

**RYE MUSEUM ASSOCIATION**

**DIRECTORS' REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED**  
**5<sup>TH</sup> APRIL 2021**



COMPANY NUMBER: 3226143  
REGISTERED CHARITY NUMBER: 1057421



**RYE MUSEUM ASSOCIATION**  
**DIRECTORS' REPORT**  
**FOR THE YEAR ENDING 5<sup>TH</sup> APRIL 2021**

The Directors present their report together with their accounts for the year ended 5<sup>th</sup> April 2021.

Rye Museum Association is a private company limited by guarantee (number 3226143) incorporated 17th July 1996. It was registered as a charity (number 1057421) on 8<sup>th</sup> August 1996.

**Directors:**

The Directors who served during the year were:

Jo Kirkham	Chairman
Sheila Maddock	Hon Treasurer
Diana Hajikakou	Hon Company Secretary
Michael Boyd	
John Breeds	
Alan Dickinson	
John Lanigan	
Susan Manktelow	
Yvonne Metcalf	
Heather Stevenson	
Lesley Voice	

**Objects and Policies:**

The company was formed in succession to the unincorporated association of the same name. Its objectives are the provision of museum facilities in the Rye area, and the advancement of education and the exhibition of objects and collections with a Rye connection.

The Stewards are:	Mike Berry, Ted Emson and Toby Mayor.
Bankers:	Charities Aid Foundation Bank
Solicitors:	Heringtons, Bank Chambers, Rye
Reporting Examiner:	B.A. Antrobus BSc (Open) FCA CTA, Lyndhurst, Peasmarsch, E. Sussex
Registered Office:	3, East Street, Rye, E. Sussex, TN31 7JY

**Activities and finance:**

The Association owns two museum sites at the Ypres Tower and 3 East Street, Rye.  
The Directors are satisfied that the company can meet its financial obligations.

## **Summary of Activities during the Year:**

Rye Museum Association continues to fulfil its commitments according to the Objectives and Policies of the Association.

During the year April 2020 to March 2021 total income was £71,992 most of which came from the government grant of £35,000 at the beginning of lockdown, and the monthly furlough grant to cover staff wages. There was no income from the Tower as it did not open during the year. Expenditure (excluding depreciation) was £45,604 including staff wages. The cash in the bank as at April 2021 was £215,000 so the financial position remains healthy.

All the staff have been furloughed for the whole year and the Directors acknowledge the voluntary work of Ted Emson and Sarah Cooper in doing regular building and fire checks on our buildings and care of our exhibits. Sarah Heenan retired in August.

During the 2020-2021 year, the Museum Directors have met regularly by Zoom in order to deal with Museum matters. Especially challenging have been the production of Risk Assessments due to the distancing restraints and other government regulations. We have obviously had no social events but have continued to produce a monthly e Newsletter with interesting items. Our regular Talks programme resumed in February 2021, also by Zoom, and these have proved popular and resulted in several new members.

We have received several small gifts for the Collections:

A lovely water colour of Rye from the SW – looking up at the Hope Anchor end of Watchbell Street from the Strand. By George Shepherd, it was painted in 1822

Some local books and papers for the Library from a former Director who is moving house.

Papers on the Second World War from the daughter of a man who ran Prisoner of War Camps between Rolvenden and Fairlight.

The extension of the office at East Street to provide a new Study Centre/Library is complete, but we have not had the chance to organise it for use, due to the closure.

Once again, the Directors wish to extend their warmest thanks to the many volunteers amongst their members without whom the Museum could not function.

## **Directors' Responsibilities:**

Company law requires the Directors to prepare accounts for each financial year which give a true and fair view of the state of the company's affairs and of the surplus or deficit for that year. In preparing these accounts the Directors are required to:

- Make suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

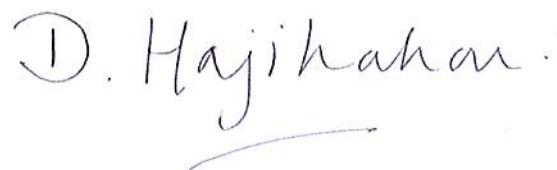
The Directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company and enable them to ensure that the accounts comply with the Companies Act of 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Under Charity Law, the Directors of Rye Museum Association are considered to have the status and responsibilities of Trustees.

Risk analysis: the major risks to which the charity is exposed have been identified by the Directors, have been reviewed and systems are in place to mitigate those risks.

The Treasurer wishes to record her thanks to Ann and Nigel Antrobus who, once again, have worked so hard on these accounts.

Approved by the Board of Directors on 8<sup>th</sup> July, 2021 and signed on its behalf,

A handwritten signature in dark ink, reading "D. Hajikakou". The signature is written in a cursive style with a large, looped initial "D". A horizontal line is drawn underneath the signature.

*D. Hajikakou Hon. Company Secretary*



**Independent Examiner's Report on the Unaudited Financial Statements to the  
Directors and Trustees of the Rye Museum Association**  
**Charity No: 1057421      Company No: 3226143**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 5<sup>th</sup> April 2021 set out on pages 5 to 10.

