

THE DEVON AND EXETER INSTITUTION
UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020



THE DEVON AND EXETER INSTITUTION

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THE DEVON AND EXETER INSTITUTION

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 30 JUNE 2020

Trustees	M Knight, Chair D Knight, Secretary J Reeves, Treasurer H French S Bond C Chanter R Templeton R Guyver G Roberts S Cormie (appointed 10 July 2019) K Chant (resigned 19 December 2019) L Roderick (resigned 4 December 2019)
Charity registered number	1172445
Principal office	7 Cathedral Close Exeter Devon EX1 1EZ
Key management personnel	M Knight, Chair D Knight, Secretary J Reeves, Treasurer E Dunn, Director of Programme & Projects E Laws, Director of Collections & Research
Accountants	Griffin Chartered Accountants 165 High Street Honiton EX14 1LQ

THE DEVON AND EXETER INSTITUTION

TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2020

The Trustees present their annual report together with the financial statements of the The Devon and Exeter Institution for the year 1 July 2019 to 30 June 2020.

The Board of Trustees considered whether to have a full audit or an independent examination and decided that the latter was appropriate this year having regard to the requirements of our constitution, Charity Commission rules and the costs involved for each option. Following last year's AGM we have again employed Griffin Chartered Accountants for the preparation of the financial statements and to undertake the independent examination.

Objectives and activities

a. Policies and objectives

The Devon and Exeter Institution was established by trust deed on 20 June 1989 and registered with the Charity Commission (registered number 900104) on 30 November 1989 as a charity whose purpose is the advancement of public education and the preservation of Number 7, Cathedral Close, Exeter. The charity took over the various assets and liabilities of the proprietary institution known as The Devon and Exeter Institution and commenced its activities on 1 October 1989.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

The Institution works within a policy framework to ensure that charity law and the standards of public life are rigorously upheld. Individual policies are reviewed on an annual basis.

b. Strategies for achieving objectives

Our strategic vision for the next five years will ensure that:

- Our outstanding heritage building and research collection is preserved and made fit for contemporary needs
- We are leading as an educational charity by inspiring and engaging with people of all ages and abilities
- We are financially resilient and enterprising with a growing membership
- We have a strong employee and volunteer team which is well led and collaborative
- We offer an authentic, special and unique member and visitor experience

Our strategic vision builds on our charitable objects (since 1989)

- The advancement of public education particularly in the History, Literature and Arts of the county of Devon, the city of Exeter and the South West of England generally and particularly by the provision and maintenance of a Library, Reading Rooms and educational facilities.
- The advancement of heritage by the preservation of 7 Cathedral Close, Exeter, for the public benefit as a building of historic and architectural interest and value.

c. Activities undertaken to achieve objectives

On 6 April 2017, The Devon and Exeter Institution was established as a CIO with registered charity number 1172445. The assets of the registered charity were transferred to the new CIO at the end of July 2017. Although without assets, the original registered charity (now referred to as a Charitable Association) will continue. This is necessary to ensure that the DEI is able to benefit from any legacies that may have been left to the Charitable Association.

The institution has reviewed and updated its governance and management structure in order to achieve the strategic objectives outlined above.

THE DEVON AND EXETER INSTITUTION

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2020

Objectives and activities (continued)

Achievements and performance

a. Main achievements of the Charity

We have made significant progress in the last twelve months in developing a sustainable future for the Institution and improving our capability to deliver our charitable objects. The Strategic Review in July 2019 mapped our long term vision and the success of our major National Lottery Heritage Fund bid has given us a framework to put this vision into practice. Additional funding from the Pilgrim Trust and the Friends of Devon Archives has enabled us to digitise our illustrations and to improve access to this collection.

Following a comprehensive staffing and governance review, a new staff structure, including the creation of two staff Director posts, was introduced in April 2020. The creation of a Leadership Team now provides a strategic lead for the Institution to support the Trustees which has enabled the institution to successfully rise to the challenges created by the COVID 19 pandemic.

