



THE ANGLO-PORTUGUESE SOCIETY

ANNUAL REPORT 2013

7 New Quebec Street, London W1H 7RH

THE ANGLO-PORTUGUESE SOCIETY

A Registered Charity No: 313589

Founded in 1938

Objectives of the Society

The objectives of The Society shall be:

1. The education of the people of the United Kingdom about Portugal, its people and its culture;
2. The relief from suffering of the people of Portugal and the United Kingdom.

In pursuance thereof but only to that extent The Society shall, with the participation of those Portuguese resident in the United Kingdom:

- A) work towards the continuation and furtherance of the cordial relations which have so long existed between the United Kingdom and Portugal;
- B) promote cultural and social relations between the peoples of both countries;
- C) hold lectures, conferences, exhibitions and other functions and activities demonstrating, celebrating and supporting the intellectual, artistic, social, historical, and economic life of Portugal;
- D) donate funds to hospitals and to other charitable institutions in either country having objectives similar to objective 2 above.

Rule 2 – Rules (2014)

PRESIDENT

His Excellency The Portuguese Ambassador, Sr. João de Vallera

PAST PRESIDENTS

S.E. Emb. Gonçalo Caldeira Coelho, KCMG
S.E. Emb Albano Nogueira
S.E. Emb. João de Hall Themido, GVCO
S E. Emb António Vaz Pereira, GVCO
S.E. Emb. António Costa Lobo
S.E. Emb José Gregório Faria
S.E. Emb. Fernando Andresen Guimarães
S.E. Emb António Santana Carlos

VICE PRESIDENTS

Mr Hugh Arbuthnott, CMG
Dr José Manuel Teixeira Gomes Pearce de Azevedo OBE †
Sir Hugh Byatt, KCVO CMG †
Dr Paulo Lowndes Marques †
The Marquess of Douro
Mr James Hall
The Lord Merrivale, FRSA
The Lord Moran, KCMG
His Grace the Duke of Wellington, KG LVO OBE MC DL
Mr Roger Westbrook CMG
Mr Gavin Trechman
Mr Siegfried Hahn

EXECUTIVE COMMITTEE

CHAIRMAN

Mr B Hornung

VICE CHAIRMAN

Mr R Wilson

Mr P Donnelly
Mr A Dyce
Mrs C Fernandez
Mrs M Gibson
Mr A Gilbert

Mrs S Hall
Mr C Muller
Mr R Nunes Mendes
Dr J Perkins
Mr L Sarmento

SECRETARY

Ms J Cliffe

HONORARY TREASURER

Mr A de Lacey

BRASILUSANS

Chairman: Mr Rodrigo Nunes Mendes

Treasurer: Dr J Charlton

The Anglo-Portuguese Society

Ms J Cliffe

The Anglo-Brazilian Society

Ms E Dell'Aglio

HONORARY INDEPENDENT EXAMINER

Mr G Hilldrup

LISBON REPRESENTATIVE

Mrs V Ramos de Deus

REPORT OF THE CHAIRMAN AND EXECUTIVE COMMITTEE 2013

My first report to you as your Chairman is necessarily long, reasons for which will become more obvious as you read it. Two office moves in one year increased operational costs, and I am now pleased to report that we continue to share an office with The Anglo-Argentine Society at 7 New Quebec Street, where both Societies can remain for the foreseeable future.

We must use this period of relative stability to increase income derived from Memberships and Events, and my core strategy over the next 3 years is to increase Memberships and to have more frequent and profitable Events. Hosting Events at 127 Piccadilly recently has proved a huge success.

Reviewing the results of the financial year ending 31 December 2013 the Society suffered an operating loss of £8,654. Although our Profit and Loss Account and Balance sheet have been strengthened by the compensation received from our departure from Canning House, there is an urgent need to increase income from Memberships and from Events.

The Society currently has 343 individual Members including 56 Life Members and 9 Corporate Members. Ideally and to justify our overheads the Society needs 1,000 Members, which is approximately three times what we have at the moment.

