



The Director's Report
and
the Minutes of the Annual General Meeting
held at The British Museum
Great Russell Street, London
on Saturday, 7th November, 2015

together with
The Financial Statements
to 31st March, 2016

THE ASSOCIATION FOR ROMAN ARCHAEOLOGY LIMITED

MINUTES OF THE ANNUAL GENERAL MEETING HELD IN THE BRITISH MUSEUM, ON SATURDAY 7TH NOVEMBER 2015

The meeting started at 10:30am with 76 members present.

Trustees present: Grahame Soffe (Chairman)
Bryn Walters (Director)
Andrew Hemmings (Treasurer)
Anthony Beeson (Archivist)
Sam Moorhead (British Museum)
Vix Hughes (Communications)
Mike Stone (Vice-Chairman)
John Bithell (Membership Secretary)

Apologies were received from, Maureen Hobbs, Paul Hodge, Robin Holley, Christine Noons, David Read, Nich Hogben, Professor Anne Woollett, Professor Martin Henig.

Professor John Wilkes, our President and Dr Susan Walker tendered apologies for a late arrival.

Chairman's Welcome

In his review of the year the Chairman reported the thanks of the editor of *ARA News*, Nich Hogben, to the editorial team (Grahame Soffe, Kate Adcock, Martin Henig and Bryn Walters) in assisting with the review of articles, and his gratitude for contributions from members, particularly Marigold Norbye and Anthony Beeson. Work is progressing well with the *Villas* volume since Kate Adcock joined the editorial team. *ARA 2015*, the Bulletin of the Association, is progressing well. The Chairman noted the help provided by Kate Adcock in an editorial role, and she reported that *ARA 2015* was nearly ready for publication. *ARA 2016* is well in hand and will contain papers from the speakers in the Symposium. John Bithell reported on the self-drive afternoon visit to Druce Farm in Dorset to examine the recently excavated villa site and the swastika mosaic to be featured in *ARA Bulletin 2015*. Anthony Beeson presented a review of the shared event with the Roman Society, comprising a Museum of London Archaeology guided tour of the Billingsgate bath-house and the Guildhall amphitheatre, and a visit to the Mortimer Wheeler House to see a film of the Bloomberg-Wallbrook excavations and to view of some of the 10,000 artefacts discovered. Mike Stone gave an overview of the recent 12-day study tour of Rome and its outlying environs, followed by his intended programme of events for 2016, which will include a return to Hadrian's Wall and the annual dinner in Colchester.

The Chairman thanked his fellow trustees for their support and work during the previous year.

Secretary's Report *(Presented as the Director's Address for the year ending 31st March 2015)*

Another eventful year has passed since the last AGM, which occasionally in some cases has also been a little stressful, especially in regard to the increasing problem of finding single accommodation facilities on the tours, along with unexpected late changes in the arrangements at some of the venues to be visited; these difficulties have caused major problems for our Vice-Chairman organising these events. Nonetheless, most of the programme went ahead, although **not** as originally planned.

As with last year the Board has continued to limit the number of Committee Meetings, in order to reduce expenses, this and other finance matters will be précised by the Treasurer.

Minutes of the Annual General Meeting held in The British Museum, on Saturday 7th November 2015 (continued)

Since the last AGM we have received, in the wills of deceased members, bequests totalling over £24,000, which has substantially subsidised our income. For a small charity, with a relatively low rate of annual income, these gifts are most welcome. Members should realise that the more established archaeological and historical charities hold far greater financial assets, accrued over many, many years through generous bequests and donations. Our comparatively young Association still has a long way to go to catch up.

As a result of these generous gifts, since this time last year, we have been able to maintain our grant support for archaeological research and publication in excess of £9,500. The largest donation was the Association's contribution towards our 'in house' project at Keynsham in collaboration with the Bath & Camerton Archaeological Society. With the exception of the preliminary evaluations carried out in the 1990s, this year's investigations incorporated the first systematic excavation on this remarkable site since 1924. The work also incorporated a further geophysical survey, across what would have been an outer court east of the main courtyard building. No further buildings forming such a court were identified. A précis on this season's work was published in *ARA News* 34 for September. Further surveys and excavations are being planned.