We continue to play a key role in the Exeter Heritage Partnership and have further strengthened our links with RAMM, Exeter Cathedral and the University of Exeter and will continue to develop these relationships. We have close working relationships with the Independent Libraries Association, The Museums Association and Exeter Culture and are active contributors to the Exeter Visitor Economy Recovery Board. We approach the coming year a resilient and forward-looking organisation.

b. Review of activities

Our financial management and membership subscriptions are healthy. Until the impact of the COVID-19 pandemic was felt we continued to attract new members and maintain a high level of support. The closure of the Institution from late March to early July inevitably reduced our membership level. However, the strong and healthy position of our finances and staff capability, supported by emergency grant funding, enabled us to continue to provide an innovative virtual service throughout the closure period which has received national heritage sector recognition.

Our operating costs are carefully monitored and variable costs have been kept to a minimum during the period of closure since the start of lockdown. We continue to make a substantial contribution to the library team salaries alongside grant funding.

Following extensive consultation with members and stakeholders, we submitted a major funding bid to the National Lottery Heritage Fund in November 2019. In March this year we were awarded a development grant for our £1,000,000 project *The Next Chapter*. The project will take place over the next three years and will:

- create an enhanced welcome area, better access and upgraded facilities
- open-up all four front rooms and the garden space for reading and events
- offer an enhanced programme of activities for all ages and abilities, including events for UNESCO City of Literature.
- support essential conservation work, a collection review and the development of a long term research strategy

THE DEVON AND EXETER INSTITUTION

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2020

Achievements and performance (continued)

c. Investment policy and performance

Funds are held with CCLA Fund Managers Limited, the objective being security of capital, whilst also earning the best return we can. The performance in 2019/20 has been good as our reserves holdings held with CCLA equity fund units have increased in value by just over 13% during the year, despite the recent impact of COVID19 on world markets. Trustees are pleased with this return, though appreciating that they may not achieve this level of return every year, and there is a level of risk involved with this kind of investment which could sometimes see capital value fall. The long-term trend even then, taking all years together, continues to provide a good investment return to DEI.

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

The policy of the trustees is to build up the unrestricted funds of the Institution not committed or invested in tangible fixed assets (the "free reserves", equal in amount to the net current assets) to a level not exceeding three times or less than twice the approximate annual recurring non-project expenditure (approximately £220,000 to £330,000). At this level the trustees believe that they would be able to carry on the charity's activities in the event of a significant drop in funding.

As at 30 June 2020, the unrestricted reserves less amounts invested in fixed assets totalled £334,589 with total non-project expenditure for the year to 30 June 2020 being £91,542. The free reserves are currently at the desired level.

Further analysis of funds can be found in note 16.

c. Assets

Our building and collections were professionally valued in 2018 and the Board of Trustees consider that these valuations are still appropriate for this year's accounts. Our insurance cover is also renewed annually and is up to date.

Structure, governance and management

a. Constitution

The Devon and Exeter Institution is a registered charity, number 1172445, and is constituted under a Trust deed. Our Constitution can be found in the governance area of our website or is available in the office.

THE DEVON AND EXETER INSTITUTION

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2020

Structure, governance and management (continued)

b. Methods of appointment or election of Trustees

The management of the Charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed. The Trustees are responsible for recruiting and appointing staff with the relevant skills and experience to deliver executive roles as required.

c. Organisational structure and decision-making policies

The chair of the board of trustees is elected at the Annual Meeting of the Board of Trustees. The honorary treasurer, honorary secretary and the membership secretary may be appointed, if required, by the trustees at a meeting of the Board of Trustees. The trustees this year normally meet every six weeks. Trustees are elected for three years at the AGM and may serve two consecutive terms.

d. Policies adopted for the induction and training of Trustees

New trustees are introduced to their duties and responsibilities by the chair of the board at an induction session with the officers and staff.

e. Financial risk management

The Trustees regularly review the major risks to which the charity is exposed, and systems have been established to mitigate those risks. Measures have been taken to protect the physical security of the building and its contents. Insurance against fire, theft and public liability has been taken out and is reviewed annually. Controls commensurate with the size of the charity and its reliance on part-time and voluntary labour have been established to safeguard the assets of the Institution and to prevent and detect fraud and other financial irregularities. The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

THE DEVON AND EXETER INSTITUTION

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2020

Structure, governance and management (continued)

Statement of Trustees' responsibilities

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

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



M Knight
(Chair of Trustees)

Date: 18/09/2020

THE DEVON AND EXETER INSTITUTION

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 30 JUNE 2020

Independent examiner's report to the Trustees of The Devon and Exeter Institution ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 30 June 2020.

