

**REGISTERED CHARITY NUMBER: 1159405**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018  
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 2018**

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**RAYLEIGH TOWN MUSEUM**

**CHAIRMAN'S REPORT  
FOR THE YEAR ENDED 30 JUNE 2018**

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, or as required, 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 and review all Museum procedures and practices. In addition they communicate with the Management Group on an informal basis as required. The ongoing sustainability of the Museum and its development is constantly under review with particular attention to the income, expenditure and cash flow projections.

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

The Museum has a very vibrant Friends group who currently number in excess of 600 and make a significant financial contribution to the Museum.

As I write this report visitor numbers have just reached 20,000 since we opened in April 2016 , a testament not only to the hard work by all involved but also the interest shown in the Museum not only by Rayleigh residents but also those from the surrounding areas.

The Museum has aspirations to become an Accredited Museum with the Arts Council of Great Britain, and a dedicated team is currently in the early stages of this project.

We are members of a number of Museum related groups and associations.

I have recently requested the Trustees undertake a Strategic Review of the whole operation to further enhance our professionalism and ongoing sustainability.

We have recently set up a commercial hire arm of the Museum to help further diversify our income stream.

  
.....  
Mike Davies  
Chairman  
August 2018

## RAYLEIGH TOWN MUSEUM

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2018

The Trustees present their report with the financial statements of the Charity for the year ended 30<sup>th</sup>.June 2018. 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

##### Museum Address:

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

##### Trustees

MF Davies	Chairman
D J Pymer	Vice Chairman
Mrs S P Smith	Secretary
Mrs V Martin-Irvine	Trustee
T Rand	Trustee
S Welsh	Trustee
T Joyce	Trustee
Mrs A Jolly	Trustee*
T Jobson	Trustee*
D Williams	Trustee*

\*Appointed with effect 1 July 2017

##### Independent Examiner

Paul Anthony

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing Document

The Museum is a Charitable Incorporated Organisation (CIO) and is 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.

### **Government Data Processing Regulations (GDPR)**

The Trustees have approved the setting up of a separate sub-committee, under the direct control of the Chairman, to implement the new regulations and to report directly to the Trustees and Management Group on progress and on-going compliance.

### **Strategic Review Team**

The Trustees have commissioned the setting up of a Strategic Review of all the Museum's activities, in this second year of its operations, and have agreed a timetable for reporting by the end of the calendar year, 2018. The final report will be made direct to the Trustees and recommendations will be implemented by the Management Group.

### **Policy Documentation**

The Trustees have approved the setting up of a project to document, via current national regulations, all Museum policies in respect of its activities. The project will be led by the Vice Chairman and the IT Manager and is expected to take up to nine months to complete. Results will be reported direct to the Trustees. All resultant policies will be made available in the public domain via the Museum computer web-site, except where confidential data is concerned and will be fully compliant with the GDPR regulations.

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and Aims**

Rayleigh Town Museum was formed out of a local heritage community group, known as '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, an old pub sign, an original baker's cart and a large amount of ephemera, including original postcards, newspapers, books, Town guides, maps and original documents of all sorts, all with a direct Rayleigh provenance.

During the last year, a large archive of a local newspapers (the 'Echo') has been sourced and saved for the Community, and further acquisitions include a 19<sup>th</sup> century long case clock and barometer both made in Rayleigh; an important collection of local maps and a large collection of silver trophies from a local Rifle Club.

A programme of special events takes place 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 and evenings as required and for special events.

On-going funding is provided by our flourishing 'Friends' Group, which has over 600 members; by local business and private sponsorship and, by the provision of a small retail unit within 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@talktalk.net

Provision is also made on the site for the use of laptops and free Wi Fi for research purposes.

### **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.

The business of the Museum is conducted through a series of sub-committees who operate on a daily basis and who report to the Trustees and Management Group.

### **Public Benefit**

The Museum is designed for the benefit of the 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 individuals with special needs, both wheelchair users and those with mobility issues, including a disabled toilet. A hearing loop has been installed. 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 are about to welcome our 20,000 visitor, since opening in 2016.

We work closely with 8 Primary and 2 Senior Schools in Rayleigh in a range of educational and community activities. These include organised school visits (both at the Museum and in schools), in line with each individual school's curriculum. In addition we continue to welcome participants from the Duke of Edinburgh's Award scheme, Guides/Brownies/Scouts/Cub Scouts group's award badges and work placement students.

