

**REGISTERED CHARITY NUMBER: 1159405**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE PERIOD  
29 NOVEMBER 2014 TO 30 JUNE 2015  
FOR**

**RAYLEIGH TOWN MUSEUM**

ESW Chartered Accountants  
162-164 High Street  
Rayleigh  
Essex  
SS6 7BS

**RAYLEIGH TOWN MUSEUM**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE PERIOD 29 NOVEMBER 2014 TO 30 JUNE 2015**

	Page
Report of the Trustees	1 to 3
<i>Statement of Financial Activities</i>	4
Balance Sheet	5
Notes to the Financial Statements	6 to 7
Detailed Statement of Financial Activities	8

## RAYLEIGH TOWN MUSEUM

### REPORT OF THE TRUSTEES FOR THE PERIOD 29 NOVEMBER 2014 TO 30 JUNE 2015

The trustees present their report with the financial statements of the charity for the period 29 November 2014 to 30 June 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Charity number**

1159405

**Principal address**

18 Dene Gardens  
Rayleigh  
Essex  
SS6 9LJ

**Trustees**

D J Pymer	Vice Chairman
Mrs V Martine-Irvine	Trustee
T Rand	Trustee
Mrs S P Smith	Secretary
S Welsh	Trustee
M F Davies	Chairman
A A Harvey	Trustee

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

**Governing document**

The charity is a Charitable Incorporated Organisation (CIO) and controlled by its foundation document registered 28 November 2014.

**Risk management**

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.

#### OBJECTIVES AND ACTIVITIES

**Objectives and aims**

The Rayleigh Town Museum has been formed out of a local heritage community group (Rayleigh Through the Looking Glass) [www.rayleighhistory.co.uk](http://www.rayleighhistory.co.uk) to open and maintain a Rayleigh Town Museum. The Museum will be open to the public 4 days a week (Wednesday-Market Day - Friday, Saturday and Sunday) from 10am to 4pm. It will house a wide range of artefacts including an 18th century ex High St. bow window, cinema projector, scale model windmill, model lych gate, pub sign, stereoviewer, baker's cart, plus ephemera, including maps, postcards, deeds, documents and town guides all with a direct Rayleigh provenance.

There will be talks, slideshows, school visits, special exhibitions, a research area, children's activities and a base for community groups to meet.

A Friends group was launched in January 2015 and currently has over 500 members. We have a website [www.rayleightownmuseum.co.uk](http://www.rayleightownmuseum.co.uk) as well as representation on Facebook & Twitter.

Our email address is [rayleightownmuseum@tesco.net](mailto:rayleightownmuseum@tesco.net).

All visitors to the Museum will be personally greeted by a volunteer at the Reception Area. This area will also include a retail area where Rayleigh related branded gift (books, dvds, bookmarks, key rings) will be offered for sale.

Visitors will be able to use laptops, with free Wi-Fi provided by the Museum to research local history.

## RAYLEIGH TOWN MUSEUM

### REPORT OF THE TRUSTEES FOR THE PERIOD 29 NOVEMBER 2014 TO 30 JUNE 2015

#### OBJECTIVES AND ACTIVITIES

##### Significant activities

We have maintained public awareness during the building works and logistics relating to the Museum via Social Media, exhibitions, press coverage and word of mouth. Our "Friends" members receive newsletters and are offered both Coach trips, and Quiz evenings, both with a fundraising element. We have actively engaged with Sponsors, and Museum Benefactors to financially support our aims. We have, wherever possible, utilised local traders for the Museum infrastructure. Members of our Working party and management group meet regularly to deal with a multitude of issues. We are working closely with the regulatory bodies to ensure compliance with statutory regulations.

##### Public benefit

The residents of Rayleigh of all ages, those new to the town, long term residents as well as those from the wider community. A Rayleigh heritage booklet will be available to all new residents as part of an overall "welcome to Rayleigh" package in partnership with the Town & District Councils, Estate Agents and Solicitors. There will be those who view the exhibits as a social visit, others for family research and those who wish to find out more about a specific aspect of our history.

