
BRITISH GLASS FOUNDATION
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2018

Company number: 07344291
Charity number: 1139252

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CONTENTS

	Page
Directors' and Trustees' Report	1
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes forming part of the Financial Statements	10

BRITISH GLASS FOUNDATION
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DIRECTORS' AND TRUSTEES' REPORT

YEAR ENDED 31 AUGUST 2018

The directors and trustees are pleased to present their report and financial statements for the year ended 31 August 2018.

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name	British Glass Foundation
Charity Registration Number	1139252
Company Registration Number	07344291
Registered Office	Higgs & Sons 3 Waterfront Business Park Brierley Hill Dudley DY5 1LX
Independent Examiner	Mr S Atkins FCA PKF Cooper Parry Group Limited Chartered Accountants One Central Boulevard Blythe Valley Business Park Solihull West Midlands B90 8BG
Bankers	HSBC Bank Plc Church Green Road Redditch Worcestershire B97 4EA
Solicitors	Higgs & Sons 3 Waterfront Business Park Brierley Hill Dudley DY5 1LX

BRITISH GLASS FOUNDATION
(A company limited by guarantee)

DIRECTORS' AND TRUSTEES' REPORT (continued)

YEAR ENDED 31 AUGUST 2018

REFERENCE AND ADMINISTRATIVE INFORMATION (continued)

Board Members

The Board Members, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report, are set out below:

G Knowles (Chairman)

G Fisher

M Harris

A Malcolm

G Cook

- appointed 12 December 2017

P Cook

- appointed 12 December 2017

J Smith

- appointed 12 December 2017

A Whitty

- appointed 12 December 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee, having no share capital. It was incorporated on 12 August 2010 and registered as a charity on 2 December 2010. The charitable company was established under a Memorandum of Association, which established its objects and powers, and it is governed under its Articles of Association. In the event of the charitable company being wound up members are required to contribute an amount not exceeding £1.

It is exempt from using "Limited" under Section 60 of the Companies Act 2006.

Recruitment and Appointment of the Directors

When recruiting new Directors the existing Directors look for those individuals whose skills and experience can make a significant contribution to the management of the charitable company.

New Directors are made aware of their responsibilities as charity trustees and company directors and are helped to familiarise themselves with the practical and financial aspects of the charitable company's operations. To help them they are provided with a copy of the company's memorandum and articles of association, the latest published accounts, the charitable company's mission statement and appropriate Charity Commission publications.

BRITISH GLASS FOUNDATION
(A company limited by guarantee)

DIRECTORS' AND TRUSTEES' REPORT (continued)

YEAR ENDED 31 AUGUST 2018

STRUCTURE, GOVERNANCE AND MANAGEMENT (continued)

Director Induction and Training

New directors are inducted by the current directors and are given a comprehensive overview of the charitable company by the chair of the organisation.

New directors are given the Charity Commission guide on becoming a trustee together with copies of the Memorandum and Articles of Association of the charitable company, financial information and Board minutes.

All of the directors are regularly kept up to date with changes in relevant legislation.

Risk Management

The directors/trustees have assessed the major risks to which the charitable company is exposed and are satisfied that systems are in place to minimise the effect of such risks upon the charitable company.

OBJECTIVES AND ACTIVITIES

The objectives of the charitable company are set out in the Memorandum & Articles of Association are the promotion, advancement, encouragement and support of the craft of glass making and the education of the public in the arts, industry and history of glass making.

In shaping the charitable company's objectives for the year and planning its activities the Directors have considered the Charity Commission's guidance on public benefit.