We actively seek 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 emergencies and we also hold a mobile defibrillator. A number of our stewards and all Duty Supervisors have basic first aid training.

We are now able to offer a facility 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 who work under the direction of a Duty Supervisor. Development of volunteer skills is offered through a series of courses concerning customer service, Museum orientation, first aid, computer literacy and conservation. As a member of several Museum Associations, we can identify a range of cost effective courses to assist with volunteer development and the advance of professionalism.

We also aspire to 'Accreditation' status with the Collections Trust.

## **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. We have acquired off-site safe storage facilities for our ever-growing archives.

A sound financial base is sustained by our 'Friends' Support Group and a wide range of local and commercial sponsorship. Our policy of exhibit rotation as well as an on-going series of events and exhibitions will encourage new visitors, which, in turn, will generate new income streams.

We are working steadily towards a greater participation by the whole community to encourage local pride and community identity within the Town. There is strong evidence that these endeavours are bearing fruit with increased visitor numbers and increased local interest.

Work is in progress on a digitised 'accession' register and a Museum catalogue of holdings in Ephemera and Library material, both of which can be used for educational and research purposes.

The Museum is open all year (Wed/Fri/Sat/Sun from 10.00 a.m. to 4.00p.m) with regular changes of exhibits and themed displays to widen the interest of the general public and those who would not normally visit a Museum. There is strong evidence that this diversity is producing the desired effect and is a large element of work that is always closely monitored.

### **Fundraising Activities**

Special sub-committees, reporting to the Management Group, work on a large range of fund raising activities. These include our 'Friends Group, Quizzes, Coach Trips, Guided Town Walks, Slide Shows. Monthly Special Interest Talks, Specials Exhibitions, Sponsorship deals, Themed Events, Retail Outlet 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/reserve fund, to make available as required.. The Strategic Review Team will report in the near future and implementation of the recommendations will be considered by the Trustees.

## **Principal Funding Sources**

Rayleigh Town Council

Friends Support Group

Sponsorship from local Trades and Organisations

Personal Benefactors

Retail Sales

Commercial Hire

Donations from visitors to the Museum

Specialist Talks and Lectures.

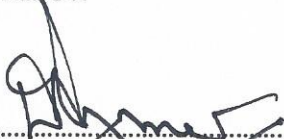
## **FUTURE DEVELOPMENTS**

The Museum's reputation within the heritage community continues to grow and expand. The Trustees and Management Group are continuing to implement the Museum Development Plan which, with the Strategic Review, will further develop all aspects of the Museum work within the community. Potential acquisitions will further enhance the reputation of the Museum as a repository of local history.

We are continuing the process of item cataloguing and, along with our membership of National Associations, will enable us to build expertise and best practice into all our developments. This ensures that the collections will be preserved for future generations and will remain accessible to all.

The Trustees have at the forefront of their planning the need for financial stability and the on-going sustainability of the Museum.

APPROVED BY ORDER OF THE BOARD OF TRUSTEES ON 12 SEPTEMBER 2018 AND AGREED ON ITS BEHALF BY:



DAVID J RYMER  
Vice Chairman and Trustee



RAYLEIGH TOWN MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 30 JUNE 2018

	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2017 Total Funds
<b>INCOMING RESOURCES</b>					
Voluntary income	7	31283	—	31283	29296
Activities for generating funds	2	<u>19084</u>	—	<u>19084</u>	<u>16281</u>
<b>Total Incoming Resources</b>		50367	—	50367	45577
<b>RESOURCES EXPENDED</b>					
Fundraising trading		6648	—	6648	5547
Charitable Activities		<u>39882</u>	—	<u>39882</u>	<u>40733</u>
<b>Total resources expended</b>		46530	—	46530	46280
<b>NET INCOME RESOURCES BEFORE TRANSFERS</b>					
		3837	—	3837	-703
Gross transfers between funds	6	<u>2061</u>	<u>-2061</u>	—	—
Net incoming/(outgoing) resources		5898	-2061	3837	-703
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>80723</u>	<u>2061</u>	82784	<u>83487</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>86621</u>	<u>0</u>	<u>86621</u>	<u>82784</u>

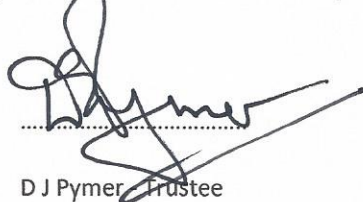
**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF ASSETS AND LIABILITIES  
AT 30 JUNE 2018**

