



The Heritage  
Crafts Association

*President: HRH the Prince of Wales*

# THE HERITAGE CRAFTS ASSOCIATION

**Annual Report and Financial Statements  
for the year ended 30 June 2013**

**A charity registered with the Charity Commission  
no: 1133646**



## **LEGAL & ADMINISTRATIVE INFORMATION**

**PRESIDENT** HRH The Prince of Wales  
**PATRONS** Emma Bridgewater, CBE  
Dr Roy Brigden  
Professor Ted Collins  
Lord Patrick Cormack  
Sir Christopher Frayling  
Mark Henderson  
Sir Mark Jones  
Dr Alex Langlands  
Paul Martin

### **TRUSTEES**

#### **HONORARY OFFICERS**

**Chair** Robin Wood  
**Vice Chair** Patricia Lovett, MBE  
**Treasurer** Catherine Dyson  
**Secretary** Dr Brian Crossley

#### **Other Trustees**

Greta Bertram  
Daniel Carpenter  
John Hamshere  
Tanya Harrod (resigned March 2013)  
Chris Rowley

#### **Co-opted members**

Steve Byrne

### **STAFF**

Sally Dodson (until February 2013)  
Dr Pat Reynolds (from February 2013)

#### **Principal Office**

Right Hand Police House  
Lane Head Green, Edale  
Hope Valley S33 7ZA

**Charity number** 1133646

#### **Accounts examined by:**

Richard Goatley LLB (Hons) KCL ACA  
33 Kenley Road  
St Margaret's  
Twickenham  
Middlesex  
TW1 1JT

#### **Bankers**

CAF (Charities Aid Foundation)  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4TA

## **REPORT OF THE TRUSTEES**

### ***FOR THE YEAR ENDED 30 JUNE 2013***

The Trustees present their report along with the financial statements of the charity for the year ending 30 June 2013.

#### **Structure, Governance and Management**

The Heritage Crafts Association is a registered charity established in January 2010 as an unincorporated association. Membership is open to individuals over the age of eighteen, and organisations approved by the Trustees. A Trustee must be a member of the organisation or a nominated representative of an organisation that is a member of the charity. Trustees are appointed by the members at the Annual General Meeting and serve for three year terms, although they are eligible for re-election.

#### **Objects and Activities**

The Heritage Crafts Association is the advocacy body for traditional heritage crafts. Working in partnership with Government and key agencies it provides a focus for craftspeople, groups, societies and guilds, as well as individuals who care about the loss of traditional crafts skills, and works towards a healthy and sustainable framework for the future.

The charitable remit of the Heritage Crafts Association is to advance public knowledge and appreciation of traditional and heritage crafts, in particular, but not exclusively, through education, advice and training.

This is done by:

- Surveying – researching the status of heritage crafts, identifying those crafts in decline or in imminent danger of being lost, and addressing the issues to ensure their survival.
- Advocating – communicating the vital importance of the heritage crafts to Government, key agencies and organisations.
- Celebrating – raising awareness and raising the status of heritage craft skills with the wider public through a programme of public relations, communications and showcase events.
- Safeguarding – working in partnership with key agencies in the education and learning sectors to identify and support new and innovative ways to ensure that the highest standard of heritage skills are passed from one generation to the next and where necessary recorded for posterity.
- Supporting – to support heritage crafts through a range of means, including advice, networking, training and access to public and private funding.

Our strategic plan can be found on our website at [www.heritagecrafts.org.uk](http://www.heritagecrafts.org.uk)



## New patrons in 2012-13

The Heritage Crafts Association is delighted to welcome four new patrons in 2012-13.

### **Lord Patrick Cormack** - Conservative Peer

After being an MP for many years, Lord Cormack was made a peer in 2010 and is an active member of the House of Lords. He takes an interest in historical issues, particularly those related to English Heritage. He is also a very knowledgeable parliamentary historian and has written many books on subjects ranging from the history of parliament, British castles, English cathedrals, and a book on William Wilberforce. Patrick Cormack has been a trustee of the Churches Preservation Trust since 1972, and is a Fellow of the Society of Antiquaries of London. He has been a council member of British Archaeology since 1979, and is also a Liveryman of the Worshipful Company of Glaziers and Painters of Glass. From 1983-93, he was a Trustee on the Winston Churchill Memorial Trust. Lord Cormack was chair of the All Party Arts and Heritage Committee, and is a strong supporter of the HCA.

