LANDGUARD FORT TRUST

England & Wales · Charity number 1044712

Details

Status	Registered
Legal form	Charitable company
Company number	03024733
Registered	1995-03-03
Register	View on the Charity Commission register

Contact

Address	Landguard Fort View Point Road Felixstowe IP11 3TW
Phone	01473 675900
Email	treasurer@languard.com
Website	http://www.landguard.com/

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUBLIC ABOUT (1) THE ROLE OF LANDGUARD FORT FELIXSTOWE SUFFOLK AS A BUILDING OF GREAT HISTORICAL AND EDUCATIONAL INTEREST IN THE DEFENCE OF THE REALM AND (2) THE WAYS IN WHICH THE INHABITANTS OF LANDGUARD FORT LIVED THEIR DAILY LIVES

Activities: PROVIDING VISITORS WITH THE HISTORY OF LANDGUARD FORT WHICH IS PART OF THE HERITAGE OF ENGLAND INCLUDING EXHIBITIONS OF THE LIVES AND WORK OF THE SOLDIERS WHO LIVED THERE THROUGHOUT THE PERIOD 1750 TO 1956 INCLUDING EXHIBITIONS OF GUNS, DEVELOPMENT OF THE FORT AND RECREATIONS OF LIVING AND WORKING CONDITIONS.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** Education/training, Environment/conservation/heritage
- **Who:** The General Public/mankind

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Geography

- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£125,179	£139,626	-	-
2024-03-31	£182,354	£178,088	-	-
2022-12-31	£171,459	£140,681	-	-
2021-12-31	£98,341	£85,434	-	-
2020-12-31	£101,657	£76,039	-	-

Trustees

Name	Role	Appointed
John William Ogden	Chair	2019-08-28
CHRISTOPHER DANIEL SLEMMINGS		
Christopher Gary Cole		2025-01-19
KEVIN JOHN SULLIVAN		2020-10-19
Michael Frazer Stephenson		2020-10-19
Michael Sharman		
STEPHEN JOHN CURTIS		2017-11-26
Simon Harris		2025-09-09
Timothy Clarke		

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LANDGUARD FORT TRUST

England & Wales - Charity number 1044712

Accounts

REGISTERED COMPANY NUMBER: 03024733 (England and Wales)
REGISTERED CHARITY NUMBER: 1044712

Report of the Trustees and

Unaudited Financial Statements for the Year Ended 31 March 2025

for

Landguard Fort Trust

FRIDAY
AEDVSEUB
A19 24/10/2025 #113
COMPANIES HOUSE

Landguard Fort Trust

Contents of the Financial Statements
for the Year Ended 31 March 2025

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Landguard Fort Trust

Report of the Trustees
for the Year Ended 31 March 2025

The Trustees, who are also directors of the Charity for the purposes of the Companies Act 2006, present their report with the independently examined financial statements of the Charity for the year ended 31 March 2025.

The Charity is a Company limited by guarantee and has no share capital and was incorporated on 21st February 1995. The Charity was established under a Memorandum of Association and is governed under its Articles of Association.

The Trustees

Mr T Clarke (resigned as Chair 20 March 2025)

Mr C G Cole (appointed 19 January 2025}

Mr S J Curtis

Mr J W Ogden (elected as Chair 20 March 2025)

Ms N Pace (resigned 29 January 2025)

Mr P Poole (resigned 6 January 2025)

Mr M Sharman

Mr C D Slemmings (Vice Chair)

Mr M Stephenson (Company Secretary)

Mr K J Sullivan (Treasurer)

Objectives and activities
Objectives and aims
The main objective is to increase the public's understanding and educational use of the fort. in the form of the written word, illustrations, guided tours, audio-visual presentations and the staging of special events in and around the Fort.

The objectives of the Charity are to advance the education of the public about:

" the role of Landguard Fort, Felixstowe as a building of great historical and educational interest in the defence of the realm, and

" the ways in which the inhabitants of Landguard Fort lived their daily lives

Significant activities
The Charity's aims are to open Landguard Fort to the public and to create a unique exhibition, educational facility and visitor attraction. This is achieved through a Local Management Agreement with English Heritage Trust and the recruitment of a force of Landguard Fort Volunteers without whom the aspirations could not be met. A General Manager and Operations Assistant are employed to oversee the day to day running of the Trust's activities.

The Trustees work with English Heritage Trust, Felixstowe Town Council, East Suffolk Council, the Landguard and Felixstowe Conservation Trust and the Port of Felixstowe and thank them for their continuing and valued support, without which it would be considerably more difficult for the Trust to meet its charitable objectives.

Landguard Fort Trust

Report of the Trustees
for the Year Ended 31 March 2025

Objectives and activities
Public benefit
The Trustees confirm that they have paid due regard to the Charity Commission's guidance on public benefit and have strived to ensure that the Charity's activities reflect this. For the public benefit the Trust informs visitors of the history of Landguard Fort which is part of the heritage of England.

This includes exhibitions of the lives and work of the soldiers who lived there throughout the period 1650 to 1956 featuring exhibitions of guns, the historic development of the fort and the recreations of living and working conditions.

The Trust continues to promote its role, this year using radio advertising and printed and social media channels to reach potential new audiences. We actively encourage visits from younger audiences with a policy of not only providing free visits for school groups but supplying an experienced guide for these groups wherever possible. We also collaborate with national heritage days allowing free entry, providing opportunities for visitors of all backgrounds to gain access to the fort.

Volunteers
Volunteers are vital for the very existence of the Fort Trust, and we continue to demonstrate, as we have for over 30 years, our love for Landguard Fort and our commitment to displaying it for the benefit of the public. The Trust continues to support volunteers through a variety of activities including:
- Smartlog
- H&S training
- NCVO training
- Breakfast 'club'
- Quiz and meal evenings
- Annual Luncheon
- Volunteer wellbeing
- EH Affiliate Scheme

All of this helps to create an atmosphere where volunteers want to contribute their time in looking after and opening a scheduled monument to the public.

I would like to formally thank Tony Smith who has moved away this year, for all his hard work and enthusiasm which has ranged from displays to events and general tours. Tony's Ghost Tours were a true experience, and we are all grateful for his contribution to the operation of the Fort.

We warmly welcome new Volunteers aged 18 and above from all backgrounds, who can always find an area of interest in which to contribute to and join a community which not only prepares and presents the fort for our many visitors but also enjoys the fun of working together and shared social events.

Landguard Fort Trust

Report of the Trustees
for the Year Ended 31 March 2025

Achievement and performance
Charitable activities
The year April 2024 until March 2025 was a year of transition with Elian Shipp, our new General Manager, joining us in March 2024. We also faced a difficult trading period which affected the entire leisure sector and seemed particularly difficult for culture and the arts. Our customer numbers and revenue were affected by the cancellation of one of our two- day Christmas weekends. The whole team had made every effort to continue despite the deteriorating weather conditions. It is a credit to everyone that the arrangements for this high-profile cancellation were handled very well.
The year saw 21,316 visitors to the fort, still well ahead of our post covid target of 18,000 visitors.
Once again, the shop and tearoom provided an excellent service for our visitors and provided an essential income stream to support our activities. This included valuable income from supporting ticketed and community events

Community
Landguard Fort Trust continues to support the community by hosting events, providing guides for School and College visits. Our guides and managers also provide talks and lectures to interested groups in both Suffolk and Essex.
The mayor had two sponsored charities for the year, one of which was the Landguard and Felixstowe Conservation Trust (LCT), we were delighted to both host and support the activities during the year.

Fort Forward
Our Fort Forward group, ably chaired by Steve Curtis, continues to drive projects which improve interpretation for visitors, with the team notably working hard during this period on the Seaward Defence HQ, while also preparing the background for the Anti-Aircraft display.

Submarine Mining Establishment (SME) project
The trustees gave approval for Maltings Studio (heritage interpretation designers) to work with the FF team to create a new interpretation display for the SME room (M19). Maltings submitted their 'initial ideas' proposal which not only included some innovative ideas for static and interactive displays for the fort, but a new interpretation display for the museum, linking the two sites for our visitors.

Toilets
This important, if long running, project saw some significant progress through physical examination of the substructure with trial 'pits' being dug and investigated under the guidance of Historic England, a vital precursor to a planning application.

English Heritage
The trustees, combined with the trustees of the Museum and LCT, continue to press for a new Local Management Agreement (LMA) which will provide transparency over responsibilities at the Fort while offering 'security of tenure' which will enable the organisations to bid for significant project funding. English Heritage has been in a state of transition due to staff cuts and significant reorganisation.

Financial review
Financial position
The financial statements are set out on pages 8 to 17. The financial statements have prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2019) – (Charities SORP (FRS102)) and the Companies Act 2006

The Trustees consider the financial performance by the Charity during the year to have been satisfactory. In common with most organisations, the Trust is exposed to increasing costs at the present time and the current cost-of living concerns have seen an impact on visitor numbers and visitor spend, despite this the overall results continue to be strong.

The Statement of Financial Activities shows net expenditure for the year of £14,447 (15 months ended March 2024: net income £4,266). Total Funds at 31 March 2025 stand at £233,534 (2024: £247,981). The Trustees are satisfied that the Charity holds an adequate amount of liquid assets (in the form of bank and building society deposits) to ensure that it is able to meet its obligations as they fall due.

Financial review
Reserves policy
Unrestricted Funds

Free reserves are represented by net current assets within the Unrestricted Funds of the Charity. Free reserves ensure the resilience and sustainability of the Charity in such circumstances as when encountering:

- a temporary period of reduced income

- an unexpected increase in operational costs

- unexpected management/overhead costs

The Trustees continue to take into account relevant guidance, including that provided by the Charity Commission in CC19 "Charity Reserves: Building Resilience". The continuing review examines potential risks and assesses these risks against costs to determine an appropriate and prudent level of reserves, together with an appropriate management framework.

Designated Funds

As part of its review of Reserves the Trustees have confirmed the designation of Unrestricted Funds in respect of the following strategic developments included within the Trust's current strategic plans:

(i) Artefacts Fund
The Trust is always looking at ways to enhance its collection of artifacts, particularly ordnance. These items are infrequently available and the Trust needs to be able to respond promptly to any opportunity as it emerges. In recent years the Trust has spent over £25,000 on ordnance.

(ii) Capital Investment Fund
Several large-scale improvements have been identified by the Trustees as being required both to further enhance the visitor experience and promote the Trust's objectives or to ensure that artefacts are maintained in a suitable environment.

(iii) Heritage Lottery Fund
There are significant opportunities for accessing Heritage Lottery funds which normally require an element of matched funding. This Fund has been established by the Trustees to allow the Trust to submit future bids as opportunities arise, either independently or in partnership with other organisations.

(iv) Visitor Facilities Fund
Portable chemical toilets have been in use at the fort for many years. The significant increase in visitor numbers achieved in recent years mean that this solution is not considered by the Trustees to be sustainable and £20,000 has been allocated from the Capital Investment Fund with an additional £30,000 from the General Fund for a project to provide permanent visitor facilities. It is hoped that external funding can also be secured in this respect as the overall cost is likely to be significant.

Future plans
The Trust continues to develop the facilities and interpretation of the fort in order to attract visitors. The funds generated enable the Trust to continue its educational activity and to enable both local people and visitors to have access to and experience their heritage.

Structure, governance and management
Governing document
The Landguard Fort Trust is constituted by Deed of Trust and is a Registered Charity No 1044712 and an Incorporated Company limited by Guarantee No 3024733.

Landguard Fort Trust

Report of the Trustees
for the Year Ended 31 March 2025

Structure, governance and management
Recruitment and appointment of new trustees
Individuals who make themselves known to the Trust or who are identified as potential trustees are interviewed by two trustees and are then invited to observe at a Trustee meeting. Potential trustees are required to sign the Trustee Code of Conduct and are then co-opted to attend Trustee meetings until the next Annual General Meeting. At the AGM new Trustees are subject to election by members and can then serve. Trustees retire by rotation, one third retiring every year. Trustees may then apply for re-election as specified in the Memorandum of Association.

Landguard Fort Trust is an active member of The Landguard and Felixstowe Conservation Trust (formerly The Landguard Partnership) which is a collection of Landguard Peninsular stakeholders who coordinate the management of the peninsula and develop and implement plans to improve the area as a visitor attraction whilst conserving the heritage and habitat.

Related parties
There are no transactions with related parties requiring disclosure.

Reference and administrative details
Registered Company Number
3024733 (England and Wales)

Registered Charity Number
1044712

Registered office
Landguard Fort
View Point Road
Felixstowe
IP11 3TW

Independent examiner
Adrian Rush
150 Chelsworth Road
Felixstowe
IP11 2UJ

Bankers
The Trust's bankers are TSB Bank plc, 16 Buttermarket, Ipswich, IP1 1BG

Approved by order of the board of trustees on .....13th October 2025..... and signed on its behalf by:

.....
J W Ogden - Trustee

Independent Examiner's Report to the Trustees of Landguard Fort Trust

Independent examiner's report to the trustees of Landguard Fort Trust ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Adrian Rush

Date: 13 October 2025

Landguard Fort Trust

Statement of Financial Activities
for the Year Ended 31 March 2025

	Notes	Unrestricted funds £	Restricted funds £	Year Ended 31.3.25 Total funds £	Period 1.1.23 to 31.3.24 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		72,651	-	72,651	83,003
Other trading activities	2	48,231	-	48,231	80,353
Investment income	3	4,087	-	4,087	3,481
Other income		210	-	210	516
Total		125,179	-	125,179	167,353
EXPENDITURE ON					
Raising funds		25,451	-	25,451	38,878
Charitable activities					
Fort opening		35,090	-	35,090	31,914
Other		78,388	697	79,085	92,295
Total		138,929	697	139,626	163,087
NET INCOME/(EXPENDITURE)		(13,750)	(697)	(14,447)	4,266
RECONCILIATION OF FUNDS					
Total funds brought forward		245,043	2,938	247,981	243,715
TOTAL FUNDS CARRIED FORWARD		231,293	2,241	233,534	247,981

The notes form part of these financial statements

Landguard Fort Trust

Balance Sheet
31 March 2025

	Notes	Unrestricted funds £	Restricted funds £	31.3.25 Total funds £	31.3.24 Total funds £
FIXED ASSETS					
Tangible assets	9	13,224	741	13,965	15,149
Heritage assets	10	22,815	-	22,815	22,581
		36,039	741	36,780	37,730
CURRENT ASSETS					
Stocks	11	14,063	-	14,063	14,002
Debtors	12	10,054	-	10,054	7,864
Cash at bank and in hand		180,984	1,500	182,484	195,677
		205,101	1,500	206,601	217,543
CREDITORS					
Amounts falling due within one year	13	(9,847)	-	(9,847)	(7,292)
NET CURRENT ASSETS		195,254	1,500	196,754	210,251
TOTAL ASSETS LESS CURRENT LIABILITIES		231,293	2,241	233,534	247,981
NET ASSETS		231,293	2,241	233,534	247,981
FUNDS	14				
Unrestricted funds				231,293	245,043
Restricted funds				2,241	2,938
TOTAL FUNDS				233,534	247,981

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

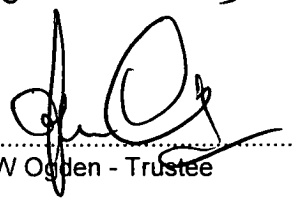
(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Balance Sheet - continued
31 March 2025

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ...13th October 2025..... and were signed on its behalf by:



.....
J W Ogden - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are sufficient reserves to enable the Trust to continue as a going concern.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. Income is shown net of VAT.

