

REGISTERED CHARITY NUMBER: 1159405

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020
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 2020**

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RAYLEIGH TOWN MUSEUM

Report of the Trustees for the year ended 30th June 2020.

The Trustees present their report with the financial statements of the Charity for the year ended 30th June 2020. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2016.

CHAIRMANS REPORT FOR THE YEAR ENDED 30TH JUNE 2020

There are currently 10 Trustees who meet formally 4 times a year to set, consider and review all Museum procedures and practices. Any relevant changes are cascaded down to the Management Group. In addition, Trustees communicate informally with the Management Group as required. The ongoing sustainability of the Museum and its development is constantly under review with particular attention to income, expenditure, and cash flow projections. Ongoing compliance within the aims and objectives as stated in the Constitution is confirmed. A review of the Constitution is currently taking place, with any changes to be approved by Trustees prior to submission to the Charities Commission.

The day to day management of the Museum's activities is administered by way of a number of sub committees, who meet monthly or as may be required, reporting to the Management Group (MG) to review, consider and approve procedures with reference to the Trustees as appropriate.

The Trustees authorized closure of the Museum from the 16th March 2020 due to the Covid pandemic. The MG have now set up a "Covid reopening" working party to deal with all the myriad issues to ensure full covid compliance ahead of the Museum reopening, hopefully at the beginning of October 2020.

I am again delighted to confirm that these financial accounts and reporting papers show a continuing trend of a sound financial base that has been built up since the Museum opened in 2016. The reduced level of income from a number of regular sources, due to Covid, has been more than offset by the receipt of a £10,000 Government Covid grant. The Museum has continued with its policy to maintain a contingency fund in the region of 10 p/c of annual turnover. Rayleigh Town Council continue to show tangible support by paying our rent and we also benefit from strong financial support from within the local business community as well as our vibrant Friends group whose membership exceed 600 members. We have an excellent two-way relationship with all the Rayleigh Primary and Senior Schools, as well as a number of youth groups. The Museum has a strong Social media presence.

Just prior to Covid closure we welcomed our 30,000 th visitor to the Museum a significant achievement for a small independent Community Town Museum. The High Street retail outlets benefit significantly from these visitors. I would like to thank all my fellow Trustees, members of the MG, Museum Duty Supervisors, stewards, members of the accessioning team, and volunteers who work behind the scenes. Each makes a significant contribution to our overall success and each is very much appreciated.

Despite the challenges of COVID, colleagues are still working on research, maintenance, building security and many other unseen tasks. We are working towards our aspirations to become an Accredited Museum with the Arts Council of Great Britain and further significant progress is planned during the coming year. The Museum continues to receive a number of new artefacts, which helps keep the Museum fresh and vibrant for our visitors to enjoy.

OBJECTIVES AND ACTIVITIES

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 public on 9 April 2016. Dedicated solely to the history of Rayleigh, the Museum has acquired a large number of local artefacts, which include an 18th Century Bow Window, an original cinema projector, a scale working model of our town windmill, a scale model of the town's Dutch style thatched cottage, an old pub sign from the Paul Pry, an original baker's cart and a large amount of ephemera, including original postcards, newspapers, books, Town guides, maps, medals, cups and trophies, all with a direct Rayleigh provenance. The Museum continues to receive a number of appropriate Rayleigh related artefacts on a regular basis.

A programme of special events takes place each year, with talks, slideshows, school visits, special exhibitions, a dedicated children's area, and historical research area. Provision is made for the use of laptops and free Wi-Fi. 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. We have increased our social media presence whilst all these activities are currently on hold due to Covid.

On-going funding is provided from a number of different sources to include our vibrant 'Friends' Group, 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. Income is received from our annual programme of speakers, events, and exhibitions. We also have a Commercial arm to deal with hire of the Museum, as part of our diversification of income policy.

We have maintained a high level of public awareness via Social Media, exhibitions, and extensive press coverage. We maintain two heritage notice boards in the High Street, as well as publicity posters at both the railway station and main car park to increase public awareness of the Museum. 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 Trustees ensure that the Museum complies with the Charities Commission guidance on the public benefits provided by the Museum. We are members of a number of Museum related associations and trade bodies both within Essex and further afield, to help ensure we maintain the highest professional standards.

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.

The Museum actively encourages participation with local Senior Schools in a number of community activities to include the Duke of Edinburgh Awards Scheme, work experience and other joint initiatives.