### **Sir Christopher Frayling** - Rector at Royal College of Art (1996-2009)

Sir Christopher Frayling has a deep interest in art, design and craft, and has written extensively on the subjects including his book *On Craftsmanship*. He was the Chairman of Arts Council England from 2005-2009 and has also been Chairman of the Design Council, Chairman of the Royal Mint Advisory Committee, and a Trustee of the Victoria and Albert Museum. He was a governor of the British Film Institute in the 1980s. Christopher Frayling was awarded a knighthood for Services to Art and Design Education in 2001. He has written and presented television series such as *The Art of Persuasion* on advertising and *Strange Landscape* on the Middle Ages.

### **Mark Henderson** - Chairman of Gieves and Hawkes, No. 1 Savile Row

Mark Henderson is a strong supporter of British craft, and set up 'Savile Row Bespoke' in 2004 to protect and promote the art of hand-craft tailoring on Savile Row. In 2012 he also established 'The New Craftsman', an initiative of pop-up shops and a website to promote and sell quality British craft. Mark is a Trustee of QEST, the Royal Warrant Holders Association's charity, which funds scholarships for craftsmanship. He has been a mentor on Walpole's 'Crafted' programme, and is a mentor on the London Business School's Entrepreneurship Summer School, and also chairs the Walpole/LBS Innovation in Luxury competition.

### **Paul Martin** - Television presenter

Paul Martin has always been interested in craft and studied art and woodwork at Falmouth College in Cornwall. This led him into antiques from the famous Portobello Road, and to his own shop in Marlborough, to appearing on the BBC TV's Antiques Roadshow. His art skills resulted in him painting film sets and designing antique sets for television shoots. His most recent TV programmes have included the *Paul Martin's Handmade Revolution* BBC series which included a number of HCA Friends including our own chair, Robin Wood, and also interviewing HCA President HRH The Prince of Wales about saving Dumfries House in Scotland.

## Staffing changes in 2012-13

### **Administrator**

We were sorry that our first Administrator, Sally Dodson, decided not to renew her contract after two years when we were able to offer a full time job. Sally did much to set up the HCA's office and enabled the Trustees to work much more effectively. Her replacement is Dr Pat Reynolds who has excellent credentials, and, by working full time, and with her training in research, has ensured that the HCA has made a much greater impact for heritage crafts.

## Achievements and Performance 2012–13

Our fourth year as a charity has seen the Heritage Craft Association making probably more progress than in the previous three. One of our aims was to see research done on heritage crafts, find out what is out there, and because this is important to governments, to see how much this part of the sector contributes to the economy. During his time as Minister for Skills, John Hayes set up this as the project *Mapping Heritage Craft* carried out under the auspices of the Department for Business Innovation and Skills. The research was guided by a group on which two HCA Trustees, Chair Robin Wood and also Greta Bertram, sat and had considerable influence. This research was launched in November 2012. It published three crucial statistics: that heritage crafts for England alone have a turnover of £10.8 billion pa, and that the GVA is £4.4 billion, which is about the same as the petrochemical industry. It also found that there were almost 210,000 practitioners in the sector, and of them 78% were self-employed. The latter makes a huge difference to the current funding for training. It is very difficult when self-employed and where margins are often tight to allocate time away from producing craft to sell in order to train others, and then to fund this training from the reduced income.

Another aim of the HCA when it was first set up was that there should be a fully funded national awards system for craft skills. This was realised again through BIS, and the Craft Skills Awards were presented by HCA President, HRH The Prince of Wales, in May 2013. At the same time a number of HCA Trustees were presented to HRH. HCA Vice-President Patricia Lovett represented heritage crafts on the steering committee and also helped in carrying out the first sift of entries, and HCA Chair Robin Wood was one of the final judges.

The beginning of the year also saw the HCA as a driving force in setting up the Crafts Industry Board and helping to set the terms of reference. This new board replaces the previous BIS Craft Advisory Board which in turn replaced the Craft Committee originally set up by HRH The Prince of Wales for his craft charities.

Advocacy work continued including a presentation at the House of Lords, kindly arranged by HCA Patron Lord Cormack. The HCA also received invitations to attend a Royal Garden Party at Buckingham Palace.

### ***The HCA Marketing Workshop 'Crafting Publicity'***

In September 2012, nearly 50 craftspeople attended the HCA's first business skills workshop, 'Crafting Publicity'. Following calls made last year at our Skills Forum, for more business support to be made available to those working in traditional crafts. The HCA set about gathering together industry professionals who could pass on their knowledge, expertise and tips. As an organisation with a remit to support traditional crafts nationally, but without a physical headquarters, it was felt that the choice of venue and location was an important part of the event. With its geographic location, history of craft trades and surrounding communities of craftspeople, Sheffield was an ideal choice. With kind support from the Radcliffe Trust, the HCA was able to offer places at the workshop at a subsidised rate.