During the year we held, or were associated with 10 events which included:

January	<i>New Year Party</i> at St Peter's Church Hall, London SW1.
February	<i>Philippa of Lancaster, Queen of Portugal</i> – an illustrated talk by Isabel Stilwell.
March	75 th Anniversary Gala Dinner at the Pestana Hotel, London.
April	Tour of Apsley House, London.
May	<i>Europe Restructured: The Euro Zone Crisis and Its Aftermath</i> – a talk by The Rt Hon Lord Owen at Europe House, London. An EU Societies event.
June	AGM at St Peter's Church Eaton Square followed by the Summer Reception in association with the Portuguese Chamber of Commerce kindly hosted by the Portuguese Ambassador at his Residence.
September	Visit to Ham House and Gardens, Richmond, Surrey.
October	<i>History and Memory: Portugal in the Four Corners of the World</i> – an illustrated talk by José Blanco kindly hosted by the Portuguese Ambassador.
November	Madeira Wine Tasting, presented by Tim Stanley-Clarke, kindly hosted by Banco Espírito Santo, London.

The annual prize for the best student of Portuguese at a UK University, *The Anglo-Portuguese Society Ann Waterfall Award funded by the Portuguese Embassy* was not awarded in 2013.

Bernard Hornung succeeded Ben Millington-Buck as Chairman, and Robert Wilson succeeded Alex Dyce as Vice-Chairman.

As mentioned, the Society needs to create efficiencies to reduce administrative costs and to embrace new technology to make us better and more timely communicators. We must plan and implement change to meet these strategic objectives, and agree as to how we are going to do this.

My immediate priority was to maximise existing income by optimising the recovery of any possible additional amounts which may be due to us from HMRC in relation to Gift Aid. To do this we had to find a Bank with a suitable IT platform which offered these services. We reviewed a number of options and finally decided that Virgin Money offered the services which were the closest match to our very specific needs. Following a presentation to The Executive Committee and further follow up, we made excellent progress

and the Society is now properly registered with HMRC and eligible to recover Gift Aid. These processes, if not automated, are a considerable administrative burden, especially when we are reconciling many small amounts of income being received throughout the year and from several different sources. For a very small set up fee and competitive ongoing fee, Virgin Money will complete this on our behalf. I believe that the Society will be able to claim Gift Aid for the previous 4 years, and the successful completion of this task will result in the Society receiving a substantial recovered tax windfall. Shortly, all Members will be receiving details of this as well as Direct Debit Mandates for completion.

Considerable thought has been given towards whether we should continue with an Annual Newsletter. Now that we are in the process of developing a new website, and that our Secretary has the capability to manage its content; images, reports and other items of interest can be immediately uploaded. Members, if they wish, can receive email alerts advising them of new content on the website. An Annual Newsletter costs in excess of £2,000 to edit and publish, there is also a further opportunity cost in as much as the time, energy, and money spent on its publication and distribution could be better and more profitably used. I believe that we should encourage Members to submit articles throughout the year. These and any illustrations or collateral material can be edited and placed on our website. The Society now owns a digital camera for recording events. We no longer have to hire a photographer, and we welcome volunteers to take images at events, so that they can be immediately uploaded onto our website.

A summary of the year's activities and what is planned for the future can be covered in an Annual Chairman's Report, published with The Accounts. This is what I am doing now, and I am doing this as a trial. If you all agree we will not only save the Society £2,000 each year, but we will use our resources more efficiently and become better communicators. Accordingly I am going to continue writing, and I trust that you will continue reading, about a fresh approach and about how I see the Society flourishing in the years to come. I am confident that together we can all achieve this. It is a time to look back, think ahead and to prepare now.

We hire an office space for £400 per calendar month and we have engaged the services of a Secretary for 3 days each week. The office space also permits us to store our archives, wines, glasses and other paraphernalia for events. Following our departure from Canning House, it was important to do this. We needed time to reflect and to think about how the Society is going to function in the future. We have a duty to maintain our heritage and to keep proper records, as well as safeguarding our assets. We needed stability. However it does not make much sense to pay for space in a building which is only used by a Secretary and visitors for a maximum of 24 hours each week.

What we need to do before the lease on 7 New Quebec Street expires in just over 4 years, is to work towards engaging the services of a Secretary who is able and willing to work from home, or to have access to a work space for a specific amount of time each week. Simultaneously we must find space where we can keep our archives and maintain proper records. My thoughts include approaching Canning House to explore how we can address these issues, more efficiently than we do at the moment. I am confident that over the next few years we will find an acceptable solution.