At the request of the Chairman of Keynsham Town Council, the excavation Director (and ARA member) Robin Holley and I have initiated a 'Desk-Based Assessment' for presentation to the Town Council, and Robin (*who is a professional archaeologist*) has also been searching for the scattered archival material from the 1920s. Already his endeavours are indicating that the known plan of the villa may not be correctly aligned, and that there are other substantial buildings attached to the North Wing which have not been planned. I have suggested that these may form part of a very extensive range of baths, as seen at Great Witcombe and Chedworth.

As a result of the discoveries and field work undertaken by myself and David Rider as part of the recent 'Chedworth Roman Villa Environs Project' published in *ARA News* 30, I was invited by Dr Martin Papworth to visit his excavations in the North Baths this seasons, and more recently to return to the villa to explain our discoveries and other research to the villa's Project Director and senior guides, who are looking forward immensely to reading my re-assessment of the site in the forthcoming 'Villas' publication. Since Kate Adcock joined our editorial panel this significant publication is now progressing well, and I have recommended to the Board that the Association provides additional funding to ensure the volume is produced to a high standard, especially as this important work will be a major first for the Association for Roman Archaeology.

Several weeks ago our fellow member, Gareth Harney of Swindon, contacted Nich Hogben to enquire if the ARA Board would be interested in a 'Twitter' page on the internet. Our web and communications trustee Vix Hughes has long advocated for a greater input into the 'Social Media'. However, before the Board could discuss this proposal at a full Board meeting, Gareth plunged in feet first and created a 'Twitter' channel, as one of several others he had already set up. Within hours 'Tweets' were logging in, in considerable numbers, which I, not being switched on to this sort of thing, found extremely amusing, and it has been growing ever since! Last week I received a message from Professor Anne Woollett and Paul Hodge, which said... "Amazing Twitter page – only just started, but great. Congratulations, everyone should follow!" We will have to wait and see if the ARA will benefit from this in due course.

Bryn Walters, BA
Hon. Director

Minutes of the Annual General Meeting held in The British Museum, on Saturday 7th November 2015 (continued)

Treasurer's Report

This was presented as part of the Financial Statement to 31 March 2015, which was accepted under Resolutions 1 and 2.

Membership Secretary's Report

On the 31st March this year the membership stood at 1,490, again holding at roughly the 1,500 figure and giving year-to-year continuity. The enrolment rate was 146, with 46 from leaflets and 63 being from the website. The difference between these sums is accounted for by other methods. Our losses from 2014–15 into 2015–16 were yet another lowest ever at 125, showing a good trend and a stable membership retention. The loss rate is as usual highest from those paying by cheque at 81, against 34 by Standing Order. Ten deaths were recorded. Today the membership stands at 1,453 which is slightly down on this time last year. However, recruitment has been slow this year at 72 so far: forty-one enrolments from leaflets, and 24 via the web, with an additional seven by letter or e-mail.

In reply to a query as to whether follow-up reminders were sent out, the Membership Secretary gave a detailed reply on the mechanics of the reminders sent out and the eventual lapsing of membership. This action generally produced a flurry and then a trickle of late renewals.

The subject of a second membership card for Joint membership was raised and the Membership Secretary agreed that this could be done "on request".

The Provisional Plans for 2016

The Vice-Chairman presented the initial plan for events in 2016 as:

1. The annual dinner to be held in Colchester,
2. The weekend study tour to be 'A Return to Hadrian's Wall', and
3. The overseas study tour to be to the south of France.

Self-drive study tours are usually planned and details will be promulgated when archaeological site excavation plans are known.

Financial Statement and Reappointment of Auditors

A question from the floor queried whether any cost savings could be achieved by reviewing the cost of the Independent Examiner's Report by Banks of Swindon. In reply, the Treasurer stated that this had been done and found Banks to be on a par with other Chartered Accountants. However Banks understood our system, were close to the Director in Swindon and had a history of pulling together the inputs from the geographically diverse Trustees. The Treasurer agreed to re-examine the costs involved.

A second question from the floor asked for the accounts and the report to be placed on the web site prior to the AGM.

A third question asked "What percentage of grant requests were approved?" In reply, the Director stated that all requests had been met and the lower grants figure was a result of a reduction in grant applications.

RESOLUTIONS 1 and 2. Acceptance of the Financial Accounts and reappointment of Banks as our Accountants.