ACHIEVEMENTS AND PERFORMANCE

Charitable Activities

The Museum provides a permanent home, safeguards, and provides better management for our Towns historical archives for the benefit of future generations within the ownership of a Charitable Incorporated Organisation. We have off-site safe storage facilities for our ever-growing archives, when not on display in the Museum.

Our policy of exhibit rotation as well as an on-going series of events and exhibitions will encourage new visitors, which, in turn, will help 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. The Museum also welcomes school and youth group visits and holds a number of heritage walks around town during the year. We also hold special openings for those who cannot access the Museum via our lift. We also hold a disability awareness and compliant certificate. The "loop" hearing system is available, and we have future plans for more of the Museum archives to be made more available to those with sight and hearing issues.

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 are:

Rayleigh Town Council who provide a grant to pay our annual rent.

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.

The Management Group have a Financial sub committee who meet every month to monitor income and expenditure against budget, review detailed cash flow forecasts, assess details of ongoing financial liabilities to ensure a strong and stable financial base at all times.

There are no funds held as custodian Trustees on behalf of others.

STRUCTURE GOVERNANCE AND MANAGEMENT

The Trustees have a duty to identify and review the risks to which our Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and any other issues that may arise. A comprehensive risk assessment covering all areas of our operation has been prepared and is regularly reviewed and updated as may be required.

We are registered with the Information Commissioners Office (ICO) and are fully compliant with current regulations under the Government Data Protection Regulations (GDPR). The Management Group (MG) have a dedicated Data Protection Officer. All data held, to include confidential, is fully compliant with the GDPR.

The Trustees oversee the documentation of all specific Museum policies in respect of its day to day activities. A review is currently in hand and once complete, up to date details will be available to the public on the Museum website.

We have contingency plans in place to deal with unexpected events, such as the Covid Pandemic.

The Chairman holds office for a period of 3 years and is then eligible for re appointment. Trustees are chosen for their ability to add new skills to the board and are given full induction training on all aspects of the operation.

Trustees do not receive any remuneration.

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

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 is constantly reviewed and updated which will help further develop all aspects of the Museum work within the community. New Rayleigh related acquisitions will further enhance the reputation of the Museum as a repository of local history.

We are continuing the process of item cataloguing, by a dedicated accessioning team and along with our membership of National Associations, this 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 all aspects of the Museum in compliance with its constitution.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number

1159405

Museum Address:

1st Floor
91 High Street
Rayleigh
Essex
SS6 7EJ

Our e-mail address is info@rayleightownmuseum.co.uk

Our website is www.rayleightownmuseum.co.uk

TRUSTEES

M.F Davies	Chairman
D J Pymer	Vice Chairman
Mrs. SP Smith	Secretary
Mrs. V Martin-Irvine	Trustee
S Welsh	Trustee
T Joyce	Trustee
Mrs. A Jolly	Trustee
T Jobson	Trustee
A Clark	Trustee
Mrs. L Davison	Trustee (appointed 18th March 2020)

Independent Examiner:
Paul Anthony

APPROVED BY ORDER OF THE BOARD OF TRUSTEES ON 23RD SEPTEMBER 2020 AND AGREED ON ITS BEHALF BY:



**MIKE DAVIES
CHAIRMAN OF TRUSTEES**

RAYLEIGH TOWN MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 30 JUNE 2020

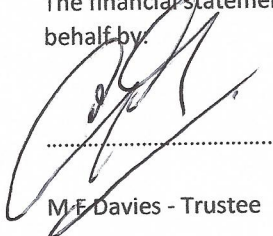
	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2019 Total Funds
INCOMING RESOURCES					
Voluntary income	7	33817	-	33817	25707
Activities for generating funds	2	<u>13375</u>	-	<u>13375</u>	<u>18979</u>
Total Incoming Resources		47192	-	47192	44686
RESOURCES EXPENDED					
Fundraising trading		4397	-	4397	10561
Charitable Activities		<u>33271</u>	-	<u>33271</u>	<u>33359</u>
Total resources expended		37668	-	37668	43920
NET INCOME RESOURCES BEFORE TRANSFERS					
		9524	-	9524	766
Gross transfers between funds	6	<u>0</u>	<u>0</u>	<u>-</u>	<u>0</u>
Net incoming/(outgoing) resources		9524	0	9524	766
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>87387</u>	<u>0</u>	87387	<u>86621</u>
TOTAL FUNDS CARRIED FORWARD		<u>96911</u>	<u>0</u>	<u>96911</u>	<u>87387</u>

