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**BRITISH GLASS FOUNDATION**  
**(A company limited by guarantee)**

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**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2013**

**Company number: 07344291**  
**Charity number: 1139252**

  
**Clement Keys** LLP  
CHARTERED ACCOUNTANTS

**BRITISH GLASS FOUNDATION**  
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**BRITISH GLASS FOUNDATION**  
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**DIRECTORS' AND TRUSTEES' REPORT**

**YEAR ENDED 31 AUGUST 2013**

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The directors and trustees are pleased to present their report and financial statements for the year ended 31 August 2013.

**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 BSc (Hons) FCA Partner in Clement Keys LLP Chartered Accountants No.8 Calthorpe Road Edgbaston Birmingham B15 1QT
Bankers	HSBC Bank Plc Church Green Road Redditch Worcestershire B97 4EA
Solicitors	Higgs & Sons 3 Waterfront Business Park Brierley Hill Dudley DY5 1LX

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**DIRECTORS' AND TRUSTEES' REPORT (continued)**

**YEAR ENDED 31 AUGUST 2013**

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**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  
C Hajdamach (resigned 16 January 2013)  
M Harris  
A Malcolm  
D Williams-Thomas

**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 Trustees the existing Trustees look for those individuals whose skills and experience can make a significant contribution to the management of the charitable company.

New Trustees 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.

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**DIRECTORS' AND TRUSTEES' REPORT (continued)**

**YEAR ENDED 31 AUGUST 2013**

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**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. 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.

Following extensive discussions with Dudley Council it has been agreed that the British Glass Foundation will become a Museum Trust in order eventually to take over the running of a brand new glass museum and the glass collections. This is a major turning point for the charity which has developed into a well-respected organisation and puts us in a strong position to be able to achieve our long term objectives.

From modest beginnings, over a very short period, the Foundation has:

- Prevented closure of Broadfield House Glass Museum and protected the future of the glass collections.
- Raised the profile and recognised the importance of glassmaking and the collections both locally, and nationally via the glassmaking community.
- Worked closely with the developer (Complex Developments) who is offering the opportunity to move into a refurbished listed building on the historic White House Cone site, which is opposite Wordsley's Red House Cone site, while also preserving the remains of the cone which is a scheduled monument.
- Been involved with Dudley Council and Complex Developments in the preparation of a bid for ERDF funding for the new museum on which a decision is expected later this year.

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**DIRECTORS' AND TRUSTEES' REPORT (continued)**

**YEAR ENDED 31 AUGUST 2013**

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All this has only been possible with the dedicated help of a number of people including many glass enthusiasts and it is thanks to them and their generous donations that has enabled us to reach our current position. We are most grateful and thank them for their support and acknowledge the trust they have put in us. We also thank Higgs & Sons and Clement Keys for their invaluable help and advice as we move to becoming a Museum Trust.

During the year two specialist glass auctions were held at Fieldings and we thank Will Farmer and all his colleagues for agreeing to host these auctions for us and, in that connection, we also thank all the glass artists who donated items of their work for auction. The first, held on 27 October raised £9,830 from the sale of glass made during the 26 hour marathon glass-blowing challenge which took place during the 5th International Festival of Glass earlier that summer. The second auction on 23 March saw probably the worst weather of that winter but nevertheless a further £605 was raised for the Foundation.

Since the launch of the British Glass Foundation in November 2010, all principal donations received by the charity, c£26,000, remain intact to be used for the new museum. This puts us in a strong position to achieve our objectives for the long term future of the museum with day-to-day running costs being met from other sources or from donations made specifically for this purpose which includes donations from Hulbert Properties Limited, The Owen Family Trust, the Dumbreck Charity and The Anthony & Gwendoline Wylde Memorial Charity. We are hoping to cover our running costs for the next twelve months from similar specific donations thereby allowing all other donations to be retained within the charity until the appropriate time to defray these against the new museum project. We thank everyone who has made a donation or provided sponsorship to the British Glass Foundation – be assured, we do truly value and appreciate all your support.

**CHAIRMAN'S REPORT**

After another successful financial year, the charity is now working towards becoming a Museum Trust to take over the new museum and the glass collections. This would not have been possible without the hard work and dedication of my fellow Trustees and I would like to take this opportunity to thank them for sacrificing so much of their personal time to the charity - Graham Fisher for our PR and marketing through his very popular and witty GlassCuts; Allister for his innovative fund raising ideas; Meriel for her stewardship as Treasurer and David for his knowledge and advice throughout the year.