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and Is not deferred.

Investment income is recognised on a receivable basis.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is shown net of VAT. Expenditure is accounted for on an accruals 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.

Charitable activities
Charitable expenditure shall include all expenditure directly related to the objects of the charity including the following :-
- Activities in furtherance of the charity's objectives
The cost of goods and services and ancillary trading costs that have been incurred in charitable activities.
- Support costs of activities
Support costs of activities for charitable purposes comprising the salary costs of the Manager.

Tangible fixed assets
All assets costing more than £250 are capitalised and valued at historical cost.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.
Improvements to property - 10% on cost
Video and audio equipment - 33% on cost

Heritage assets
All heritage assets are stated at cost less depreciation.
Where in the opinion of the Trustees the estimated residual value is not markedly different from the carrying amount no depreciation is charged as it is deemed immaterial

continued

1. ACCOUNTING POLICIES - continued

Stocks
Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation
As a registered charity, the Trust is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. .

Fund accounting
The Charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the Trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

There is no formal policy of transfer between funds or on the allocation of funds to designated funds, other than that described above.

Any other proposed transfer between funds would be considered on the particular circumstances.

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

2. OTHER TRADING ACTIVITIES

	Year Ended 31.3.25	Period 1.1.23 to 31.3.24
	£	£
Events*	9,358	29,622
Shop income	14,347	18,740
Tea Room income	15,008	19,344
Groups & tours	4,996	4,891
Trails	4,158	7,258
Ticket office sales	364	498
	48,231	80,353

* Events income of £12,887 is shown net of the joint ticket adjustment payment to the museum of £3,529.

3. INVESTMENT INCOME

	Year Ended 31.3.25	Period 1.1.23 to 31.3.24
	£	£
Deposit account interest	4,087	3,481

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	Year Ended 31.3.25	Period 1.1.23 to 31.3.24
	£	£
Depreciation - owned assets	5,226	6,261

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the period ended 31 March 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the period ended 31 March 2024.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	Year Ended 31.3.25	Period 1.1.23 to 31.3.24
Administration	2	2

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	83,003	-	83,003
Other trading activities	80,353	-	80,353
Investment income	3,481	-	3,481
Other income	516	-	516
Total	167,353	-	167,353
EXPENDITURE ON			
Raising funds	38,878	-	38,878
Charitable activities			
Fort opening	31,914	-	31,914
Other	91,734	561	92,295
Total	162,526	561	163,087

continued

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
NET INCOME/(EXPENDITURE)	4,827	(561)	4,266
RECONCILIATION OF FUNDS			
Total funds brought forward	240,216	3,499	243,715
TOTAL FUNDS CARRIED FORWARD	245,043	2,938	247,981

8. FEES FOR EXAMINATION OF THE ACCOUNTS

The fee charged in respect of the independent examination of the Trust's financial statements for the year ended 31March 2025 was £500 (2024: £500). The Independent Examiner provides no other professional or business services to the Trust.

9. TANGIBLE FIXED ASSETS

	Improvements to property £	Video and audio equipment £	Fixtures and fittings £	Totals £
Cost				
At 1 April 2024	25,860	18,363	9,595	53,818
Additions	-	-	4,042	4,042
At 31 March 2025	25,860	18,363	13,637	57,860
Depreciation				
At 1 April 2024	15,298	18,363	5,008	38,669
Charge for year	2,586	-	2,640	5,226
At 31 March 2025	17,884	18,363	7,648	43,895
Net book value				
At 31 March 2025	7,976	-	5,989	13,965
At 31 March 2024	10,562	-	4,587	15,149

10. HERITAGE ASSETS

	Total £
Market value	
At 1 April 2024	22,581
Additions	234
At 31 March 2025	22,815
Net book value	
At 31 March 2025	22,815
At 31 March 2024	22,581

continued

10. HERITAGE ASSETS - continued

Heritage Assets comprise historic weaponry which was purchased during the financial year ended 31 March 2016 and the current period. There have been no subsequent disposal. The Trustees do not consider that there is any impairment event requiring to be recognised in the current period or in earlier years in relation to this category of assets. The accounting policy for this category of assets is set out in Note 1 to these Accounts.

11. STOCKS

	31.3.25	31.3.24
	£	£
Goods for resale	14,063	14,002

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25	31.3.24
	£	£
Trade debtors	1,551	627
VAT	3,000	2,481
Prepayments	5,503	4,756
	10,054	7,864

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25	31.3.24
	£	£
Trade creditors	4,064	2,319
Social security and other taxes	2,020	1,334
Other creditors	408	206
Accrued expenses	3,355	3,433
	9,847	7,292

14. MOVEMENT IN FUNDS

	At 1.4.24	Net movement in funds	At 31.3.25
	£	£	£
Unrestricted funds			
General fund	123,704	(11,164)	112,540
Artefacts fund	30,000	-	30,000
Heritage Lottery Bid fund	15,000	-	15,000
Capital investment fund	26,339	(2,586)	23,753
Visitor Facilities fund	50,000	-	50,000
	245,043	(13,750)	231,293
Restricted funds			
Project AV	894	(334)	560
Project Drive	1,500	-	1,500
Defibrillator fund	544	(363)	181
	2,938	(697)	2,241
TOTAL FUNDS	247,981	(14,447)	233,534

continued

14. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	125,179	(136,343)	(11,164)
Capital investment fund	-	(2,586)	(2,586)
	125,179	(138,929)	(13,750)
Restricted funds			
Project AV	-	(334)	(334)
Defibrillator fund	-	(363)	(363)
	-	(697)	(697)
TOTAL FUNDS	125,179	(139,626)	(14,447)

Comparatives for movement in funds

	At 1.1.23 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	145,644	8,060	(30,000)	123,704
Artefacts fund	30,000	-	-	30,000
Heritage Lottery Bid fund	15,000	-	-	15,000
Capital investment fund	49,572	(3,233)	(20,000)	26,339
Visitor Facilities fund	-	-	50,000	50,000
	240,216	4,827	-	245,043
Restricted funds				
Project AV	1,000	(106)	-	894
Project Drive	1,500	-	-	1,500
Defibrillator fund	999	(455)	-	544
	3,499	(561)	-	2,938
TOTAL FUNDS	243,715	4,266	-	247,981

continued

14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	167,353	(159,293)	8,060
Capital investment fund	-	(3,233)	(3,233)
	167,353	(162,526)	4,827
Restricted funds			
Project AV	-	(106)	(106)
Defibrillator fund	-	(455)	(455)
	-	(561)	(561)
TOTAL FUNDS	167,353	(163,087)	4,266

The trustees have created the following Designated Funds from Unrestricted Funds:

(i) Artefacts Fund - balance at 31 March 2024: £30,000
The Trustees designated an initial £30,000 to this Fund. At 31 March 2024 £22,580 of this Fund is represented by the Heritage Assets included in Note 10 to these Accounts.

(ii) Capital Investment Fund - balance at 31 March 2024: £26,339

The Trustees have designated £60,000 to this Fund. At 31 March 2024 this has been reduced to £26,339 as a consequence of cumulative depreciation being charged in respect of the acquired assets as noted above. Of the remaining net balance on this Fund, £10,562 is represented by fixed assets included in Note 9 to these Accounts.

(iii) Heritage Lottery Fund - balance at 31 March 2024: £15,000

This Fund has been established by the Trustees to allow the Trust to submit future bids as future opportunities arise, either independently or in partnership with other organisations..

(iv) Visitor Facilities Fund - balance at 31 March 2024: £50,000

The Trustees have designated £50,000 to replace the chemical toilets with a toilet block to provide permanent visitor facilities.

Restricted Funds
Funds established by grants from Felixstowe Town Council as follows:

- Project AV, in 2020 for additional Audio Visual capability.

- Project Drive, in 2020 to cover improved visitor experience for disabled and visitors with restricted mobility.

- Project Signage in 2021 to renew interpretation for visitors.

Funds established by a grant from East Suffolk Council:

- Plan for the future, in 2021 to provide a tour guide app for visitors.

- Deputy fund in 2022 to help finance the salary of the new Deputy Manager.

continued

14. MOVEMENT IN FUNDS - continued

Fund established by a grant from The Food Kitchen:

- Kick Start fund in 2022 to fund employment under the Kick Start Programme.

Fund established by a grant from Felixstowe Lions Club:

- Defibrillator fund in 2022 to acquire a defibrillator

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

LANDGUARD FORT TRUST

England & Wales - Charity number 1044712

Accounts

REGISTERED COMPANY NUMBER: 03024733 (England and Wales)
REGISTERED CHARITY NUMBER: 1044712

Report of the trustees and

Unaudited financial statements for the period 1 January 2023 to 31 March 2024

For

Landguard Fort Trust

Landguard Fort Trust

Contents of the financial statements for the Period 1 January 2023 to 31 March 2024

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Landguard Fort Trust

Report of the trustees
for the Period 1 January 2023 to 31 March 2024

The Trustees, who are also directors of the Charity for the purposes of the Companies Act 2006, present their report with the independently examined financial statements of the Charity for the fifteen months ended 31 March 2024.

The Charity is a Company limited by guarantee and has no share capital and was incorporated on 21st February 1995. The Charity was established under a Memorandum of Association and is governed under its Articles of Association.

The Trustees

Mr T Clarke (Chair)

Mr S J Curtis

Mr J W Ogden

Ms N Pace (appointed 23 March 2023}

Mr P Poole

Mr M Sharman

Mr C D Slemmings (Vice Chair)

Mr M Stephenson (Company Secretary)

Mr K J Sullivan (Treasurer)

Objectives and activities
Objectives and aims
The main objective is to increase the public's understanding and educational use of the fort. in the form of the written word, illustrations, guided tours, audio-visual presentations and the staging of special events in and around the Fort.

The objectives of the Charity are to advance the education of the public about:

" the role of Landguard Fort, Felixstowe as a building of great historical and educational interest in the defence of the realm, and

" the ways in which the inhabitants of Landguard Fort lived their daily lives

Significant activities
The Charity's aims are to open Landguard Fort to the public and to create a unique exhibition, educational facility and visitor attraction. This is achieved through a Local Management Agreement with English Heritage Trust and the recruitment of a force of Landguard Fort Volunteers without whom the aspirations could not be met. A General Manager and Operations Assistant are employed to oversee the day to day running of the Trust's activities.

The Trustees work with English Heritage Trust, Felixstowe Town Council, East Suffolk Council, the Landguard Partnership, the recently formed Landguard and Felixstowe Conservation Trust and the Port of Felixstowe and thank them for their continuing and valued support, without which it would be considerably more difficult for the Trust to meet its charitable objectives.

Objectives and activities
Public benefit
The Trustees confirm that they have paid due regard to the Charity Commission's guidance on public benefit and have strived to ensure that the Charity's activities reflect this. For the public benefit the Trust informs visitors of the history of Landguard Fort which is part of the heritage of England.

This includes exhibitions of the lives and work of the soldiers who lived there throughout the period 1650 to 1956 featuring exhibitions of guns, the historic development of the fort and the recreations of living and working conditions.

The Trust continues to promote its role, this year using radio advertising and printed and social media channels to reach potential new audiences. We actively encourage visits from younger audiences with a policy of not only providing free visits for school groups but supplying an experienced guide for these groups wherever possible. We also collaborate with national heritage days allowing free entry, providing opportunities for visitors of all backgrounds to gain access to the fort.

Volunteers
Volunteers are vital for the very existence of the Fort Trust and we continue to demonstrate, as we have for over 30 years, our love for Landguard Fort and our commitment to displaying it for the benefit of the public. The Trust continues to support volunteers through a variety of activities including:
- Smartlog H&S training
- NCVO training
- Breakfast 'club'
- Quiz and meal evenings
- Annual Luncheon
- Volunteer wellbeing
- EH Affiliate Scheme

All of this helps to create an atmosphere where volunteers want to contribute their time in looking after and opening a scheduled monument to the public.

We warmly welcome new Volunteers aged 18 and above from all backgrounds, who can always find an area of interest in which to contribute to and join a community which not only prepares and presents the fort for our many visitors but also enjoys the fun of working together and shared social events.

Landguard Fort Trust

Report of the trustees
for the Period 1 January 2023 to 31 March 2024

Achievement and performance
Charitable activities
This 15-month period from January 2023 until March 2024 saw our second true seasonal activities since the pandemic but had the cost of living and energy crisis to contend with. Visitor numbers held up, but not quite returning to pre pandemic levels, in common with many other sectors.
We welcomed 26,150 visitors to the fort, well ahead of our post covid target of 18,000 visitors.
Once again, the shop and tearoom provided an excellent service for our visitors and provided an essential income stream to support our activities. This included valuable income from supporting ticketed special events.
We sadly said goodbye to our longstanding General Manager, Nicola Barker at the end of March 2024. Nicola has been an inspiration to all our volunteers and helped guide us all through the most difficult operating years in our history, keeping volunteers together and then rebuilding our operations after covid with all the anxiety that those years entailed. Her ingenuity and enthusiasm for events which helped enable us to build our annual programme into what it is today – Thank you Nicola!
Our new General Manager Elian Shipp joined us at the very end of this financial period – welcome Elian!
2023 also saw the passing of Dave Wood who was a founding trustee responsible for the reopening of Landguard Fort and widely respected for his knowledge of Fortifications. As chair I had the privilege of working with Dave whose knowledge was unsurpassed. His devotion of his time to the support of the Fort and indeed fortifications in general was incredible. His publication is still being sold by us today, he will be sorely missed.
Dave's family kindly donated many items from his avid collecting over the years which was greatly appreciated. To mark Dave's contribution, we have had a plaque made which will be mounted in a celebration with Dave's family.

Our Fort Forward group, ably chaired by Steve Curtis continues to drive projects which improve interpretation for visitors, with the team notably working hard during this period on the Seaward Defence HQ, while also preparing the background for the Anti-Aircraft display. Other projects included:
• Enhanced the interpretation in the replica gun room with an animation film showing how the gun was operated
• Completed the broadband uplift project, linking the fort, nature reserve, museum and bird observatory
• Created the Victorian Officer's kitchen
• Replaced the phones with a digital cloud voice system
• Installed a new CCTV system
• Toilets: In collaboration with Tim Buxbaum, a Landguard and Felixstowe Conservation trustee, progress has been made on the design of the proposed toilet block. Several test holes were dug to survey the site to determine the type of foundations required for the toilet block.
The maintenance/workshop team provided magnificent support with displays both for events and for interpretation boards. These are critical contributions when the purchase cost of manufactured items would be prohibitive.

The enhancement of displays is critical to the educational role of the Trust and the reinvigoration of the interpretation signage continues to impress.

Tours
Our tour programme continued to expand with items such as the Roof -top tour and the ever successful 'Ghost Tours' – thank you to Tony Smith and the team.

Financial review
Financial position

The financial statements are set out on pages 8 to 19. The financial statements have prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2019) – (Charities SORP (FRS102)) and the Companies Act 2006

The Trustees consider the financial performance by the Charity during the year to have been satisfactory.

