subscriptions

Memberships 2020/21	60 payments @ £20	£1,200.00
Associate memberships	3 @ £15	45.00
Honorary members	3 @ £0	<u>0.00</u>
	Total	£1,265.00

This amount does not tally with the figure shown as Subscription income in the table above due to loss of income from subscriptions received through Paypal, members paying for two years having not paid last year, some overpayments and a bank error returning one cheque payment into the member's bank account.

Administration expenses

Insurance	£462.21	
OS licence	65.70	
Purchase of Zoom licence	143.88	
Scottish Local History Forum Subscription	29.00	
Website expenses	<u>350.00</u>	
	Total	£1,050.79

Survey expenses

Glen Lochay	
Opening balance	£1,124.97
Expenditure	<u>91.50</u>
Balance available	£1,033.47

Bruce Henry bequest

Opening balance	£8,918.32
Expenditure	
Tiree Reports reprints	55.00
Halterburn	<u>105.00</u>
Balance available carried forward	£8,758.32

Lionel Masters Legacy

Opening balance	£2,000.00
Expenditure	
Leica equipment	<u>471.20</u>
Balance available carried forward	£1,528.80

Report highlights

1. This was a very unusual year with our activities much reduced due to the covid epidemic which lasted throughout the financial year.
2. Both income and expenditure were down compared to 2019/20, but income was down considerably more than expenditure. Income was down to just 37% of the previous year's level compared to expenditure which was at 81% of the previous year.
3. There was an overall deficit of £2,078 this year, compared to £336 in the previous year, leading to a closing balance of £22,665.
4. Overall, both general funds and restricted funds reduced this year with the bigger reduction in general funds.
5. Due to covid, our AGM was held online so there was no income or expenditure under this heading. Similarly, we were unable to hold a spring bash, again showing no income or expenditure under functions.
6. Income was limited to subscriptions, publication sales and a donation towards the publication of our Halterburn report from the Borders Archaeological Society for which we are very grateful.
7. Membership income was for 60 full and 3 Associates, the same total number as in 2019/20 but with two more full members and two less Associates as two Associates became full members - with the addition of three Honorary members. See also the note under the detail of the subscriptions' income above.
8. Income from publications was down considerably compared to last year. Income this year from Raasay book sales was £65. Undoubtedly sales remained low due to the lockdown and lack of tourists in the area, but there may be some sales in future years.

The first income from the "James of the Glen" book was received although the printing costs will appear in next year's accounts as the invoice was not received in the 2020/21 financial year.

We continue to sell occasional copies of other survey reports.
9. The odd 1p income under "other" was a test payment from Paypal early in the financial year when we renewed our Paypal set-up!
10. Under Administration expenditure, our insurance and OS licence were exactly the same as they have been for the last three years.

We also spent £350 on redeveloping the website and £149 on a Zoom licence to allow us to communicate through the covid epidemic and this allowed us to hold our AGM online and also hold a number of lectures on subjects of interest.

We did not pay our subscription to Archaeology Scotland again in spite of attempts to do so. However, we took out membership of the Scottish Local History Forum at a cost of £29.

11. While no equipment was purchased last year, this year we bought a Leica distance measuring instrument and later further kit for this at a total cost of £721. Susan Hunter received a grant of £500 from Jackton and Thorntonhall Community Council in the previous financial year (2019/20) and half of this (£250) was to be put towards the cost of this equipment. The remainder was paid for out of the Lionel Masters legacy.
12. Survey expenses were just over double the figure for last year, at £1,335. £800 of this was to cover the cost of the translation of Gaelic place names for the Glen Lochay survey report. £250 went towards the expenses of Diana Zilioli who did some professional work for us on the Tiree survey. Other expenses were on the Mearns Parish, Tiree, Luing, Duror and Glenlochay surveys and included the purchase of maps, books and consumables. Only Glenlochay has hypothecated funds and where these could be specifically allocated, some £91.50 was spent this year.
13. Expenditure on publications this year was largely the Halterburn report, plus a reprint of a Tiree report. We also purchased 10 new ISBN numbers which will cover us for future reports for some time.
14. Bruce Henry Bequest: As in previous years, the Bequest now only shows printing expenditure for publications allocated to this item. Income from publication sales is allocated to general income. Publication expenditure allocated to the Bequest amounted to £160 this year, leaving an outstanding balance of just under £8,760. This year there were only two publications for Tiree and Halterburn and £100 of the cost of the Halterburn publication was offset by the grant from Borders Archaeological Society.