

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

	Page
Report of the Trustees	1 to 5
Independent Examiner's Report	6
Statement of Financial Activities	7
Balance Sheet	8 to 9
Notes to the Financial Statements	10 to 18
Detailed Statement of Financial Activities	19 to 20

## 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.

## Landguard Fort Trust

### Report of the trustees for the Year Ended 31 December 2022

#### **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.

## Landguard Fort Trust

### Report of the trustees for the Year Ended 31 December 2022

#### **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.

## Landguard Fort Trust

### Report of the trustees for the Year Ended 31 December 2022

#### **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 £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		78,131	20,004	98,135	12,401
<b>Charitable activities</b>					
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
<b>Total</b>		<u>151,455</u>	<u>20,004</u>	<u>171,459</u>	<u>98,341</u>
<b>EXPENDITURE ON</b>					
Raising funds		31,794	-	31,794	18,728
<b>Charitable activities</b>					
Fort opening		26,299	7,543	33,842	23,004
Other		56,349	18,696	75,045	43,702
<b>Total</b>		<u>114,442</u>	<u>26,239</u>	<u>140,681</u>	<u>85,434</u>
<b>NET INCOME/(EXPENDITURE)</b>		37,013	(6,235)	30,778	12,907
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		203,203	9,734	212,937	200,030
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>240,216</u></u>	<u><u>3,499</u></u>	<u><u>243,715</u></u>	<u><u>212,937</u></u>

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 £
<b>FIXED ASSETS</b>					
Tangible assets	9	15,716	999	16,715	17,875
Heritage assets	10	21,809	-	21,809	21,809
		<hr/> 37,525	<hr/> 999	<hr/> 38,524	<hr/> 39,684
<b>CURRENT ASSETS</b>					
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
		<hr/> 211,940	<hr/> 2,500	<hr/> 214,440	<hr/> 176,881
<b>CREDITORS</b>					
Amounts falling due within one year	13	(9,249)	-	(9,249)	(3,628)
<b>NET CURRENT ASSETS</b>		<hr/> 202,691	<hr/> 2,500	<hr/> 205,191	<hr/> 173,253
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<hr/> 240,216	<hr/> 3,499	<hr/> 243,715	<hr/> 212,937
<b>NET ASSETS</b>		<hr/> <hr/> 240,216	<hr/> <hr/> 3,499	<hr/> <hr/> 243,715	<hr/> <hr/> 212,937
<b>FUNDS</b>	14				
Unrestricted funds				240,216	203,203
Restricted funds				3,499	9,734
<b>TOTAL FUNDS</b>				<hr/> 243,715	<hr/> 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

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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.

Landguard Fort Trust

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

## **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

Notes to the financial statements - continued  
for the Year Ended 31 December 2022

**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
	<u>64,915</u>	<u>39,146</u>

**3. INVESTMENT INCOME**

	31.12.22	31.12.21
	£	£
Deposit account interest	<u>780</u>	<u>381</u>

**4. NET INCOME/(EXPENDITURE)**

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

	31.12.22	31.12.21
	£	£
Depreciation - owned assets	<u>3,817</u>	<u>3,332</u>

Notes to the financial statements - continued  
for the Year Ended 31 December 2022

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

**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 £
<b>Cost</b>				
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
<b>Depreciation</b>				
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
<b>Net book value</b>				
At 31 December 2022	13,795	-	2,920	16,715
At 31 December 2021	16,381	-	1,494	17,875

**10. HERITAGE ASSETS**

	Total £
<b>Market value</b>	
At 1 January 2022 and 31 December 2022	21,809
<b>Net book value</b>	
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.