In common with most organisations, the Trust is exposed to increasing costs at the present time. Notwithstanding this, in association with English Heritage Trust it was decided not to raise our visitor admission prices for a second year thereby further making the fort an even better value-for-money destination.

The Statement of Financial Activities shows net income for the period of £4,266 (2022: £30,778). Total Funds at 31 March 2024 stand at £247,981 (31 December 2022: £243,715). The Trustees are satisfied that the Charity holds an adequate amount of liquid assets (in the form of bank and building society deposits) to ensure that it is able to meet its obligations as they fall due.

Financial review
Reserves policy
Unrestricted Funds

Free reserves are represented by net current assets within the Unrestricted Funds of the Charity. Free reserves ensure the resilience and sustainability of the Charity in such circumstances as when encountering:

- a temporary period of reduced income
- an unexpected increase in operational costs
- unexpected management/overhead costs

The Trustees continue to take into account relevant guidance, including that provided by the Charity Commission in CC19 "Charity Reserves: Building Resilience". The continuing review examines potential risks and assesses these risks against costs to determine an appropriate and prudent level of reserves, together with an appropriate management framework.

Designated Funds

As part of its review of Reserves the Trustees have confirmed the designation of Unrestricted Funds in respect of the following strategic developments included within the Trust's current strategic plans:

(i) Artefacts Fund
The Trust is always looking at ways to enhance its collection of artifacts, particularly ordnance. These items are infrequently available and the Trust needs to be able to respond promptly to any opportunity as it emerges. In recent years the Trust has spent over £25,000 on ordnance.

(ii) Capital Investment Fund
Several large-scale improvements have been identified by the Trustees as being required both to further enhance the visitor experience and promote the Trust's objectives or to ensure that artefacts are maintained in a suitable environment.

(iii) Heritage Lottery Fund
There are significant opportunities for accessing Heritage Lottery funds which normally require an element of matched funding. This Fund has been established by the Trustees to allow the Trust to submit future bids as opportunities arise, either independently or in partnership with other organisations.

(iv) Visitor Facilities Fund
Portable chemical toilets have been in use at the fort for many years. The significant increase in visitor numbers achieved in recent years mean that this solution is not considered by the Trustees to be sustainable and £20,000 has been allocated from the Capital Investment Fund with an additional £30,000 from the General Fund for a project to provide permanent visitor facilities. It is hoped that external funding can also be secured in this respect as the overall cost is likely to be significant.

Future plans
The Trust continues to develop the facilities and interpretation of the fort in order to attract visitors. The funds generated enable the Trust to continue its educational activity and to enable both local people and visitors to have access to and experience their heritage.

Structure, governance and management
Governing document
The Landguard Fort Trust is constituted by Deed of Trust and is a Registered Charity No 1044712 and an Incorporated Company limited by Guarantee No 3024733.

Structure, governance and management
Recruitment and appointment of new trustees
Individuals who make themselves known to the Trust or who are identified as potential trustees are interviewed by two trustees and are then invited to observe at a Trustee meeting. Potential trustees are required to sign the Trustee Code of Conduct and are then co-opted to attend Trustee meetings until the next Annual General Meeting. At the AGM new Trustees are subject to election by members and can then serve. Trustees retire by rotation, one third retiring every year. Trustees may then apply for re-election as specified in the Memorandum of Association.

Landguard Fort Trust is an active member of The Landguard and Felixstowe Conservation Trust (formerly The Landguard Partnership) which is a collection of Landguard Peninsular stakeholders who coordinate the management of the peninsula and develop and implement plans to improve the area as a visitor attraction whilst conserving the heritage and habitat.

Related parties
There are no transactions with related parties requiring disclosure.

Reference and administrative details
Registered Company Number
3024733 (England and Wales)

Registered Charity Number
1044712

Registered office
Landguard Fort
View Point Road
Felixstowe
IP11 3TW

Independent examiner
Adrian Rush
150 Chelsworth Road
Felixstowe
IP11 2UJ

Bankers
The Trust's bankers are TSB Bank plc, 16 Buttermarket, Ipswich, IP1 1BG

Approved by order of the board of trustees on 13th January 2025 and signed on its behalf by:

.....
Mr T Clarke - Trustee

Independent examiner's report to the trustees of
Landguard fort trust

Independent examiner's report to the trustees of Landguard Fort Trust ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the period 1 January 2023 to 31 March 2024.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Adrian Rush

Date: 13 JANUARY 2025

Landguard Fort Trust

Statement of financial activities
for the Period 1 January 2023 to 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	Period 1.1.23 to 31.3.24 Total funds £	Year Ended 31.12.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		98,004	-	98,004	98,135
Charitable activities					
English Heritage		-	-	-	7,484
Other trading activities	2	80,353	-	80,353	64,915
Investment income	3	3,481	-	3,481	780
Other income		516	-	516	145
Total		182,354	-	182,354	171,459
EXPENDITURE ON					
Raising funds		38,878	-	38,878	31,794
Charitable activities					
Fort opening		31,914	-	31,914	33,842
Other		106,735	561	107,296	75,045
Total		177,527	561	178,088	140,681
NET INCOME/(EXPENDITURE)		4,827	(561)	4,266	30,778
RECONCILIATION OF FUNDS					
Total funds brought forward		240,216	3,499	243,715	212,937
TOTAL FUNDS CARRIED FORWARD		245,043	2,938	247,981	243,715

The notes form part of these financial statements

Landguard Fort Trust

Balance sheet
31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	31.3.24 Total funds £	31.12.22 Total funds £
FIXED ASSETS					
Tangible assets	9	15,149	-	15,149	16,715
Heritage assets	10	22,581	-	22,581	21,809
		37,730	-	37,730	38,524
CURRENT ASSETS					
Stocks	11	14,002	-	14,002	11,257
Debtors	12	7,864	-	7,864	6,716
Cash at bank and in hand		192,739	2,938	195,677	196,467
		214,605	2,938	217,543	214,440
CREDITORS					
Amounts falling due within one year	13	(7,292)	-	(7,292)	(9,249)
NET CURRENT ASSETS		207,313	2,938	210,251	205,191
TOTAL ASSETS LESS CURRENT LIABILITIES		245,043	2,938	247,981	243,715
NET ASSETS		245,043	2,938	247,981	243,715
FUNDS	14				
Unrestricted funds				245,043	240,216
Restricted funds				2,938	3,499
TOTAL FUNDS				247,981	243,715

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the period ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

continued...

Balance sheet - continued
31 March 2024

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 13th January 2025 and were signed on its behalf by:

Mr T Clarke - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are sufficient reserves to enable the Trust to continue as a going concern.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. Income is shown net of VAT.

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and Is not deferred.

Investment income is recognised on a receivable basis.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is shown net of VAT. Expenditure is accounted for on an accruals 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.

Charitable activities
Charitable expenditure shall include all expenditure directly related to the objects of the charity including the following :-
- Activities in furtherance of the charity's objectives
The cost of goods and services and ancillary trading costs that have been incurred in charitable activities.
- Support costs of activities
Support costs of activities for charitable purposes comprising the salary costs of the Manager.

Tangible fixed assets
All assets costing more than £500 are capitalised and valued at historical cost.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.
Improvements to property - 10% on cost
Video and audio equipment - 33% on cost

Heritage assets
All heritage assets are stated at cost less depreciation.
Where in the opinion of the Trustees the estimated residual value is not markedly different from the carrying amount no depreciation is charged as it is deemed immaterial

continued...

1. ACCOUNTING POLICIES - continued

Stocks
Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation
As a registered charity, the Trust is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. .

Fund accounting
The Charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the Trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

There is no formal policy of transfer between funds or on the allocation of funds to designated funds, other than that described above.

Any other proposed transfer between funds would be considered on the particular circumstances.

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

2. OTHER TRADING ACTIVITIES

	Period 1.1.23 to 31.3.24	Year Ended 31.12.22
	£	£
Events	29,622	17,129
Shop and Tea Room income	38,084	37,277
Ticket office sales	498	655
Groups & tours	4,891	3,284
Trails	7,258	6,570
	80,353	64,915

3. INVESTMENT INCOME

	Period 1.1.23 to 31.3.24	Year Ended 31.12.22
	£	£
Deposit account interest	3,481	780

continued...

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	Period 1.1.23 to 31.3.24	Year Ended 31.12.22
	£	£
Depreciation - owned assets	6,261	3,817

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 31 March 2024 nor for the year ended 31 December 2022.

Trustees' expenses

There were no trustees' expenses paid for the period ended 31 March 2024 nor for the year ended 31 December 2022.

6. STAFF COSTS

The average monthly number of employees during the period was as follows:

	Period 1.1.23 to 31.3.24	Year Ended 31.12.22
Administration	2	2

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	78,131	20,004	98,135
Charitable activities			
English Heritage	7,484	-	7,484
Other trading activities	64,915	-	64,915
Investment income	780	-	780
Other income	145	-	145
Total	151,455	20,004	171,459
EXPENDITURE ON			
Raising funds	31,794	-	31,794
Charitable activities			
Fort opening	26,299	7,543	33,842
Other	56,349	18,696	75,045

continued...

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Total	114,442	26,239	140,681
NET INCOME/(EXPENDITURE)	37,013	(6,235)	30,778
RECONCILIATION OF FUNDS			
Total funds brought forward	203,203	9,734	212,937
TOTAL FUNDS CARRIED FORWARD	240,216	3,499	243,715

8. FEES FOR EXAMINATION OF THE ACCOUNTS

The fee charged in respect of the independent examination of the Trust's financial statements for the year ended 31 December 2022 was £500 (2021: £500). The Independent Examiner provides no other professional or business services to the Trust.

9. TANGIBLE FIXED ASSETS

	Improvements to property £	Video and audio equipment £	Fixtures and fittings £	Totals £
Cost				
At 1 January 2023	25,860	18,363	4,900	49,123
Additions	-	-	4,695	4,695
At 31 March 2024	25,860	18,363	9,595	53,818
Depreciation				
At 1 January 2023	12,065	18,363	1,980	32,408
Charge for year	3,233	-	3,028	6,261
At 31 March 2024	15,298	18,363	5,008	38,669
Net book value				
At 31 March 2024	10,562	-	4,587	15,149
At 31 December 2022	13,795	-	2,920	16,715

continued...

10. HERITAGE ASSETS

	Total
	£
Market value	
At 1 January 2023	21,809
Additions	772
At 31 March 2024	22,581
Net book value	
At 31 March 2024	22,581
At 31 December 2022	21,809

Heritage Assets comprise historic weaponry which was purchased during the financial year ended 31 March 2016 and the current period. There have been no subsequent disposal. The Trustees do not consider that there is any impairment event requiring to be recognised in the current period or in earlier years in relation to this category of assets. The accounting policy for this category of assets is set out in Note 1 to these Accounts.

11. STOCKS

	31.3.24	31.12.22
	£	£
Goods for resale	14,002	11,257

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.12.22
	£	£
Trade debtors	627	2,127
VAT	2,481	1,677
Prepayments	4,756	2,912
	7,864	6,716

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.12.22
	£	£
Trade creditors	2,319	4,894
Social security and other taxes	1,334	689
Other creditors	206	-
Accrued expenses	3,433	3,666
	7,292	9,249

continued...

14. MOVEMENT IN FUNDS

	At 1.1.23 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	145,644	8,060	(30,000)	123,704
Artefacts fund	30,000	-	-	30,000
Heritage Lottery Bid fund	15,000	-	-	15,000
Capital investment fund	49,572	(3,233)	(20,000)	26,339
Visitor Facilities fund	-	-	50,000	50,000
	240,216	4,827	-	245,043
Restricted funds				
Project AV	1,000	(106)	-	894
Project Drive	1,500	-	-	1,500
Defibrillator fund	999	(455)	-	544
	3,499	(561)	-	2,938
TOTAL FUNDS	243,715	4,266	-	247,981

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	182,354	(174,294)	8,060
Capital investment fund	-	(3,233)	(3,233)
	182,354	(177,527)	4,827
Restricted funds			
Project AV	-	(106)	(106)
Defibrillator fund	-	(455)	(455)
	-	(561)	(561)
TOTAL FUNDS	182,354	(178,088)	4,266

continued...

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
General fund	106,045	39,599	145,644
Artefacts fund	30,000	-	30,000
Heritage Lottery Bid fund	15,000	-	15,000
Capital investment fund	52,158	(2,586)	49,572
	203,203	37,013	240,216
Restricted funds			
Project AV	1,000	-	1,000
Project Drive	1,500	-	1,500
Plan for the future	6,663	(6,663)	-
Project Signage	571	(571)	-
Defibrillator fund	-	999	999
	9,734	(6,235)	3,499
TOTAL FUNDS	212,937	30,778	243,715

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	151,455	(111,856)	39,599
Capital investment fund	-	(2,586)	(2,586)
	151,455	(114,442)	37,013
Restricted funds			
Plan for the future	-	(6,663)	(6,663)
Project Signage	-	(571)	(571)
Kick Start fund	6,696	(6,696)	-
Defibrillator fund	1,308	(309)	999
Deputy fund	12,000	(12,000)	-
	20,004	(26,239)	(6,235)
TOTAL FUNDS	171,459	(140,681)	30,778

The trustees have created the following Designated Funds from Unrestricted Funds:

(i) Artefacts Fund - balance at 31 March 2024: £30,000
The Trustees designated an initial £30,000 to this Fund. At 31 March 2024 £22,580 of this Fund is represented by the Heritage Assets included in Note 10 to these Accounts.

(ii) Capital Investment Fund - balance at 31 March 2024: £26,339

continued...

14. MOVEMENT IN FUNDS - continued

The Trustees have designated £60,000 to this Fund. At 31 March 2024 this has been reduced to £26,339 as a consequence of cumulative depreciation being charged in respect of the acquired assets as noted above. Of the remaining net balance on this Fund, £10,562 is represented by fixed assets included in Note 9 to these Accounts.

(iii) Heritage Lottery Fund - balance at 31 March 2024: £15,000

This Fund has been established by the Trustees to allow the Trust to submit future bids as future opportunities arise, either independently or in partnership with other organisations..

(iv) Visitor Facilities Fund - balance at 31 March 2024: £50,000

The Trustees have designated £50,000 to replace the chemical toilets with a toilet block to provide permanent visitor facilities.

Restricted Funds
Funds established by grants from Felixstowe Town Council as follows:

- Project AV, in 2020 for additional Audio Visual capability.

- Project Drive, in 2020 to cover improved visitor experience for disabled and visitors with restricted mobility.

- Project Signage in 2021 to renew interpretation for visitors.

Funds established by a grant from East Suffolk Council:

- Plan for the future, in 2021 to provide a tour guide app for visitors.

- Deputy fund in 2022 to help finance the salary of the new Deputy Manager.

Fund established by a grant from The Food Kitchen:

- Kick Start fund in 2022 to fund employment under the Kick Start Programme.

Fund established by a grant from Felixstowe Lions Club:

- Defibrillator fund in 2022 to acquire a defibrillator

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the period ended 31 March 2024.