We will work closely with the local schools as part of their curriculum and letters of support have been received from both Rayleigh Primary and Secondary schools.

We have plans to set up a youth group and have already assisted with the Duke of Edinburgh's Awards Scheme.

We wish to encourage those who would not normally visit a museum and we intend to devise a diverse range of activities, including talks by local groups such as the RNLI and local Guides who have already agreed to do so.

Activities will take place both inside and outside the Museum.

We plan to offer work placement experience once the Museum is established.

Via our outreach plans we will help promote the Museum and the other heritage sites in Rayleigh, and the surrounding areas with benefits to the local economy.

##### Volunteers

We plan over a period of time to make available to all volunteers an extensive range of suitable training courses (e.g. Health & Safety, Accession Register, Conservation, Customer Service, First Aid). Volunteers will benefit from learning a number of new skills including customer service, computer knowledge, conservation and archival training. Membership of various Museum's Association we join will help to identify a range of cost effective appropriate courses.

The Museum will have a dedicated team of volunteers to act as Museum steward's. Others will work behind the scenes undertaking research. They will learn new skills and share our town's history with the community. We are actively looking at appropriate training courses for volunteers as part of their personal development and the professionalism within the Museum.

#### ACHIEVEMENT AND PERFORMANCE

##### Charitable activities

The Museum will provide a permanent home, safeguard and better manage the archives as a legacy for future generations within the ownership of a Charitable Incorporated Organisation. The diverse range of activities both within and outside the Museum will help maintain our sustainability. The Friends group and ongoing commercial sponsorship will give us a sound financial base. Rotation of exhibits as well as our comprehensive range of activities will encourage new visitors which in turn will generate other income streams. By clear explanation to our visitors of our Town's significant historical features we aim to encourage a greater local pride and community identity to all.

All the archives will be catalogued and digitised within an accession register. They will be conserved and available for both educational and recreational use for all visitors to enjoy.

The Museum will open all year (Wed/Fri/Sat/Sun from 10 am till 4 pm), have a regular rotation of exhibits and a range of diverse exhibitions for all, to include those who would not normally visit a museum.

**RAYLEIGH TOWN MUSEUM**

**REPORT OF THE TRUSTEES  
FOR THE PERIOD 29 NOVEMBER 2014 TO 30 JUNE 2015**

**ACHIEVEMENT AND PERFORMANCE**

**Fundraising activities**

Friends Group, Quizzes, Coach Trips, Guided Walks, Slide shows, Special Exhibitions, Themed events, Sponsorship deals, Christmas Card sales, Calendar sales.

**FINANCIAL REVIEW**

**Reserves policy**

As part of our ongoing financial sustainability we have a "Contingency" fund to make available as required. We also have, as part of our financial planning, contingency plans for all current streams of income (e.g. Council Grant withdrawn, consider entrance admission charges, which are currently free.)

**Principal funding sources**

Rayleigh Town Council  
Friends Group  
Heritage Lottery Fund  
Sponsorship from local Traders and Organisations  
Personal benefactors  
Retail Sales  
Rental Income when the Museum is not open.  
A venue for Civil Ceremonies (planned to commence in 2017)

**FUTURE DEVELOPMENTS**

The Museum will be permanent and will continue to evolve to maintain its sustainability in line with our Business Plan. This plan is regularly reviewed and amended by the Trustees and Management group.

Conservation of archives will be ongoing and has been built into our annual costings. Membership of various museum groups and volunteer training will enable us to build expertise and best practice. This will ensure that the collection is both preserved for future generations and is accessible to all.