RAYLEIGH TOWN MUSEUM

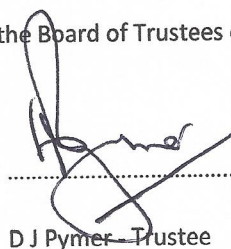
**STATEMENT OF ASSETS AND LIABILITIES
AT 30 JUNE 2020**

	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2019 Total Funds
FIXED ASSETS					
Tangible Assets	4	64762	–	64762	64762
Heritage Assets	5	<u>4589</u>	–	<u>4589</u>	<u>4589</u>
		69351		69351	69351
CURRENT ASSETS					
Cash at Bank		27547	0	27547	18002
Cash in Hand		33	–	33	34
NET CURRENT ASSETS		27580	0	27580	18036
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>96911</u>	<u>0</u>	<u>96911</u>	<u>87387</u>
TOTAL NET ASSETS		<u>96911</u>	<u>0</u>	<u>96911</u>	<u>87387</u>

The financial statements were approved by the Board of Trustees on 23 September 2020 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 2020

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 2020	Year ended 30 June 2019
Fundraising events	6989	11696
Retail income	2671	3413
Sponsorships	<u>3715</u>	<u>3870</u>
	<u>13375</u>	<u>18979</u>

3 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or benefits for the year ended 30 June 2020

RAYLEIGH TOWN MUSEUM

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 30 JUNE 2020**

4 TANGIBLE FIXED ASSETS

	Improvements to Property	Fixtures and Fittings	Computer Equipment	Totals
COST				
At 1 July 2019	36638	25045	3079	64762
Additions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	36638	25045	3079	64762
NET BOOK VALUE				
At 30 June 2020	<u>36638</u>	<u>25045</u>	<u>3079</u>	<u>64762</u>
At 30 June 2019	<u>36638</u>	<u>25045</u>	<u>3079</u>	<u>64762</u>

5 HERITAGE ASSETS

MARKET VALUE				
At 1 July 2019				4589
Additions				<u>0</u>
				<u>4589</u>
NET BOOK VALUE				
At 30 June 2020				<u>4589</u>
At 30 June 2019				<u>4589</u>

6 MOVEMENT IN FUNDS

	At 1 July 2019	Net movement in funds	Transfers between Funds	At 30 June 2020
Unrestricted funds				
General fund	87387	9524	0	96911
Restricted funds				
Heritage Lottery Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>87387</u>	<u>9524</u>	-	<u>96911</u>
	Incoming resources	Resources expended	Movement in funds	
Unrestricted funds				
General fund	47192	-37668	9524	
Restricted funds				
Heritage lottery fund	0	0	0	
	<u>47192</u>	<u>-37668</u>	<u>9524</u>	

7 VOLUNTARY INCOME

The total figure of £34384 includes a grant from Rayleigh Town Council of £14040 (for rent payments) and a grant from Rochford District Council of £10000 (Coronavirus Small Business Grant)

RAYLEIGH TOWN MUSEUM**DETAILED STATEMENT OF RECEIPTS AND PAYMENTS
YEAR ENDED 30 JUNE 2020
(not part of the statutory financial statements)**

	Year ended 30 June 2020	Year ended 30 June 2019
RECEIPTS		
Voluntary Income		
Donations	9777	11667
Grants	24040	14040
Activities for generating income		
Fundraising events	6989	11696
Retail income	2671	3413
Sponsorships	<u>3715</u>	<u>3870</u>
Total receipts	47192	44686
PAYMENTS		
Fundraising trading: cost of goods sold, etc		
Purchase of goods	1607	3510
Cost of outings and events	2791	7052
Support Costs		
Purchases	924	1258
Rent and rates	17148	17955
Insurance	3485	1856
Light and heat	2630	2426
Telephone	669	698
Equipment	19	1466
Printing, postage and stationery	2645	2367
Advertising	247	409
Sundries	385	165
Travel expenses	—	—
Volunteer travel and expenses	548	991
Computer expenses	—	—
Renewals and repairs	2547	2516
Cleaning	236	226
Administration costs	835	260
Computer Expenses	175	—
Subscriptions	157	165
Professional fees	—	—
Accountancy fees	<u>620</u>	<u>600</u>
Total Payments	37668	43920
NET INCOME	<u>9524</u>	<u>766</u>