Landguard Fort Trust

Detailed statement of financial activities
for the Period 1 January 2023 to 31 March 2024

	Period 1.1.23 to 31.3.24 £	Year Ended 31.12.22 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	1,357	3,292
Membership fees	1,149	140
Admissions	79,498	72,700
Grants received	16,000	22,003
	98,004	98,135
Other trading activities		
Events	29,622	17,129
Shop and Tea Room income	38,084	37,277
Ticket office sales	498	655
Groups & tours	4,891	3,284
Trails	7,258	6,570
	80,353	64,915
Investment income		
Deposit account interest	3,481	780
Charitable activities		
English Heritage management fee	-	7,484
Other income		
Sundry	516	145
Total incoming resources	182,354	171,459
EXPENDITURE		
Other trading activities		
Purchases	24,975	24,002
Events staging costs	13,903	7,792
	38,878	31,794
Charitable activities		
Fort opening	24,141	14,631
Repairs and renewals	3,153	11,712
Fort Forward project	2,952	3,528
Seaward Defence project	1,668	-
	31,914	29,871
Support costs		

Landguard Fort Trust

Detailed statement of financial activities
for the Period 1 January 2023 to 31 March 2024

	Period 1.1.23 to 31.3.24 £	Year Ended 31.12.22 £
Support costs		
Management		
Wages	82,488	57,694
Social security	755	-
Pensions	1,595	1,007
Insurance	3,086	3,279
Postage and stationery	371	467
Advertising	1,575	2,712
Sundries	42	-
Resource Costs	7,089	4,340
Accountancy	1,731	1,871
Professional fees	-	2,000
Uniform	693	782
Depreciation of tangible and heritage assets	6,261	3,817
	105,686	77,969
Finance		
Bank charges	684	547
Other		
Independent examination	500	500
Accounting differences	426	-
	926	500
Total resources expended	178,088	140,681
Net income	4,266	30,778

LANDGUARD FORT TRUST

England & Wales - Charity number 1044712

Accounts

REGISTERED COMPANY NUMBER: 03024733 (England and Wales)
REGISTERED CHARITY NUMBER: 1044712

Report of the trustees and

Unaudited financial statements for the year ended 31 December 2022

For

Landguard Fort Trust

Landguard Fort Trust

Contents of the financial statements
for the Year Ended 31 December 2022

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Landguard Fort Trust

Report of the trustees
for the Year Ended 31 December 2022

The Trustees, who are also directors of the Charity for the purposes of the Companies Act 2006, present their report with the independently examined financial statements of the Charity for the year ended 31 December 2022.

The Charity is a Company limited by guarantee and has no share capital and was incorporated on 21st February 1995. The Charity was established under a Memorandum of Association and is governed under its Articles of Association.

The Trustees

Mr T Clarke (Chair)

Mr S J Curtis

Mr J W Ogden

Mr M Sharman

Mr C D Slemmings (Vice Chair)

Mr M Stephenson (Company Secretary)

Mr K J Sullivan (Treasurer)

Mr P Poole

Objectives and activities
Objectives and aims
The main objective is to increase the public's understanding and educational use of the fort. in the form of the written word, illustrations, guided tours, audio-visual presentations and the staging of special events in and around the Fort.

The objectives of the Charity are to advance the education of the public about:

" the role of Landguard Fort, Felixstowe as a building of great historical and educational interest in the defence of the realm, and

" the ways in which the inhabitants of Landguard Fort lived their daily lives

Significant activities
The Charity's aims are to open Landguard Fort to the public and to create a unique exhibition, educational facility and visitor attraction. This is achieved through a Local Management Agreement with English Heritage Trust and the recruitment of a force of Landguard Fort Volunteers without whom the aspirations could not be met. A General Manager and Operations Assistant are employed to oversee the day to day running of the Trust's activities.

The Trustees work with English Heritage Trust, Felixstowe Town Council, East Suffolk Council, the Landguard Partnership, the recently formed Landguard and Felixstowe Conservation Trust and the Port of Felixstowe and thank them for their continuing and valued support, without which it would be considerably more difficult for the Trust to meet its charitable objectives.

Objectives and activities

Public benefit

The Trustees confirm that they have paid due regard to the Charity Commission's guidance on public benefit and have strived to ensure that the Charity's activities reflect this. For the public benefit the Trust informs visitors of the history of Landguard Fort which is part of the heritage of England.

This includes exhibitions of the lives and work of the soldiers who lived there throughout the period 1650 to 1956 featuring exhibitions of guns, the historic development of the fort and the recreations of living and working conditions.

The Trust continues to promote its role, this year using radio advertising and printed and social media channels to reach potential new audiences. We actively encourage visits from younger audiences with a policy of not only providing free visits for school groups but supplying an experienced guide for these groups wherever possible. We also collaborate with national heritage days allowing free entry, providing opportunities for visitors of all backgrounds to gain access to the fort.

Volunteers

This report clearly identifies how important volunteers are to the very existence of the Trust and our ability to open the Fort to the public. We carry out several volunteer related activities including:

- Best practice
- Smartlog H&S training
- NCVO training
- Breakfast 'club'
- Quiz and meal evenings
- Annual Luncheon
- Volunteer wellbeing
- EH Affiliate Scheme
- Toolbox Talks

All of these help to create an atmosphere where volunteers want to contribute their time in looking after and opening a scheduled monument to the public. A special thank you is due to our General Manager, Nicola Barker, who does so much to create such a special environment for our volunteers.

We warmly welcome new Volunteers aged 18 and above from all backgrounds, who can always find an area of interest in which to contribute to and join a community which not only prepares and presents the fort for our many visitors but also enjoys the fun of working together and shared social events.

The Landguard and Felixstowe Charitable Trust

This year also saw the foundation of the Landguard and Felixstowe Charitable Trust. This charity which is a Community Interest Organisation (CIO) succeeds the old Landguard Partnership which had no legal status. The Board of Trustees is comprised of representatives from East Suffolk District Council (ESDC), English Heritage (EH), Landguard Fort Trust (LFT), Felixstowe Museum (FM) and the Landguard Conservation Trust (Bird Observatory), five independent trustees and an independent Chair.

The Charitable objectives of the new Trust are to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment and preservation of the historical architectural, archaeological, and natural heritage of Landguard point and surrounding areas by (a) working with stakeholders, local voluntary groups and other partners, and (b) providing or assisting in the provision of advice, support and grants.

Landguard Fort Trust will be working closely with the new body to promote all our charitable objectives.

Achievement and performance
Charitable activities
This year saw the resumption of activities to near normal levels but without early season opening during the February half term. There was a relatively full programme of events throughout the year, including the late Queen's Jubilee celebration, partnering with Felixstowe Carnival, and culminating with the very successful Halloween and Christmas events. We welcomed over 22,000 visitors to the fort, well ahead of our post covid target of 18,000 visitors.
Once again, the shop and tearoom provided a fantastic service for our visitors and provided an essential income stream to support our activities. A great deal of effort increased the range of our retail offer in both shop and tearoom.
We welcomed Clare Baker who joined the management team as Deputy Manager, bringing a wealth of experience in tourism combined with her operational knowledge of events in Felixstowe.
The recovery plan formulated at the close of the 2021 season included the allocation of funds to create the new Deputy Manager post and enable the Trust to mount a greater number of events whilst supporting our volunteers. As part of that plan a new financial arrangement regarding income and financial support was agreed with English Heritage. Our thanks to Katie Chown, Free Sites Partnership Manager (East) of English Heritage, who helped to facilitate the new arrangement for the Trust.
We also welcomed Jude Courtney as part of the Kick Start programme. The Trust were delighted to be part of the programme and were really pleased with Jude's help during our 'recovery' season. He made a great contribution and also returned as a volunteer; we all wish him well for the future.

The enhancement of displays is critical to the educational role of the Trust and the completion of the upgrade of the interpretation signage was a truly significant achievement. The reorganisation of the workshop combined with an ever-increasing supply of innovative designs for events meant a considerable amount of work for all the handy volunteers. The range of work, from preparing Scheduled Monument Consents, throne construction and everything in between is a testimony to both how skilful and how generous with their time, are volunteers. A list of other achievements for 2022 from the Fort Forward team include:

– Opening up of the roof and Port War Signal Station for guided tours
– Multi-media Tour Guide (downloadable app to visitors' smart device)
– Improved wheelchair access (ramps) to rooms
– Replica cannon – two 17th Century cannon purchased
– Integrated Fire Alarm system installed
– Victorian Officer's Quarters – new interpretation room
– Replacing steel barriers used for the one-way system
– Introduced evening Ghost Tours

A huge thank you to everyone involved in the projects and to Trustee Steve Curtis for leading the group.

Financial review
Financial position
The financial statements are set out on pages 7 to 18. The financial statements have prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2019) – (Charities SORP (FRS102)) and the Companies Act 2006

The Trustees consider the financial performance by the Charity during the year to have been satisfactory.

In common with most organisations, the Trust is exposed to increasing costs at the present time. Notwithstanding this, in association with English Heritage Trust it was decided not to raise our visitor admission prices for a second year thereby further making the fort an even better value-for-money destination.

The Statement of Financial Activities shows net income for the year of £30,778 (2021: £12,907). Total Funds at 31 December 2022 stand at £243,715 (2021: £212,937). The Trustees are satisfied that the Charity holds an adequate amount of liquid assets (in the form of bank and building society deposits) to ensure that it is able to meet its obligations as they fall due.

Financial review
Reserves policy
Unrestricted Funds

Free reserves are represented by net current assets within the Unrestricted Funds of the Charity. Free reserves ensure the resilience and sustainability of the Charity in such circumstances as when encountering:

• a temporary period of reduced income

• an unexpected increase in operational costs

• unexpected management/overhead costs

The Trustees continue to take into account relevant guidance, including that provided by the Charity Commission in CC19 "Charity Reserves: Building Resilience". The continuing review examines potential risks and assesses these risks against costs to determine an appropriate and prudent level of reserves, together with an appropriate management framework, for 2022.

Designated Funds

As part of its review of Reserves the Trustees have confirmed the designation of Unrestricted Funds in respect of the following strategic developments included within the Trust's current strategic plans:

(i) Artefacts Fund
The Trust is always looking at ways to enhance its collection of artifacts, particularly ordnance. These items are infrequently available and the Trust needs to be able to respond promptly to any opportunity as it emerges. In recent years the Trust has spent over £25,000 on ordnance.

(ii) Capital Investment Fund
Several large-scale improvements have been identified by the Trustees as being required both to further enhance the visitor experience and promote the Trust's objectives or to ensure that artefacts are maintained in a suitable environment.

Portable chemical toilets have been in use at the fort for many years. The significant increase in visitor numbers achieved in recent years mean that this solution is not considered by the Trustees to be sustainable and £20,000 has been allocated within the Capital Investment Fund for a project to provide permanent visitor facilities. It is hoped that external funding can also be secured in this respect as the overall cost is likely to be significant. Since the year end the Trustees agreed to allocate a further £30,000 for the Toilet Block Project

(iii) Heritage Lottery Fund
There are significant opportunities for accessing Heritage Lottery funds which normally require an element of matched funding. This Fund has been established by the Trustees to allow the Trust to submit future bids as opportunities arise, either independently or in partnership with other organisations.

Future plans
The Trust continues to develop the facilities and interpretation of the fort in order to attract visitors. The funds generated enable the Trust to continue its educational activity and to enable both local people and visitors to have access to and experience their heritage.

Structure, governance and management
Governing document
The Landguard Fort Trust is constituted by Deed of Trust and is a Registered Charity No 1044712 and an Incorporated Company limited by Guarantee No 3024733.

Structure, governance and management
Recruitment and appointment of new trustees
Individuals who make themselves known to the Trust or who are identified as potential trustees are interviewed by two trustees and are then invited to observe at a Trustee meeting. Potential trustees are required to sign the Trustee Code of Conduct and are then co-opted to attend Trustee meetings until the next Annual General Meeting. At the AGM new Trustees are subject to election by members and can then serve. Trustees retire by rotation, one third retiring every year. Trustees may then apply for re-election as specified in the Memorandum of Association.

Landguard Fort Trust is an active member of The Landguard and Felixstowe Conservation Trust (formerly The Landguard Partnership) which is a collection of Landguard Peninsular stakeholders who coordinate the management of the peninsula and develop and implement plans to improve the area as a visitor attraction whilst conserving the heritage and habitat.

Related parties
There are no transactions with related parties requiring disclosure.

Reference and administrative details
Registered Company Number
3024733 (England and Wales)

Registered Charity Number
1044712

Registered office
Landguard Fort
View Point Road
Felixstowe
IP11 3TW

Independent examiner
Adrian Rush

Bankers
The Trust's bankers are TSB Bank plc, 33 Hamilton Road, Felixstowe, IP11 7BA.

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

.....
Mr T Clarke - Trustee

Independent examiner's report to the trustees of
Landguard fort trust

Independent examiner's report to the trustees of Landguard Fort Trust ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Adrian Rush

Date: .....

Landguard Fort Trust

Statement of financial activities
for the Year Ended 31 December 2022

	Notes	Unrestricted funds £	Restricted funds £	31.12.22 Total funds £	31.12.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		78,131	20,004	98,135	12,401
Charitable activities					
English Heritage		7,484	-	7,484	39,844
Other trading activities	2	64,915	-	64,915	39,146
Investment income	3	780	-	780	381
Other income		145	-	145	6,569
Total		151,455	20,004	171,459	98,341
EXPENDITURE ON					
Raising funds		31,794	-	31,794	18,728
Charitable activities					
Fort opening		26,299	7,543	33,842	23,004
Other		56,349	18,696	75,045	43,702
Total		114,442	26,239	140,681	85,434
NET INCOME/(EXPENDITURE)		37,013	(6,235)	30,778	12,907
RECONCILIATION OF FUNDS					
Total funds brought forward		203,203	9,734	212,937	200,030
TOTAL FUNDS CARRIED FORWARD		240,216	3,499	243,715	212,937

The notes form part of these financial statements

Landguard Fort Trust

Balance sheet
31 December 2022

	Notes	Unrestricted funds £	Restricted funds £	31.12.22 Total funds £	31.12.21 Total funds £
FIXED ASSETS					
Tangible assets	9	15,716	999	16,715	17,875
Heritage assets	10	21,809	-	21,809	21,809
		37,525	999	38,524	39,684
CURRENT ASSETS					
Stocks	11	11,257	-	11,257	11,764
Debtors	12	6,716	-	6,716	31,989
Cash at bank and in hand		193,967	2,500	196,467	133,128
		211,940	2,500	214,440	176,881
CREDITORS					
Amounts falling due within one year	13	(9,249)	-	(9,249)	(3,628)
NET CURRENT ASSETS		202,691	2,500	205,191	173,253
TOTAL ASSETS LESS CURRENT LIABILITIES		240,216	3,499	243,715	212,937
NET ASSETS		240,216	3,499	243,715	212,937
FUNDS	14				
Unrestricted funds				240,216	203,203
Restricted funds				3,499	9,734
TOTAL FUNDS				243,715	212,937

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for
(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

continued...

Balance sheet - continued
31 December 2022

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

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

.....
Mr T Clarke - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are sufficient reserves to enable the Trust to continue as a going concern.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. Income is shown net of VAT.

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and Is not deferred.

Investment income is recognised on a receivable basis.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is shown net of VAT. Expenditure is accounted for on an accruals 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.

Charitable activities
Charitable expenditure shall include all expenditure directly related to the objects of the charity including the following :-
- Activities in furtherance of the charity's objectives
The cost of goods and services and ancillary trading costs that have been incurred in charitable activities.
- Support costs of activities
Support costs of activities for charitable purposes comprising the salary costs of the Manager.