During the year we were sorry to have to say goodbye Charles Hajdamach who retired as a Trustee so that he could concentrate more on his writing and lecturing. As one of the top authorities on glass in the country and formerly Principal Curator of Dudley Museums and Galleries, Charles oversaw the planning and opening of Broadfield House Glass Museum in 1980 which quickly became one of the most respected glass museums in the world. I would like to thank Charles for his massive contribution to the Foundation and also the local glass industry.

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**DIRECTORS' AND TRUSTEES' REPORT (continued)**

**YEAR ENDED 31 AUGUST 2013**

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**CHAIRMAN'S REPORT (continued)**

Roger Dodsworth, Keeper of Glass & Fine Art at Broadfield House Glass Museum and founder of The Glass Association, also retired during the year after 35 years of dedicated work for Dudley Museums Service and I would like to extend to Roger very best wishes for a long and happy retirement.

On a sadder note we were shocked to hear that David Whitehouse, former Executive Director of The Corning Museum of Glass in New York died in February following a brief battle with cancer. David, who was born and educated locally, had attended our fund raising event at Hagley Hall only 6 months previously. Sincere condolences to all family and friends.

**PRINCIPAL FUNDING SOURCES**

The principal funding sources of the charitable company comprise donations and gift-aid receipts.

***Investment policy***

The charitable company's cash balances are held in bank accounts so as to protect the capital invested.

***Reserves policy***

The directors/trustees will ensure that the reserves are maintained at a level to enable the charitable company to continue to be in a position to operate as envisaged. To this end, the directors have agreed reserves will be maintained at a minimum level of £10,000.

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**DIRECTORS' AND TRUSTEES' REPORT (continued)**

**YEAR ENDED 31 AUGUST 2013**

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**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 18 February 2014.



**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**

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I report on the financial statements of the company for the year ended 31 August 2013, which are set out on pages 8 to 14.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The 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.

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 financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 of the 2011 Act; and
- state whether particular matters have come to my attention.

**BASIS OF 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 statement below.

**INDEPENDENT EXAMINER'S STATEMENT**

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

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare financial statements which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting of Charities.

have not been met; or

- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

S Atkins BSc (Hons) FCA  
Partner in Clement Keys LLP  
No. 8 Calthorpe Road  
Edgbaston  
Birmingham B15 1QT



18 February 2014

**BRITISH GLASS FOUNDATION**  
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**STATEMENT OF FINANCIAL ACTIVITIES**  
(Incorporating an Income and Expenditure Account)  
FOR THE YEAR ENDED 31 AUGUST 2013

	Note	Designated General Funds £	Unrestricted General Funds £	2013 Total Funds £	2012 Total Funds £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds:</b>					
<i>Voluntary income</i>					
Donations and grants	4	-	9,315	9,315	9,548
<i>Activities for generating funds</i>					
Fundraising	4	-	10,435	10,435	2,747
<b>Total incoming resources</b>		-	19,750	19,750	12,295
<b>Resources expended</b>					
<b>Costs of generating voluntary income</b>					
Governance costs		-	1,832	1,832	1,153
<b>Total resources expended</b>	5	-	8,061	8,061	8,265
<b>Net movement in funds being net income for the year</b>		-	11,689	11,689	4,030
<b>Reconciliation of funds</b>					
Fund balances at start of year		1,000	15,209	16,209	12,179
<b>Fund balances at the end of the year</b>		1,000	26,898	27,898	16,209

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 14 form part of these financial statements.

**BRITISH GLASS FOUNDATION**  
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**BALANCE SHEET**  
**AS AT 31 AUGUST 2013**

Company number 07344291

	Note	2013 £	2012 £
<b>Current assets</b>			
Debtors	6	1,120	6,778
Cash at bank and in hand		<u>26,778</u>	<u>13,879</u>
		27,898	20,657
Creditors: amounts falling due within 1 year	7	<u>-</u>	<u>(4,448)</u>
		<u>27,898</u>	<u>16,209</u>
<b>Unrestricted funds</b>			
General	9	26,898	15,209
Designated	9	<u>1,000</u>	<u>1,000</u>
		<u>27,898</u>	<u>16,209</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 2013 and of its surplus 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 financial statements were approved by the Trustees on 18 February 2014 and signed on their behalf by:

  
G Knowles  
Chairman

  
M Harris  
Treasurer

**BRITISH GLASS FOUNDATION**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 AUGUST 2013**

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**1 ACCOUNTING POLICIES**

**1.1 Basis of preparation**

The financial statements have been prepared under the historical cost convention and include the results of the charitable company's operations which are described in the Directors' and Trustees' Report.

