

**NOTICE IS HEREBY GIVEN that**  
**The Annual General Meeting of The Harpenden Society (Charity Number 278154)**  
**will take place on Thursday, 19 April 2018 at 7:50pm.**  
**Location – Fowden Hall, Rothamsted**

**AGENDA**

1. Welcome by the President
2. Apologies for absence
3. Minutes of the Annual General Meeting held on 20 April 2017
4. Matters arising
5. Treasurer's Report
6. Appointment of Independent Examiner
7. Chairman's Report
8. Election of Officers (Chairman, Hon. Secretary, Hon. Treasurer)
9. Election of Committee (minimum 8, maximum 15)
10. Any other business
11. Date of next Annual General Meeting (25th April 2019)

**Nominations for Officers and Committee Members**

**OFFICERS**

			<b>Proposed By</b>	<b>Seconded By</b>
Chairman	Philip	Waters	Bob Fletcher	John Harris
Treasurer	Harry	Downie	Alan Jackson	Ron Taylor
Secretary	Bob	Fletcher	John Harris	Alan Jackson

**COMMITTEE**

			<b>Proposed By</b>	<b>Seconded By</b>
	Penelope	Ayres	John Harris	Alan Jackson
	Paul	Gardiner	Ron Taylor	Penny Ayres
	Alan	Falconer	Pauline Waddilove	Bob Fletcher
	John	Davis	Bob Fletcher	John Harris
	Chris	Armitage	Ron Taylor	Bob Fletcher
	John	Harris	Alan Jackson	Penelope Ayres
	Alan	Jackson	John Harris	Ron Taylor
	Tim	Riley	Ron Taylor	Bob Fletcher
	Ron	Taylor	John Harris	Alan Jackson
	Janet	Smith	Bob Fletcher	Pauline Waddilove
	Michael	Waddilove	Bob Fletcher	Penelope Ayres
	Geoff	Newman	Alan Jackson	John Harris
	Pauline	Waddilove	Ron Taylor	Alan Jackson
	Alan	Bunting	Michael Waddilove	Ron Taylor
	John	Lowe	Pauline Waddilove	Michael Waddilove

**The Harpenden Society Income and Expenditure account for the 12 months to 31/12/2017**

	General Fund £	Restricted Funds	Total	year to 31.12.16 £
<b>INCOME</b>				
Subscriptions and donations	4,911.50		4,911.50	5,370.00
Interest received	2.29		2.29	5.86
Gift aid refund	1,066.04		1,066.04	1,147.75
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	5,979.83	0.00	5,979.83	6,523.61
<b>EXPENDITURE</b>				
Newsletters	1,560.08		1,560.08	1,365.74
Other Publications	56.00		56.00	0.00
Public Meetings	624.45		624.45	1,310.40
Economic Activity	0.00		0.00	200.00
AGM expenses	163.05		163.05	379.65
The Harpenden plaque	213.28		213.28	203.70
<u>Donations, gratuities and gifts</u>				
Harpenden in Bloom	192.00		192.00	0.00
Arts trail	50.00		50.00	50.00
Subscriptions to other societies	140.00		140.00	40.00
Without whom award	68.95		68.95	202.45
Advertising & Promotion	575.78		575.78	446.00
Committee Meetings	100.00		100.00	80.00
Office expenses, postage, telephone etc.	125.34		125.34	95.16
Insurance	182.89		182.89	182.14
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	4,051.82	0.00	4,051.82	4,555.24
<b>Surplus/-Deficit for the period</b>	<hr/>	<hr/>	<hr/>	<hr/>
	1,928.01	0.00	1,928.01	1,968.37
Funds b/f	11,614.52	376.86	11,991.38	10,023.01
Surplus/deficit	1,928.01	0.00	1,928.01	1,968.37
Funds c/f	13,542.53	376.86	13,919.39	11,991.38

**The Harpenden Society Balance Sheet 31/12/2017**

	General £	Restricted £	Total £	year to 31.12.16
<b>FUNDS</b>				
Balance at 1st January 2017	11,614.52	376.86	11,991.38	10,023.01
Surplus/Deficit for the period	1,928.01	0.00	1,928.01	1,968.37
	<u>13,542.53</u>	<u>376.86</u>	<u>13,919.39</u>	<u>11,991.38</u>
Represented by:				
<b>FIXED ASSETS</b>				
Display boards, etc. at notional value	600.00		600.00	600.00
Deduct depreciation	-599.00		-599.00	-599.00
	<u>1.00</u>		<u>1.00</u>	<u>1.00</u>
<b>CURRENT ASSETS</b>				
Payments in advance	196.50		196.50	196.50
Cash on deposit at bank and in hand	<u>13,527.03</u>	<u>376.86</u>	<u>13,903.89</u>	<u>12,106.38</u>
	<u>13,723.53</u>	<u>376.86</u>	<u>14,100.39</u>	<u>12,302.88</u>
<b>CURRENT LIABILITIES</b>				
Subscriptions received in advance	182.00		182.00	312.50
	<u>182.00</u>	<u>0.00</u>	<u>182.00</u>	<u>312.50</u>
<b>NET CURRENT ASSETS</b>				
	<u>13,541.53</u>	<u>376.86</u>	<u>13,918.39</u>	<u>11,990.38</u>
<b>TOTAL ASSETS</b>				
	<u>13,542.53</u>	<u>376.86</u>	<u>13,919.39</u>	<u>11,991.38</u>

Harry Downie  
Honorary Treasurer

Philip Waters  
Chairman

19 March 2018

## **Independent Examiner's Report to the Trustees of the Harpenden Society**

I report on the accounts of the Harpenden Society for the year ended 31st December 2017, which are set out on pages 2 and 3 above.

### **Respective responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that neither an audit nor an independent examination is required for this year under section 144(2) of the Charities Act 2011 ( the 2011 Act ) but in the interests of good governance that an independent examination should be conducted as though it were required.

It is my responsibility to:

- a) examine the accounts prepared pursuant to section 145 of the 2011 Act
- b) 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
- c) to 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:

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

David Jones  
Chartered Accountant  
44 Bloomfield Road  
Harpenden AL5 4DB

Date 19th March 2018