BRITISH GLASS FOUNDATION
(A company limited by guarantee)

DIRECTORS' AND TRUSTEES' REPORT (continued)

YEAR ENDED 31 AUGUST 2018

ACHIEVEMENTS AND PERFORMANCE

The British Glass Foundation, launched in November 2010, arose out of proposals by Dudley MBC in 2009 to close Broadfield House Glass Museum, home to the internationally renowned Stourbridge glass collection, and became a key partner alongside Dudley Council and Complex Development Projects Limited in creating a new purpose built facility, with bigger and more flexible exhibition space, on the site of the former Stuart & Sons Glassworks in the heart of the Glass Quarter which is due to be formally opened around Autumn 2019. Although remaining true to its founding principles it continues to evolve and looking at new and exciting ways to promote the glass collections at White House Cone to inspire and engage the wider public and to nurture glass artists of the future.

The Trustees negotiated a 125 year Lease on the museum building; a 125 year Loan Agreement for the glass collections and a 125 year Lease of the adjoining buildings to be used for business/craft units that will bring in rental income towards the running costs of the museum to ensure sustainability for the future. The leases were signed by the British Glass Foundation in July ready to be exchanged by our lawyers at the appropriate time.

All this has only been possible with the dedicated help and support of a number of people including many glass enthusiasts and volunteers without whom we would not be where we are today and we are most grateful to them for their valuable contributions. We would like to thank everyone who has made a donation or provided sponsorship, grant funding and support to the BGF and we would like to specifically thank Ian Harrabin MBE of Complex Development Projects Limited; Larry Priest and Dean Shaw of Bryant Priest Newman Architects for their generosity, expertise and passion for the local area and also Will Farmer of Fieldings Auctioneers, Higgs & Sons and PKF Cooper Parry for their invaluable help and advice.

BRITISH GLASS FOUNDATION
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DIRECTORS' AND TRUSTEES' REPORT (continued)

YEAR ENDED 31 AUGUST 2018

CHAIRMAN'S REPORT

This has certainly been another very exciting year for the British Glass Foundation and for the glass community where our Round 2 application to the Heritage Lottery Fund for the internal fit-out of the new museum has recently been approved and work will be starting shortly on the internal fit-out of the new museum where we have also been successful in arranging match funding from various Trusts and Foundations. Separate funding has been secured for the landscaping and signage at the front of the museum and work will also be starting on this very shortly.

Four new Trustees were recruited this year whose knowledge and experience has proved invaluable. I would like to formally welcome on board and thank Dr Audrey Whitty, Greg Cook, Phil Cook and John P Smith.

The glass collection is still in storage where it is being inspected, recorded and being packed ready for the move to its new home next year. The White House Cone site is perfect for the new museum being in the heart of the Glass Quarter and opposite the Red House Cone alongside the canal. We will shortly have a purpose built building in a perfect location with room for expansion in the future. The White House Cone will not only celebrate the skills of local people and integrate with the other local tourist attractions, but will guarantee the future of the world famous glass collections for generations to come.

I am extremely proud of what we have achieved and I would like to thank my fellow Trustees and volunteers for their dedication and commitment and for sacrificing so much of their personal time and energy to the charity as our dream now becomes a reality and we look forward to the formal opening next year of the White House Cone – museum of glass.


Graham Knowles
Chairman

BRITISH GLASS FOUNDATION
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DIRECTORS' AND TRUSTEES' REPORT (continued)

YEAR ENDED 31 AUGUST 2018

DIRECTORS' AND TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that year. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business; and
- state whether UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.


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

The directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of the financial statements may differ from legislation in other jurisdictions.

Approved by the directors and signed on their behalf on 11 December 2018.



G Knowles
Chairman



M Harris
Treasurer

BRITISH GLASS FOUNDATION
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**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS AND TRUSTEES OF
BRITISH GLASS FOUNDATION**

I report to the charity trustees on my examination of the financial statements of the charitable company for the year ended 31 August 2018, which are set out on pages 8 to 15.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees of the company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination, I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SOPR (FRS102).

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.