Tangible fixed assets
All assets costing more than £500 are capitalised and valued at historical cost.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.
Improvements to property - 10% on cost
Video and audio equipment - 33% on cost

Heritage assets
All heritage assets are stated at cost less depreciation.
Where in the opinion of the Trustees the estimated residual value is not markedly different from the carrying amount no depreciation is charged as it is deemed immaterial

continued...

1. ACCOUNTING POLICIES - continued

Stocks
Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation
As a registered charity, the Trust is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. .

Fund accounting
The Charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the Trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

There is no formal policy of transfer between funds or on the allocation of funds to designated funds, other than that described above.

Any other proposed transfer between funds would be considered on the particular circumstances.

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

2. OTHER TRADING ACTIVITIES

	31.12.22	31.12.21
	£	£
Events	17,129	1,075
Shop and Tea Room income	37,277	27,298
Ticket office sales	655	4,883
Groups & tours	3,284	2,014
Trails	6,570	3,876
	64,915	39,146

3. INVESTMENT INCOME

	31.12.22	31.12.21
	£	£
Deposit account interest	780	381

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.22	31.12.21
	£	£
Depreciation - owned assets	3,817	3,332

continued...

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2022 nor for the year ended 31 December 2021.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.12.22	31.12.21
Administration	2	1

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	1,490	10,911	12,401
Charitable activities			
English Heritage	39,844	-	39,844
Other trading activities	39,146	-	39,146
Investment income	381	-	381
Other income	6,569	-	6,569
Total	87,430	10,911	98,341
EXPENDITURE ON			
Raising funds	18,728	-	18,728
Charitable activities			
Fort opening	19,890	3,114	23,004
Other	43,139	563	43,702
Total	81,757	3,677	85,434
NET INCOME	5,673	7,234	12,907
RECONCILIATION OF FUNDS			
Total funds brought forward	197,530	2,500	200,030
TOTAL FUNDS CARRIED FORWARD	203,203	9,734	212,937

continued...

8. FEES FOR EXAMINATION OF THE ACCOUNTS

The fee charged in respect of the independent examination of the Trust's financial statements for the year ended 31 December 2022 was £500 (2021: £500). The Independent Examiner provides no other professional or business services to the Trust.

9. TANGIBLE FIXED ASSETS

	Improvements to property £	Video and audio equipment £	Fixtures and fittings £	Totals £
Cost				
At 1 January 2022	25,860	18,363	2,243	46,466
Additions	-	-	2,657	2,657
At 31 December 2022	25,860	18,363	4,900	49,123
Depreciation				
At 1 January 2022	9,479	18,363	749	28,591
Charge for year	2,586	-	1,231	3,817
At 31 December 2022	12,065	18,363	1,980	32,408
Net book value				
At 31 December 2022	13,795	-	2,920	16,715
At 31 December 2021	16,381	-	1,494	17,875

10. HERITAGE ASSETS

	Total £
Market value	
At 1 January 2022 and 31 December 2022	21,809
Net book value	
At 31 December 2022	21,809
At 31 December 2021	21,809

Heritage Assets comprise historic weaponry which was purchased during the financial year ended 31 March 2016. There have been no subsequent additions or disposals nor do the Trustees consider that there is any impairment event requiring to be recognised in the current or in earlier years in relation to this category of assets. The accounting policy for this category of assets is set out in Note 1 to these Accounts.

continued...

11. STOCKS

	31.12.22	31.12.21
	£	£
Goods for resale	11,257	11,764

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.22	31.12.21
	£	£
Trade debtors	2,127	29,109
VAT	1,677	1,735
Prepayments	2,912	1,145
	6,716	31,989

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.22	31.12.21
	£	£
Trade creditors	4,894	597
Social security and other taxes	689	352
Accrued expenses	3,666	2,679
	9,249	3,628

14. MOVEMENT IN FUNDS

	At 1.1.22	Net movement in funds	At 31.12.22
	£	£	£
Unrestricted funds			
General fund	106,045	39,599	145,644
Artefacts fund	30,000	-	30,000
Heritage Lottery Bid fund	15,000	-	15,000
Capital investment fund	52,158	(2,586)	49,572
	203,203	37,013	240,216
Restricted funds			
Project AV	1,000	-	1,000
Project Drive	1,500	-	1,500
Plan for the future	6,663	(6,663)	-
Project Signage	571	(571)	-
Defibrillator fund	-	999	999
	9,734	(6,235)	3,499
TOTAL FUNDS	212,937	30,778	243,715

continued...

14. MOVEMENT IN FUNDS - continued

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	151,455	(111,856)	39,599
Capital investment fund	-	(2,586)	(2,586)
	151,455	(114,442)	37,013
Restricted funds			
Plan for the future	-	(6,663)	(6,663)
Project Signage	-	(571)	(571)
Kick Start fund	6,696	(6,696)	-
Defibrillator fund	1,308	(309)	999
Deputy fund	12,000	(12,000)	-
	20,004	(26,239)	(6,235)
TOTAL FUNDS	171,459	(140,681)	30,778

Comparatives for movement in funds

	At 1.1.21	Net movement in funds	At 31.12.21
	£	£	£
Unrestricted funds			
General fund	97,789	8,256	106,045
Artefacts fund	30,000	-	30,000
Heritage Lottery Bid fund	15,000	-	15,000
Capital investment fund	54,741	(2,583)	52,158
	197,530	5,673	203,203
Restricted funds			
Project AV	1,000	-	1,000
Project Drive	1,500	-	1,500
Plan for the future	-	6,663	6,663
Project Signage	-	571	571
	2,500	7,234	9,734
TOTAL FUNDS	200,030	12,907	212,937

continued...

14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	87,430	(79,174)	8,256
Capital investment fund	-	(2,583)	(2,583)
	87,430	(81,757)	5,673
Restricted funds			
Plan for the future	10,211	(3,548)	6,663
Project Signage	700	(129)	571
	10,911	(3,677)	7,234
TOTAL FUNDS	98,341	(85,434)	12,907

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.21 £	Net movement in funds £	At 31.12.22 £
Unrestricted funds			
General fund	97,789	47,855	145,644
Artefacts fund	30,000	-	30,000
Heritage Lottery Bid fund	15,000	-	15,000
Capital investment fund	54,741	(5,169)	49,572
	197,530	42,686	240,216
Restricted funds			
Project AV	1,000	-	1,000
Project Drive	1,500	-	1,500
Defibrillator fund	-	999	999
	2,500	999	3,499
TOTAL FUNDS	200,030	43,685	243,715

continued...

14. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	238,885	(191,030)	47,855
Capital investment fund	-	(5,169)	(5,169)
	238,885	(196,199)	42,686
Restricted funds			
Plan for the future	10,211	(10,211)	-
Project Signage	700	(700)	-
Kick Start fund	6,696	(6,696)	-
Defibrillator fund	1,308	(309)	999
Deputy fund	12,000	(12,000)	-
	30,915	(29,916)	999
TOTAL FUNDS	269,800	(226,115)	43,685

The trustees have created the following Designated Funds from Unrestricted Funds:

(i) Artefacts Fund - balance at 31 December 2022: £30,000
The Trustees designated an initial £30,000 to this Fund. At 31 December 2020 £21,420 of this Fund is represented by the Heritage Assets included in Note 10 to these Accounts.

(**ii) Capital Investment Fund - balance at 31 December 2022: £49,572**

The Trustees designated an initial £80,000 to this Fund. At 31 December 2022 this has been reduced to £49,572 as a consequence of cumulative depreciation being charged in respect of the acquired assets as noted above. Of the remaining net balance on this Fund, £13,797 is represented by fixed assets included in Note 9 to these Accounts.

(iii) Heritage Lottery Fund - balance at 31 December 2022: £15,000

This Fund has been established by the Trustees to allow the Trust to submit future bids as future opportunities arise, either independently or in partnership with other organisations..

Restricted Funds
Funds established by grants from Felixstowe Town Council as follows:

- Project AV, in 2020 for additional Audio Visual capability.

- Project Drive, in 2020 to cover improved visitor experience for disabled and visitors with restricted mobility.

- Project Signage in 2021 to renew interpretation for visitors.

Funds established by a grant from East Suffolk Council:

- Plan for the future, in 2021 to provide a tour guide app for visitors.

- Deputy fund in 2022 to help finance the salary of the new Deputy Manager.

continued...

14. MOVEMENT IN FUNDS - continued

Fund established by a grant from The Food Kitchen:

- Kick Start fund in 2022 to fund employment under the Kick Start Programme.

Fund established by a grant from Felixstowe Lions Club:

- Defibrillator fund in 2022 to acquire a defibrillator

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2022.

Detailed statement of financial activities
for the Year Ended 31 December 2022

	31.12.22 £	31.12.21 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	3,292	950
Membership fees	140	540
Admissions	72,700	-
Grants received	22,003	10,911
	98,135	12,401
Other trading activities		
Events	17,129	1,075
Shop and Tea Room income	37,277	27,298
Ticket office sales	655	4,883
Groups & tours	3,284	2,014
Trails	6,570	3,876
	64,915	39,146
Investment income		
Deposit account interest	780	381
Charitable activities		
English Heritage management fee	7,484	24,502
English Heritage maintenance fee	-	15,342
	7,484	39,844
Other income		
Sundry	145	865
CJRS grants	-	5,704
	145	6,569
Total incoming resources	171,459	98,341
EXPENDITURE		
Other trading activities		
Purchases	24,002	17,616
Events staging costs	7,792	1,112
	31,794	18,728
Charitable activities		
Fort opening	14,631	12,602
Repairs and renewals	11,712	7,619
Fort Forward project costs	3,528	2,783
	29,871	23,004

Detailed statement of financial activities for the Year Ended 31 December 2022

	31.12.22 £	31.12.21 £
Support costs		
Management		
Wages	57,694	28,588
Pensions	1,007	586
Insurance	3,279	3,404
Postage and stationery	467	145
Advertising	2,712	1,006
Sundries	-	276
Resource Costs	4,340	3,040
Accountancy	1,871	550
Professional fees	2,000	1,345
Uniform	782	672
Depreciation of tangible and heritage assets	3,817	3,332
	77,969	42,944
Finance		
Bank charges	547	258
Other		
Independent examination	500	500
Total resources expended	140,681	85,434
Net income	30,778	12,907

LANDGUARD FORT TRUST

England & Wales - Charity number 1044712

Accounts

REGISTERED COMPANY NUMBER: 03024733 (England and Wales)
REGISTERED CHARITY NUMBER: 1044712

Report of the Trustees and

Unaudited Financial Statements for the Year Ended 31 December 2021

for

Landguard Fort Trust

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for the Year Ended 31 December 2021

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Report of the Trustees
for the Year Ended 31 December 2021

The Trustees, who are also directors of the Charity for the purposes of the Companies Act 2006, present their report with the independently examined financial statements of the Charity for the year ended 31 December 2021.

The Charity is a Company limited by guarantee and has no share capital and was incorporated on 21st February 1995. The Charity was established under a Memorandum of Association and is governed under its Articles of Association.

The Trustees

Mr T Clarke (Chairman)

Mr B Connor (retired 7 April 2021)

Mr S J Curtis

Mr J W Ogden

Mr M Sharman

Mr C D Slemmings

Mr M Stephenson (Company Secretary)

Mr K J Sullivan (Treasurer)

Mr P Poole (appointed 4 November 2021)

OBJECTIVES AND ACTIVITIES

Objectives and aims

The main objective is to increase the public's understanding and educational use of the fort. in the form of the written word, illustrations, guided tours, audio-visual presentations and the staging of special events in and around the Fort.

The objectives of the Charity are to advance the education of the public about:

" the role of Landguard Fort, Felixstowe as a building of great historical and educational interest in the defence of the realm, and

" the ways in which the inhabitants of Landguard Fort lived their daily lives

Significant activities

The Charity's aims are to open Landguard Fort to the public and to create a unique exhibition, educational facility and visitor attraction. This is achieved through a Local Management Agreement with English Heritage Trust and the recruitment of a force of Landguard Fort Volunteers without whom the aspirations could not be met. A General Manager and Operations Assistant are employed to oversee the day to day running of the Trust's activities.

The Trustees work with English Heritage Trust, Felixstowe Town Council, East Suffolk Council, the Landguard Partnership, the recently formed Landguard and Felixstowe Conservation Trust and the Port of Felixstowe and thank them for their continuing and valued support, without which it would be considerably more difficult for the Trust to meet its charitable objectives.

OBJECTIVES AND ACTIVITIES

Public benefit

The Trustees confirm that they have paid due regard to the Charity Commission's guidance on public benefit and have strived to ensure that the Charity's activities reflect this. For the public benefit the Trust informs visitors of the history of Landguard Fort which is part of the heritage of England.

This includes exhibitions of the lives and work of the soldiers who lived there throughout the period 1650 to 1956 featuring exhibitions of guns, the historic development of the fort and the recreations of living and working conditions.

The Trust continues to promote its role, this year using radio advertising and printed and social media channels to reach potential new audiences. We actively encourage visits from younger audiences with a policy of not only providing free visits for school groups but supplying an experienced guide for these groups wherever possible. We also collaborate with national heritage days allowing free entry, providing opportunities for visitors of all backgrounds to gain access to the fort.

Volunteers

Volunteers remain at the heart of the Trust. Quite simply, without volunteers, the Trust would cease to exist. Volunteers perform all of the functions at the Trust except for the roles of General Manager and Operations Assistant.

Nearly 50 volunteers, contributing over 12,500 hours of unpaid work annually, mean that the fort can be open for over seven months of the year, seven days a week. They are involved in all aspects of the fort's operations including the ticket office and shop, maintenance and conservation activities and events and shows. Volunteers lead educational visits, guide special groups, manage archiving and displays, and oversee the trust's governance.

We warmly welcome new Volunteers aged 18 and above from all backgrounds, who can always find an area of interest in which to contribute to and join a community which not only prepares and presents the fort for our many visitors but also enjoys the fun of working together and shared social events.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The period covered by this report was again affected by the Covid pandemic following the very difficult 2021 season.

The fort was again limited by a late start to the season but with the tremendous effort by volunteers we restarted our operation with the resolve to achieve as much as possible. We welcomed 14,850 actual visitors to the fort. The retention of the one-way system generated many positive comments.

This, combined with the very successful shop and tea room continued to rank the fort as the No.1 attraction on Tripadvisor for visitors to Felixstowe.

We held a few events which were very successful like hosting the Suffolk Youth orchestra and our Darrell's Day celebration, pirates weekend, 95th Rifles and of course our hosting of the Mayor's charity cheese and wine evening. We have also sold themed trails for our younger visitors all through the season and finished with sales of 2,381 trails.

Our income, spend per head, rose significantly in 2021, this was driven by our active selling, new lines in the gift shop and our ever improving tearoom offer. To put this into context in 2019 LFT income was approximately 30k, this was based on a full season of being open seven days a week and 27,000 visitors. In 2021 the receipts were £35,106 (just on the Square card terminal alone).

A fantastic result and a true testament to the team of volunteers that worked so hard all season.

We continued to invest in the visitor experience:

• Audio Tour Guides - Due to the 'new' one-way route for visitors, the audio guides and associated signage were updated to reflect the new route. Several audio tracks were re-recorded and the 'points-of-interest' signs re-ordered accordingly with new signage provided where required.