One of the benefits of our departure from Canning House is that we can now freely host Events wherever we wish. Although there was no compulsion for the Society to have hosted Events at Canning House, there was an incentive to do so. Our wines and paraphernalia were kept there and indeed our office was there too. However being led into a dark, damp, poorly ventilated room which was often freezing cold, with suspect audio-visual equipment and plastic chairs, was not exactly the most conducive or congenial arrangement, to attract Members and their Guests to Society Events. I maintain that this was perhaps one of the reasons we have suffered a declining Membership over the past few years. We accepted the

conditions of a dilapidated building out of loyalty to the Society; there is no need for that. People and places really matter if you want productivity, performance and progress.

Events have three core components which make them successful. They must be interesting, delivered well, and held in the appropriate place. Geographically we must accept that our Events in the UK must be held within London. However this Capital City offers a considerable choice and I am pleased to report that we are now exploring parts of this city which has connections with Portugal, and venues which will attract our Members and their Guests to enjoy their support for the Society.

The pursuit of excellence often results in costs becoming prohibitive, and we must remain an inclusive Society. Our Membership must span generations, social and business groups. Events must reflect this and we need to cast our net further if we are to recruit and to retain new Members. To this end and in the recognition that there are some 38,000 British expatriates residing in Portugal we will be looking to host events in Lisbon, the Algarve and in Oporto. We are also working more closely with the British Portuguese Chamber of Commerce, and with other groups such as The Friends of The Lines of Torres Vedras. We need to find and to nurture our links with all those who share a similar passion for, and interest in, promoting Portugal.

Most of our events are held mid-week and in the evenings, and I am acutely aware that this is not that easy for those with young children, and for those who are still hard at work. Also some of our more senior Members may prefer an Event held during the day. We have held one such event during the day, mid-week, which was well supported and now I am turning towards organising an event specifically for families which will be held at St James's Church, Twickenham on Sunday 13 July. Fr Ulric Loring will be offering the 12:15 Mass for the intentions of the Society, its Members and the Charities it supports. This will be followed by a buffet lunch in The Emmanuel Centre, where so much Portuguese history adorns the walls. Weather permitting we will be able to use the garden and later that afternoon we are planning a tour of the site where Fulwell Park once stood, as well as other places of interest.

The Cavalry & Guards Club at 127 Piccadilly has provided us with possibly the very best and most convenient venue in Central London. The staff and their attention to detail are outstanding, commensurate with a best London Club. It is also magnificent building with all the facilities we could wish for. We have hired the entire first floor for our Annual Dinner this year, The Coffee Room with a capacity of up to 150 for dinner, and the Waterloo and Peninsular Rooms for the reception beforehand. For those of you who have yet to visit the Club do please view www.cavgds.co.uk and do please make every effort to attend and to bring guests to this dinner, which will be held on 2 October 2014.

I have touched upon inclusive Membership and Events, and how they are both mutually supportive. The Society now has a LinkedIn Group and we use Eventbrite to publicise and to enable registration and payment for Events. This is our first and carefully measured adventure into the use of Social Media. A double edged sword, but one which if used responsibly will be to our benefit. Young and old do not share the same methods of communication, and we need to accept this by responding to the wishes of all our Members. For those of you who do use Eventbrite and LinkedIn, please utilise the opportunity for viral marketing, when you receive notifications of Events.

ACKNOWLEDGEMENT AND THANKS

We would like to record our appreciation of the contribution of all our Corporate members, in particular Caixa Geral and Banco Espírito Santo, who have always given generously of their time and financial support.

In Portugal, we have had the good fortune to have had as our representatives, Veronica Ramos de Deus, based in Lisbon, and Senhor Dr José Azevedo, based in the Algarve, who sadly died in January 2014. Both have done sterling work in supporting the Society, particularly in obtaining raffle and auction prizes.

We would also like to express thanks to our Honorary President HE Senhor João de Vallera, for all his guidance and support over the past year, and for so generously hosting events at his Residence.

Our thanks go to Jane Cliffe, our hard-working Secretary, without whom the smooth running of the Society, and two complicated office moves, would not have been possible.

Finally, I must thank you all for your continued support and on a very personal note to let you know how touched I was with the incredible support the Society and I enjoyed when I delivered my lecture to you last February. In any civilised society the strong have a continuous obligation to support the weak, and as we move out of a period of extreme austerity I am confident that each one of you will be able to recruit just one new Member to the Society each year, and over the next 3 years, so that as a Society we can continue to support those who are less fortunate, and who are suffering.