The financial statements have been prepared in accordance with the provisions of the Companies Act 2006 and in compliance with the revised Statement of Recommended Practice - 'Accounting and Reporting by Charities' issued in March 2007 and applicable accounting standards.

The charitable company has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cash flow statement.

**1.2 Fund accounting**

***Restricted funds***

Restricted funds represent grants and donations which are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

***Unrestricted funds and designated funds***

Unrestricted funds represent funds that are expendable at the discretion of the Board in the furtherance of the objects of the charitable company. Such funds may be held in order to finance both working capital and capital investment. Designated funds are those funds which are unrestricted in nature but which have been designated by the Board to be used in a particular manner.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 AUGUST 2013**

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**1.3 Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charitable company is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income by way of grants, donations and gifts is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charitable company, are recognised when it becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charitable company where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charitable company earns the right to consideration by its performance. Where income is received in advance of performance it is treated as deferred income and included within creditors.

**1.4 Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charitable company in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charitable company and include independent examination fees and costs linked to the strategic management of the charitable company.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity comprise both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**1.5 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.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 AUGUST 2013**

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**2 MEMBERS LIABILITY**

The company is limited by guarantee and in the event of a winding up each member is liable to a sum not exceeding one pound.

**3 NET INCOMING RESOURCES**

<b>2013</b>	<b>2012</b>
<b>£</b>	<b>£</b>

These are stated after charging the following :

Independent Examiners' remuneration	775	775
	<u>775</u>	<u>775</u>

**4 INCOMING RESOURCES FROM GENERATED FUNDS**

<b>2013</b>	<b>2012</b>
<b>£</b>	<b>£</b>

*Donations and grants*

Donations	4,799	3,415
Donations-in-Kind (note 10)	4,516	6,133

	<u>9,315</u>	<u>9,548</u>
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*Fundraising*

Auction income	10,435	-
Surplus on events	<u>-</u>	<u>2,747</u>

	<u>19,750</u>	<u>12,295</u>
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A full list of donations received is available on request from the registered office.

**BRITISH GLASS FOUNDATION**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 AUGUST 2013**

<b>5</b>	<b>TOTAL RESOURCES EXPENDED</b>	<b>Charitable objectives</b>	<b>Governance</b>	<b>2013 Total</b>	<b>2012 Total</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Costs directly allocated to activities</b>				
	Promotion	832	-	832	1,033
	PR and communication services	1,000	-	1,000	-
	<b>Support costs allocated to activities</b>				
	Website costs	-	-	-	120
	Legal and professional	-	1,604	1,604	1,860
	Meeting expenses	-	116	116	67
	Secretarial services	-	2,832	2,832	3,339
	Independent examiner's fee	-	775	775	775
	Insurance	-	902	902	1,071
		<u>1,832</u>	<u>6,229</u>	<u>8,061</u>	<u>8,265</u>
<b>6</b>	<b>DEBTORS</b>			<b>2013 £</b>	<b>2012 £</b>
	Prepayments			320	455
	Donations receivable			800	6,323
				<u>1,120</u>	<u>6,778</u>
<b>7</b>	<b>CREDITORS</b>			<b>2013 £</b>	<b>2012 £</b>
	Other creditors			-	4,448

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**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 AUGUST 2013**

**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 2012 £	Incoming £	Outgoing £	Balances at 31 August 2013 £
General Fund	15,209	19,750	(8,061)	26,898
Designated Fund	1,000	-	-	1,000
	<u>6,209</u>	<u>19,750</u>	<u>(8,061)</u>	<u>27,898</u>

The designated fund represents donations received where the donor has requested that the funds are not to be absorbed within administration costs.

**10 DIRECTORS'/TRUSTEES' REMUNERATION AND RELATED PARTY TRANSACTIONS**

No director/trustee received any remuneration or reimbursed expenses during the year and no amounts were paid to related parties.

Expenditure of £4,516 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.