Responsibilities and basis of report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the Charity has prepared the accounts 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 (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

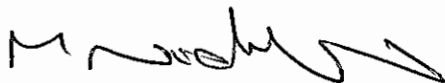
I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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. This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:



Dated: 21/09/20

Misty Nickells

FCA

Griffin
Chartered Accountants
165 High Street
Honiton
EX14 1LQ

THE DEVON AND EXETER INSTITUTION

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2020**

	Note	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £	<i>As restated Total funds 2019 £</i>
Income from:					
Donations and legacies	3	-	11,818	11,818	2,810
Charitable activities	4	66,540	59,602	126,142	111,988
Other trading activities	5	-	15,894	15,894	26,495
Investments	6	-	3	3	9
Total income		66,540	87,317	153,857	141,302
Expenditure on:					
Charitable activities		65,055	92,392	157,447	168,858
Total expenditure		65,055	92,392	157,447	168,858
Net gains on investments		-	40,201	40,201	39,377
Net movement in funds		1,485	35,126	36,611	11,821
Reconciliation of funds:					
Total funds brought forward		55,078	1,714,958	1,770,036	1,758,215
Net movement in funds		1,485	35,126	36,611	11,821
Total funds carried forward		56,563	1,750,084	1,806,647	1,770,036

The Statement of financial activities includes all gains and losses recognised in the year.

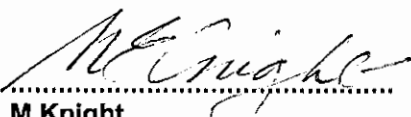
The notes on pages 10 to 25 form part of these financial statements.

THE DEVON AND EXETER INSTITUTION

**BALANCE SHEET
FOR THE YEAR ENDED 30 JUNE 2020**

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	11	20,420	24,685
Heritage assets	12	1,395,925	1,395,925
Investments	13	319,527	279,327
		1,735,872	1,699,937
Current assets			
Debtors	14	19,892	2,022
Cash at bank and in hand		57,645	72,546
		77,537	74,568
Creditors: amounts falling due within one year	15	(6,762)	(4,469)
Net current assets		70,775	70,099
Total assets less current liabilities		1,806,647	1,770,036
Total net assets		1,806,647	1,770,036
Charity funds			
Restricted funds	17	55,713	55,078
Unrestricted funds	17	1,750,934	1,714,958
Total funds		1,806,647	1,770,036

The financial statements were approved and authorised for issue by the Trustees on and signed on their behalf by:


 M Knight
 Chair of Trustees 18/09/2020

The notes on pages 10 to 25 form part of these financial statements.

THE DEVON AND EXETER INSTITUTION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

1. General information

The Devon and Exeter Institution is a Charitable Incorporated Organisation, registered in England and Wales. The registration number is 1172445 and the registered office address is 7 Cathedral Close, Exeter, EX1 1EZ.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Devon and Exeter Institution meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

THE DEVON AND EXETER INSTITUTION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

2. Accounting policies (continued)

2.3 Expenditure (continued)

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.4 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of financial activities over the expected useful lives of the assets concerned. Other grants are credited to the Statement of financial activities as the related expenditure is incurred.

2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.6 Tangible fixed assets and depreciation

Tangible fixed assets costing £100 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

Fixtures and fittings	-	20% reducing balance
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2.7 Heritage assets

The Devon and Exeter Institution owns heritage assets including the property and library, works of arts and a collection of rare books, which are held and maintained principally for their contribution to the objectives of the charity. They are initially recognised at cost, or at valuation of donated, and are subsequently measured at their fair value, being market value. Carrying amounts of heritage assets are reviewed with sufficient frequency to ensure valuations remain current. Heritage assets are reviewed at each reporting date for impairment. Any changes in valuation are recognised as a gain or loss on revaluation of fixed assets in the Statement of Financial Activities in the period they arise.