London

2014

INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 December 2013

	Notes	2013 £	2012 £
Income			
Subscriptions received		10,369	10,183
Compensation received – Canning House		35,284	40,349
Income from events and activities		17,918	6,177
Younger members		39	1,746
Donations		1,292	1,386
Advertising income		63	228
		<hr/>	<hr/>
		64,965	60,069
		<hr/>	<hr/>
Expenditure			
Cost of events and activities		14,009	4,163
Grants and donations		1,352	630
Depreciation		72	102
Bank charges		265	251
Insurance		419	620
Accountancy fees		480	520
Legal fees		-	740
Printing and stationery		783	1,178
Rent		1,899	3,012
Office move		2,101	-
Secretarial services		15,350	11,247
Former secretary costs		-	4,085
Telephone and postage		1,104	832
Travelling and meetings		501	233
		<hr/>	<hr/>
		(38,335)	(27,613)
		<hr/>	<hr/>
Surplus before interest		26,630	32,456
Interest received		166	12
		<hr/>	<hr/>
Surplus for the year		26,796	32,468
Transfer to Younger Members Fund	7	-	(174)
Transfer to Restricted Fund	6	(35,305)	-
		<hr/>	<hr/>
Transfer to Accumulated Fund	5	(8,509)	32,294
		<hr/> <hr/>	<hr/> <hr/>

**THE ANGLO-PORTUGUESE SOCIETY
REGISTERED UK CHARITY NO. 313589**

**BALANCE SHEET
31 December 2013**

	Notes	2013 £	2012 £
Fixed assets			
Office, catering and computer equipment	2	216	288
Current assets			
Other debtors and prepayments	3	146	2,907
Petty cash		32	50
Younger members cash at bank		3,326	3,326
Cash at bank – General fund		38,722	50,216
Cash at bank – Restricted fund		35,305	-
		<u>77,531</u>	<u>56,499</u>
Less: Creditors falling due within one year	4	(1,951)	(6,425)
		<u>75,580</u>	<u>50,074</u>
Net current assets		<u>75,580</u>	<u>50,074</u>
Net assets		<u>75,796</u>	<u>50,362</u>
Reserves			
Accumulated fund	5	31,166	39,675
Restricted fund		35,305	-
Younger member fund	6	9,325	10,687
		<u>75,796</u>	<u>50,362</u>

Approved, with the delegated authority of the Committee

On _____

By _____

Bernard Hornung
Chairman

NOTES TO THE ANNUAL ACCOUNTS
31 December 2013

1. ACCOUNTING POLICIES

The annual accounts are prepared on the historical cost basis.

Subscriptions

Subscription fees are due annually on 1 January. In the event of non-payment by the following 30 June, members names are removed from the register. Accordingly subscription income is recognised in the year in which it is received or in the year to which it relates, if this is later. Subscription income includes those subscriptions paid under deed of covenant.

Grants

Grants received are accounted for as income in the year in which they are received.

Depreciation

Depreciation on office, catering and computer equipment is calculated at 25% on written down value.

Benefits in Kind

In common with many other charities, the Society receives benefits in kind, in the form of work carried out by volunteers, donations of bottles of wine and other drinks, and of other consumables (for specific events, including the Annual Dinner) as well as, on occasions, the use and facility of equipment without charge. On the grounds of insignificance, no value is placed on these benefits in kind in the Income and Expenditure Account and where a benefit extends over more than one accounting period, for the same reason, no value is ascribed to benefit in the Balance Sheet.

NOTES TO THE ANNUAL ACCOUNTS
31 December 2013

2. OFFICE, CATERING AND COMPUTER EQUIPMENT

	Office Equipment £	Catering Equipment £	Computer Equipment £	Total £
Cost				
At 1 January 2013	1,731	240	5,402	7,373
Additions	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2013	1,731	240	5,402	7,373
	<hr/>	<hr/>	<hr/>	<hr/>
Depreciation				
At 1 January 2013	1,731	240	5,114	7,085
Charge for the year	-	-	72	72
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2013	1,731	240	5,186	7,157
	<hr/>	<hr/>	<hr/>	<hr/>
Net book value				
At 31 December 2013	-	-	216	216
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2012	<hr/>	-	288	288
	<hr/>	<hr/>	<hr/>	<hr/>

