

**REGISTERED CHARITY NUMBER: 1159405**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2017  
FOR  
RAYLEIGH TOWN MUSEUM**

**KDV Accountancy Services  
114 The Chase  
Rayleigh  
Essex  
SS6 8QP**

**RAYLEIGH TOWN MUSEUM**

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FOR THE YEAR ENDED 30 JUNE 2017**

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**RAYLEIGH TOWN MUSEUM**

**CHAIRMAN'S REPORT  
FOR THE YEAR ENDED 30 JUNE 2017**

The Museum has now been open to the public for 15 months and therefore this report covers the first full financial year of trading.

Visitor numbers and Museum income, from a variety of different sources, have exceeded expectations and the challenge now is for us to maintain and hopefully increase these figures.

The day to day management of the Museum's activities is administered by way of a number of sub committees who report to the main Management Group who themselves meet monthly to review and consider issues as appropriate with advice to the Trustees as may be deemed necessary.

The Trustees meet formally 4 times a year to set, consider, review and implement all Museum procedures and practices. They communicate with the Management Group on an informal basis on regular occasions.

The ongoing sustainability of the Museum and its development is constantly under review with particular attention to the income, expenditure and ongoing cash flow projections.

I am delighted to report that these accounts confirm the sound financial management that is in place both within this reporting period and from cash flow projections for the coming financial year.

I would like to thank all my fellow Trustees, members of the Management Group, Museum volunteer stewards, members of our Friends Group, our Museum Sponsors as well as all the many visitors who have made a significant contribution to the Museum's success and growing reputation within the Essex Museum and Heritage community.

Rayleigh Town Council pays our annual rent and is very supportive in a number of other ways throughout the year.

We have just appointed 3 new Trustees, all with different skills, to further enhance our professionalism.



.....  
Mike Davies  
Chairman  
August 2017

**RAYLEIGH TOWN MUSEUM**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 30 JUNE 2017**

The Trustees present their report with the financial statements of the Charity for the year ended 30 June 2017. 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

**Museum Address:**

1<sup>st</sup>. Floor,  
91 High Street,  
Rayleigh,  
Essex.  
SS6 7EJ

**Trustees**

M F Davies	Chairman
D J Pymmer	Vice Chairman
Mrs S P Smith	Secretary
Mrs V Martin-Irvine	Trustee
T Rand	Trustee
S Welsh	Trustee
T Joyce	Trustee

**Independent Examiner**

Paul Anthony

**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. A comprehensive risk assessment has been prepared and approved.

## **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) to open and maintain a Rayleigh Town Museum. The Museum, funded initially by a grant from the Heritage Lottery Fund, Rayleigh Town Council and others opened to the general public on 9 April 2016. Dedicated solely to the history of Rayleigh, the Museum has acquired a large number of local artefacts, including an 18<sup>th</sup>. Century bow window, an original cinema projector, a scale working model of the local windmill, old pub signs, an original bakers cart and a large amount of ephemera, including postcards, newspapers, books. Town guides, maps and original documents of all sorts, all with a direct Rayleigh provenance.

A program of special events is being mounted with talks, slideshows, school visits, special exhibitions and children's and research areas. The Museum is also available as a base for community groups to meet.

All our visitors are met in the reception area of the Museum by two or more of our volunteer stewards who staff the Museum from 10.00 a.m. to 4.00 p.m. on Wednesday, Friday, Saturday and Sunday every week. Special provisions exist to open the Museum on selected bank holidays, evenings as required and for special events.

On-going funding is provided by our flourishing 'Friends' Group, which currently has over 600 members; by local business and private sponsorship, and by the provision of a small retail unit in the Museum which offers Rayleigh related products such as DVD's, books, key rings, small children's effects and soft toys for sale.

Our e-mail address is [rayleightownmuseum@tesco.net](mailto:rayleightownmuseum@tesco.net)

There is also provision on the site for using laptops and free Wi Fi for local research.

### **Significant Activities**

We have maintained a high level of public awareness via Social Media, exhibitions, press coverage and local interaction. Our 'Friends' Group provide members with regular newsletters and the opportunity to participate in Coach Trips and Quiz Evenings which have a fundraising element. We have actively engaged with sponsors and Museum benefactors to financially support our aims and our Management Group meets regularly to deal with a multitude of issues. We continue to work with the regulatory bodies to ensure compliance with statutory regulations.

### **Public Benefit**

The Museum is designed for the benefit of residents of Rayleigh of all ages, those new to the Town, long term residents as well as those from the wider community. The Museum has fully compliant access for the disabled, both wheelchair users and those with mobility issues, including a disabled toilet. A Rayleigh Heritage leaflet is available to all new residents as part of the 'Welcome to Rochford' package, in partnership with the Town and 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 work closely with the 8 Primary and 2 Senior Schools in Rayleigh in a range of educational and community activities. These include organised school visits (both to the Museum and at the schools) in line with each individual school's curriculum. In addition we welcome participants from the Duke of Edinburgh Awards scheme, Guides/Brownies/Scouts, cub's group's award badges, and work placement students.