The day started with presentations on how to work with the press from the viewpoints of top PR manager Andy Evans and broadcast journalist Clare Jenkins. The afternoon sessions were run by Cockpit Arts and covered a range of subjects from building a brand and making the most of social media, to optimising e-newsletters and finding customers through market research. Feedback has been incredibly positive and we will be running another event for marketing craft at Carpenters' Hall in late October 2013.

### *The HCA Spring Conference 'Manifesto for Making'*

Our third Spring Conference at the V&A, in March 2013, drew a large turnout despite the dreadful weather and some of our Friends, including the Heritage Crafts Trainer winner, being stuck in the snow. David Hieatt of Huit Jeans and the Do Lectures gave an inspiring speech explaining how he was bringing making denim jeans back to Wales. Paul Martin, HCA Patron, talked about his own interest in craft, and how he was endeavouring to present more TV programmes on the subject. The lunch time was spent by encouraging all delegates to contribute to the HCA *Manifesto for Making*. There were three questions to be addressed: Why is Making Important? Where Should Crafts Be? and How do We Get There? Contributions were written on post-its which were then attached to large flip charts and delegates were asked to indicate the points they thought most important. Plans are for the *Manifesto for Making* to be published later in the year.

The second Marsh Awards for Heritage Craft were introduced by Paul Martin (from BBC series *Paul Martin's Hand-made Revolution* and *Manor Reborn*) and certificates and cheques were presented by Nick Carter, Trustee of the Marsh Christian Trust. This was followed by excellent talks by Deborah Carré, cordwainer, Phill Gregson, wheelwright, and Mila Burcikova, fashion designer and expert on William Morris about their crafts and interests. The day ended with HCA updates.

Alexandra James, basketmaker, who had been awarded the very first HCA/NADFAS Bursary for heritage crafts, was also at the conference.

#### **Award Winners**



Back row - Angela Brown (Heritage Crafts Volunteer, Winner), Nick Carter (Marsh Christian Trust), Paul Martin (HCA Patron), Brian Hill (Heritage Crafts Volunteer, runner up)  
Front row - Anna Atkins (Heritage Crafts Volunteer, runner up), Phil Barnes (Heritage Crafts Trainer, runner up), Tracy Franklin (Heritage Crafts Trainer, runner up)  
Absent due to weather related travel problems - Cameron Maxfield (Heritage Crafts Trainer, Winner)

### *The HCA at the Ideal Home Show*

Heritage crafts and the Heritage Crafts Association were represented at the Ideal Home Show in the Prince's Craft Pavilion in March 2013. Each day four demonstrators showed off their considerable skills and raised a great deal of interest, and quite a few sales. It was a wonderful opportunity to show that these crafts are thriving and that good quality, long-lasting, useful items are still being made.

Our thanks to Media 10 for the opportunity, to Sarah Traynor for making the HCA stand look fantastic, and to the Prince's Foundation for Building Community for recommending that the HCA be part of the show. This was a great endorsement of heritage crafts.



Phill Gregson, wheelwright



Mia Sabel, leatherworker

### *Craft Skills Awards 2013*

The HCA was very involved at every stage of the new national Craft Skills Awards, funded by the Department for Business Innovation and Skills and administered by Creative and Cultural Skills. HCA Vice-Chair Patricia Lovett was on the planning committee, which also selected those to be on the shortlist, and HCA Chair Robin Wood was on the team of final judges. Patricia also designed the certificates and calligraphically wrote the names of the winners and those highly commended. All HCA Trustees and Patrons who were able to attend the presentation ceremony were presented to HRH The Prince of Wales.



Craft Champion  
Winners: Ewan Clayton  
(Calligraphy and  
Lettering) and Mary  
Butcher (Basketry) both  
nominated by the HCA.

The Awards were  
presented by HRH The  
Prince of Wales (HCA  
President) and the  
ceremony was  
compered by crafts  
champion and  
ambassador for The  
Prince's Foundation for  
Building Community,  
Kirstie Allsopp.