Landguard Fort Trust

Notes to the financial statements - continued  
for the Year Ended 31 December 2022

**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
	£	£	£
<b>Unrestricted funds</b>			
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
<b>Restricted funds</b>			
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
<b>TOTAL FUNDS</b>	212,937	30,778	243,715



Notes to the financial statements - continued  
for the Year Ended 31 December 2022

14. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	151,455	(111,856)	39,599
Capital investment fund	-	(2,586)	(2,586)
	<u>151,455</u>	<u>(114,442)</u>	<u>37,013</u>
<b>Restricted funds</b>			
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)	-
	<u>20,004</u>	<u>(26,239)</u>	<u>(6,235)</u>
<b>TOTAL FUNDS</b>	<u>171,459</u>	<u>(140,681)</u>	<u>30,778</u>

Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
<b>Unrestricted funds</b>			
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
	<u>197,530</u>	<u>5,673</u>	<u>203,203</u>
<b>Restricted funds</b>			
Project AV	1,000	-	1,000
Project Drive	1,500	-	1,500
Plan for the future	-	6,663	6,663
Project Signage	-	571	571
	<u>2,500</u>	<u>7,234</u>	<u>9,734</u>
<b>TOTAL FUNDS</b>	<u>200,030</u>	<u>12,907</u>	<u>212,937</u>

Notes to the financial statements - continued  
for the Year Ended 31 December 2022

14. MOVEMENT IN FUNDS - continued

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

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

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 £
<b>Unrestricted funds</b>			
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
	<u>197,530</u>	<u>42,686</u>	<u>240,216</u>
<b>Restricted funds</b>			
Project AV	1,000	-	1,000
Project Drive	1,500	-	1,500
Defibrillator fund	-	999	999
	<u>2,500</u>	<u>999</u>	<u>3,499</u>
<b>TOTAL FUNDS</b>	<u>200,030</u>	<u>43,685</u>	<u>243,715</u>

Notes to the financial statements - continued  
for the Year Ended 31 December 2022

**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 £
<b>Unrestricted funds</b>			
General fund	238,885	(191,030)	47,855
Capital investment fund	-	(5,169)	(5,169)
	<u>238,885</u>	<u>(196,199)</u>	<u>42,686</u>
<b>Restricted funds</b>			
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)	-
	<u>30,915</u>	<u>(29,916)</u>	<u>999</u>
<b>TOTAL FUNDS</b>	<u>269,800</u>	<u>(226,115)</u>	<u>43,685</u>

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.

**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.

Landguard Fort Trust

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

	31.12.22 £	31.12.21 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	3,292	950
Membership fees	140	540
Admissions	72,700	-
Grants received	22,003	10,911
	<hr/>	<hr/>
	98,135	12,401
<b>Other trading activities</b>		
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
	<hr/>	<hr/>
	64,915	39,146
<b>Investment income</b>		
Deposit account interest	780	381
<b>Charitable activities</b>		
English Heritage management fee	7,484	24,502
English Heritage maintenance fee	-	15,342
	<hr/>	<hr/>
	7,484	39,844
<b>Other income</b>		
Sundry	145	865
CJRS grants	-	5,704
	<hr/>	<hr/>
	145	6,569
<b>Total incoming resources</b>	<hr/>	<hr/>
	171,459	98,341
<b>EXPENDITURE</b>		
<b>Other trading activities</b>		
Purchases	24,002	17,616
Events staging costs	7,792	1,112
	<hr/>	<hr/>
	31,794	18,728
<b>Charitable activities</b>		
Fort opening	14,631	12,602
Repairs and renewals	11,712	7,619
Fort Forward project costs	3,528	2,783
	<hr/>	<hr/>
	29,871	23,004

This page does not form part of the statutory financial statements

Landguard Fort Trust

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

	31.12.22 £	31.12.21 £
<b>Support costs</b>		
<b>Management</b>		
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
	<hr/> 77,969	<hr/> 42,944
<b>Finance</b>		
Bank charges	547	258
<b>Other</b>		
Independent examination	500	500
	<hr/> 140,681	<hr/> 85,434
Total resources expended		
<b>Net income</b>	<hr/> <hr/> 30,778	<hr/> <hr/> 12,907

This page does not form part of the statutory financial statements