Simon Atkins FCA

PKF Cooper Parry Group Limited
One Central Boulevard
Blythe Valley Business Park
Solihull
West Midlands B90 8AA

11 December 2018

BRITISH GLASS FOUNDATION
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STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating an Income and Expenditure Account)
FOR THE YEAR ENDED 31 AUGUST 2018

	Note	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £	2017 Total Funds £
Income from:					
Donations and grants	2	60,280	6,500	66,780	218,206
Total income		60,280	6,500	66,780	218,206
Expenditure on:					
Charitable activities	3	74,513	-	74,513	136,391
Total expenditure		74,513	-	74,513	136,391
Net (expenditure)/income for the year		(14,233)	6,500	(7,733)	81,815
Reconciliation of funds:					
Total funds brought forward		26,110	78,500	104,610	22,795
Total funds carried forward		11,877	85,000	96,877	104,610

There were no other recognised gains or losses other than those included in the Statement of Financial Activities.
All income and expenditure relates to continuing operations.

The notes on pages 10 to 15 form part of these financial statements.

BRITISH GLASS FOUNDATION
(A company limited by guarantee)

BALANCE SHEET
AS AT 31 AUGUST 2018

Company number 07344291

	Note	2018	2017
		£	£
Fixed assets			
Investments	4	1	1
Glass collection	5	4,216	4,216
		<u>4,217</u>	<u>4,217</u>
Current assets			
Debtors	6	2,456	3,488
Cash at bank and in hand		123,864	107,703
		<u>126,320</u>	<u>111,191</u>
Creditors: amounts falling due within one year	7	(33,660)	(10,798)
Net current assets		<u>92,660</u>	<u>100,393</u>
Net assets		<u>96,877</u>	<u>104,610</u>
Unrestricted funds			
General	9	11,877	26,110
Restricted funds	10	85,000	78,500
		<u>96,877</u>	<u>104,610</u>

The Directors consider that the charitable company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the charitable company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Directors acknowledge their responsibilities for ensuring that the charitable company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at 31 August 2018 and of its result for the year then ended in accordance with the requirements of sections 394 and 395 of the Act and which comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006. The notes on pages 10 to 15 form part of these financial statements.

The financial statements were approved by the Trustees on 11 December 2018 and signed on their behalf by:

G Knowles
Chairman

M Harris
Treasurer

BRITISH GLASS FOUNDATION
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2018

1 ACCOUNTING POLICIES

General information and basis of preparation

British Glass Foundation is a charitable company in the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are the promotion, advancement, encouragement and support of the craft of glass making.

The charity constitutes a public benefit entity. The financial statements have been prepared 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 (FRS102 (effective 1 January 2015), the Financial Reporting Standard 102, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

The charitable company has taken advantage of the option provided in SORP to use headings in the Statement of Financial Activity that are applicable to its operations rather than reporting on an activity basis.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Funds

Unrestricted funds 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.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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 cost 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.

BRITISH GLASS FOUNDATION
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2018

Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained, then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

No amount is included in the financial statements for volunteer time in line with the SORP.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

The charity receives various government grants. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met, then these amounts are deferred.

Investment income is earned through holding assets for investment purposes such as surplus funds on bank deposit. Interest income is recognised using the effective interest method.

Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources. Premises and other overheads have been allocated on a percentage use of resources basis.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Tax

The charitable company met the definition of charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

BRITISH GLASS FOUNDATION
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2018

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

VAT

Value added tax is not recoverable by the charitable company, and as such is included in the relevant costs in the Statement of Financial Activities and tangible fixed assets.

2	DONATIONS AND GRANTS	2018	2017
		£	£
	<i>Unrestricted</i>		
	Donations	31,641	22,472
	Donations-in-kind (Note 12)	5,040	12,294
	DMBC Revenue Funding	20,000	20,000
	Other income	3,535	120
	Bank interest	64	5
		<hr/>	<hr/>
		60,280	54,891
		<hr/>	<hr/>
	<i>Restricted</i>		
	HLF Funding	-	84,815
	Garfield Weston Foundation	-	50,000
	Edward Cadbury Trust	-	25,000
	Anthony & Gwendoline Wylde Memorial Charity	-	2,500
	Dumbreck Charity	-	1,000
	Owen Family Trust	2,500	-
	Grimmitt Trust	1,000	-
	Rowlands Trust	3,000	-
		<hr/>	<hr/>
		6,500	163,315
		<hr/>	<hr/>
	Total	66,780	218,206
		<hr/> <hr/>	<hr/> <hr/>

A full list of donations received is available on request from the registered office.

