

# **Friends of War Memorials**

## **Annual Report and Accounts**

**31 December 2001**

Friends of War Memorials  
4 Lower Belgrave Street  
London SW1W 0LA

Registered Charity Number 1062255

## **FRIENDS OF WAR MEMORIALS**

### **LEGAL AND ADMINISTRATIVE DETAILS**

#### **Patron**

The Countess Mountbatten of Burma CBE CD JP DL

#### **Area Patrons**

Wales – Maj-Gen the Reverend R M Llewellyn CB OBE

Northern Ireland – The Lord Molyneux of Killead KBE PC

Scotland – Lt-Gen Sir Norman Arthur KCB JP

England – General Sir Brian Kenny GCB CBE

#### **Trustees**

Winston S Churchill - President, Friends of War Memorials

J G Cluff (appointed 19 November 2001) – Chairman, Cluff Mining PLC

The Lord Cope of Berkeley - Member of the Shadow Cabinet. Ex Gunner

Nick Hewitt - Co-ordinator of the UK National Inventory of War Memorials

Meg Hillier (appointed 19 November 2001) - Member of The Greater London Assembly

The Hon Tim Lewin (appointed 19 November 2001) - Business Development Specialist for the Former Soviet Union

Peter McCormick, OBE - Senior Partner, McCormicks Solicitors - Honorary Solicitor.

Tony Martin - Founder of the Scottish War Memorials Group

John Peat - Branch Manager, Royal Bank of Scotland Plc (FoWM Branch)

Val Ross - Consultant to Health and Local Authorities on community consultation, employee volunteering and charity fundraising.

#### **Director General**

Sir Donald Thompson

#### **Treasurer**

Douglas Johnston

#### **Registered Office**

Friends of War Memorials  
4 Lower Belgrave Street  
London SW1W 0LA

#### **Bankers**

Royal Bank of Scotland Plc  
4 Elgin Avenue  
Harrow Road  
London W9 3QR

#### **Honorary Auditors**

S R Wade  
Burlington Arcade  
London W1

#### **Staff**

Maggie Goodall, Conservation Officer and Newsletter Editor

Jane Gaskell, Fundraising and Events Manager

Amy Flint, Membership Secretary and Website Manager

Niki Pratt, Charity Manager

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Fax: 020 7259 0296

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Web: [www.war-memorials.com](http://www.war-memorials.com)

## **FRIENDS OF WAR MEMORIALS**

### **Report to the Trustees**

Sir Donald Thompson presents his report, together with the financial statements for the year ended 31 December 2001.

#### **Objects and Principal Activities**

As stated in the Governing Document of the charity, dated 7 May 1997, the objectives of the charity are to educate and inform the general public about the significance of War Memorials as part of our national heritage and fostering cultural appreciation and good citizenship by remembering those who have fallen in war by encouraging the preservation and maintenance of War Memorials.

In accordance with these aims, the charity exhibits at relevant events and shows within the United Kingdom, largely where show organisers waive their fees. The charity works closely with English Heritage in running their War Memorial Grant Scheme in England, which gives grants to memorials that are Grade II listed and in a Conservation Area. In addition, FoWM's own Small Grants Scheme provides grants of up to £250 for War Memorial projects. Advice is also given in response to general enquiries from interested parties regarding War Memorials.

#### **Review of the Year**

The charity had 1216 members at 31 December 2001 (2000: 652).

I am pleased to report that the War Memorial Grant Scheme Project in conjunction with English Heritage is working well and increasingly steadily. In the year our Conservation Officer provided the bulk of the administration for this project, and grants were made by English Heritage to 14 projects, totalling £37,414 (2000: seven projects received grants, totalling £16,353). As the Scheme becomes more widely known, I believe that the number of grant applications will continue to grow.