• Multi-Media Tour Guides Downloadable to Visitors' Smart Devices – Since the emergence of Covid-19, and the associated health risk to volunteers and the public handling and cleaning the audio handsets, it has not been possible to offer the handsets to our visitors for the last two years.

Due to the uncertainty of when the level of risk will allow us to reintroduce the handsets, we decided to invest in an alternative safe method of delivering the audio tour. Several visitors had suggested that we provide the facility to download the audio tour to their personal smart devices (smartphone, tablet etc.) thus eliminating the risk of cross-contamination to visitors, staff and volunteers. The decision was taken to use our existing audio tour guide provider (Orpheo) who could deliver an affordable, downloadable, multi-media content to visitors' smart devices.

The new Orpheo system increases the experience for those with access problems to inaccessible areas with pictures. The system allows us to control the content and is therefore "future proofed". It also allows 'live' interpretation of a site which cannot be physically altered either for access or physically restored.

• Replacement of Interpretation panels – many of our interpretational panels were looking tired and the content in need of being updated therefore we embarked on the huge task of updating the panels. We were fortunate to have received a small grant from the council to help finance the project.

At the close of 2021 season the trustees committed to a further recovery plan for 2021/22. This committed to create a new Deputy Manager position in order to help with day to day operations but also to drive income from special events. We also decide to recruit from the 'Kickstart' scheme where we could provide an opportunity for a young person to help with our wide range of activities while gaining valuable workplace experience.

We continued to work closely with the nascent Landguard and Felixstowe Conservation Trust which was being formed as the Landguard Partnership was ending.

We made significant progress in another difficult year and is therefore a huge thank you to everyone who has contributed to our recovery.

FINANCIAL REVIEW

Financial position

The financial statements are set out on pages 10 to 21. The financial statements have prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015) – (Charities SORP (FRS102))and the Companies Act 2006

The Trustees consider the financial performance by the Charity during the year to have been satisfactory.

In common with most organisations, the Trust is exposed to increasing costs at the present time. Notwithstanding this, in association with English Heritage Trust it was decided not to raise our visitor admission prices for a second year thereby further making the fort an even better value-for-money destination.

The Statement of Financial Activities shows net income for the year of £12,907 (2020: £25,618). Total Funds at 31 December 2021 stand at £212,937 (2020: £200,030). The Trustees are satisfied that the Charity holds an adequate amount of liquid assets (in the form of bank and building society deposits) to ensure that it is able to meet its obligations as they fall due.

In completing this report the trustees have considered the continued impact of the Covid-19 pandemic on the financial health of the Trust. Whilst the restrictions were being relaxed from June 2021 there remained some uncertainty about further future restrictions due to the pandemic. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from the date of approving these financial statements including a reduced income scenario, and consider the charity will still have sufficient access to cash resources to operate in that period. The trustees therefore have a reasonable expectation that the charity can continue in operation for the foreseeable future.

FINANCIAL REVIEW

Reserves policy

Unrestricted Funds

Free reserves are represented by net current assets within the Unrestricted Funds of the Charity. Free reserves ensure the resilience and sustainability of the Charity in such circumstances as when encountering:

• a temporary period of reduced income

• an unexpected increase in operational costs

• unexpected management/overhead costs

The Trustees continue to take into account relevant guidance, including that provided by the Charity Commission in CC19 "Charity Reserves: Building Resilience". The continuing review examines potential risks and assesses these risks against costs to determine an appropriate and prudent level of reserves, together with an appropriate management framework, for 2021. This review has continued after the period of these accounts to consider the impacts of the Covid-19 pandemic

Designated Funds

As part of its review of Reserves the Trustees have confirmed the designation of Unrestricted Funds in respect of the following strategic developments included within the Trust's current strategic plans:

(i) Artefacts Fund
The Trust is always looking at ways to enhance its collection of artifacts, particularly ordnance. These items are infrequently available and the Trust needs to be able to respond promptly to any opportunity as it emerges. In recent years the Trust has spent over £25,000 on ordnance.

(ii) Capital Investment Fund
Several large-scale improvements have been identified by the Trustees as being required both to further enhance the visitor experience and promote the Trust's objectives or to ensure that artefacts are maintained in a suitable environment.

Portable chemical toilets have been in use at the fort for many years. The significant increase in visitor numbers achieved in recent years mean that this solution is not considered by the Trustees to be sustainable and £20,000 has been allocated within the Capital Investment Fund for a project to provide permanent visitor facilities. It is hoped that external funding can also be secured in this respect as the overall cost is likely to be significant. Since the year end the Trustees agreed to allocate a further £30,000 for the Toilet Block Project

(iii) Heritage Lottery Fund
There are significant opportunities for accessing Heritage Lottery funds which normally require an element of matched funding. This Fund has been established by the Trustees to allow the Trust to submit future bids as opportunities arise, either independently or in partnership with other organisations.

FUTURE PLANS

The Trust continues to develop the facilities and interpretation of the fort in order to attract visitors. The funds generated enable the Trust to continue its educational activity and to enable both local people and visitors to have access to and experience their heritage.

The outlook for the coming year is looking far more positive as it no longer looks like being significantly disrupted by the Covid-19 outbreak. It is hoped that with the Fort open to the public for the whole season the Trust can realign its business plans and financial budgets to start to recover the ground lost to the pandemic.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Landguard Fort Trust is constituted by Deed of Trust and is a Registered Charity No 1044712 and an Incorporated Company limited by Guarantee No 3024733.

Recruitment and appointment of new trustees

Individuals who make themselves known to the Trust or who are identified as potential trustees are interviewed by two trustees and are then invited to observe at a Trustee meeting. Potential trustees are required to sign the Trustee Code of Conduct and are then co-opted to attend Trustee meetings until the next Annual General Meeting. At the AGM new Trustees are subject to election by members and can then serve. Trustees retire by rotation, one third retiring every year. Trustees may then apply for re-election as specified in the Memorandum of Association.

Landguard Fort Trust is an active member of The Landguard and Felixstowe Conservation Trust (formerly The Landguard Partnership) which is a collection of Landguard Peninsular stakeholders who coordinate the management of the peninsula and develop and implement plans to improve the area as a visitor attraction whilst conserving the heritage and habitat.

Related parties

There are no transactions with related parties requiring disclosure.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company Number

3024733 (England and Wales)

Registered Charity Number

1044712

Registered office

Landguard Fort
View Point Road
Felixstowe
IP11 3TW

Independent examiner

Adrian Rush

Bankers

The Trust's bankers are TSB Bank plc, 33 Hamilton Road, Felixstowe, IP11 7BA.

Approved by order of the board of trustees on 8th September 2022 and signed on its behalf by:

.....
Mr T Clarke - Trustee

Independent Examiner's Report to the Trustees of
Landguard Fort Trust

Independent examiner's report to the trustees of Landguard Fort Trust ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2021.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Adrian Rush

Date: 23 September 2022

Statement of Financial Activities
for the Year Ended 31 December 2021

	Notes	Unrestricted funds £	Restricted funds £	31.12.21 Total funds £	31.12.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		1,490	10,911	12,401	13,459
Charitable activities					
English Heritage		39,844	-	39,844	69,185
Other trading activities	2	39,146	-	39,146	9,959
Investment income	3	381	-	381	749
Other income		6,569	-	6,569	8,305
Total		87,430	10,911	98,341	101,657
EXPENDITURE ON					
Raising funds		18,728	-	18,728	3,806
Charitable activities					
Fort opening		19,890	3,114	23,004	11,333
Other		43,139	563	43,702	60,900
Total		81,757	3,677	85,434	76,039
NET INCOME		5,673	7,234	12,907	25,618
RECONCILIATION OF FUNDS					
Total funds brought forward		197,530	2,500	200,030	174,412
TOTAL FUNDS CARRIED FORWARD		203,203	9,734	212,937	200,030

The notes form part of these financial statements

Balance Sheet
31 December 2021

	Notes	Unrestricted funds £	Restricted funds £	31.12.21 Total funds £	31.12.20 Total funds £
FIXED ASSETS					
Tangible assets	9	17,009	866	17,875	18,964
Heritage assets	10	21,809	-	21,809	21,809
		38,818	866	39,684	40,773
CURRENT ASSETS					
Stocks	11	11,764	-	11,764	14,659
Debtors	12	26,452	5,537	31,989	36,859
Cash at bank and in hand		129,797	3,331	133,128	109,938
		168,013	8,868	176,881	161,456
CREDITORS					
Amounts falling due within one year	13	(3,628)	-	(3,628)	(2,199)
NET CURRENT ASSETS		164,385	8,868	173,253	159,257
TOTAL ASSETS LESS CURRENT LIABILITIES		203,203	9,734	212,937	200,030
NET ASSETS		203,203	9,734	212,937	200,030
FUNDS	14				
Unrestricted funds				203,203	197,530
Restricted funds				9,734	2,500
TOTAL FUNDS				212,937	200,030

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for
(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

continued...

Balance Sheet - continued
31 December 2021

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 8th September 2022 and were signed on its behalf by:

Mr T Clarke - Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are sufficient reserves to enable the Trust to continue as a going concern.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. Income is shown net of VAT.

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and Is not deferred.

Investment income is recognised on a receivable basis.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is shown net of VAT. Expenditure is accounted for on an accruals 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.

Charitable activities
Charitable expenditure shall include all expenditure directly related to the objects of the charity including the following :-
- Activities in furtherance of the charity's objectives
The cost of goods and services and ancillary trading costs that have been incurred in charitable activities.
- Support costs of activities
Support costs of activities for charitable purposes comprising the salary costs of the Manager.

Tangible fixed assets
All assets costing more than £500 are capitalised and valued at historical cost.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

continued...

1. ACCOUNTING POLICIES - continued

Tangible fixed assets
Improvements to property - 10% on cost
Video and audio equipment - 33% on cost

Heritage assets
All heritage assets are stated at cost less depreciation.
Where in the opinion of the Trustees the estimated residual value is not markedly different from the carrying amount no depreciation is charged as it is deemed immaterial

Stocks
Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation
As a registered charity, the Trust is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. .

Fund accounting
The Charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the Trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

There is no formal policy of transfer between funds or on the allocation of funds to designated funds, other than that described above.

Any other proposed transfer between funds would be considered on the particular circumstances.

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

2. OTHER TRADING ACTIVITIES

	31.12.21	31.12.20
	£	£
Events	1,075	-
Shop and Tea Room income	27,298	8,547
Ticket office sales	4,883	1,412
Groups & tours	2,014	-
Trails	3,876	-
	39,146	9,959

continued...

3. INVESTMENT INCOME

	31.12.21	31.12.20
	£	£
Rents received	-	48
Deposit account interest	381	701
	381	749

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.21	31.12.20
	£	£
Depreciation - owned assets	3,332	8,320

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2021 nor for the year ended 31 December 2020.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.12.21	31.12.20
Administration	1	2

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	10,959	2,500	13,459
Charitable activities			
English Heritage	69,185	-	69,185
Other trading activities	9,959	-	9,959
Investment income	749	-	749
Other income	8,305	-	8,305
Total	99,157	2,500	101,657

continued...

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
EXPENDITURE ON			
Raising funds	3,806	-	3,806
Charitable activities			
Fort opening	10,353	980	11,333
Other	60,900	-	60,900
Total	75,059	980	76,039
NET INCOME	24,098	1,520	25,618
RECONCILIATION OF FUNDS			
Total funds brought forward	173,432	980	174,412
TOTAL FUNDS CARRIED FORWARD	197,530	2,500	200,030

8. FEES FOR EXAMINATION OF THE ACCOUNTS

The fee charged in respect of the independent examination of the Trust's financial statements for the year ended 31 December 2021 was £500 (2020: £500). The Independent Examiner provides no other professional or business services to the Trust.

continued...

9. TANGIBLE FIXED ASSETS

	Improvements to property £	Video and audio equipment £	Fixtures and fittings £	Totals £
COST				
At 1 January 2021	25,860	18,363	-	44,223
Additions	-	-	2,243	2,243
At 31 December 2021	25,860	18,363	2,243	46,466
DEPRECIATION				
At 1 January 2021	6,896	18,363	-	25,259
Charge for year	2,583	-	749	3,332
At 31 December 2021	9,479	18,363	749	28,591
NET BOOK VALUE				
At 31 December 2021	16,381	-	1,494	17,875
At 31 December 2020	18,964	-	-	18,964

10. HERITAGE ASSETS

	Total £
MARKET VALUE	
At 1 January 2021 and 31 December 2021	21,809
NET BOOK VALUE	
At 31 December 2021	21,809
At 31 December 2020	21,809

Heritage Assets comprise historic weaponry which was purchased during the financial year ended 31 March 2016. There have been no subsequent additions or disposals nor do the Trustees consider that there is any impairment event requiring to be recognised in the current or in earlier years in relation to this category of assets. The accounting policy for this category of assets is set out in Note 1 to these Accounts.

continued...

11. STOCKS

	31.12.21	31.12.20
	£	£
Goods for resale	11,764	14,659

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.21	31.12.20
	£	£
Trade debtors	29,109	34,942
VAT	1,735	777
Accrued income	-	425
Prepayments	1,145	715
	31,989	36,859

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.21	31.12.20
	£	£
Trade creditors	597	520
Social security and other taxes	352	363
Other creditors	-	116
Accrued expenses	2,679	1,200
	3,628	2,199

14. MOVEMENT IN FUNDS

	At 1.1.21	Net movement in funds	At 31.12.21
	£	£	£
Unrestricted funds			
General fund	97,789	8,256	106,045
Artefacts fund	30,000	-	30,000
Heritage Lottery Bid fund	15,000	-	15,000
Capital investment fund	54,741	(2,583)	52,158
	197,530	5,673	203,203
Restricted funds			
Project AV	1,000	-	1,000
Project Drive	1,500	-	1,500
Plan for the future	-	6,663	6,663
Project Signage	-	571	571
	2,500	7,234	9,734
TOTAL FUNDS	200,030	12,907	212,937

continued...

14. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	87,430	(79,174)	8,256
Capital investment fund	-	(2,583)	(2,583)
	87,430	(81,757)	5,673
Restricted funds			
Plan for the future	10,211	(3,548)	6,663
Project Signage	700	(129)	571
	10,911	(3,677)	7,234
TOTAL FUNDS	98,341	(85,434)	12,907

Comparatives for movement in funds

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	65,371	32,418	97,789
Artefacts fund	30,000	-	30,000
Heritage Lottery Bid fund	15,000	-	15,000
Capital investment fund	63,061	(8,320)	54,741
	173,432	24,098	197,530
Restricted funds			
LAGBI	845	(845)	-
Suffolk Armed Forces Weekend	135	(135)	-
Project AV	-	1,000	1,000
Project Drive	-	1,500	1,500
	980	1,520	2,500
TOTAL FUNDS	174,412	25,618	200,030

continued...

