

# **DIRECTORS' REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED  
5<sup>TH</sup> APRIL 2023**



COMPANY NUMBER: 3226143  
REGISTERED CHARITY NUMBER: 1057421

**RYE MUSEUM ASSOCIATION**

## **DIRECTORS' REPORT FOR THE YEAR ENDING 5<sup>TH</sup> APRIL 2023**

The Directors present their report together with their accounts for the year ended 5<sup>th</sup> April 2023

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
Juliet Duff (co-opted June 17, 2022)	Hon Company Secretary
Geoffrey Austen (co-opted February 3, 2023)	
Michael Boyd	
John Breeds	
Alan Dickinson	
John Lanigan	
Susan Manktelow	
Stephen Masters	
Yvonne Metcalf	
Heather Stevenson	
Jen Tomkinson	
Lesley Voice	
Diana Hajikakou	
John Lanigan	

### 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.

Bankers:	Charities Aid Foundation Bank
Solicitors:	Heringtons, Bank Chambers, Rye
Reporting Examiner:	B.A. Antrobus BSc (Open) FCA CTA, Lyndhurst, Peasmarsh, 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 2022 to March 2023 total income was £124,268 and expenditure was £117,922. The cash in the bank is £271,732 so the financial position is healthy.

Rye Castle/ The Ypres Tower has been fully opened. Visitor numbers to the Tower were 31,175.

East Street was open during summer weekends staffed by volunteers, and the number of visitors was 6,744.

During the 2022-2023 year, the Museum Directors have met regularly by Zoom to deal with Museum matters. We welcomed a new Director, Geoffrey Austen, and John Lanigan resigned in February 2023 and sadly our secretary Diana Hajikakou died in April 2022.

We had several social events: Summer party in July 2022 for members at the Tower, a Twelfth Night party in January 2023, and a tea party in March 2023 to welcome regular and new volunteers. We have continued to produce a monthly e-Newsletter with interesting items. Our normal Talks Programme has continued. A children's craft day was held at East Street in August 2022. A series of articles has appeared in Rye News, with each one telling the story of one artifact from the Museum.

### We have received several gifts for the Collections:

The Methodist War Memorial Board, which is now at East St and mounted

Some Rye Girl Guide artefacts are available, dating back to founding in 1916

Rye Pottery miniature jug given by Joe Dearden

Rye Pottery Platinum Jubilee mug given by Rye Pottery

Ostrich feather and tortoiseshell fan

Sampler circa 1766 done by 12- year-old

3 dog tags from Michael Whiteman who did The Long March

Rye Fire Brigade helmet

Medal of J. Adams who died in WWI

Policeman's truncheon c 1870 belonging to PC Henley of the Rye Borough Police Force

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 26<sup>th</sup> July 2023 and signed on its behalf,

A handwritten signature in dark ink, appearing to read 'J. Duff', with a stylized, cursive script.

J. Duff    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 2023 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").

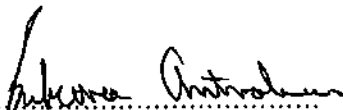
Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("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<sup>st</sup> AUGUST 2023

**RYE MUSEUM ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 5th APRIL 2023**

	Note	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
<b>Income</b>	<b>3</b>				
Donations and legacies		8,895	-	8,895	14,633
Charitable activities		107,142	-	107,142	79,276
Other trading activities		6,885	-	6,885	3,596
Investment income		1,346	-	1,346	429
<b>TOTAL INCOME</b>		<u>124,268</u>	<u>-</u>	<u>124,268</u>	<u>97,934</u>
<b>Expenditure</b>	<b>4</b>				
Raising funds		2,494	-	2,494	1,980
Charitable activities		71,727	-	71,727	66,505
Depreciation	6	12,505	31,196	43,701	44,159
<b>TOTAL EXPENDITURE</b>		<u>86,726</u>	<u>31,196</u>	<u>117,922</u>	<u>112,644</u>
<b>NET SURPLUS/ (DEFICIT) FOR THE YEAR</b>		37,542	(31,196)	6,346	(14,710)
<b>Funds brought forward</b>		374,326	77,567	451,893	466,603
<b>Funds carried forward</b>		<u>411,868</u>	<u>46,371</u>	<u>458,239</u>	<u>451,893</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 2023**

	Note	2022			
		£	£	£	£
<b>Fixed Assets</b>					
Tangible Assets	6		187,697		217,063
<b>Current Assets</b>					
Stock	7	2,294		1,187	
Debtors and prepayments	8	1,372		640	
Cash at bank		271,732		233,959	
Cash in hand		19		19	
		<u>275,417</u>		<u>235,805</u>	
<b>Less: Current Liabilities</b>					
Creditors and accruals	9	<u>4,875</u>	<u>270,542</u>	<u>975</u>	<u>234,830</u>
<b>NET ASSETS</b>			<u>458,239</u>		<u>451,893</u>
<b>Funds of the Charity</b>					
<b>Restricted income funds:</b>	10		46,371		77,567
<b>Unrestricted income funds:</b>					
General Purposes Fund			411,868		374,326
<b>TOTAL FUNDS</b>			<u>458,239</u>		<u>451,893</u>

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 *July 4, 2023* .....