BRITISH GLASS FOUNDATION
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2018

3 EXPENDITURE	2018 Total £	2017 Total £
Direct costs of charitable activities		
PR and communication services	5,127	1,283
Fundraising expenses	4,730	9,169
Premises expenses	15,928	1,755
	<hr/> 25,785	<hr/> 12,207
Support costs allocated to charitable activities		
Project management	-	26,197
Legal and professional	39,916	80,551
Consultancy	-	5,323
	<hr/> 39,916	<hr/> 112,071
Governance costs		
Meeting expenses	1,094	2,470
Secretarial services	4,415	6,430
Independent examiner's fee	1,020	825
Insurance	2,283	2,388
	<hr/> 8,812	<hr/> 12,113
Total expenditure	<hr/> <hr/> 74,513	<hr/> <hr/> 136,391

Total expenditure of £74,513 (2017: £136,391) is charged: unrestricted expenses in 2018 of £74,513 (2017: £51,576) and as restricted expenses in 2018 £Nil (2017: £84,815).

4 FIXED ASSETS - INVESTMENTS

Cost	Subsidiary Undertaking £
At 31 August 2018 and 2017	1
	<hr/> <hr/>

The company has not traded since incorporation.

BRITISH GLASS FOUNDATION
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2018

5 FIXED ASSETS - GLASS COLLECTION

Cost	£
At 31 August 2018 and 2017	4,216

6 DEBTORS

	2018 £	2017 £
Prepayments	1,630	1,645
Donations receivable	800	1,800
Amount due from subsidiary	26	43
	<u>2,456</u>	<u>3,488</u>

7 CREDITORS: Amounts falling due within one year

Trade creditors and accruals	33,660	10,798
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8 TAXATION

As a charitable company, British Glass Foundation is exempt from tax on income and gains falling within section 478 of the Taxes Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen within the charitable company.

9 UNRESTRICTED FUNDS

	Balance at 31 August 2017 £	Incoming £	Outgoing £	Balance at 31 August 2018 £
General Fund	26,110	60,280	(74,513)	11,877

10 RESTRICTED FUNDS

	Balance at 31 August 2017 £	Incoming £	Outgoing £	Balance at 31 August 2018 £
Per Note 2	78,500	6,500	-	85,000

BRITISH GLASS FOUNDATION
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 AUGUST 2018

11 FUNDS

Fund balances at 31 August 2018 are generated by:

	Unrestricted funds £	Restricted funds £	Total £
Investments	1	-	1
Glass collection	4,216	-	4,216
Debtors	2,456	-	2,456
Cash at bank and in hand	38,864	85,000	123,864
Creditors	(33,660)	-	(33,660)
	<hr/>	<hr/>	<hr/>
Total net assets	11,877	85,000	96,877
	<hr/>	<hr/>	<hr/>

12 DIRECTORS'/TRUSTEES' REMUNERATION AND RELATED PARTY TRANSACTIONS

G Fisher, a trustee, received reimbursed expenses of £604 (2017: £1,225) during the year. No other director/trustee received any remuneration or reimbursed expenses during the year and no amounts were paid to related parties.

Expenditure of £5,040 per note 5 in relation to certain ongoing costs were met by Hulbert Properties Limited, and have been accounted for as donations in kind. G Knowles, a director of the company, is also a director and shareholder of Hulbert Properties Limited.

No other director or other person related to the charitable company had any other personal interest in any transaction entered into by the charitable company during the year.