14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	99,157	(66,739)	32,418
Capital investment fund	-	(8,320)	(8,320)
	99,157	(75,059)	24,098
Restricted funds			
LAGBI	-	(845)	(845)
Suffolk Armed Forces Weekend	-	(135)	(135)
Project AV	1,000	-	1,000
Project Drive	1,500	-	1,500
	2,500	(980)	1,520
TOTAL FUNDS	101,657	(76,039)	25,618

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.20 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
General fund	65,371	40,674	106,045
Artefacts fund	30,000	-	30,000
Heritage Lottery Bid fund	15,000	-	15,000
Capital investment fund	63,061	(10,903)	52,158
	173,432	29,771	203,203
Restricted funds			
LAGBI	845	(845)	-
Suffolk Armed Forces Weekend	135	(135)	-
Project AV	-	1,000	1,000
Project Drive	-	1,500	1,500
Plan for the future	-	6,663	6,663
Project Signage	-	571	571
	980	8,754	9,734
TOTAL FUNDS	174,412	38,525	212,937

continued...

14. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	186,587	(145,913)	40,674
Capital investment fund	-	(10,903)	(10,903)
	186,587	(156,816)	29,771
Restricted funds			
LAGBI	-	(845)	(845)
Suffolk Armed Forces Weekend	-	(135)	(135)
Project AV	1,000	-	1,000
Project Drive	1,500	-	1,500
Plan for the future	10,211	(3,548)	6,663
Project Signage	700	(129)	571
	13,411	(4,657)	8,754
TOTAL FUNDS	199,998	(161,473)	38,525

The trustees have created the following Designated Funds from Unrestricted Funds:

(i) Artefacts Fund - balance at 31 December 2021: £30,000
The Trustees designated an initial £30,000 to this Fund. At 31 December 2020 £21,420 of this Fund is represented by the Heritage Assets included in Note 10 to these Accounts.

(**ii) Capital Investment Fund - balance at 31 December 2021: £52,158**

The Trustees designated an initial £80,000 to this Fund. At 31 December 2021 this has been reduced to £52,158 as a consequence of cumulative depreciation being charged in respect of the acquired assets as noted above. Of the remaining net balance on this Fund, £16,381 is represented by fixed assets included in Note 9 to these Accounts.

(iii) Heritage Lottery Fund - balance at 31 December 2021: £15,000

This Fund has been established by the Trustees to allow the Trust to submit future bids as future opportunities arise, either independently or in partnership with other organisations..

Restricted Funds
Funds established by grants from Felixstowe Town Council as follows:

(a) Project AV, in 2020 for additional Audio Visual capability.

(b) Project Drive, in 2020 to cover improved visitor experience for disabled and visitors with restricted mobility.

(c) Project Signage in 2021 to renew interpretation for visitors.

continued...

14. MOVEMENT IN FUNDS - continued

Fund established by a grant from East Suffolk Council:

(d) Plan for the future, in 2021 to provide a tour guide app for visitors.

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2021.

Detailed Statement of Financial Activities
for the Year Ended 31 December 2021

	31.12.21 £	31.12.20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	950	584
Membership fees	540	375
Grants received	10,911	12,500
	12,401	13,459
Other trading activities		
Events	1,075	-
Shop and Tea Room income	27,298	8,547
Ticket office sales	4,883	1,412
Groups & tours	2,014	-
Trails	3,876	-
	39,146	9,959
Investment income		
Rents received	-	48
Deposit account interest	381	701
	381	749
Charitable activities		
English Heritage management fee	24,502	53,843
English Heritage maintenance fee	15,342	15,342
	39,844	69,185
Other income		
Sundry	865	-
CJRS grants	5,704	8,305
	6,569	8,305
Total incoming resources	98,341	101,657
EXPENDITURE		
Other trading activities		
Purchases	17,616	3,745
Events staging costs	1,112	61
	18,728	3,806

Detailed Statement of Financial Activities
for the Year Ended 31 December 2021

	31.12.21 £	31.12.20 £
Other trading activities		
Charitable activities		
Fort opening	12,602	7,931
Repairs and renewals	7,619	2,239
Fort Forward project costs	2,783	1,163
	23,004	11,333
Support costs		
Management		
Wages	28,588	33,292
Pensions	586	634
Insurance	3,404	3,401
Postage and stationery	145	704
Advertising	1,006	2,828
Sundries	276	743
Resource Costs	3,040	4,032
Accountancy	550	668
Covid costs	-	4,308
Professional fees	1,345	1,236
Uniform	672	-
Depreciation of tangible and heritage assets	3,332	8,320
	42,944	60,166
Finance		
Bank charges	258	234
Other		
Independent examination	500	500
Total resources expended	85,434	76,039
Net income	12,907	25,618

LANDGUARD FORT TRUST

England & Wales - Charity number 1044712

Accounts

REGISTERED COMPANY NUMBER: 03024733 (England and Wales)
REGISTERED CHARITY NUMBER: 1044712

Report of the Trustees and

Unaudited Financial Statements for the Year Ended 31 December 2020

for

Landguard Fort Trust

Landguard Fort Trust

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for the Year Ended 31 December 2020

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Landguard Fort Trust

Report of the Trustees
for the Year Ended 31 December 2020

The Trustees, who are also directors of the Charity for the purposes of the Companies Act 2006, present their report with the independently examined financial statements of the Charity for the year ended 31 December 2020.

The Charity is a Company limited by guarantee and has no share capital and was incorporated on 21st February 1995. The Charity was established under a Memorandum of Association and is governed under its Articles of Association.

The Trustees

Mr T Clarke

Mr B Connor (retired April 2021)

Mr S J Curtis

Mr H G May (resigned 19 February 2020)

Mr J W Ogden

Mr M Sharman

Mr C D Slemmings

Mr M Stephenson (appointed 19 October 2020)

Mr K J Sullivan (appointed 19 October 2020)

Treasurer and Company Secretary

Mr H G May (resigned 19 February 2020) Mr K J Sullivan (appointed)

It is with great sadness that we must report the passing of Ben Connor, Trustee. Ben had contributed so much to the Trust's activities particularly in the fields of Health and Safety, maintenance and events. He was a man of such good nature and positive attitude that this touched everyone around him.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The main objective is to increase the public's understanding and educational use of the Fort. in the form of the written word, illustrations, guided tours, audio-visual presentations and the staging of special events in and around the Fort.

The objectives of the Charity are to advance the education of the public about:

" the role of Landguard Fort, Felixstowe as a building of great historical and educational interest in the defence of the realm, and

" the ways in which the inhabitants of Landguard Fort lived their daily lives

Significant activities

The Charity's aims are to open Landguard Fort to the public and to create a unique exhibition, educational facility and visitor attraction. This is achieved through a Local Management Agreement with English Heritage Trust and the recruitment of a force of Landguard Fort Volunteers without whom the aspirations could not be met. A General Manager and Operations Assistant are employed to oversee the day to day running of the Trust's activities.

The Trustees work with English Heritage Trust, Felixstowe Town Council, East Suffolk Council and the Landguard Partnership and thank them for their continuing and valued support, without which it would be considerably more difficult for the Trust to meet its charitable objectives.

Public benefit

The Trustees confirm that they have paid due regard to the Charity Commission's guidance on public benefit and have strived to ensure that the Charity's activities reflect this. For the public benefit the Trust informs visitors of the history of Landguard Fort which is part of the heritage of England.

This includes exhibitions of the lives and work of the soldiers who lived there throughout the period 1650 to 1956 featuring exhibitions of guns, the historic development of the Fort and the recreations of living and working conditions.

The Trust continues to promote its role. We actively encourage visits from younger audiences with a policy of not only providing free visits for school groups but supplying an experienced guide for these groups wherever possible. We also collaborate with national heritage days allowing free entry, providing opportunities for visitors of all backgrounds to gain access to the Fort.

OBJECTIVES AND ACTIVITIES

Volunteers

Volunteers are the heart of the Trust. Quite simply, without volunteers, the Trust would cease to exist.

In the year to December 2020 the volunteers contributed an incredible 13,314 hours of unpaid work, equivalent to eight full time members of staff. They are involved in all aspects of the Fort's operations including the ticket office and shop, maintenance and conservation activities and events and shows. Volunteers lead educational visits, guide special groups, manage archiving and displays, and oversee the trust's governance.

We warmly welcome new Volunteers aged 18 and above from all backgrounds, who can always find an area of interest in which to contribute to and join a community which not only prepares and presents the Fort for our many visitors but also enjoys the fun of working together and shared social events

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The period covered by this report was considerably affected by the onset of the Covid pandemic. The pandemic meant the Fort was closed for a significant part of the operational year. When we were able to open both the number of days and the number of hours of operation were curtailed.

The inability to operate normally meant that the two permanent members of staff were placed on the Government's Furlough Scheme. The Trust is indebted to Steve Curtis, Trustee, who kindly continued to monitor the Fort throughout the 'Lockdown'and carried out basic 'housekeeping' tasks and weekly checks.

In early June the Trustees formed a small 'task force' focussed on if/how the fort could be opened to volunteers and ultimately to the public.

A four-phase plan was developed:
Phase 1 – Closed to public: Volunteer restrictive working
Phase 2 – Pre-opening: Feasibility, Risk Assessments, planning, implementation of changes
Phase 3 – Limited trial using volunteers – assessed by Trustee board members
Phase 4 – Fully open to the public (monitor and continuously improve)

With the support and guidance from English Heritage and as the government restrictions became relaxed, we were able to get a small team of volunteers on-site to give the fort some much needed attention and to start preparing for a limited trial opening. The decision was made to open for weekends only in early August, after spending several weeks planning and organising a new way to operate safely with the new Covid restrictions.

The new Covid measures included:
- A one-way route around all of the Fort.
- An online booking system via SeeTickets and English Heritage
- A new booklet handout (instead of the audio guides).
- Hand sanitising stations around the Fort.
- PPE including Face masks and gloves.
- A separate, dedicated tearoom.
- Protective screens in the shop, ticket office and tearoom.
- Outdoor seating with parasols (in the nice weather).
- Extra indoor seating, all socially distanced.
- New risk assessments and a capacity study.
- A greatly increased requirement for volunteers to work on site during opening.
- Card payment only – no cash accepted.

With limited opening from August, over 6000 tickets were sold through the online booking system, an excellent result considering the challenging circumstances. We innovated by starting selling drinks and light snacks from a dedicated tearoom rather than just from the shop (to avoid long queues/congestion). This proved very popular with our visitors, generating an increase in spend per head from visitors.

It is a huge thank you to everyone who volunteers at Landguard Fort and who made this all possible. We were only able to operate safely during the post lockdown period with the dedication of the volunteers which enabled the Trust to have at least nine volunteers on site whenever we were open.

FINANCIAL REVIEW

Financial position

The financial statements are set out on pages 11 to 25. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)) and the Companies Act 2006

The Trustees consider the financial performance by the Charity during such a difficult the year to have been satisfactory. In common with most organisations, the Trust is exposed to increasing costs at the present time but benefited from both the English Heritage Management contract which pays in arrears based on prior year visitor numbers and Covid Support grants from the National Lottery Heritage Fund.

The Statement of Financial Activities shows net income for the year of £25,618 (2019: £3,467). Total Funds at 31 December 2020 date stood at £200,030 (2019: £174,412). The Trustees are satisfied that the Charity holds an adequate amount of liquid assets (in the form of bank and building society deposits) to ensure that it is able to meet its obligations as they fall due.

In completing this report the trustees have considered the impact of the covid 19 pandemic on the financial health of the Trust. Since the balance sheet date the Fort has again been closed due to government restrictions and guidance and will not see a full 2021 season. In addition the English Heritage Management agreement will only provide funding based on the 2020 visitor numbers a significant drop in income. Whilst the restrictions are being relaxed from May 2021 there is still some uncertainty about further future restrictions due to the pandemic. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from the date of approving these financial statements including a reduced income scenario, and consider the charity will still have sufficient access to cash resources to operate in that period. The trustees therefore have a reasonable expectation that the charity can continue in operation for the foreseeable future.

FINANCIAL REVIEW
Reserves policy
Unrestricted Funds

Free reserves are represented by net current assets within the Unrestricted Funds of the Charity. Free reserves ensure the resilience and sustainability of the Charity in such circumstances as when encountering:

- a temporary period of reduced income
- an unexpected increase in operational costs
- unexpected management/overhead costs

The Trustees continue to take into account relevant guidance, including that provided by the Charity Commission in CC19 "Charity Reserves: Building Resilience". The continuing review examines potential risks and assesses these risks against costs to determine an appropriate and prudent level of reserves, together with an appropriate management framework, for 2020/21. This review has continued after the period of these accounts to consider the impacts of the Covid-19 pandemic

Designated Funds

As part of its review of Reserves the Trustees have confirmed the designation of Unrestricted Funds in respect of the following strategic developments included within the Trust's current strategic plans:

(i) Artefacts Fund
The Trust is always looking at ways to enhance its collection of artefacts, particularly ordnance. These items are infrequently available and the Trust needs to be able to respond promptly to any opportunity as it emerges. In recent years the Trust has spent over £25,000 on ordinance.

(ii) Capital Investment Fund
Several large-scale improvements have been identified by the Trustees as being required both to further enhance the visitor experience and promote the Trust's objectives or to ensure that artefacts are maintained in a suitable environment.

Portable chemical toilets have been in use at the Fort for many years. The significant increase in visitor numbers achieved in recent years mean that this solution is not considered by the Trustees to be sustainable and £20,000 has been allocated within the Capital Investment Fund for a project to provide permanent visitor facilities. It is hoped that external funding can also be secured in this respect as the overall cost is likely to be significant.

(iii) Heritage Lottery Fund
There are significant opportunities for accessing Heritage Lottery funds which normally require an element of matched funding. This Fund has been established by the Trustees to allow the Trust to submit future bids as opportunities arise, either independently or in partnership with other organisations.

(iv) Covid-19 Contingency

FINANCIAL REVIEW

In order to provide any necessary funding to manage the impacts of the current Covid-19 pandemic, the Trustees have agreed to release these Designated Funds, where necessary to meet any shortfall in available funds. It is also the intention to pursue any possible avenues for external funding to meet the additional costs arising from the need to provide a safe and secure environment for visitors, volunteers, staff and trustees. These designated funds will be re-instated as soon as practicable

FUTURE PLANS

The Trust continues to develop the facilities and interpretation of the Fort in order to attract visitors. The funds generated enable the Trust to continue its educational activity and to enable both local people and visitors to have access to and experience their heritage.

The outlook for the coming year has been significantly disrupted by the Covid-19 outbreak and with the Fort closed to the public until August 2020 the Trust has quickly adjusted its business plans and realigned its financial budgets accordingly. Taking advantage of the Government's "furlough" scheme to reduce staff costs and minimising other overhead costs wherever possible the Trustees have reduced the financial impact to manageable levels.

At the present time the duration of the impact of Covid-19 is unknown making it difficult to predict the future impact of restricted visitor numbers resulting from social distancing and potentially higher operating costs in terms of PPE and changes to the Fort as government guidance changes but the Trustees will be keeping this under continual review to secure the future viability of the Trust

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Landguard Fort Trust is constituted by Deed of Trust and is a Registered Charity No 1044712 and an Incorporated Company limited by Guarantee No 3024733.

Recruitment and appointment of new trustees

Individuals who make themselves known to the Trust or who are identified as potential trustees are interviewed by two trustees and are then invited to observe at a Trustee meeting. Potential trustees are required to sign the Trustee Code of Conduct and are then co-opted to attend Trustee meetings until the next Annual General Meeting. At the AGM new Trustees are subject to election by members and can then serve.