We actively look to recruit new volunteer stewards, for example, those wishing to return to work, as part of their skills set for prospective employers.

We are a Museum for the whole community and offer a diverse range of activities and events both in the Museum and within the local area to raise awareness and involvement with our Town's rich and varied history.

The Museum caters fully for the less advantaged and is accessible to all via our entrance platform lift. We have a range of wheelchair facilities, disabled toilet, baby changing facilities, an Evacuchair in case of emergency evacuation, and we also hold a mobile defibrillator. A number of our stewards have received basic first aid training.

We are finalising plans to hire the Museum for non-heritage "commercial" meetings as an additional source of income.

### **Volunteers**

The Museum has a dedicated team of volunteer stewards within the Museum. Development of volunteer skills is being undertaken by a series of courses including customer service, first aid, computer literacy and conservation. As a member of several Museum Associations, the Museum can identify a range of cost effective courses to help with Volunteer development and the advance of professionalism. We have now started on the process to apply for the Museum to hold "Accredited" status with the Arts Council of Great Britain

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable Activities**

The Museum provides a permanent home, safeguards and better management for our archives for the use of future generations within the ownership of a Charitable Incorporated Organisation. Our diverse range of activities within and without the Museum will help to maintain our sustainability. A sound financial base is maintained by our 'Friends' support group and a wide range of local and commercial sponsorship. A policy of exhibit rotation as well as a comprehensive range of activities will encourage new visitors which, in turn, will generate new income streams. We are working towards a greater participation by the whole community to encourage greater local pride and community identity within the Town.

All archives will be catalogued and digitised within an accession register which will be available for educational and recreational use of all visitors and we are currently working on the production of a Museum Ephemera and Library Catalogue for use in all fields of research and interests. Work on this catalogue is ongoing.

The Museum is open all year (Wed/Fri/Sat/Sun from 10 a.m to 4.00 p.m.) and has a regular rotation of exhibits and a range of diverse exhibitions to encourage those who would not normally visit a museum.

### **Fundraising Activities**

'Friends' Group, Quizzes, Coach Trips, Guided Walks, Slide Shows, Special Exhibitions, Themed Events, Sponsorship deals, Small shop and special merchandise such as Christmas Cards and Calendars.

### **FINANCIAL REVIEW**

#### **Reserves Policy**

As part of our on-going financial sustainability we have a 'contingency fund' to make available as required. Our planning policy includes having a Development Plan in place which includes all current income streams and the potential for emergencies such as the loss of our Council Grant or loss of income from Sponsors. We could consider other measures such as charging for entrance (currently free) if absolutely necessary.

#### **Principal Funding Sources**

Rayleigh Town Council

'Friends' Group (currently in excess of 650 members)

Heritage Lottery Fund

Sponsorship from local Trades and Organisations.

Personal Benefactors.

Retail Sales

Rental Income when the Museum is not open.

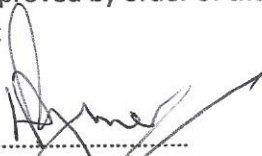
Specialist talks and lectures.

#### **FUTURE DEVELOPMENTS**

The Museum's reputation within the heritage community continues to grow. The Trustees and Management Group continue to evolve the rolling 5 year plan.

Conservation and item cataloguing will be on-going and has been built in to our annual costings. Membership of various national Museum Associations and continuing training for our volunteers is enabling us to build expertise and best practice. This insures that the collection will be preserved for future generations and remain accessible to all.

Approved by order of the Board of Trustees on 13<sup>th</sup> September 2017 and signed on its behalf  
by:

  
.....  
D J Pymer - Trustee

RAYLEIGH TOWN MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 30 JUNE 2017

	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2016 Total Funds
<b>INCOMING RESOURCES</b>					
Voluntary income		29296	—	29296	111801
Activities for generating funds	2	<u>16281</u>	—	<u>16281</u>	<u>8082</u>
<b>Total Incoming Resources</b>		45577	—	45577	119883
<b>RESOURCES EXPENDED</b>					
Fundraising trading		5547	—	5547	6734
Charitable Activities		<u>40733</u>	—	<u>40733</u>	<u>40528</u>
<b>Total resources expended</b>		46280	—	46280	47262
<b>NET INCOME RESOURCES BEFORE TRANSFERS</b>					
		-703	—	-703	72621
Gross transfers between funds	6	<u>7703</u>	<u>-7703</u>	—	—
Net incoming/(outgoing) resources		7000	-7703	-703	72621
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>73723</u>	<u>9764</u>	83487	<u>10866</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>80723</u>	<u>2061</u>	<u>82784</u>	<u>83487</u>