Depreciation is provided on the following basis:

Heritage assets	-	No depreciation
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THE DEVON AND EXETER INSTITUTION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

2. Accounting policies (continued)

2.8 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

2.9 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.10 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

2.11 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.12 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.13 Pensions

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

2.14 Fund accounting

General funds are unrestricted funds which 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.

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 costs 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.

Investment income, gains and losses are allocated to the appropriate fund.

THE DEVON AND EXETER INSTITUTION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020

3. Income from donations and legacies

	Unrestricted funds 2020 £	Total funds 2020 £
Donations	1,818	1,818
Government grants	10,000	10,000
	<u>11,818</u>	<u>11,818</u>
	<i>As restated Unrestricted funds 2019 £</i>	<i>As restated Total funds 2019 £</i>
Donations	<u>2,810</u>	<u>2,810</u>

4. Income from charitable activities

	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £
Grants received	66,540	-	66,540
Membership subscriptions	-	59,602	59,602
	<u>66,540</u>	<u>59,602</u>	<u>126,142</u>
	<i>As restated Restricted funds 2019 £</i>	<i>As restated Unrestricted funds 2019 £</i>	<i>As restated Total funds 2019 £</i>
Grants received	47,203	-	47,203
Membership subscriptions	-	64,785	64,785
	<u>47,203</u>	<u>64,785</u>	<u>111,988</u>

THE DEVON AND EXETER INSTITUTION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020

5. Income from other trading activities

	Unrestricted funds 2020 £	Total funds 2020 £
Lectures and talks	4,481	4,481
Room Bookings, Social Events & Courtenay Room Takings	10,835	10,835
Film Club	501	501
Cards and booklets	77	77
	<hr/>	<hr/>
	15,894	15,894
	<hr/>	<hr/>
	<i>As restated Unrestricted funds 2019 £</i>	<i>As restated Total funds 2019 £</i>
Lectures and talks	5,500	5,500
Room Bookings, Social Events & Courtenay Room Takings	19,686	19,686
Film Club	548	548
Cards and booklets	541	541
Sale of books and ISBN	220	220
	<hr/>	<hr/>
	26,495	26,495
	<hr/>	<hr/>

THE DEVON AND EXETER INSTITUTION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020**

6. Investment income

	Unrestricted funds 2020 £	Total funds 2020 £
Bank interest	3	3
	<u> </u>	<u> </u>
	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Bank interest	9	9
	<u> </u>	<u> </u>

7. Analysis of expenditure by activities

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £
Charitable activities	156,067	1,380	157,447
	<u> </u>	<u> </u>	<u> </u>
	<i>Activities undertaken directly 2019 £</i>	<i>Support costs 2019 £</i>	<i>Total funds 2019 £</i>
Charitable activities	166,413	2,445	168,858
	<u> </u>	<u> </u>	<u> </u>

THE DEVON AND EXETER INSTITUTION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020

7. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Total funds 2020 £	Total funds 2019 £
Staff costs	52,942	65,799
Depreciation	5,105	6,471
Rates and water	2,417	3,215
Insurance	6,912	6,394
Light and heat	5,863	6,030
IT and telephone	2,745	5,970
Postage and stationery	1,604	3,006
Advertising	1,694	2,058
Sundries	1,310	115
Cleaning	3,882	1,059
Repairs and maintenance	8,519	10,935
Newspapers and journals	4,126	4,295
Catering	7,438	10,756
Education programmes, conservation and sustainability	47,081	34,599
Trade subscription	1,845	2,133
Books	723	897
Film club expenses	501	280
Training	1,041	2,140
Legal and professional	319	261
	<u>156,067</u>	<u>166,413</u>

Analysis of support costs

	Total funds 2020 £	Total funds 2019 £
Governance costs	<u>1,380</u>	<u>2,445</u>

THE DEVON AND EXETER INSTITUTION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020

8. Independent examiner's remuneration

	2020 £	2019 £
Fees payable to the Charity's independent examiner for the independent examination of the Charity's annual accounts	1,380	1,380

9. Staff costs

	2020 £	2019 £
Wages and salaries	51,959	63,458
Social security costs	-	1,917
Contribution to defined contribution pension schemes	983	424
	<u>52,942</u>	<u>65,799</u>

The average number of persons employed by the Charity during the year was as follows:

	2020 No.	2019 No.
Employees	3	4

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the charity comprise the Chair of Trustees, Secretary, Treasurer and the Directors of Programme and Projects and Collections and Research. The total employee benefit paid to the key management personnel in the year to 30 June 2020 is £38,365 (2019 - £Nil as staff were only counted as key management personnel after 1 April 2020).

10. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 30 June 2020, expenses totalling £1,553 were reimbursed or paid directly to 3 Trustees (2019 - £1,871). The nature of the expenses was reimbursement for charity sundry and office supplies paid for personally.

THE DEVON AND EXETER INSTITUTION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020

11. Tangible fixed assets

	Fixtures and fittings £
Cost or valuation	
At 1 July 2019	90,256
Additions	840
At 30 June 2020	<u>91,096</u>
Depreciation	
At 1 July 2019	65,571
Charge for the year	5,105
At 30 June 2020	<u>70,676</u>
Net book value	
At 30 June 2020	<u>20,420</u>
At 30 June 2019	<u>24,685</u>

THE DEVON AND EXETER INSTITUTION

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020

12. Heritage assets

Assets recognised at cost

	Property at valuation 2020 £	Works of art at valuation 2020 £	Rare books at valuation 2020 £	Total 2020 £
Carrying value at 1 July 2019	645,000	207,525	543,400	1,395,925
	<u>645,000</u>	<u>207,525</u>	<u>543,400</u>	<u>1,395,925</u>

Property held within heritage assets was independently valued in October 2018 by Vickery Holman Property Consultants at its fair value. The value was given on the basis of market value.

Works of art held within heritage assets were independently valued in April 2018 by Bearnese, Hampton & Littlewood Auctioneers and Valuers at their fair value. The valuation was given on the basis of what it may cost to replace the items in their condition at the date of valuation with similar items in a similar condition if purchased or purchasable in the ordinary retail market.

Rare books held within heritage assets were independently valued in August 2018 by Bonhams Fine Art Auctioneers and Valuers at their fair value. The valuation was given on the basis of the prices the items may achieve if sold at auction, before deduction of any charges and excluding any buyers premium.

Summary analysis of heritage asset transactions

In the last five years, there have been no additions, by acquisition or donation, no disposals and no impairments of heritage assets.

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**NOTES TO THE FINANCIAL STATEMENTS
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13. Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 July 2019	279,327
Revaluations	40,200
At 30 June 2020	<u><u>319,527</u></u>
Net book value	
At 30 June 2020	<u><u>319,527</u></u>
<i>At 30 June 2019</i>	<u><u>279,327</u></u>

14. Debtors

	2020 £	2019 £
Due within one year		
Trade debtors	342	1,172
Other debtors	-	850
Prepayments and accrued income	19,550	-
	<u><u>19,892</u></u>	<u><u>2,022</u></u>

15. Creditors: Amounts falling due within one year

	2020 £	2019 £
Trade creditors	3,663	1,821
Other taxation and social security	1,139	668
Other creditors	430	-
Accruals and deferred income	1,530	1,980
	<u><u>6,762</u></u>	<u><u>4,469</u></u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020**

16. Prior year adjustments

A prior year adjustment has been made to reclassify income of £111,988 from donations and legacies to income from charitable activities. This is made up of £47,203 of grants that fund the Charity's core activities and £64,785 of membership subscriptions. £1,410 has also been reclassified from donations and legacies to room bookings within income from other trading activities.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020

17. Statement of funds

Statement of funds - current year

	Balance at 1 July 2019 £	Income £	Expenditure £	Gains/ (Losses) £	Balance at 30 June 2020 £
Unrestricted funds					
General Funds	1,714,958	87,317	(91,542)	40,201	1,750,934
Restricted funds					
Legacy	13,258	-	-	-	13,258
Heritage programme	8,701	19,550	(23,217)	-	5,034
Sustainability programme	33,119	25,990	(25,988)	-	33,121
Digitisation programme	-	21,000	(16,700)	-	4,300
	<u>55,078</u>	<u>66,540</u>	<u>(65,905)</u>	<u>-</u>	<u>55,713</u>
Total of funds	<u><u>1,770,036</u></u>	<u><u>153,857</u></u>	<u><u>(157,447)</u></u>	<u><u>40,201</u></u>	<u><u>1,806,647</u></u>

Restricted funds represent the net value of income and expenditure, before transfers, in relation to the following activities:

Legacy - A legacy received to be spent on activities associated with the conservation of the institution's book collection and other heritage assets.