Approval of the Financial Statement and reappointment of Banks as our Independent Financial Examiner was carried by 22 of the 22 postal votes received and a unanimous vote from the Members in attendance.

Minutes of the Annual General Meeting held in The British Museum, on Saturday 7th November 2015 (continued)

RESOLUTIONS 3 and 4. Election of Officers.

Trustees Vix Hughes and Grahame Soffe were due for re-election in accordance with the Association rules, each received 22 of the 22 postal votes for re-election plus a show of hands from the floor, again with no objections or abstentions, they were therefore re-elected as Trustees.

Election of two new Trustees. Two members had volunteered to become Trustees with correct nomination, Dr Kate Adcock and Mr David Hughes. The Director gave a brief resume of the two candidates and both were elected following a show of hands from the floor.

Acceptance of the Minutes of the 2014 AGM

The Minutes of the AGM for 2014 were accepted on a show of hands from the floor.

There being no other business the Chairman closed the meeting at 11:55.

REGISTERED COMPANY NUMBER: 03218318 (England and Wales)
REGISTERED CHARITY NUMBER: 1056599

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31 MARCH 2016
FOR
THE ASSOCIATION FOR
ROMAN ARCHAEOLOGY LIMITED**

Banks BHG, Chartered Accountants
Vicarage Court
160 Ermin Street
Swindon
Wiltshire
SN3 4NE

THE ASSOCIATION FOR ROMAN ARCHAEOLOGY LIMITED

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THE ASSOCIATION FOR ROMAN ARCHAEOLOGY LIMITED

CHAIRMAN'S REPORT

for the Year Ended 31 March 2016

Education

Under the constitution of the Association for Roman Archaeology (ARA) our primary purpose is to educate our members and the general public in Roman archaeology. If we neglect to educate, if we fail to interest intelligently and knowledgeably in the Roman past, then all our learning is valueless except in so far as it educates ourselves. Our principal method of doing this is through our publications, which reach all our members and to a certain extent the world of archaeology and the public beyond, particularly through libraries. Our publications also, hopefully, provide a record of our work and achievements over the years. Secondly our website reaches out to our members and the wider world beyond, and thirdly our study tours and events serve an important educational function to the smaller number of members who can take advantage of them and join fellow members in mutual participation. They are not holidays but can be very enjoyable. Lastly, we provide modest financial support for archaeological projects throughout the UK.

During this year the ARA published two issues (33 and 34) of *ARA News* in March and September. These were two of our most substantial issues to date with 72 and 68 illustrated pages (the March issue was delayed because of finalising the dates for advertised events). They were edited as usual by Nicholas Hogben, who also carried out the collection and filtering of material, dealing with both helpful and difficult contributors, design, page-setting, and liaising with the printers on behalf of the ARA, with great skill and diplomacy. This involved an enormous amount of work and dedication from a member who is not a trustee or board member. During the year his personal circumstances changed when he moved from England to Alderney. He has been supported by an editorial committee of Dr Kate Adcock, Grahame Soffe and Bryn Walters, much of that work being carried out by email and meetings between Nicholas Hogben, Kate Adcock and Grahame Soffe. Nicholas Hogben also carries the burden of page-setting and design for *ARA*, *the Bulletin of the ARA*, as well as liaison with the printers. *ARA* is edited by Grahame Soffe with Kate Adcock as Assistant Editor. Unfortunately, partially for the reasons given below, it did not prove possible to publish issue 23 of *ARA* during the year and it came out in the summer of 2016 as a 'bumper' 84 page edition for 2015–16. We plan to catch up next year and the material for issue 24 is well in hand. The Membership Secretary, who manages *ARA*'s relationship with the company that distributes *ARA*'s magazines, ensured that members whose 2015 subscriptions had lapsed as well as current members were sent copies of the 2015–16 *ARA Bulletin* along with a reminder that they might consider renewing their subscriptions. The editor is extremely grateful for the help given by Kate Adcock and Nicholas Hogben over the year and the editors of both *ARA* and *ARA News* thank all their contributors. Through its publications the *ARA* is now taken very seriously on the archaeological world stage. Throughout the year, work also continued steadily on the editing of the *Roman Villas* volume by the editorial team of Prof. Martin Henig and Grahame Soffe, now joined by Kate Adcock. Some papers in the corpus continued to prove difficult to edit to the required standard and the team took on the help of anonymous external readers in some cases to ease the path towards copy-editing. To assist in the process with the publishers the *ARA* board agreed to offer funding when required.