**RAYLEIGH TOWN MUSEUM**

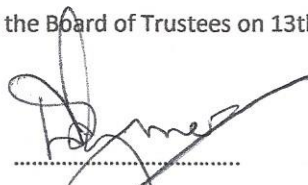
**STATEMENT OF ASSETS AND LIABILITIES  
AT 30 JUNE 2017**

	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2016 Total Funds
<b>FIXED ASSETS</b>					
Tangible Assets	4	64048	—	64048	61581
Heritage Assets	5	<u>4981</u>	—	<u>3981</u>	<u>1781</u>
		69029		68029	63362
<b>CURRENT ASSETS</b>					
Cash at Bank		11648	2061	13709	20125
Cash in Hand		46	—	46	—
<b>NET CURRENT ASSETS</b>		11694	2061	13755	20125
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>80723</u>	<u>2061</u>	<u>81784</u>	<u>83487</u>
<b>TOTAL NET ASSETS</b>		<u>80723</u>	<u>2061</u>	<u>81784</u>	<u>83487</u>

The financial statements were approved by the Board of Trustees on 13th September 2017 and were signed on its behalf by:



.....  
M F Davies - Trustee



.....  
D J Pymer - Trustee

# RAYLEIGH TOWN MUSEUM

## NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 30 JUNE 2017

### 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 Similar 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 qualified 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 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

	Year ended 30 June 2017	Year ended 30 June 2016
Fundraising events	7304	2354
Shop income	5997	666
Sponsorships	<u>2980</u>	<u>300</u>
	<u>16281</u>	<u>3320</u>

### 3 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or benefits for the year ended 30 June 2017

**RAYLEIGH TOWN MUSEUM**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 30 JUNE 2017**

**4 TANGIBLE FIXED ASSETS**

	Improvements to Property	Fixtures and Fittings	Computer Equipment	Totals
<b>COST</b>				
At 1 July 2016	36638	22993	1950	61581
Additions		<u>1338</u>	<u>1129</u>	<u>2467</u>
	36638	24331	3079	64048
<b>NET BOOK VALUE</b>				
At 30 June 2017	<u>36638</u>	<u>24331</u>	<u>3079</u>	<u>64048</u>
At 30 June 2016	<u>36638</u>	<u>22993</u>	<u>1950</u>	<u>61581</u>

**5 HERITAGE ASSETS**

<b>MARKET VALUE</b>				
At 1 July 2016				1781
Additions				<u>2200</u>
				<u>3981</u>
<b>NET BOOK VALUE</b>				
At 30 June 2017				<u>3981</u>
At 30 June 2016				<u>1781</u>

**6 MOVEMENT IN FUNDS**

	At 1 July 2016	Net movement in funds	Transfers between Funds	At 30 June 2017
<b>Unrestricted funds</b>				
General fund	73723	-703	7703	80723
<b>Restricted funds</b>				
Heritage Lottery Fund	<u>9765</u>		<u>-7703</u>	<u>2062</u>
	<u>83488</u>	<u>-703</u>	-	<u>82785</u>
	Incoming resources	Resources expended	Movement in funds	
<b>Unrestricted funds</b>				
General fund	45577	-46280	-703	
<b>Restricted funds</b>				
Heritage lottery fund	0	0	0	
	<u>45577</u>	<u>-46280</u>	<u>-703</u>	

**RAYLEIGH TOWN MUSEUM****DETAILED STATEMENT OF RECEIPTS AND PAYMENTS  
YEAR ENDED 30 JUNE 2017  
(not part of the statutory financial statements)**

	Year ended 30 June 2017	Year ended 30 June 2016
<b>RECEIPTS</b>		
<b>Voluntary Income</b>		
Donations	29296	30981
Grants	—	<u>80820</u>
	29296	111801
<b>Activities for generating income</b>		
Fundraising events	7304	925
Shop income	5997	3942
Sponsorships	<u>2980</u>	<u>3215</u>
	16281	8082
<b>Total receipts</b>	<b>45577</b>	<b>119883</b>
<b>PAYMENTS</b>		
<b>Fundraising trading: cost of goods sold, etc</b>		
Purchase of goods	3237	6734
Cost of outings and events	2310	—
<b>Support Costs</b>		
Purchases	1911	—
Rent and rates	16457	14917
Insurance	1571	1413
Light and heat	1721	956
Telephone	1080	1205
Equipment	3170	—
Printing, postage and stationery	3649	3294
Advertising	1327	4709
Sundries	452	1762
Travel expenses	—	1174
Volunteer travel and expenses	2395	—
Computer expenses	—	1375
Renewals and repairs	4681	4226
Cleaning	242	—
Administration costs	15	561
Subscriptions	262	—
Professional fees	—	4036
Accountancy fees	<u>1800</u>	<u>900</u>
<b>Total payments</b>	<b>46280</b>	<b>47262</b>
<b>NET INCOME</b>	<b><u>-703</u></b>	<b><u>72621</u></b>