**Responsibilities and basis of report**

As the charity's trustees of the Company (who are also the directors of the company 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 for this year 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 material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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



B A Antrobus BSc (Open) FCA CTA

Lyndhurst  
Main Street  
Peasmarsh, Rye  
East Sussex TN31 6YA

1.8.2021

**RYE MUSEUM ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 5th APRIL 2021**

	Note	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
<b>Income</b>	<b>3</b>				
Donations and legacies		71,992	-	71,992	26,508
Charitable activities		-	-	-	82,503
Other trading activities		89	-	89	6,909
Investment income		573	-	573	1,006
<b>TOTAL INCOME</b>		<u>72,654</u>	<u>-</u>	<u>72,654</u>	<u>116,926</u>
<b>Expenditure</b>	<b>4</b>				
Raising funds		-	-	-	4,023
Charitable activities		45,604	-	45,604	83,280
Depreciation	6	13,258	31,196	44,454	46,011
<b>TOTAL EXPENDITURE</b>		<u>58,862</u>	<u>31,196</u>	<u>90,058</u>	<u>133,314</u>
<b>NET SURPLUS/ (DEFICIT) FOR THE YEAR</b>		13,792	(31,196)	(17,404)	(16,388)
<b>Funds brought forward</b>		344,048	139,959	484,007	500,395
Transfers between funds					
<b>Funds carried forward</b>		<u>357,840</u>	<u>108,763</u>	<u>466,603</u>	<u>484,007</u>

There were no recognised gains and losses other than those shown above.

The notes on pages 7 to 10 form part of these accounts.

**RYE MUSEUM ASSOCIATION**

**BALANCE SHEET**

**AT 5th APRIL 2021**

	Note			2020	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible Assets	6		250,450		292,924
<b>Current Assets</b>					
Stock	7	1,107		1,107	
Debtors and prepayments	8	500		2,930	
Cash at bank		215,427		187,926	
Cash in hand		19		20	
		217,053		191,983	
<b>Less: Current Liabilities</b>					
Creditors and accruals	9	900	216,153	900	191,083
<b>NET ASSETS</b>			466,603		484,007
<b>Funds of the Charity</b>					
<b>Restricted income funds:</b>	10		108,763		139,959
<b>Unrestricted income funds:</b>					
General Purposes Fund			357,840		344,048
<b>TOTAL FUNDS</b>			466,603		484,007

The company was entitled to exemption from audit under s 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with s 476 of the Companies Act 2006

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of the accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

These accounts were approved by the Board on .....7<sup>th</sup> July 2021.....



**Sheila Maddock**

**Trustee/Director**



**RYE MUSEUM ASSOCIATION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED APRIL 5th 2021**

**1 Basis of preparation**

**1.1 Basis of accounting**

These accounts have been prepared under the historic cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with:

the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

1.2 The company is not registered for VAT. All items in the accounts include attributable VAT.

**1.3 Change of accounting policy**

The accounts present a true and fair view and no changes have been made to the accounting policies adopted in note 2.

**2 Accounting policies**

**2.1 INCOME**

<b>Recognition of income</b>	These are included in the Statement of Financial Activities (SoFA) when the monetary value can be measured with sufficient reliability.
<b>Offsetting</b>	There has been no offsetting of assets and liabilities, or income and expenses unless required or permitted by the FRS 102 SORP or FRS 102.
<b>Grants and donations</b>	Grants and donations are only included in the SoFA when the general income criteria are met (5.10 to 5.12 FRS102 SORP).
<b>Government grants</b>	The charity has received government grants in the reporting period.
<b>Support Costs</b>	The charity has incurred expenditure on support costs.

**2.2 EXPENDITURE AND LIABILITIES**

<b>Liability recognition</b>	Liabilities are recognised where there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.
<b>Creditors</b>	The charity has creditors which are measured at settlement amounts.

**2.3 ASSETS**

<b>Tangible fixed assets</b>	They are capitalised if they can be used for more than one year and cost at least £100. They are valued at cost.
<b>Stocks and work in progress</b>	Stock of publications for resale is valued at the lower of cost and net realisable value, after making allowance for obsolete and slow moving items.
<b>Debtors</b>	Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount.

