

**REGISTERED CHARITY NUMBER: 1159405**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2019  
FOR  
RAYLEIGH TOWN MUSEUM**

KDV Accountancy Services  
114 The Chase  
Rayleigh  
Essex  
SS6 8QP

**RAYLEIGH TOWN MUSEUM**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2019**

	Page
Chairman's Report	1
Report of the Trustees	2-6
Statement of Financial Activities	7
Statement of Assets and Liabilities	8
Note to the Financial Statements	9-10
Detailed Statement of Financial Activities	11

RAYLEIGH TOWN MUSEUM

CHAIRMAN'S REPORT  
FOR THE YEAR ENDED 30 JUNE 2019

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 (MG). The MG 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 and review all Museum procedures and practices. In addition they communicate with the MG 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 have commissioned a Strategic Review which will shortly present their findings to the MG for consideration.

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 MG, Museum Duty Supervisors, volunteer stewards, members of our Friends Group, our Museum Sponsors, benefactors as well as all the many visitors who have made a significant contribution to the Museum's success and our 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 625 and make a significant financial contribution to the Museum.

As I write this report visitor numbers have just exceeded 26,000 since we opened in April 2016, a testament not only of 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.

A team is working towards the Museum becoming an Accredited Museum with the Arts Council of Great Britain, an important step in our continued development. We are members of a number of Museum related groups and associations. We now have a commercial hire arm of the Museum to help further diversify our income streams.

There are ongoing challenges in a number of areas to include, ongoing maintenance, and with it the financial cost, of our 670 year old grade 2 listed building, aged volunteering issues, maintaining a diverse income stream, managing overheads, and keeping the Museum fresh and vibrant for both returning and new visitors alike. The MG discuss all these issues at our monthly meetings.

Mike Davies  
Chairman  
August 2019

## RAYLEIGH TOWN MUSEUM

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2019

The Trustees present their report with the financial statements of the Charity for the year ended 30<sup>th</sup> June 2019. 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

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
Mrs A Jolly	Trustee
T Jobson	Trustee
D Williams	Trustee *
A Clark	Trustee **

\*Resigned wef 12<sup>th</sup> Sept 2018

\*\*Appointed wef 21st Nov 2018

##### 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, approved and is reviewed on a regular basis.

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

We are registered with the Information Commissioners office (ICO) and are fully compliant with the requirements. The management group have a dedicated Data Protection officer.

### **Strategic Review Team**

The Trustees commissioned the setting up of a Strategic Review committee to cover all of the Museum's activities, in this third year of our operations, and its report and recommendations will shortly be submitted for discussion and implementation as may be deemed appropriate.

### **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 ongoing. 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. The Museum continues to receive a wide range of Rayleigh related artefacts added to our archives.

A programme of special events takes place with talks, slideshows, school visits, special exhibitions, a dedicated children's area, and historical research area. 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 625 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 items and soft toys for sale.

Our e-mail address is [info@rayleightownmuseum.co.uk](mailto:info@rayleightownmuseum.co.uk)

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 regular basis and who report to the Management Group and Trustees.

### **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 visitors to Rayleigh 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 and hearing loop. The Museum also has a mobile defibrillator. 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 towns history.

Visitor numbers now exceed 26,000 since opening in 2016 a significant number for a small independent town museum.

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 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. A number of our stewards and all Duty Supervisors have appropriate ongoing training and refresher courses to include basic first aid training, fire extinguisher, use of the defibrillator, as appropriate.

We 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 are working towards '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 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 constantly towards a greater participation by the whole community to encourage local pride and community identity within the Town, working closely with the Town and District Councils, Chamber of Trade, Schools and local community groups. There is strong evidence that these endeavours are bearing fruit with increased visitor numbers and increased local interest.

Work continues 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 fundraising activities. These include our 'Friends Group, quizzes, coach trips, guided town walks, slide shows, monthly special interest talks, special 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. We aim to maintain this to at least 10 p/c of our annual turnover.

**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 further 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 18 SEPTEMBER 2019 AND AGREED ON ITS BEHALF BY:

.....