The *ARA* organised a further series of fund-raising study tours during the year. The overall co-ordination of these events was in the hands of Mike Stone, Vice-Chair and Events Coordinator, assisted by Anthony Beeson. Due to the circumstances given below, the Chairman, Grahame Soffe was unable to assist him this year. Two events were planned as usual for the summer. The first was the Long Weekend Summer Tour to Roman Devon and Cornwall, based at Exeter for 24–27 July. This was planned to include a study tour of Roman Exeter with Dr John Salvatore and John Smith with members of Roman West and a visit to the Royal Albert Memorial Museum and Art Gallery to view the Roman collections. The tour would include evening lectures and visits to the Roman site at Calstock and the Roman fort at Old Barrow and the current excavations at the Roman cemetery at Ipplepen, near Newton Abbot (*ARA News* 33, 35). The Annual Dinner Weekend on 15–16 August was planned to include a lecture and visit to the site and excavations at the Roman fort and *vicus* of *Vinovia* at Binchester, Co. Durham, based in the Bishop Auckland area (*ARA News* 33, 36). Unfortunately, both these events were cancelled due to difficulties encountered in arranging hotel accommodation for those *ARA* members who had booked. Mike Stone, in consultation with the *ARA* board will be looking into the current policy of hotel accommodation and

THE ASSOCIATION FOR ROMAN ARCHAEOLOGY LIMITED

CHAIRMAN'S REPORT

for the Year Ended 31 March 2016

reconsidering other options used in the past, such as student halls of residence. It is planned to carry out these events in some form in future. However, two half-day study tours were successful. The first, on 30 August, was a visit to the Iron Age settlement and Roman villa, and the fourth season of excavations at Druce Farm, Puddletown, Dorset, carried out by the East Dorset Antiquarian Society under the direction of Lilian Ladle. The tour of the site was led by ARA board member Cdr John Bithell who has played an important role in the excavations. Fifteen members booked (*ARA News* 33, 37, *ARA Bulletin* 23, 70–84; and see account of this event: *ARA News* 36, 25–26). The second, on 3 October was a viewing of the site finds from the Museum of London Archaeology excavations at Blomberg Place, London, at the Museum of London Archaeological Stores in Mortimer Wheeler House, London, in conjunction with the Society for the Promotion of Roman Studies (Roman Society). The ARA group (25 members) was led by Anthony Beeson and the Roman Society group (25 members) by Fiona Haarer. The tour also included a visit to the Roman amphitheatre at the Guildhall and the Billingsgate Roman house and bath-house (*ARA News* 33, 37 and see account of this event: *ARA News* 36, 27–28). The overseas study tour to *Ancient Rome and Environs* took place from 5–16 October and was run by the ARA in conjunction with Global West Travel and Millennium Tours and led by Mike Stone, assisted by Anthony Beeson. About 50 members attended. The tour included visits to many sites and museums in Rome and sites and museums in its environs including Anzio, Nero's Villa, Terracina, the Sanctuary of Jupiter Anxur, Villa of Tiberius, Cave of Sperlonga, Cori, Lago di Nemi, Museum of the Roman Navy, Lago di Albano, Castel Gandolfo, *Castra Albana*, *Praeneste*, *Ostia Antica*, Tivoli and the *Villa Adriana*. An account of this tour by Mike Stone is planned to appear in *ARA News* in 2017.

On 7 November, following the Annual General Meeting, the ARA held its fourth Symposium jointly with the Society for the Promotion of Roman Studies (Roman Society) at the BP Lecture Theatre, Clore Education Centre, British Museum, London. The subject was *Recent Archaeology in Roman Britain*. Lectures were given by Dr David Roberts (English Heritage), Steve Roskams (York University), and Richard Henry (Finds Liaison Officer for Wiltshire, Portable Antiquities Scheme) on *A new late-Roman temple site in south-west Wiltshire*; Prof. Michael Fulford (Reading University) on *Silchester Insula IX: highlights of the Town Life Project 1997–2015*; and Dr Andrew Birley (Vindolanda Trust) on *Vindolanda and the archaeology of a frontier in transition*. Due to a bereavement Dr David Mason (Principal Archaeologist, Durham County Council) was unable to attend to give his lecture on *Binchester: the Pompeii of the North?* and his place was taken by Dr Sam Moorhead (ARA and British Museum) who spoke on the recent excavations on the Roman cemetery at Ipplepen, Devon. The closing remarks were given by Prof. John Wilkes (ARA President). The ARA board expressed its gratitude to Dr Sam Moorhead and his colleagues at the British Museum for facilitating the AGM and Symposium.