3. OTHER DEBTORS AND PREPAYMENTS

	2013 £	2012 £
Prepaid expenses	146	2,907
	<hr/>	<hr/>
	146	2,907
	<hr/>	<hr/>

4. CREDITORS FALLING DUE WITHIN ONE YEAR

	2013 £	2012 £
Accrued expenses	1,951	6,425
	<hr/>	<hr/>
	1,951	6,425
	<hr/>	<hr/>

**THE ANGLO-PORTUGUESE SOCIETY
REGISTERED UK CHARITY NO. 313589**

**NOTES TO THE ANNUAL ACCOUNTS (continued)
31 December 2013**

5. ACCUMULATED FUND

	2013	2012
	£	£
This represents the accumulated results as transferred from the Income and Expenditure Account.		
Balance at 1 January 2013	39,675	7,381
Transfer from Income and Expenditure Account	(8,509)	32,294
	<hr/>	<hr/>
Balance at 31 December 2013	<u>31,166</u>	<u>39,675</u>

6. RESTRICTED FUND

The Restricted Fund arose out of the settlement with Canning House in 2012. The aim of the Fund is to strengthen the collaboration between The Anglo-Portuguese Society and Canning House in the context of our mutual charitable objectives. Use of the Fund is restricted to charitable, cultural and educational purposes including but not limited to bursaries, language teaching and a broad range of cultural events and activities.

Decisions on the allocation of funds from the Restricted Fund will be taken by a Committee comprising the Chairmen of The Anglo-Portuguese Society and Canning House, or their designated representatives, and will be made by mutual consensus.

7. YOUNGER MEMBERS FUND

The Younger Members Committee organises fund-raising events jointly with the Younger Members Committee of The Anglo-Brazilian Society. Surplus funds held at the end of the year are shared equally between the two societies. The Society's share of the Income and Expenditure Account is shown in total and the surplus funds are included in the Balance Sheet.

	2013	2012
	£	£
Balance at 1 January 2013	10,687	12,096
Donations made to Anglo-Portuguese Society	-	-
Donation to Portuguese Charity	(1,362)	(1,583)
Transfer from Income and Expenditure Account	-	174
	<hr/>	<hr/>
Balance at 31 December 2013	<u>9,325</u>	<u>10,687</u>

The Younger Members Fund is a designated fund set up by the Executive Committee from funds raised by the Younger Members Committee. After retention of an annual amount to cover administrative expenditure connected with the Younger Members Committee's activities, the Executive Committee applies the funds to make donations that are consistent with the Society's objectives at the time the funds are raised.

STATEMENT OF THE COMMITTEE'S RESPONSIBILITIES IN RESPECT OF THE ACCOUNTS

Under the Charity law and the Statutes of the Society the Committee is required to prepare accounts for each financial year. In preparing these accounts the Committee is required to:

1. select suitable accounting policies and then apply them consistently
2. make judgements and estimates that are reasonable and prudent
3. prepare the accounts on the going concern basis, unless it is appropriate to presume that the Society will not continue in business.

The Committee is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Society and enable it to ensure that the accounts comply with the Society's accounting policies. The Committee is also responsible for safeguarding the assets of the Society and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER'S REPORT

TO THE MEMBERS OF THE ANGLO-PORTUGUESE SOCIETY

I report on the accounts of The Anglo-Portuguese Society for the year ended 31 December 2013, which are set out on pages 8-13.

Respective responsibilities of the Society's Committee and of the Examiner.

As the Society's Committee you are responsible for the preparation of the accounts; you consider that the audit requirements of Section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given to me by the Charity Commissioners under Section 43(7)b of the Act, whether particular matters have come to my attention.

Basis of Examiner's statement

My examination was carried out in accordance with the General Direction given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts present with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the Society's Committee concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

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
 - to keep accounting records in accordance with Section 41 of the Act, and
 - to prepare accounts, which accord with the accounting records and to comply with the accounting requirements of the 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.

Graham Hilldrup BA, FCCA, MCT, MSI
94 Florin Court
6-9 Charterhouse Square
London EC1M 6EX

Date:

LIST OF CORPORATE FRIENDS

Banco Espírito Santo

Banco Santander Totta SA

Blandy SGPS Ltda

Caixa Geral de Depósitos

Calouste Gulbenkian Foundation

The Emerson Group

Finantia Securities Ltd

Neville de Rougemont

Savills

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