Our small grants scheme, which was supported in the year by The Halifax Plc was able to assist in 42 projects in 2001, compared to 29 the previous year. Our ability to support the preservation of memorials through financial as well as administrative means is a focus of our fundraising activity and will allow us, from time to time to become involved in larger projects.

In 2001 Friends of War Memorials was able to support the new US RNVR memorial at Greenwich, which remembers those Americans who joined the Royal Navy before Pearl Harbour involved the United States in the Second World War. The project raised a total of £24,674, and was the largest single project we have been privileged to be involved in to date. We are grateful for the sterling efforts of Winston Churchill in particular for orchestrating the funding of this project.

Our Fundraising and Events Manager attended more than thirty events and shows throughout the country to further advertise our work. The events are opportunities to raise awareness of the charity as well as to recruit new members, and we have been grateful for the effort and support from our Regional Volunteers we have received - without their help we would not be able to attend as many events as we do.

It is important that we inform both prospective and new members of our progress, and our quarterly newsletter is sent to existing members as well as being handed out at relevant events we attend to attract new support. Details of the charity's objects and its activities are also incorporated on our website, which is maintained by the Membership Secretary.

Our AGM was held on Monday, 23 July 2001 at Portcullis House, and was attended by around 100 of our members. We were delighted that Lady Mountbatten was able to attend. It is our intention that in future years the AGM will be held on 1 July, to allow members the chance to attend both the AGM and our ceremony at the Cenotaph to remember those who died on The Somme on 1 July 1916.

Income and expenditure in 2001 gave rise to a deficit in the year of £13,378 (2000: surplus of £13,420). At the end of the year Friends of War Memorials has accumulative surplus of £2,324.

Over the forthcoming year, we anticipate a surplus in funding which will allow us to more actively pursue the objectives of the charity. In 2001 the need to establish a support organisation and strong controls for Friends of War Memorials meant that the proportion of funds raised that were applied to direct charitable expenditure and building public awareness was 77% in line with our objectives. Given a continuation of the increased fundraising income seen in the year to date, it is our expectation in 2002 that we will see a shift towards more direct charitable expenditure.

**FRIENDS OF WAR MEMORIALS**  
**STATEMENT OF FINANCIAL ACTIVITIES**

Year Ended 31 December 2001

	Note	Unrestricted Funds £	Restricted Funds £	2001 £	2000 £
<b>Incoming Resources</b>					
Membership fees		25,357	-	25,357	3,540
Donations, legacies and similar incoming resources		103,677	26,395	130,072	84,732
Grants from public bodies	1	25,812	-	25,812	25,445
Interest receivable		251	-	251	67
<b>Total Incoming Resources</b>		<b>155,097</b>	<b>26,395</b>	<b>181,492</b>	<b>113,784</b>
<b>Resources Expended</b>					
Direct charitable expenditure:					
Grants appropriated	2	9,484	29,675	39,159	9,464
Support costs	3	40,276	-	40,276	39,389
		49,760	29,675	79,435	48,853
Other expenditure					
Fundraising and publicity	3	61,317	-	61,317	24,766
Management and administration	3	54,118	-	54,118	26,745
<b>Total Resources Expended</b>		<b>165,195</b>	<b>29,675</b>	<b>194,870</b>	<b>100,364</b>
Net incoming/(outgoing) resources before transfers		(10,098)	(3,280)	(13,378)	13,420
Transfers between funds		(4,280)	4,280	-	-
<b>Net Movement in Funds for the Year</b>		<b>(14,378)</b>	<b>1,000</b>	<b>(13,378)</b>	<b>13,420</b>
Fund balances at start of year	7	15,703	-	15,703	2,283
<b>Fund Balances at End of Year</b>	<b>7</b>	<b>1,325</b>	<b>1,000</b>	<b>2,325</b>	<b>15,703</b>