**RYE MUSEUM ASSOCIATION**

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 5th APRIL 2021**

**3 Analysis of income**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>Donations, Legacies, and Grants</b>				
Donations and Gift Aid	9,152	-	9,152	23,130
Grants - general	60,320	-	60,320	1,100
Subscriptions	2,520	-	2,520	2,278
	<u>71,992</u>	<u>-</u>	<u>71,992</u>	<u>26,508</u>
<b>Charitable activities</b>				
Entry fees	<u>-</u>	<u>-</u>	<u>-</u>	<u>82,503</u>
<b>Other trading activities</b>				
Fund raising activities	-	-	-	3,086
Sales (trading)	89	-	89	3,823
	<u>89</u>	<u>-</u>	<u>89</u>	<u>6,909</u>
<b>Investment income</b>				
Bank interest received	<u>573</u>	<u>-</u>	<u>573</u>	<u>1,006</u>

**4 Analysis of expenditure**

**Expenditure on raising funds**

Staging fundraising events	-	-	-	507
Advertising and promotion	-	-	-	796
Cost of sales (trading)	-	-	-	2,720
	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,023</u>

**Expenditure on charitable activities**

Professional fees	3,383	-	3,383	1,905
Salaries	26,853	-	26,853	41,832
Rent, rates and water	249	-	249	1,448
Light and heat	1,937	-	1,937	7,637
Maintenance & Conservation	1,365	-	1,365	15,680
Telephone & Web	757	-	757	2,528
Postage and stationery	-	-	-	240
Secretarial expenses	455	-	455	947
Sundry Expenses	684	-	684	2,046
Insurance and Security	8,553	-	8,553	7,754
Subscriptions & affiliation fees	468	-	468	363
Accountancy fees (note 5)	900	-	900	900
	<u>45,604</u>	<u>-</u>	<u>45,604</u>	<u>83,280</u>

**RYE MUSEUM ASSOCIATION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED APRIL 5th 2021**

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
<b>5 Fees for examination of accounts</b>				
Independent examiner's fee	900	-	900	900

**6 Fixed Assets**

	<u>Freehold Property</u>	<u>Display Equipment</u>	<u>Office Equipment</u>	<u>TOTAL</u>
	£	£	£	£
Cost b/fwd	1,035,260	153,394	39,487	1,228,141
Additions	1,980	-	-	1,980
Cost c/fwd	<u>1,037,240</u>	<u>153,394</u>	<u>39,487</u>	<u>1,230,121</u>
Accumulated depreciation b/fwd	770,433	139,067	25,717	935,217
Depreciation for period	40,788	1,600	2,066	44,454
Accumulated depreciation c/fwd	<u>811,221</u>	<u>140,667</u>	<u>27,783</u>	<u>979,671</u>
Balance at 5th April 2021	<u>226,019</u>	<u>12,727</u>	<u>11,704</u>	<u>250,450</u>
Balance at 5th April 2020	<u>264,827</u>	<u>14,327</u>	<u>13,770</u>	<u>292,924</u>

**Freehold property comprises:** (before depreciation)

3 East Street, Rye - cost	157,795
Womens' Tower - capitalised improvement expenditure	311,955
Ypres Tower - cost	501
Yypres Tower - capitalised improvement expenditure	267,631
3 East Street, Rye - capitalised improvement expenditure	299,358
	<u>1,037,240</u>

Depreciation is provided on fixed assets at the following annual rates based on the estimated useful life and anticipated residual value.

Freehold improvements	10%	- on cost
Display equipment:		
- furniture, fixtures and fittings	10%	- on cost
- computer equipment	20%	- on cost
Office equipment	15%	- reducing balance basis

No depreciation is provided on the original acquisition cost of the freehold land and buildings.

In accordance with the recommendations of the Statement of Recommended Practice on Accounting by Charities, the Permanent Collection of Museum Exhibits has been excluded from the Balance Sheet. See note 11.



**RYE MUSEUM ASSOCIATION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 5th APRIL 2021**

**6 Fixed Assets (continued)**

**Depreciation**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Womens' Tower		31,196	31,196	31,196
All other assets	13,258	-	13,258	14,815
	<u>13,258</u>	<u>31,196</u>	<u>44,454</u>	<u>46,011</u>

During 1997, the freehold of the Ypres Tower was purchased at a cost of £1 plus legal expenses of £500. The Ypres Tower freehold is subject to pre-emption rights granted to Rother District Council and Rye Town Council granting them a right of purchase in the event of a sale.

**7 Stocks**

	2021 £	2020 £
Opening stock for resale	1,107	1,614
Added in period	-	2,213
Expensed in period	-	(2,720)
Closing stock	<u>1,107</u>	<u>1,107</u>

**8 Debtors**

	2021 £	2020 £
Prepayments and deposits	<u>500</u>	<u>2,930</u>

**9 Creditors**

Accruals and payables	<u>900</u>	<u>900</u>
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**10 Restricted income funds**

	<u>Opening Balance £</u>	<u>Incoming Resources £</u>	<u>Resources Expended £</u>	<u>Closing Balance £</u>
General Fund	3,531	-	-	3,531
Fabric Fund	69	-	-	69
Garden Fund	82	-	-	82
Lottery Fund	-	-	-	-
Womens' Tower Fund	136,277	-	31,196	105,081
	<u>139,959</u>	<u>-</u>	<u>31,196</u>	<u>108,763</u>

**11 Permanent collection**

The permanent collection of museum exhibits is held by the Rye Museum Trust.

**12 Limited by guarantee**

Rye Museum Association is a registered charity. It is a private company limited by guarantee, and does not have a share capital. The liability of each member is limited to £1.