Heritage programme - Funding received from the National Lottery required to be spent on the heritage building, charitable programme and operational development.

Sustainability programme - Partnership and grant funding to be spent on activities associated with the charity's future programme of sustainability activities.

Digitisation programme - Funding received from the Pilgrim Trust, Friends of Devon Archive and the National Lottery Heritage Fund required to be spent on digitalising the institution's illustrative art collection.

THE DEVON AND EXETER INSTITUTION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020**

17. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 July 2018</i>	<i>Income</i>	<i>Expenditure</i>	<i>Gains/ (Losses)</i>	<i>Balance at 30 June 2019</i>
	£	£	£	£	£
Unrestricted funds					
General Funds	1,669,676	94,099	(88,194)	39,377	1,714,958
Restricted funds					
Legacy	21,729	-	(8,471)	-	13,258
Heritage programme	32,556	22,203	(46,058)	-	8,701
Sustainability programme	34,254	25,000	(26,135)	-	33,119
	<u>88,539</u>	<u>47,203</u>	<u>(80,664)</u>	<u>-</u>	<u>55,078</u>
Total of funds	<u><u>1,758,215</u></u>	<u><u>141,302</u></u>	<u><u>(168,858)</u></u>	<u><u>39,377</u></u>	<u><u>1,770,036</u></u>

18. Summary of funds

Summary of funds - current year

	Balance at 1 July 2019	Income	Expenditure	Gains/ (Losses)	Balance at 30 June 2020
	£	£	£	£	£
General funds	1,714,958	87,317	(91,542)	40,201	1,750,934
Restricted funds	55,078	66,540	(65,905)	-	55,713
	<u>1,770,036</u>	<u>153,857</u>	<u>(157,447)</u>	<u>40,201</u>	<u>1,806,647</u>

THE DEVON AND EXETER INSTITUTION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020**

18. Summary of funds (continued)

Summary of funds - prior year

	<i>Balance at 1 July 2018</i>	<i>Income</i>	<i>Expenditure</i>	<i>Gains/ (Losses)</i>	<i>Balance at 30 June 2019</i>
	£	£	£	£	£
General funds	1,669,676	94,099	(88,194)	39,377	1,714,958
Restricted funds	88,539	47,203	(80,664)	-	55,078
	<u>1,758,215</u>	<u>141,302</u>	<u>(168,858)</u>	<u>39,377</u>	<u>1,770,036</u>

19. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Restricted funds 2020	Unrestricted funds 2020	Total funds 2020
	£	£	£
Tangible fixed assets	-	20,420	20,420
Fixed asset investments	-	319,527	319,527
Heritage assets	-	1,395,925	1,395,925
Current assets	55,713	21,824	77,537
Creditors due within one year	-	(6,762)	(6,762)
Total	<u>55,713</u>	<u>1,750,934</u>	<u>1,806,647</u>

Analysis of net assets between funds - prior period

	<i>Restricted funds 2019</i>	<i>Unrestricted funds 2019</i>	<i>Total funds 2019</i>
	£	£	£
Tangible fixed assets	-	24,685	24,685
Fixed asset investments	-	279,327	279,327
Heritage assets	-	1,395,925	1,395,925
Current assets	55,078	19,490	74,568
Creditors due within one year	-	(4,469)	(4,469)
Total	<u>55,078</u>	<u>1,714,958</u>	<u>1,770,036</u>

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20. Pension commitments

The Devon and Exeter Institution operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £983 (2019 - £424). £430 (2019 - £Nil) was payable to the fund at the balance sheet date and is included in creditors.