### ***The HCA's Advocacy and Representation work***

During the year the HCA continued our aim of representing crafts and craftspeople at all levels and being a strong advocate for crafts. Some of the notable meetings and work done were:

- Representing the HCA on re-writing of the National Occupation Standards for Craft with CCSkills. These were approved in spring 2013 and plans are for qualifications are to be ready in September 2013.
- The well-attended and very well reviewed HCA Marketing Workshop in Sheffield, kindly sponsored by the Radcliffe Trust.
- HCA Chair Robin Wood speaking at the QEST Crafts Conference at the V&A.
- First award of the HCA/NADFAS Bursary for Heritage Craft made to Alexandra James.
- Meetings with HCA Patron Lord Cormack.
- The highly successful annual Spring Conference at the V&A Museum in March 2013 with speakers David Hieatt, Paul Martin (HCA Patron), and talks by craft specialists and craftspeople Deborah Carré, cordwainer, Phill Gregson, wheelwright, and Mila Burcikova, fashion designer and expert on William Morris. The day included delegates contributing to the HCA *Manifesto for Making* and concluded with HCA updates.
- Organising four heritage craft demonstrators each of the 18 days for the Ideal Home Show at Earl's Court for the Prince's Craft Pavilion.
- Advising and representing the HCA on the Craft Skills Awards, and HCA Chair Robin Wood being one of the final judges.
- HCA Trustees presented to HRH The Prince of Wales at the presentation of the first Craft Skills Awards.
- Meeting with the Prince's Regeneration Trust.
- Helping to set up the new Craft Industry Board with first meeting in June 2013.
- Meeting with UKCES to investigate the possibility of funding for craft training.
- Meeting with the Honours Team at DCMS.
- Visit to see stone masonry at HM Rochester Prison.
- Meeting with QEST to investigate possibilities of funding for heritage craft trainees.
- Meeting with Skills Minister Matt Hancock, kindly arranged by HCA Patron Lord Cormack.
- Meeting with the Head of Culture Economy and the Head of Statistics at DCMS.
- HCA trustee, Greta Bertram, continued to sit on the steering group for *Mapping Heritage Craft*.
- Representation of HCA at crafts events 'Woven Communities' symposium in August 2012, Basketry and Beyond in May 2013 and the Museum of English Rural Life in June 2013.

### ***The HCA Trustee and Patron news***

Trustee Tanya Harrod resigned her post and the HCA thanks Tanya for her service to heritage crafts and support for the HCA. We also welcomed new HCA Patrons Lord Patrick Cormack, Sir Christopher Frayling, Mark Henderson and Paul Martin.

### ***Benefactors***

We are most grateful to the Headley Trust for continuing to fund the HCA Administrator. Our thanks are increased with their larger donation which, with that from the Tedworth Trust, means that we were able to appoint a full-time administrator; this has made a huge difference for heritage crafts. The Radcliffe Trust gave a generous donation which has enabled us to offer subsidised places both for the *Marketing Craft* day at Sheffield in September 2012, and also the *Making Matters: Marketing Makers* day conference planned to be in London in October 2013. The Ernest Cook Trust kindly gave a grant which has enabled the HCA to work with FACE (Farming & Countryside Education) to produce heritage craft projects, written by practitioners, which can be downloaded and used by teachers in their classrooms. This will be launched in October 2013. Media 10 kindly funded each of the four craftspeople for the whole of the Ideal Home Show, and we are most grateful to them for this. The HCA passed on the payments in full to the makers. Lastly, but by no means least, the HCA is most grateful to the Marsh Christian Trust for continuing to fund the Marsh Heritage Crafts Volunteer and the Marsh Heritage Crafts Trainer. These donations to the HCA means that we are able to do very much more for heritage crafts than we would otherwise.

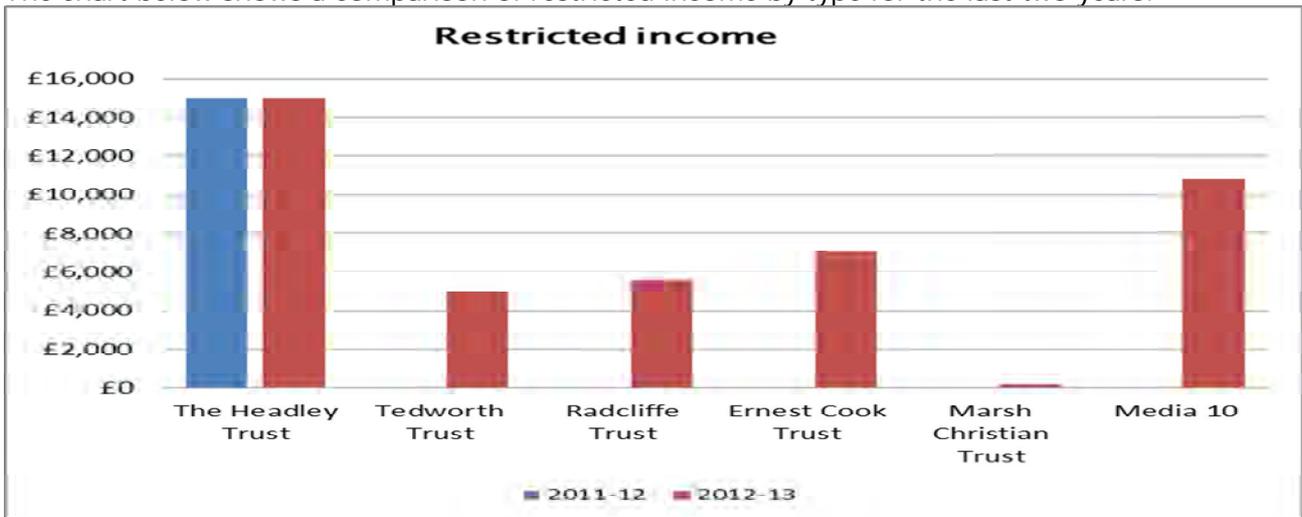
The HCA is also most grateful to small and large contributions from individuals. It does make such a difference to what we are able to do.