**Sneha Maddock**

**Trustee/Director**



**RYE MUSEUM ASSOCIATION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 5th APRIL 2023**

**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 on a going concern basis 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**

**Recognition of income**

These are included in the Statement of Financial Activities (SoFA) when the monetary value can be measured with sufficient reliability.

**Offsetting**

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.

**Grants and donations**

Grants and donations are only included in the SoFA when the general income criteria are met (5.10 to 5.12 FRS102 SORP).

**Government grants**

The charity has received government grants in the reporting period.

**Support Costs**

The charity has incurred expenditure on support costs.

**2.2 EXPENDITURE AND LIABILITIES**

**Liability recognition**

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.

**Creditors**

The charity has creditors which are measured at settlement amounts.

**2.3 ASSETS**

**Tangible fixed assets**

They are capitalised if they can be used for more than one year and cost at least £100. They are valued at cost.

**Stocks and work in progress**

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.

**Debtors**

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 2023

### 3 Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
<b>Donations and legacies</b>				
Donations and Gift Aid	4,869	-	4,869	4,883
Grants - general	1,358	-	1,358	7,655
Subscriptions	2,668	-	2,668	2,095
	<u>8,895</u>	<u>-</u>	<u>8,895</u>	<u>14,633</u>
<b>Charitable activities</b>				
Entry fees	<u>107,142</u>	<u>-</u>	<u>107,142</u>	<u>79,276</u>
<b>Other trading activities</b>				
Fund raising activities	1,755	-	1,755	95
Sales (trading)	5,130	-	5,130	3,501
	<u>6,885</u>	<u>-</u>	<u>6,885</u>	<u>3,596</u>
<b>Income from investments</b>				
Bank interest received	<u>1,346</u>	<u>-</u>	<u>1,346</u>	<u>429</u>

### 4 Analysis of expenditure

#### **Expenditure on raising funds**

Staging fundraising events	326	-	326	-
Advertising and promotion	578	-	578	446
Cost of sales (trading)	1,590	-	1,590	1,534
	<u>2,494</u>	<u>-</u>	<u>2,494</u>	<u>1,980</u>

#### **Expenditure on charitable activities**

Professional fees	3,081	-	3,081	2,843
Salaries	33,033	-	33,033	32,319
Rent, rates and water	642	-	642	1,814
Light and heat	9,895	-	9,895	4,088
Maintenance & conservation	5,236	-	5,236	8,258
Telephone & web	809	-	809	801
Postage and stationery	544	-	544	205
Secretarial expenses	1,239	-	1,239	1,563
Sundry expenses	2,415	-	2,415	1,675
Insurance and security	13,274	-	13,274	11,612
Subscriptions & affiliation fees	584	-	584	352
Accountancy fees (note 5)	975	-	975	975
	<u>71,727</u>	<u>-</u>	<u>71,727</u>	<u>66,505</u>

**RYE MUSEUM ASSOCIATION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 5th APRIL 2023**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
<b>5 Fees for examination of accounts</b>				
Independent examiner's fee	975	-	975	975
<b>6 Fixed Assets</b>				
	<b><u>Freehold Property</u></b> £	<b><u>Display Equipment</u></b> £	<b><u>Office Equipment</u></b> £	<b><u>TOTAL</u></b> £
Cost b/fwd	1,037,240	153,394	50,259	1,240,893
* Additions	14,021	-	314	14,335
Cost c/fwd	<u>1,051,261</u>	<u>153,394</u>	<u>50,573</u>	<u>1,255,228</u>
Accumulated depreciation b/fwd	850,409	142,267	31,154	1,023,830
Depreciation for period	39,188	1,600	2,913	43,701
Accumulated depreciation c/fwd	<u>889,597</u>	<u>143,867</u>	<u>34,067</u>	<u>1,067,531</u>
Balance at 5th April 2023	<u>161,664</u>	<u>9,527</u>	<u>16,506</u>	<u>187,697</u>
Balance at 5th April 2022	<u>186,831</u>	<u>11,127</u>	<u>19,105</u>	<u>217,063</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	313,379
	<u>1,051,261</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

\* Under a contract for Solar Panels, an estimated £15,243 further will be payable to JPS Renewable Energy Ltd.

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 2023**

**6 Fixed Assets (continued)**

**Depreciation**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Womens' Tower		31,196	31,196	31,196
All other assets	12,505	-	12,505	12,963
	<u>12,505</u>	<u>31,196</u>	<u>43,701</u>	<u>44,159</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**

	2023 £	2022 £
Opening stock for resale	1,187	1,107
Added in period	2,697	1,614
Expensed in period	(1,590)	(1,534)
Closing stock	<u>2,294</u>	<u>1,187</u>

**8 Debtors**

	2023 £	2022 £
Prepayments and deposits	<u>1,372</u>	<u>640</u>

**9 Creditors**

	2023 £	2022 £
Accruals and payables	<u>4,875</u>	<u>975</u>

**10 Restricted income funds**

	Opening Balance £	Incoming Resources £	Resources Expended £	Closing Balance £
General Fund	3,531	-	-	3,531
Fabric Fund	69	-	-	69
Garden Fund	82	-	-	82
Womens' Tower Fund	73,885	-	31,196	42,689
	<u>77,567</u>	<u>-</u>	<u>31,196</u>	<u>46,371</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.