During the year members of the ARA board were involved in various archaeological projects and with other archaeological bodies. They also attended conferences and lectures on Roman archaeology, mainly in Oxford and London. The Director, Bryn Walters was directly involved in the research, fieldwork, geophysical survey and excavation of the Roman complex at Durley Hill, Keynsham, Somerset. This was the third season of excavations in a jointly funded project by the Bath and Camerton Archaeological Society (BACAS) and the ARA, directed by Robin Holley (BACAS) (see account of this in *ARA News* 34, 34–37). Bryn Walters was also involved in a consultative role in the 2015 National Trust excavations at the Roman site at Chedworth, Gloucs. Other ARA board members attended events such as the national conference on Roman coin hoards inspired by the discovery and study of the Beau Street Hoard in Bath. The conference was held at and by the Roman Baths and Museum at Bath, 22–24 April, and was granted by the ARA (see the account in *ARA News* 36, 10–14 by Stephen Clews). Other conferences attended included the ASPROM conference on Roman mosaics held 13–14 June at Taunton Museum and History Centre and at Keynsham Public Library, Somerset; the Greek and Roman Armour Day on 20 July at Senate House, London University; *Rural Settlement in Roman Yorkshire* held by the Roman Society and the Yorkshire Archaeological Society at Malton, Yorkshire on 24 October; the *Talking to the Gods* conference on Roman religion at Southampton University on 21 November; the *Celts: Art and Identity* conference and exhibition at the British Museum, 24 September – 31 January; and the *Crisis or continuity? Hoards and deposition in Iron Age and Roman Britain and Beyond* conference at the British Museum on 11–12 March.

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CHAIRMAN'S REPORT

for the Year Ended 31 March 2016

During the year Colette Maxfield continued to maintain the ARA website, liaising with the board through board member Vix Hughes, and providing members with details and booking forms for events. An increased proportion of the year's enrolments of new members came through the website, a small but steady number. The ARA website has received 14,400 hits and currently ranks first on Google.co.uk in response to searches for *Roman archaeology*. Colette Maxfield continues to upgrade the site to improve presentation and there are now links to the ARA Facebook page. We are extremely grateful for her efforts. The ARA board is also very grateful for the work done by Gareth Harney in setting up and running the ARA's new Twitter account. During the year the ARA venues throughout the UK were kept supplied with ARA leaflets. After the publication of the Bodicacia tombstone (*ARA News* 33, 4–8) by Kate Adcock, the Corinium Museum, Cirencester, one of the most important museums of Roman archaeology in the UK decided to give free entry to ARA members thenceforth.

Charitable Donations and Research

The Membership made a number of individual donations towards the work and aims of the ARA together with the annual renewal of their subscriptions. The ARA made the following donations and grants to support excavation projects, educational events, individual research, museums and publications: £5,000 to the third season of the joint project to excavate the Roman complex at Keynsham, Somerset, with the Bath and Camerton Archaeological Society (see above); £2,200 to Prof. Stephen Rippon, Exeter University, towards the Ippelen Archaeological Project outreach programme (see above); £1,000 to Dr Andrew Richardson, Canterbury Archaeological Trust, towards the East Wear Bay Annual Field School, Folkestone Roman villa, Kent; £1,500 to Richard Henry, Portable Antiquities Scheme Wiltshire Finds Liaison Officer, Salisbury and South Wilts. Museum for the post-excavation work and conservation and storage of finds for the Past Landscapes Project (see above) (*ARA News* 36, 3); £1,000 to Prof. Tony King (Winchester University) towards the excavation of the hexagonal Roman temple at Meonstoke, Hants.; £1,342 to Richard Henry, Salisbury Museum, for conservation work on the Pewsey Hoard of bowls, via the Wiltshire Museum, Devizes; £130 (donation) to the East Dorset Antiquarian Society towards the Roman villa excavations at Druce Farm, Puddletown, Dorset.