## Financial review

The Heritage Crafts Association's net incoming resources for the year were £58,557 (2012: £29,243) and the closing cash reserves held at 30 June 2013 were £49,914 (2012: £27,336). Of the closing cash reserves at 30 June 2013 £31,889 relates to restricted funding received in advance for the 2013-14 financial year (2012: £14,818).

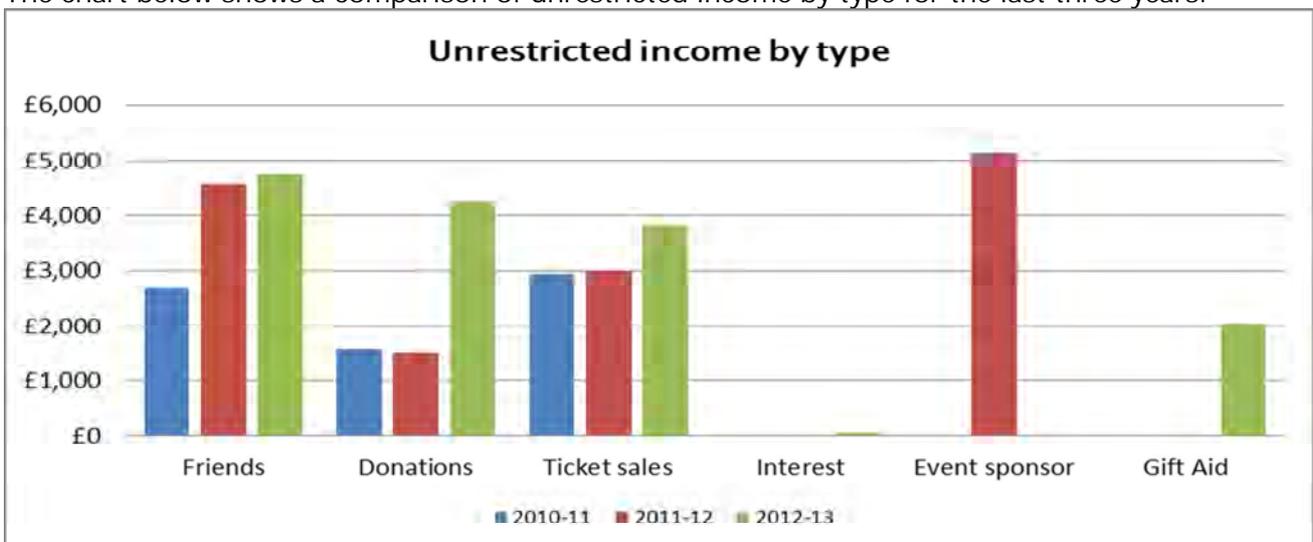
We are pleased to report this increase in funding and thank all donors who have made this possible. The largest increase in the current year has been in the amount of restricted funds with £43,600 being received in the year to 30 June 2013 (2012: £15,000). Unrestricted income has stayed relatively stable at £14,957 (2012: £14,243). The analysis below therefore shows this restricted income separately from the unrestricted funds.

The chart below shows a comparison of restricted income by type for the last two years:



The Headley Trust and the Tedworth Trust continue to provide funding for the Administrator of the Heritage Crafts Association. The Radcliffe Trust provided a grant to enable the running of the Marketing Workshop in September 2012. The Ernest Cook Trust and Marsh Christian Trust have provided grants for project expenditure that will be incurred in future financial years. The Media-10 income was passed on directly to craft demonstrators at the Ideal Home Show in March 2013.