	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2017 Total Funds
<b>FIXED ASSETS</b>					
Tangible Assets	4	64762	—	64762	64048
Heritage Assets	5	<u>4589</u>	—	<u>4589</u>	<u>3981</u>
		69351		69351	68029
<b>CURRENT ASSETS</b>					
Cash at Bank		17239	0	17239	13709
Cash in Hand		32	—	32	46
<b>NET CURRENT ASSETS</b>		17271	0	17271	13755
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>86622</u>	<u>0</u>	<u>86622</u>	<u>81784</u>
<b>TOTAL NET ASSETS</b>		<u>86622</u>	<u>0</u>	<u>86622</u>	<u>81784</u>

The financial statements were approved by the Board of Trustees on 12 September 2018 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 2018

#### 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 2018	Year ended 30 June 2017
Fundraising events	9298	7304
Retail income	4648	5997
Sponsorships	<u>5138</u>	<u>2980</u>
	<u>19084</u>	<u>16281</u>

#### 3 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or benefits for the year ended 30 June 2018

RAYLEIGH TOWN MUSEUM

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 30 JUNE 2018

**4 TANGIBLE FIXED ASSETS**

	Improvements to Property	Fixtures and Fittings	Computer Equipment	Totals
<b>COST</b>				
At 1 July 2017	36638	24331	3079	64048
Additions		<u>714</u>		<u>714</u>
	36638	25045	3079	64762
<b>NET BOOK VALUE</b>				
At 30 June 2018	<u>36638</u>	<u>25045</u>	<u>3079</u>	<u>64762</u>
At 30 June 2017	<u>36638</u>	<u>24331</u>	<u>3079</u>	<u>64048</u>

**5 HERITAGE ASSETS**

<b>MARKET VALUE</b>				
At 1 July 2017				3981
Additions				<u>608</u>
				<u>4589</u>
<b>NET BOOK VALUE</b>				
At 30 June 2018				<u>4589</u>
At 30 June 2017				<u>3981</u>

**6 MOVEMENT IN FUNDS**

	At 1 July 2017	Net movement in funds	Transfers between Funds	At 30 June 2018
<b>Unrestricted funds</b>				
General fund	80723	3837	2061	86621
<b>Restricted funds</b>				
Heritage Lottery Fund	<u>2062</u>		<u>-2061</u>	<u>0</u>
	<u>82785</u>	<u>3837</u>	-	<u>86621</u>
	Incoming resources	Resources expended	Movement in funds	
<b>Unrestricted funds</b>				
General fund	50367	-46530	3837	
<b>Restricted funds</b>				
Heritage lottery fund	0	0	0	
	<u>50367</u>	<u>-46530</u>	<u>3837</u>	

**7 VOLUNTARY INCOME**

The total figure of £31283 includes a grant from Rayleigh Town Council of £14040

**RAYLEIGH TOWN MUSEUM****DETAILED STATEMENT OF RECEIPTS AND PAYMENTS  
YEAR ENDED 30 JUNE 2018  
(not part of the statutory financial statements)**

	Year ended 30 June 2018	Year ended 30 June 2017
<b>RECEIPTS</b>		
<b>Voluntary Income</b>		
Donations	13329	29296
Grants	18014	—
		29296
<b>Activities for generating income</b>		
Fundraising events	9238	7304
Retail income	4648	5997
Sponsorships	<u>5138</u>	<u>2980</u>
		16281
<b>Total receipts</b>	<b>50367</b>	<b>45577</b>
<b>PAYMENTS</b>		
<b>Fundraising trading: cost of goods sold, etc</b>		
Purchase of goods	2952	3237
Cost of outings and events	3695	2310
<b>Support Costs</b>		
Purchases	3845	1911
Rent and rates	18739	16457
Insurance	1342	1571
Light and heat	2066	1721
Telephone	1273	1080
Equipment	2031	3170
Printing, postage and stationery	2778	3649
Advertising	1414	1327
Sundries	449	452
Travel expenses	—	—
Volunteer travel and expenses	887	2395
Computer expenses	199	—
Renewals and repairs	3519	4681
Cleaning	228	242
Administration costs	144	15
Subscriptions	469	262
Professional fees	—	—
Accountancy fees	<u>500</u>	<u>1800</u>
<b>Total payments</b>	<b>46530</b>	<b>46280</b>
<b>NET INCOME</b>	<b><u>3837</u></b>	<b><u>-703</u></b>