**FRIENDS OF WAR MEMORIALS**  
**INCOME AND EXPENDITURE ACCOUNT**

Year Ended 31 December 2001

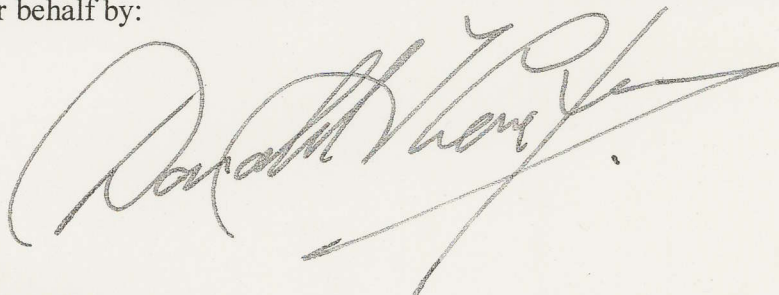
	Note	2001 £	2000 £
<b>Incoming resources</b>			
Membership Fees		25,357	3,540
Donations, Legacies and Similar			
Incoming Resources		129,489	110,177
Grants and Donations for Redistribution		26,395	-
Interest Receivable		252	67
		<hr/> 181,492	<hr/> 113,784
<b>Grants Appropriated</b>		39,159	9,464
<b>Expenditure</b>			
Staff Costs	3	107,613	57,579
Depreciation	3	1,294	1,030
Other Operating Charges	3	46,804	32,291
<b>Surplus/(Deficit) of Income Over Expenditure</b>		<hr/> (13,378)	<hr/> 13,420

# **FRIENDS OF WAR MEMORIALS BALANCE SHEET**

As at 31 December 2001

	Note	2001 £	2001 £	2000 £	2000 £
<b>Fixed Assets</b>					
Tangible assets	4		630		1,670
<b>Current Assets</b>					
Debtors	5	2,205		-	
Cash at bank and in hand		11,989		14,033	
		<u>14,195</u>		<u>14,033</u>	
<b>Creditors:</b>					
Amounts falling due within one year	6	12,500		-	
<b>Net Current Assets</b>			1,695		14,033
<b>Net Assets</b>			<u>2,325</u>		<u>15,703</u>
<b>Funds</b>					
Restricted			1,000		-
Unrestricted			1,325		15,703
			<u>2,325</u>		<u>15,703</u>

These financial statements were approved by the Trustees on 20 May 2002, and were signed on their behalf by:



Sir Donald Thompson  
Director General

**DAVID H LEVY**

Consultant:

Exhibition Administration  
Retailing  
Accounting

802 Hood House  
Dolphin Square  
London SW1V 3NL  
Tel: 020 7828 3524  
020 7798 8659

Sir Donald Thompson  
Director General  
Friends of War Memorials  
4 Lower Belgrave Street  
London SW1W 0LA

1<sup>st</sup> May 2002

I have made an in-depth examination of the accounts of Friends of War Memorials for the year 2001 and I have found the bills submitted and paid, together with details of income, to be properly recorded and accounted for.



DAVID H LEVY  
Independent Administrator

## **FRIENDS OF WAR MEMORIALS**

### **Accounting Policies**

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the financial statements.

### **Basis of Preparation**

The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards including the Statement of Recommended Practice Accounting and Reporting by Charities.

### **Grants and Donations Receivable**

Grants and donations are recorded as income when received.

### **Grants Appropriated**

Grant appropriations under the FoWM Small Grants Scheme are treated as a liability when approved by the Conservation Officer.

### **Pensions**

Defined contribution personal pension plans are operated for one employee. Contributions are charged against income as they become payable, and are included in staff costs.

### **Depreciation**

Depreciation on Office Equipment is provided to write off the cost over three years.

### **Taxation**

As a registered charity, Friends of War Memorials is not liable to UK Income Tax, Corporation Tax and Capital Gains Tax, provided the income it receives is applied for charitable purposes.