The chart below shows a comparison of unrestricted income by type for the last three years:



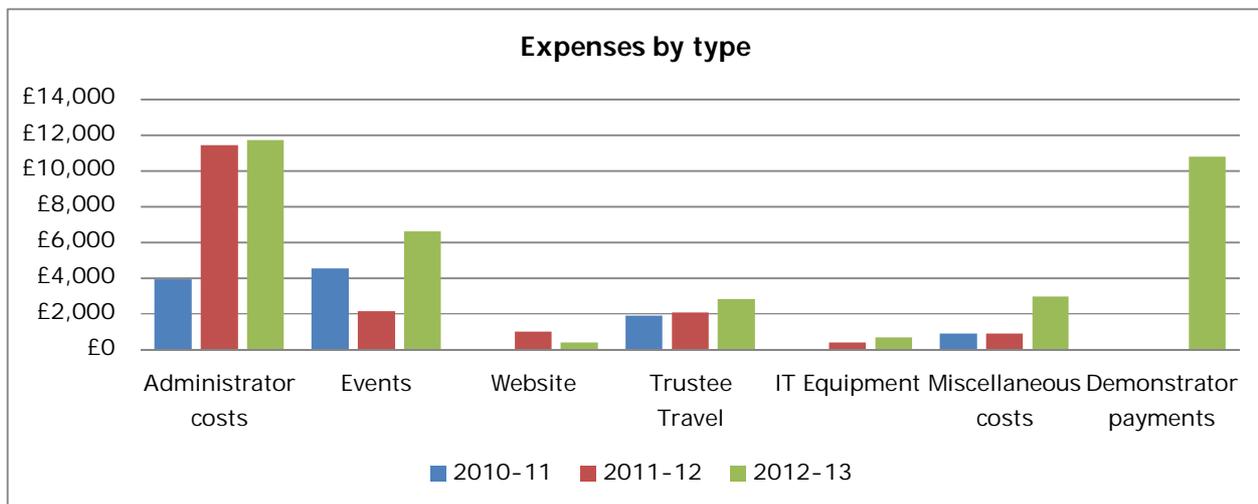
The main changes compared to the previous year have been the receipt of Gift Aid claimed during the year and donations from individuals and companies, with a small increase in Friends' membership and ticket sales. The one-off event sponsorship received in 2011-12 has not been repeated.

The growth of the Friends' membership remains key to the growth plans for the HCA and ensures we can demonstrate the wide support for our policies. Friends' numbers have increased only slightly during the current year and this area will be reviewed in the future. At 30 June 2013 the HCA had 367 Friends (30 June 2012: 353 Friends). Of this total 55 Friends are organisations and 308 are individuals (30 June 2012: 57 and 296 respectively). We have kept our membership fees constant at £12 for individuals and sole traders and £24 for companies, craft guilds and membership organisations.

The chart below shows cumulative Friends numbers since March 2010:



We have continued to manage costs as prudently as possible. The chart below shows a comparison of expenses by type for the last three years:



The largest item of expenditure remains the cost of our administrator; this has increased from the previous year because the administrator role became full time in February 2013. The second largest area of cost in the current year was the payments to demonstrators at the Ideal Home Show on behalf of Media-10, this was fully funded by Media-10 and the payments were passed on in full to the craftspeople.

The cost of running events continues to be a large part of our other costs. The 2013 Spring Conference made a small loss, although the 2012 and 2011 Conference costs were covered through ticket sales and donations. The increase in events costs compared to the previous year is because the Heritage Crafts Association ran a Marketing Workshop in September 2012, supported by a grant from the Radcliffe Trust.

Trustees are not remunerated for their work with the HCA. Travel costs incurred in attending committee meetings and attending advocacy meetings on behalf of the Heritage Crafts Association are reimbursed and, as the Trustees are based throughout the UK, this remains a relatively large element of expenditure at 8% of total costs (2012: 12%).

### **Reserves Policy**

The Trustees agreed that the equivalent of three month's expenditure should be kept in reserve from unrestricted funds to ensure that the charity could continue to work through any period of unforeseen difficulty. The Trustees assess the reserves policy on an annual basis. The agreed level of reserves was maintained throughout the period.

### **Risk management policy**

Actions have been taken to resolve the principal risks identified by the Trustees in a recent Risk Management Review. There were:

- Failure to generate effective fundraising strategy. To minimise this risk, Trustees will agree a fundraising strategy for one to three years, review fundraising activities and options at each Trustee meeting. They will appoint one Trustee to provide oversight of fundraising opportunities and activities.
- Failure to generate necessary income. To minimise this risk, Trustees will agree an annual budget identifying planned expenditure and the level of income required. They will ensure that accurate financial records are kept and will monitor income and expenditure to date at each Trustee meeting.

### **Public benefit statement**

The Trustees have kept in mind the Charity Commission's guidance on public benefit at trustees meetings and when making decisions around the implementation of the objects and activities of the HCA.