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
D J Pymer - Trustee

RAYLEIGH TOWN MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE PERIOD 29 NOVEMBER 2014 TO 30 JUNE 2015

	Notes	Unrestricted fund £
<b>INCOMING RESOURCES</b>		
<b>Incoming resources from generated funds</b>		
Voluntary income		10,613
Activities for generating funds	2	3,320
<b>Total incoming resources</b>		<u>13,933</u>
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating funds</b>		
Fundraising trading: cost of goods sold and other costs		750
<b>Charitable activities</b>		
Charitable Activities		2,117
<b>Governance costs</b>		200
<b>Total resources expended</b>		<u>3,067</u>
<b>NET INCOMING RESOURCES</b>		<u>10,866</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>10,866</u></u>

The notes form part of these financial statements

**RAYLEIGH TOWN MUSEUM**

**BALANCE SHEET  
AT 30 JUNE 2015**

	Notes	£	Unrestricted fund £
<b>FIXED ASSETS</b>			
Tangible assets	4		300
Heritage assets	5		656
			<hr style="width: 100%;"/>
			956
 <b>CURRENT ASSETS</b>			
Cash at bank			9,910
			<hr style="width: 100%;"/>
<b>NET CURRENT ASSETS</b>			9,910
			<hr style="width: 100%;"/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			10,866
			<hr style="width: 100%;"/>
<b>NET ASSETS</b>			10,866
			<hr style="width: 100%;"/>
			<hr style="width: 100%;"/>
<b>FUNDS</b>			
Unrestricted funds	6		10,866
			<hr style="width: 100%;"/>
<b>TOTAL FUNDS</b>			10,866
			<hr style="width: 100%;"/>
			<hr style="width: 100%;"/>

The financial statements were approved by the Board of Trustees on ..... and were signed on its behalf by:

.....  
D J Pymer -Trustee

.....  
M F Davies -Trustee

The notes form part of these financial statements

**RAYLEIGH TOWN MUSEUM**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE PERIOD 29 NOVEMBER 2014 TO 30 JUNE 2015**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The accounts have been prepared on the Receipts and Payments basis.

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity receives the income and the amount can be quantified with reasonable accuracy.

**Resources expended**

Expenditure is accounted for on a payments basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2. ACTIVITIES FOR GENERATING FUNDS**

Fundraising events	£
Shop income	2,354
Sponsorships	666
	300
	3,320
	3,320

**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the period ended 30 June 2015.

**Trustees' expenses**

There were no trustees' expenses paid for the period ended 30 June 2015.

**4. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>			
Additions	100	200	300
	100	200	300
<b>NET BOOK VALUE</b>			
At 30 June 2015	100	200	300
	100	200	300

**RAYLEIGH TOWN MUSEUM**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE PERIOD 29 NOVEMBER 2014 TO 30 JUNE 2015**

**5. HERITAGE ASSETS**

	Total £
<b>MARKET VALUE</b>	
Additions	656
	<hr/>
<b>NET BOOK VALUE</b>	
At 30 June 2015	656
	<hr/> <hr/>

**6. MOVEMENT IN FUNDS**

	Net movement in funds £	At 30.6.15 £
<b>Unrestricted funds</b>		
General fund	10,866	10,866
	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>10,866</u>	<u>10,866</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	13,933	(3,067)	10,866
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>13,933</u>	<u>(3,067)</u>	<u>10,866</u>

RAYLEIGH TOWN MUSEUM

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE PERIOD 29 NOVEMBER 2014 TO 30 JUNE 2015

	£
<b>INCOMING RESOURCES</b>	
<b>Voluntary income</b>	
Donations	6,733
Subscriptions	3,880
	<hr/>
	10,613
<b>Activities for generating funds</b>	
Fundraising events	2,354
Shop income	666
Sponsorships	300
	<hr/>
	3,320
	<hr/>
<b>Total incoming resources</b>	13,933
<b>RESOURCES EXPENDED</b>	
<b>Fundraising trading: cost of goods sold and other costs</b>	
Purchases	750
<b>Charitable activities</b>	
Postage and stationery	893
<b>Governance costs</b>	
Legal fees	200
<b>Support costs</b>	
<b>Management</b>	
Rates and water	220
Postage and stationery	33
Advertising	53
Sundries	626
Travel	292
	<hr/>
	1,224
	<hr/>
<b>Total resources expended</b>	3,067
	<hr/>
<b>Net income</b>	10,866
	<hr/> <hr/>

This page does not form part of the statutory financial statements