Trustees retire by rotation, one third retiring every year. Trustees may then apply for re-election as specified in the Memorandum of Association.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Wider network

Landguard Fort Trust is an active member of The Landguard Partnership which is a collection of Landguard Peninsular stakeholders who coordinate the management of the peninsula and develop and implement plans to improve the area as a visitor attraction whilst conserving the heritage and habitat.

The Partnership members include:

• East Suffolk Council (ESC). The Council is the lead partner in the Partnership.

• Felixstowe Dock & Railway Company (FDRC). The Port is owned by Hutchison Ports UK Ltd. It is the largest container port in the UK.

• English Heritage Trust (EHT). The Fort, Ravelin block and outer batteries are under the guardianship of EHT.

• Felixstowe History & Museum Society (FHMS). The museum is located in the Ravelin block (Submarine Mining Establishment). The FHMS are responsible for their part of the site under a Local Management Agreement with EHT.

• Landguard Conservation Trust (LCT). The LCT is located in Right Battery and manages their part of the site under a Local Management Agreement with EH. As a bird observatory they monitor and study bird migration, and also all other aspects of Landguard's bio-diversity.

• Natural England (NE). NE are the statutory adviser on nature conservation at Landguard with the objective of maintaining in favourable condition the natural features for which the area is designated as a SSSI.

• Harwich Haven Authority (HHA). The HHA manage and maintain maritime access to the Haven. They own an area at Landguard including the Landguard Bungalow and Radar tower.

• Felixstowe Town Council (FTC). FTC Represent the local community.

These key stakeholders are currently engaged in a National Heritage Lottery funded consultancy review focused on replacing the loosely constituted Landguard Partnership with a formalised collaboration as the Landguard Charitable Trust. In its early stages the project has been well supported by all the stakeholders and is progressing to the next phase of "Business Planning" in the coming months.

Related parties

There are no transactions with related parties requiring disclosure.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company Number
3024733 (England and Wales)

Registered Charity Number
1044712

Registered office
Landguard Fort
View Point Road
Felixstowe
IP11 3TW

Independent examiner
Adrian Rush

Bankers
The Trust's bankers are TSB Bank plc, 33 Hamilton Road, Felixstowe, IP11 7BA.

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

.....
Mr T Clarke - Trustee

Independent examiner's report to the trustees of Landguard Fort Trust ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2020.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Adrian Rush

Date: .....

Landguard Fort Trust

Statement of Financial Activities
for the Year Ended 31 December 2020

	Notes	Unrestricted funds £	Restricted funds £	31.12.20 Total funds £	31.12.19 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		10,959	2,500	13,459	4,057
Charitable activities					
English Heritage		69,185	-	69,185	67,998
Other trading activities	2	9,959	-	9,959	41,202
Investment income	3	749	-	749	820
Other income		8,305	-	8,305	37
Total		99,157	2,500	101,657	114,114
EXPENDITURE ON					
Raising funds		3,806	-	3,806	16,700
Charitable activities					
Fort opening		10,353	980	11,333	22,247
Other		60,900	-	60,900	71,700
Total		75,059	980	76,039	110,647
NET INCOME		24,098	1,520	25,618	3,467
RECONCILIATION OF FUNDS					
Total funds brought forward		173,432	980	174,412	170,945
TOTAL FUNDS CARRIED FORWARD		197,530	2,500	200,030	174,412

The notes form part of these financial statements

Balance Sheet
31 December 2020

	Notes	Unrestricted funds £	Restricted funds £	31.12.20 Total funds £	31.12.19 Total funds £
FIXED ASSETS					
Tangible assets	9	18,964	-	18,964	27,284
Heritage assets	10	21,809	-	21,809	21,809
		40,773	-	40,773	49,093
CURRENT ASSETS					
Stocks	11	14,659	-	14,659	10,682
Debtors	12	36,859	-	36,859	61,327
Cash at bank and in hand		107,438	2,500	109,938	88,220
		158,956	2,500	161,456	160,229
CREDITORS					
Amounts falling due within one year	13	(2,199)	-	(2,199)	(29,610)
NET CURRENT ASSETS		156,757	2,500	159,257	130,619
TOTAL ASSETS LESS CURRENT LIABILITIES		197,530	2,500	200,030	179,712
PROVISIONS FOR LIABILITIES	14	-	-	-	(5,300)
NET ASSETS		197,530	2,500	200,030	174,412
FUNDS	15				
Unrestricted funds				197,530	173,432
Restricted funds				2,500	980
TOTAL FUNDS				200,030	174,412

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The notes form part of these financial statements

continued...

Balance Sheet - continued
31 December 2020

The trustees acknowledge their responsibilities for
(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

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

.....
Mr T Clarke - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are sufficient reserves to enable the Trust to continue as a going concern.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. Income is shown net of VAT.

Income from grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and Is not deferred.

Investment income is recognised on a receivable basis.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is shown net of VAT. Expenditure is accounted for on an accruals 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.

Charitable activities
Charitable expenditure shall include all expenditure directly related to the objects of the charity including the following :-
- Activities in furtherance of the charity's objectives
The cost of goods and services and ancillary trading costs that have been incurred in charitable activities.
- Support costs of activities
Support costs of activities for charitable purposes comprising the salary costs of the Manager.

Tangible fixed assets
All assets costing more than £1,000 are capitalised and valued at historical cost.

continued...

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.
Improvements to property - 10% on cost
Video and audio equipment - 33% on cost

Heritage assets

All heritage assets are stated at cost less depreciation.
Where in the opinion of the Trustees the estimated residual value is not markedly different from the carrying amount no depreciation is charged as it is deemed immaterial

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

As a registered charity, the Trust is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. .

Fund accounting

The Charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the Trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

There is no formal policy of transfer between funds or on the allocation of funds to designated funds, other than that described above.

Any other proposed transfer between funds would be considered on the particular circumstances.

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

continued...

2. OTHER TRADING ACTIVITIES

	31.12.20	31.12.19
	£	£
Events	-	2,904
Shop income	8,547	26,838
Ticket office sales	1,412	2,139
Groups & tours	-	1,896
Trails	-	2,425
Paranormal event hire	-	5,000
	9,959	41,202

3. INVESTMENT INCOME

	31.12.20	31.12.19
	£	£
Rents received	48	160
Deposit account interest	701	660
	749	820

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.20	31.12.19
	£	£
Depreciation - owned assets	8,320	8,646

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2020 nor for the year ended 31 December 2019.

continued...

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.12.20	31.12.19
Administration	2	2

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	4,057	-	4,057
Charitable activities			
English Heritage	67,998	-	67,998
Other trading activities	41,202	-	41,202
Investment income	820	-	820
Other income	37	-	37
Total	114,114	-	114,114
EXPENDITURE ON			
Raising funds	16,700	-	16,700
Charitable activities			
Fort opening	20,838	1,409	22,247
Other	71,700	-	71,700
Total	109,238	1,409	110,647
NET INCOME/(EXPENDITURE)	4,876	(1,409)	3,467
RECONCILIATION OF FUNDS			
Total funds brought forward			
As previously reported	152,105	2,508	154,613
Prior year adjustment	16,451	(119)	16,332
As restated	168,556	2,389	170,945

continued...

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
TOTAL FUNDS CARRIED FORWARD	173,432	980	174,412

8. FEES FOR EXAMINATION OF THE ACCOUNTS

The fee charged in respect of the independent examination of the Trust's financial statements for the year ended 31 December 2020 was £500 (2019: £500). The Independent Examiner provides no other professional or business services to the Trust.

9. TANGIBLE FIXED ASSETS

	Improvements to property £	Video and audio equipment £	Totals £
COST			
At 1 January 2020 and 31 December 2020	25,860	18,363	44,223
DEPRECIATION			
At 1 January 2020	4,310	12,629	16,939
Charge for year	2,586	5,734	8,320
At 31 December 2020	6,896	18,363	25,259
NET BOOK VALUE			
At 31 December 2020	18,964	-	18,964
At 31 December 2019	21,550	5,734	27,284

continued...

10. HERITAGE ASSETS

	Total £
MARKET VALUE	
At 1 January 2020 and 31 December 2020	21,809
NET BOOK VALUE	
At 31 December 2020	21,809
At 31 December 2019	21,809

Heritage Assets comprise historic weaponry which was purchased during the financial year ended 31 March 2016. There have been no subsequent additions or disposals nor do the Trustees consider that there is any impairment event requiring to be recognised in the current or in earlier years in relation to this category of assets. The accounting policy for this category of assets is set out in Note 1 to these Accounts.

11. STOCKS

	31.12.20 £	31.12.19 £
Goods for resale	14,659	10,682

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.20 £	31.12.19 £
Trade debtors	34,942	57,964
VAT	777	-
Accrued income	425	1,462
Prepayments	715	1,901
	36,859	61,327

continued...

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.20	31.12.19
	£	£
Trade creditors	520	1,307
Social security and other taxes	363	26,817
Other creditors	116	110
Accrued expenses	1,200	1,376
	2,199	29,610

14. PROVISIONS FOR LIABILITIES

	31.12.20	31.12.19
	£	£
Provisions in respect of Post Balance Sheet Events	-	5,300

15. MOVEMENT IN FUNDS

	At 1.1.20	Net movement in funds	At 31.12.20
	£	£	£
Unrestricted funds			
General fund	65,371	32,418	97,789
Artefacts fund	30,000	-	30,000
Heritage Lottery Bid fund	15,000	-	15,000
Capital investment fund	63,061	(8,320)	54,741
	173,432	24,098	197,530
Restricted funds			
LAGBI	845	(845)	-
Suffolk Armed Forces Weekend	135	(135)	-
Project AV	-	1,000	1,000
Project Drive	-	1,500	1,500
	980	1,520	2,500
TOTAL FUNDS	174,412	25,618	200,030

continued...

15. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	99,157	(66,739)	32,418
Capital investment fund	-	(8,320)	(8,320)
	99,157	(75,059)	24,098
Restricted funds			
LAGBI	-	(845)	(845)
Suffolk Armed Forces Weekend	-	(135)	(135)
Project AV	1,000	-	1,000
Project Drive	1,500	-	1,500
	2,500	(980)	1,520
TOTAL FUNDS	101,657	(76,039)	25,618

Comparatives for movement in funds

	At 1.1.19 £	Prior year adjustment £	Net movement in funds £	At 31.12.19 £
Unrestricted funds				
General fund	37,055	14,794	13,522	65,371
Artefacts fund	30,000	-	-	30,000
Heritage Lottery Bid fund	15,000	-	-	15,000
Capital investment fund	70,050	1,657	(8,646)	63,061
	152,105	16,451	4,876	173,432
Restricted funds				
LAGBI	1,685	497	(1,337)	845
Suffolk Armed Forces Weekend	823	(616)	(72)	135
	2,508	(119)	(1,409)	980
TOTAL FUNDS	154,613	16,332	3,467	174,412

continued...

15. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	114,114	(100,592)	13,522
Capital investment fund	-	(8,646)	(8,646)
	114,114	(109,238)	4,876
Restricted funds			
LAGBI	-	(1,337)	(1,337)
Suffolk Armed Forces Weekend	-	(72)	(72)
	-	(1,409)	(1,409)
TOTAL FUNDS	114,114	(110,647)	3,467

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.19 £	Prior year adjustment £	Net movement in funds £	At 31.12.20 £
Unrestricted funds				
General fund	37,055	14,794	45,940	97,789
Artefacts fund	30,000	-	-	30,000
Heritage Lottery Bid fund	15,000	-	-	15,000
Capital investment fund	70,050	1,657	(16,966)	54,741
	152,105	16,451	28,974	197,530
Restricted funds				
LAGBI	1,685	497	(2,182)	-
Suffolk Armed Forces Weekend	823	(616)	(207)	-
Project AV	-	-	1,000	1,000
Project Drive	-	-	1,500	1,500
	2,508	(119)	111	2,500
TOTAL FUNDS	154,613	16,332	29,085	200,030

continued...

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	213,271	(167,331)	45,940
Capital investment fund	-	(16,966)	(16,966)
	213,271	(184,297)	28,974
Restricted funds			
LAGBI	-	(2,182)	(2,182)
Suffolk Armed Forces Weekend	-	(207)	(207)
Project AV	1,000	-	1,000
Project Drive	1,500	-	1,500
	2,500	(2,389)	111
TOTAL FUNDS	215,771	(186,686)	29,085

The trustees have created the following Designated Funds from Unrestricted Funds:

(i) Artefacts Fund - balance at 31 December 2020: £30,000

The Trustees designated an initial £30,000 to this Fund. At 31 December 2020 £21,420 of this Fund is represented by the Heritage Assets included in Note 10 to these Accounts.

(**ii) Capital Investment Fund - balance at 31 December 2020: £54,741**

The Trustees designated an initial £80,000 to this Fund. At 31 December 2020 this has been reduced to £54,741 as a consequence of cumulative depreciation being charged in respect of the acquired assets as noted above. Of the remaining net balance on this Fund, £18,964 is represented by fixed assets included in Note 9 to these Accounts.

(iii) Heritage Lottery Fund - balance at 31 December 2020: £15,000

This Fund has been established by the Trustees to allow the Trust to submit future bids as future opportunities arise, either independently or in partnership with other organisations..

Restricted Funds
Funds established by grants from Felixstowe Town Council as follows:

Project AV, in 2020 for additional Audio Visual capability.

continued...

15. MOVEMENT IN FUNDS - continued

Project Drive, in 2020 to cover improved visitor experience for disabled and visitors with restricted mobility.

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.

Detailed Statement of Financial Activities
for the Year Ended 31 December 2020

	31.12.20 £	31.12.19 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	584	2,652
Membership fees	375	405
Grants received	12,500	1,000
	13,459	4,057
Other trading activities		
Events	-	2,904
Shop income	8,547	26,838
Ticket office sales	1,412	2,139
Groups & tours	-	1,896
Trails	-	2,425
Paranormal event hire	-	5,000
	9,959	41,202
Investment income		
Rents received	48	160
Deposit account interest	701	660
	749	820
Charitable activities		
English Heritage management fee	53,843	52,656
English Heritage maintenance fee	15,342	15,342
	69,185	67,998
Other income		
Sundry	-	37
CJRS grants	8,305	-
	8,305	37
Total incoming resources	101,657	114,114

Detailed Statement of Financial Activities
for the Year Ended 31 December 2020

	31.12.20 £	31.12.19 £
EXPENDITURE		
Other trading activities		
Purchases	3,745	13,988
Events staging costs	61	2,712
	3,806	16,700
Charitable activities		
Fort opening	7,931	15,398
Repairs and renewals	2,239	3,142
Fort Forward project costs	1,163	3,707
	11,333	22,247
Support costs		
Management		
Wages	33,292	32,152
Pensions	634	613
Insurance	3,401	3,515
Postage and stationery	704	1,085
Advertising	2,828	4,638
Sundries	743	2,758
Resource Costs	4,032	5,913
Accountancy	668	1,192
Provisions in respect of Post Balance Sheet Events	-	(4,700)
Covid costs	4,308	-
Professional fees	1,236	14,375
Depreciation of tangible and heritage assets	8,320	8,646
	60,166	70,187
Finance		
Bank charges	234	1,046
Other		
Independent examination	500	500
Annual General Meeting costs	-	129
Accounting differences	-	(162)
	500	467

Detailed Statement of Financial Activities
for the Year Ended 31 December 2020

	31.12.20 £	31.12.19 £
Total resources expended	76,039	110,647
Net income	25,618	3,467