### **Future financial plans**

During the year the Heritage Crafts Association has agreed a project to preserve the craft of wooden ladder making. This will be funded in part by a grant from the Foyle Foundation and in part from a commitment of matched funding from unrestricted funds. This work will be carried out during 2013-14.



Andy Bates, leatherworker, who demonstrated at the Ideal Home Show in March 2013



Wendy Shorter, upholsterer, who demonstrated at the Ideal Home Show in March 2013

## Independent examiner's report to the trustees of the Heritage Crafts Association

I report on the accounts of the Heritage Crafts Association for the year ended 30 June 2013, which are set out on pages 13 to 17.

### Respective responsibilities of trustees and examiner:

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's report:

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

### Independent examiner's statement:

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

### Signed by independent examiner

Signature   
Name Richard Goatley LLB (Hons) KCL ACA

Date of approval **6 November 2013**

Relevant professional qualification: Chartered accountant

Address 33 Kenley Road  
St Margaret's  
Twickenham  
Middlesex  
TW1 1JT

### Signed by Chair of trustees on behalf of all trustees

Signature   
Name Robin Wood, Chair

Date of approval **1 December 2013**

## RECEIPTS AND PAYMENTS

	Note	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>RECEIPTS</b>						
Donations	6	4,285	43,600	-	47,885	21,649
Friends membership	5	4,751	-	-	4,751	4,576
Events	7	3,816	-	-	3,816	2,995
Interest		52	-	-	52	23
Gift aid receipts	8	2,053	-	-	2,053	-
<b>Sub total</b>		<b>14,957</b>	<b>43,600</b>	<b>-</b>	<b>58,557</b>	<b>29,243</b>
Asset and investment sales		-	-	-	-	-
<b>Sub total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL RECEIPTS</b>		<b>14,957</b>	<b>43,600</b>	<b>-</b>	<b>58,557</b>	<b>29,243</b>
<b>PAYMENTS</b>						
Staff costs	3	-	11,690	-	11,690	11,426
Events	7	2,904	14,522	-	17,426	2,142
Trustee travel expenses	4	2,812	-	-	2,812	2,070
Administration costs	2	3,365	17	-	3,382	1,887
<b>Sub total</b>		<b>9,081</b>	<b>26,229</b>	<b>-</b>	<b>35,310</b>	<b>17,525</b>
Asset and investment purchases	9	669	-	-	669	399
<b>Sub total</b>		<b>669</b>	<b>-</b>	<b>-</b>	<b>669</b>	<b>399</b>
<b>TOTAL PAYMENTS</b>		<b>9,750</b>	<b>26,229</b>	<b>-</b>	<b>35,979</b>	<b>17,924</b>
<b>NET OF RECEIPTS/ (PAYMENTS)</b>		<b>5,207</b>	<b>17,371</b>	<b>-</b>	<b>22,578</b>	<b>11,319</b>
<b>TRANSFER BETWEEN FUNDS</b>	6	300	(300)	-	-	-
<b>TOTAL FUNDS LAST YEAR END</b>		<b>12,518</b>	<b>14,818</b>	<b>-</b>	<b>27,336</b>	<b>16,017</b>
<b>TOTAL FUNDS THIS YEAR END</b>		<b>18,025</b>	<b>31,889</b>	<b>-</b>	<b>49,914</b>	<b>27,336</b>



## Notes to the Accounts

### 1. Accounting policies

#### a) Basis of Accounting

The Heritage Crafts Association (HCA) currently has gross income of less than £250,000 per annum and so prepares receipts and payment accounts as permitted by the Charities Commission.

#### b) Incoming resources

All income, donations and subscriptions are accounted for as received by the HCA.

#### c) Restricted Funds

Restricted Funds are funds which are used in accordance with specific instructions imposed by the donor. Details of the restricted funds received by the HCA are provided in Note 6 below.

#### d) Resources expended

Resources expended are recognised in the period in which they are incurred.

### 2. Administration Expenses

Administration costs, excluding staff costs are as follows:

	2013 £	2012 £
Website development	(409)	(990)
Public Liability Insurance	(188)	(188)
Stationery	(306)	(130)
Payment processing fees	(281)	(254)
Miscellaneous	(2,181)	(325)
<b>Total administration expenses</b>	<b>(3,365)</b>	<b>(1,887)</b>

### 3. Staff Costs

The part time administrator role was funded by The Headley Trust from January 2011 to January 2013. The HCA is extremely grateful to the Headley Trust and the Tedworth Trust for agreeing to provide funding for a further two years for a full time administrator. The full time administrator took up her post in February 2013.

The balance of this restricted funding still to be used is shown in Note 6 below.