Factors Influencing Operations

Membership numbers remained approximately level with those for last year, at just below 1,500. ARA's Membership Secretary, Cdr John Bithell continued to send out reminders to members who did not renew their subscriptions in March or April (see further the Membership Secretary's Report in the AGM Minutes). The ARA's overheads continued to be reduced by having fewer board meetings during the year. All board meetings were held at the ARA's registered office at Swindon. The Chairman was restricted in the amount of work he could carry out for the ARA as during the year he was receiving medical treatment and in recovery from the serious head, eye and neck injuries he received when he was abducted, attacked and robbed in Spain. Also, for the whole year he was living away from home due to family circumstances and illness. The Chairman is very grateful for the help received from Kate Adcock during the year, without which very little would have been achieved. Other members of the ARA board, all volunteers, also suffered from illness during the year and this restricted the amount of work done and time spent on ARA duties. Two new trustees and board members were appointed but the ARA continues to need enthusiastic, energetic and qualified members to join or help the board in order to maintain the high quality of service we have now achieved.

Miscellaneous

The Chairman thanks the board for its work over the year. Vix Hughes and Grahame Soffe were re-elected as trustees and board members. Kate Adcock and David Hughes were newly elected as trustees and board members at the AGM at the British Museum on 7 November 2015.

Grahame Soffe, BA, Dip Arch, FSA
Hon. Chairman

THE ASSOCIATION FOR ROMAN ARCHAEOLOGY LIMITED

TREASURER'S REPORT

for the Year Ended 31 March 2016

Overall, we have enjoyed a relatively stable year with increased financial resources which has allowed us to provide a greater level of grant support to some very worthwhile projects; this after all is one of the main objectives of the ARA.

The underlying theme however remains falling membership and rising expenses and without some generous legacies and donations from our members, the picture would be far less positive.

We have continued to keep expenses as low as possible but our print and production costs continue to be a concern. I have asked the Board to consider ways in which we can reduce these costs down but it is difficult to see how this can be easily achieved.

For some years now we have contemplated moving our main bank account from The Royal Bank of Scotland as our current arrangements are operationally difficult from a monitoring and administrative perspective – we do not have on-line banking, for instance. However, as most of our members pay by Standing Order, the danger of moving accounts was always that a high proportion of members might fail to create a new Standing Order instruction which would damage our membership numbers and income. This issue has now disappeared as the Account Switcher service extends to Business Accounts, which means that all payments made to the RBS account will be automatically diverted to the new bank account. This does not mean that you should not follow John's instructions for creating the new standing order when you receive them. **It is vital that you do this, please, if you wish to continue paying by Standing Order.**

Returning to our long-term prospects: John continues to do an outstanding job at maintaining our membership at a relatively stable level, but unfortunately the overall trend continues to be downward. We need to find new ways of attracting members which we hope the revised banking arrangements will assist with by making it possible to subscribe in new ways such as PayPal and Faster Payments.

Andrew Hemmings, ACIB, BSc
Hon. Treasurer

THE ASSOCIATION FOR ROMAN ARCHAEOLOGY LIMITED

REPORT OF THE TRUSTEES

for the Year Ended 31 March 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal activity of the company in the period under review was that of promoting the advancement of the education of the public in the history and archaeology of the Roman period. The trustees, who meet generally on a quarterly basis to manage the affairs, run the charity. The trustees carry out their work on a voluntary basis and are assisted by volunteers - whose help is greatly appreciated.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

More details of our activities are given in the attached are given in the attached Statement of Financial Activities and in the Notes. The Treasurer's Report also details a review of the financial performance and provides details as to the future plans for the charity.