## FRIENDS OF WAR MEMORIALS

### Notes on the Financial Statements

#### 1) Grants from Public Bodies

During the current year, the Charity received £25,812 (2000: £25,445) from English Heritage, being 75% of the costs of The Conservation Officer. This is part of agreed funding of The Conservation Officer's post for two years, up to end March 2002 (we are delighted that this has been extended for a further two years to March 2004). £7,500, being the remaining 25% was received from The Esmée Fairbairn Charitable Fund.

In addition, in the current year, a £5,000 donation was received from the Halifax Plc for The Small Grants Scheme.

#### 2) Grants Appropriated

In addition to the raising of £24,674 in respect of the USRNVR memorial at Greenwich, 42 grants of no more than £250 were made to projects under The Small Grants Scheme. The amount awarded under this scheme totalled £6,725.65. (2000: 29 grants. Total amount granted £4,780)

#### 3) Total Resources Expended

	Staff Costs £	Depreciation £	Other Costs £	2002 £	2001 £
Direct Charitable Expenditure	30,954	-	9,322	40,276	39,388
Support Costs					
Fundraising and Public awareness	42,632	-	18,685	61,317	24,766
Management, Administration and Development	34,027	1,294	18,797	54,118	26,745
	<u>107,613</u>	<u>1,294</u>	<u>46,804</u>	<u>155,711</u>	<u>90,899</u>
<b>Staff Costs</b>				£	£
Wages and Salaries				97,809	51,924
Social Security Costs				6,304	2,119
Other Pension Costs				3,500	3,536
				<u>107,613</u>	<u>57,579</u>

Support costs represent the salary and associated expenses of the Conservation officer.

No employee earned £50,000 or more in the year. No Trustee received any remuneration for their work on behalf of Friends of War Memorials. Two Trustees received a total of £135 in respect of travel costs.

The charity contributes to a personal pensions plan on behalf of one employee. The assets of the plan are held separately from the assets of the charity, being invested with insurance companies. There were no outstanding contributions at the year-end.

The average number of persons employed by the charity, analysed by function was:

	2001	2000
Direct Charitable Expenditure	1	1
Fundraising and Publicity	1	1
Management, Administration and Development	2	1
	<u>4</u>	<u>3</u>

Sir Donald Thompson is not employed by the charity, but receives a monthly Honorarium, which has been included in staff costs. Staff costs for 2001 include £12,500 of such fees recognised by the Trustees as due in respect of prior years.

#### 4) Tangible Fixed Assets

	Equipment and Fittings £
<b>Cost</b>	
At Start of Year	3,627
Additions	254
At End of Year	<u>3,881</u>
<b>Depreciation</b>	
At Start of Year	1,957
Charge for the Year	<u>1,294</u>
At End of Year	<u>3,251</u>
<b>Net Book Value</b>	
At 31 December 2001	630
At 31 December 2000	<u>1,670</u>

#### 5) Debtors

At 31 December 2001 the charity was owed £2,205 in grants from public bodies (2000: nil).

#### 6) Creditors

The accounts reflect the recognition by the Trustees of outstanding Honorarium payments due to the Director General of £12,500. Funds will be released to settle this amount at the discretion of the Trustees. The amount does not bear interest.

#### 7) Income Funds

	At start of Year	Incoming Resources	Outgoing Resources	Transfers Between Funds	At End Of Year
<b>Restricted</b>	£	£	£	£	£
USRNVR	-	20,395	(24,674)	4,279	-
Small Grants Scheme	-	5,000	(5,000)	-	-
RND Fountain	-	1,000	-	-	1,000
		<u>26,395</u>	<u>(29,674)</u>	<u>4,279</u>	<u>1,000</u>
<b>Unrestricted</b>					
Grants	3,203	25,193	(13,002)	(14,279)	1,115
Administration	12,500	129,904	(152,194)	10,000	211
	<u>15,703</u>	<u>155,097</u>	<u>(165,195)</u>	<u>(4,279)</u>	<u>1,326</u>