DAVID J PYMER  
Vice Chairman and Trustee



RAYLEIGH TOWN MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 30 JUNE 2019

	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2018 Total Funds
<b>INCOMING RESOURCES</b>					
Voluntary income	7	25707	–	25707	31283
Activities for generating funds	2	<u>18979</u>	–	<u>18979</u>	<u>19084</u>
<b>Total Incoming Resources</b>		44686	–	44686	50367
<b>RESOURCES EXPENDED</b>					
Fundraising trading		10561	–	10561	6648
Charitable Activities		<u>33359</u>	–	<u>33359</u>	<u>39882</u>
<b>Total resources expended</b>		43920	–	43920	46530
<b>NET INCOME RESOURCES BEFORE TRANSFERS</b>					
		766	–	766	3837
Gross transfers between funds	6	<u>0</u>	<u>0</u>	<u>–</u>	<u>2061</u>
Net incoming/(outgoing) resources		766	0	766	5898
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>86621</u>	<u>0</u>	86621	<u>80723</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>87387</u>	<u>0</u>	<u>87387</u>	<u>86621</u>

**RAYLEIGH TOWN MUSEUM**

**STATEMENT OF ASSETS AND LIABILITIES  
AT 30 JUNE 2019**

	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2018 Total Funds
<b>FIXED ASSETS</b>					
Tangible Assets	4	64762	–	64762	64762
Heritage Assets	5	<u>4589</u>	–	<u>4589</u>	<u>4589</u>
		69351		69351	69351
<b>CURRENT ASSETS</b>					
Cash at Bank		18002	0	18002	17239
Cash in Hand		34	–	34	32
<b>NET CURRENT ASSETS</b>		18036	0	18036	17271
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>87387</u>	<u>0</u>	<u>87387</u>	<u>86622</u>
<b>TOTAL NET ASSETS</b>		<u>87387</u>	<u>0</u>	<u>87387</u>	<u>86622</u>

The financial statements were approved by the Board of Trustees on 18 September 2019 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 2019

#### 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 2019	Year ended 30 June 2018
Fundraising events	11696	9298
Retail income	3413	4648
Sponsorships	<u>3870</u>	<u>5138</u>
	<u>18979</u>	<u>19084</u>

#### 3 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or benefits for the year ended 30 June 2019

RAYLEIGH TOWN MUSEUM

NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 30 JUNE 2019

4 TANGIBLE FIXED ASSETS

	Improvements to Property	Fixtures and Fittings	Computer Equipment	Totals
<b>COST</b>				
At 1 July 2018	36638	25045	3079	64762
Additions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	36638	25045	3079	64762
<b>NET BOOK VALUE</b>				
At 30 June 2019	<u>36638</u>	<u>25045</u>	<u>3079</u>	<u>64762</u>
At 30 June 2018	<u>36638</u>	<u>25045</u>	<u>3079</u>	<u>64762</u>

5 HERITAGE ASSETS

<b>MARKET VALUE</b>				
At 1 July 2018				4589
Additions				<u>0</u>
				<u>4589</u>
<b>NET BOOK VALUE</b>				
At 30 June 2019				<u>4589</u>
At 30 June 2018				<u>4589</u>

6 MOVEMENT IN FUNDS

	At 1 July 2018	Net movement in funds	Transfers between Funds	At 30 June 2019
<b>Unrestricted funds</b>				
General fund	86621	766	0	87387
<b>Restricted funds</b>				
Heritage Lottery Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>86621</u>	<u>766</u>	-	<u>87387</u>
	Incoming resources	Resources expended	Movement in funds	
<b>Unrestricted funds</b>				
General fund	44686	-43920	766	
<b>Restricted funds</b>				
Heritage lottery fund	0	0	0	
	<u>44686</u>	<u>-43920</u>	<u>766</u>	

7 VOLUNTARY INCOME

The total figure of £25707 includes a grant from Rayleigh Town Council of £14040

**RAYLEIGH TOWN MUSEUM****DETAILED STATEMENT OF RECEIPTS AND PAYMENTS  
YEAR ENDED 30 JUNE 2019  
(not part of the statutory financial statements)**

	Year ended 30 June 2019	Year ended 30 June 2018
<b>RECEIPTS</b>		
<b>Voluntary Income</b>		
Donations	11667	13329
Grants	14040	18014
<b>Activities for generating income</b>		
Fundraising events	11696	9238
Retail income	3413	4648
Sponsorships	3870	5138
<b>Total receipts</b>	<b>44686</b>	<b>50367</b>
<b>PAYMENTS</b>		
<b>Fundraising trading: cost of goods sold, etc</b>		
Purchase of goods	3510	2952
Cost of outings and events	7052	3695
<b>Support Costs</b>		
Purchases	1258	3845
Rent and rates	17955	18739
Insurance	1856	1342
Light and heat	2426	2066
Telephone	698	1273
Equipment	1466	2031
Printing, postage and stationery	2367	2778
Advertising	409	1414
Sundries	165	449
Travel expenses	–	–
Volunteer travel and expenses	991	887
Computer expenses	–	199
Renewals and repairs	2516	3519
Cleaning	226	228
Administration costs	260	144
Subscriptions	165	469
Professional fees	–	–
Accountancy fees	600	500
<b>Total Payments</b>	<b>43920</b>	<b>46530</b>
<b>NET INCOME</b>	<b><u>766</u></b>	<b><u>3837</u></b>