Internal and external factors

The Trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been set up to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number: 03218318 (England and Wales)

Registered Charity number: 1056599

Registered office: 75 York Road, Swindon, Wiltshire SN1 2JU

Trustees: Dr K Adcock – appointed 7.11.15
Mr A J Beeson
Cdr J Bithell
Mr A Hemmings
Mr D Hughes – appointed 7.11.15
Ms V Hughes
Dr S Moorhead
Mr G Soffe
Mr M J Stone
Mr B Walters

Company Secretary: Mr B Walters

THE ASSOCIATION FOR ROMAN ARCHAEOLOGY LIMITED

REPORT OF THE TRUSTEES

for the Year Ended 31 March 2016 (continued)

REFERENCE AND ADMINISTRATIVE DETAILS

Independent examiner: Mr N R Elsden BA FCA
Banks BHG, Chartered Accountants
Vicarage Court
160 Ermin Street
Swindon
Wiltshire
SN3 4NE

Approved by order of the board of trustees on and signed on its behalf by:

.....
Mr B Walters – Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE ASSOCIATION FOR ROMAN ARCHAEOLOGY LIMITED**

I report on the accounts for the year ended 31 March 2016 set out on pages 9 to 15.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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 required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 the independent examiner's report

My examination was carried out in accordance with the 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 statements 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 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)

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.

Mr N R Elsden BA FCA
Banks BHG, Chartered Accountants
Vicarage Court
160 Ermin Street
Swindon
Wiltshire
SN3 4NE

Date:

THE ASSOCIATION FOR ROMAN ARCHAEOLOGY LIMITED

STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 March 2016

	Notes	31.3.16 Unrestricted fund £	31.3.15 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies		38,512	25,880
Other trading activities	2	6,833	6,507
Investment income	3	85	70
Total		<u>45,430</u>	<u>32,457</u>
 EXPENDITURE ON			
Raising funds		500	3,354
Charitable activities			
Charitable expenditure		<u>37,505</u>	<u>24,060</u>
Total		<u>38,005</u>	<u>27,414</u>
NET INCOME		7,425	5,043
 RECONCILIATION OF FUNDS			
Total funds brought forward		<u>77,126</u>	<u>72,083</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>84,551</u></u>	<u><u>77,126</u></u>

The notes form part of these financial statements

THE ASSOCIATION FOR ROMAN ARCHAEOLOGY LIMITED

BALANCE SHEET

At 31 March 2016

	Notes	31.3.16 Unrestricted fund £	31.3.15 Total funds £
FIXED ASSETS			
Tangible assets	7	128	251
CURRENT ASSETS			
Stocks		100	375
Debtors	8	3,208	4,412
Cash at bank and in hand		91,347	77,596
		<hr/>	<hr/>
		94,655	82,383
CREDITORS			
Amounts falling due within one year	9	(10,232)	(5,508)
		<hr/>	<hr/>
NET CURRENT ASSETS		84,423	76,875
		<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		84,551	77,126
		<hr/>	<hr/>
NET ASSETS		84,551	77,126
		<hr/> <hr/>	<hr/> <hr/>
FUNDS	10		
Unrestricted funds		84,551	77,126
		<hr/>	<hr/>
TOTAL FUNDS		84,551	77,126
		<hr/> <hr/>	<hr/> <hr/>

The notes form part of these financial statements

continued...

THE ASSOCIATION FOR ROMAN ARCHAEOLOGY LIMITED

BALANCE SHEET (continued)

At 31 March 2016

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on
and were signed on its behalf by:

.....
Mr B Walters – Trustee

.....
Mr M J Stone – Trustee

THE ASSOCIATION FOR ROMAN ARCHAEOLOGY LIMITED

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 March 2016

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 33% on cost
Computer equipment	- 33% on cost

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. OTHER TRADING ACTIVITIES

	31.3.16	31.3.15
	£	£
Fundraising events	<u>6,833</u>	<u>6,507</u>

3. INVESTMENT INCOME

	31.3.16	31.3.15
	£	£
Interest received	<u>85</u>	<u>70</u>

THE ASSOCIATION FOR ROMAN ARCHAEOLOGY LIMITED

NOTES TO THE FINANCIAL STATEMENTS – CONTINUED for the Year Ended 31 March 2016

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.16	31.3.15
	£	£
Depreciation – owned assets	<u>123</u>	<u>140</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

Honoraria are paid to Trustees when they perform a professional service for charity. Amounts paid to Trustees during the year were as follows:

	2016	2015
	£	£
M Stone	-	300

Trustees' expenses

Expenses reimbursed and repayments of amounts paid on behalf of the charity, to the Trustees during the year were as follows:

	2016	2015
	£	£
B Walters (Secretary)	1,913	1,818
A Hemmings	198	174
G Soffe	301	1,912
A J Beeson	459	111
M Stone	-	165
J Bithell	326	774

Expenses paid to B Walters includes reimbursement of office costs. Three signatures are required on ARA cheques. One of these must be that of the Treasurer and the others any two of the Trustees.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	25,880
Other trading activities	6,507
Investment income	70
Total	<u>32,457</u>
EXPENDITURE ON	
Raising funds	3,354
Charitable activities	
Charitable expenditure	<u>24,060</u>
Total	<u>27,414</u>
NET INCOME	<u>5,043</u>
RECONCILIATION OF FUNDS	
Total funds brought forward	<u>72,083</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>77,126</u></u>

THE ASSOCIATION FOR ROMAN ARCHAEOLOGY LIMITED

NOTES TO THE FINANCIAL STATEMENTS – CONTINUED
for the Year Ended 31 March 2016

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2015 and 31 March 2016	<u>4,695</u>	<u>375</u>	<u>5,070</u>
DEPRECIATION			
At 1 April 2015	4,695	124	4,819
Charge for year	<u>-</u>	<u>123</u>	<u>123</u>
At 31 March 2016	<u>4,695</u>	<u>247</u>	<u>4,942</u>
NET BOOK VALUE			
At 31 March 2016	<u>-</u>	<u>128</u>	<u>128</u>
At 31 March 2015	<u>-</u>	<u>251</u>	<u>251</u>

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Other debtors	<u>3,208</u>	<u>4,412</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Other creditors	<u>10,232</u>	<u>5,508</u>

10. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	At 31.3.16 £
Unrestricted funds			
General fund	<u>77,126</u>	<u>7,425</u>	<u>84,551</u>
TOTAL FUNDS	<u>77,126</u>	<u>7,425</u>	<u>84,551</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	<u>45,430</u>	<u>(38,005)</u>	<u>7,425</u>
TOTAL FUNDS	<u>45,430</u>	<u>(38,005)</u>	<u>7,425</u>

THE ASSOCIATION FOR ROMAN ARCHAEOLOGY LIMITED

NOTES TO THE FINANCIAL STATEMENTS – CONTINUED for the Year Ended 31 March 2016

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2016.

12. GRANTS AND DONATIONS

	2016	2015
	£	£
Bath & Camerton Archaeological Society	5,000	129
Friends of Active Archaeology	-	775
Bath Museum	-	1,000
Friends of Roman Aldborough	-	456
Grosvenor Museum Chester	-	1,000
Dr J Gerrard	-	684
Dr I Hewitt	-	1,000
Folkstone Field Project	1,000	-
Druce Farm	130	-
Past Landscapes Project	1,500	-
The Wiltshire Museum	1,342	-
University of Exeter	2,200	-
University of Winchester	1,000	-
	<u>12,172</u>	<u>5,044</u>

THE ASSOCIATION FOR ROMAN ARCHAEOLOGY LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES for the Year Ended 31 March 2016

	31.3.16 £	31.3.15 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	16,982	4,463
Gift aid tax reclaimed	3,353	3,000
Life memberships	104	104
Subscriptions	18,073	18,313
	<u>38,512</u>	<u>25,880</u>
Other trading activities		
Fundraising events	6,833	6,507
Investment income		
Interest received	85	70
	<u>45,430</u>	<u>32,457</u>
EXPENDITURE		
Raising donations and legacies		
Events held	500	3,354
Charitable activities		
Grants & donations	12,172	5,044
Production of ARA News & Bulletin	10,973	5,331
Postage	1,248	2,274
Printing & stationery	1,176	2,349
Travel for management meetings	5,697	2,016
Bank charges & interest	270	284
Rent (B Walters)	1,250	1,250
Subscriptions	150	173
Telephone	972	1,066
Insurance	211	211
Depreciation	124	139
Computer & website costs	626	948
Professional fees	26	-
Accountancy	2,610	2,975
	<u>37,505</u>	<u>24,060</u>
Total resources expended	<u>38,005</u>	<u>27,414</u>
	<u>7,425</u>	<u>5,043</u>
Net income	<u>7,425</u>	<u>5,043</u>

This page does not form part of the statutory financial statements