### 4. Trustee expenses

The Trustees of HCA are all unpaid. Expenses are claimed for travel to committee meetings and other events that they are required to attend. Trustees are also reimbursed for any expenses they incur on behalf of the HCA, these costs are included within Administration costs above.

	2013 £	2012 £
Trustee travel expenses	<u>(2,812)</u>	<u>(2,070)</u>

### 5. Friends' membership

As at 30 June 2013 the HCA had 367 members through its Friends scheme (2012: 353 members). A total of £4,751 was raised through the Friends scheme during the year to 30 June 2013 (2012: £4,576).

## 6. Donations

The HCA is extremely grateful to all our donors for providing this vital funding and support for our work.

### a) Unrestricted funds

Unrestricted donations were received from individuals and organisations of £4,285 (2012: £1,509). The HCA would particularly like to thank the Worshipful Company of Fan Makers for their kind donation.

### b) Restricted Funds

During the year the HCA received and utilised restricted donations as follows:

	The Headley Trust	Tedworth Trust	Radcliffe Trust	Ernest Cook Trust	Marsh Christian Trust	Media-10	Total
	£	£	£	£	£	£	£
Opening restricted funds at 1 July 2012	14,818	-	-	-	-	-	14,818
New funds received	15,000	5,000	5,600	7,000	200	10,800	43,600
Expenses incurred	(11,690)	-	(3,722)	(17)	-	(10,800)	(26,229)
Transferred from unrestricted funds	-	-	(300)	-	-	-	(300)
<b>Closing restricted funds at 30 June 2013</b>	<b>18,128</b>	<b>5,000</b>	<b>1,578</b>	<b>6,983</b>	<b>200</b>	<b>-</b>	<b>31,889</b>

The grants from The Headley Trust and the Tedworth Trust have been provided to fund the salary of the HCA Administrator for two years.

The grant from the Radcliffe Trust has been provided to fund the Marketing Workshop which took place in September 2012 in Sheffield.

The grant from the Ernest Cook Trust has been provided for a joint project between the Heritage Crafts Association and Farming & Countryside Education to produce Teachers' resource packs on the Countryside Crafts. Work on this project will take place principally in the second half of 2013.

The Marsh Christian Trust funds have been received to fund the printing of certificates for the Marsh Awards for Heritage Crafts for the next five years. Please visit [www.awards.heritagecrafts.org.uk](http://www.awards.heritagecrafts.org.uk) for further details of the Heritage Crafts Awards.

During 2013 the HCA was supported in its attendance at the Ideal Home Show by Media-10. In addition to providing a stand at the show Media-10 provided payment to crafts demonstrators during the show. The Heritage Crafts Association administered these payments on behalf of Media-10 and facilitated the sourcing of the demonstrators from amongst its members. The HCA did not receive any funding for this work. The Chair of the HCA was one of the demonstrators and received payment at the same rate as all other demonstrators.

## 7. Events

The following key events were held during the period:

	2013			2012		
	Ticket Income	Donations for events	Expense	Ticket Income	Donations for events	Expense
	£	£	£	£	£	£
Spring Conference	2,440	-	(2,904)	2,925	-	(1,493)
Marketing Workshop 2012	1,376	5,600	(3,722)	70	-	(300)
Ideal Home Show	-	10,800	(10,800)	-	-	-
Skills Forum	-	-	-	-	5,140	(349)
<b>Total unrestricted income/ (expense) from events</b>	<b>3,816</b>	<b>16,400</b>	<b>(17,426)</b>	<b>2,995</b>	<b>5,140</b>	<b>(2,142)</b>

The Marketing Workshop 2012 was funded via a grant of £5,600 from the Radcliffe Trust. At the end of the 2011–12 year planning had already begun for the Marketing Workshop, and some costs had been incurred and income received. During 2012–13 these expenses have been transferred from unrestricted funds to restricted funds against the Radcliffe Trust grant received.

The May 2011 Skills Forum was kindly sponsored by The Balvenie, however, the £5,140 donation was not received until August 2011 and so is reflected in the 2011–12 accounts while the majority of the costs were incurred in the 2010–11 accounts.

## 8. Taxation

As a registered charity the HCA is exempt from corporation tax since all income is applied for charitable purposes.

During the year the HCA submitted its first Gift Aid claim and received £2,053 from HMRC covering the period from 1 September 2009 to 30 June 2012.

## 9. Asset purchases

During 2012–2013 the HCA purchased a laptop for the use of the administrator for £669. During 2011–2012 the HCA purchased an iPad for the use of the Chair of Trustees for £339. These additions have been charged in full in the year of purchase.