

# **DIRECTORS' REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED  
5<sup>TH</sup> APRIL 2024**



COMPANY NUMBER: 3226143  
REGISTERED CHARITY NUMBER: 1057421

**RYE MUSEUM ASSOCIATION**



## RYE MUSEUM ASSOCIATION

### DIRECTORS' REPORT FOR THE YEAR ENDING 5<sup>TH</sup> APRIL 2024

The Directors present their report together with their accounts for the year ended 5<sup>th</sup> April 2024

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/Stephen Masters	Chairman
Sheila Maddock	Hon Treasurer
Juliet Duff	Hon Company Secretary
Geoffrey Austen	
Mike Boyd (resigned October 10 <sup>th</sup> )	
John Breeds (resigned October 3 <sup>rd</sup> )	
Alan Dickinson	
Susan Manktelow	
Yvonne Metcalf	
Heather Stevenson	
Jen Tomkinson	
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.

Bankers:	Charities Aid Foundation Bank
Solicitors:	Heringtons, Bank Chambers, Rye
Reporting Examiner:	B.A. Antrobus BSc (Open) FCA CTA, 113, Shakespeare Tower, Barbican, London EC2Y 8DR
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 2023 to March 2024 total income was £170,232 and expenditure £139,268. The cash in the bank is £319,412 so the financial position is healthy.

Rye Castle/ The Ypres Tower has been fully opened. Visitor numbers to the Tower were 27,016 adults and 5,949 children

East Street was open during summer weekends staffed by volunteers, and the number of visitors was 7,960 adults and 1,140 children.

During the 2023-2024 year, the Museum Directors have met regularly by Zoom to deal with Museum matters. Two directors resigned, Michael Boyd in and John Breeds in October 2023.

We had several social events: Summer party in July 2023 for members at the Tower; an Elizabethan supper in November 2023 for members in East Street; and a volunteers' lunch in March 2024 to welcome regular and new volunteers. We have continued to produce a monthly e-Newsletter with interesting items, and articles from Rye News 'A History of Rye through Museum Objects'. Our normal Talks Programme have continued. A children's craft day was held at East Street in October 2023. To coincide with the 450<sup>th</sup> anniversary of the visit of Queen Elizabeth I to Rye, we had trail in East Street of objects relating to that period.

Major works were completed including a new roof and installation of solar panels on East Street.

We have received several gifts and acquisitions for the Collections:

- Papers from Doris Henley's family – relating to WWI and WWII, and Rye police
- Items from the Pulford Family and the Gasson member who began the first Rye Museum
- The Hargreaves Bequest – drawings by Brian Hargreaves
- A hand-made Edwardian dress
- Handwritten lectures by Miss Edith Turner, Deputy Head of Rye Grammar School before and after WWII.
- Hop shovel
- A coronation medal
- A Deans push along dog
- A tortoiseshell hair comb
- A model trebuchet
- Roll of plans for the Three Brothers ships from Newhaven Museum
- Leeds Halfpenny token dated 1793 Greenwich Maritime Museum of a Leeds
- A Memory stick with Mr J Pilcher's photographs of this area
- John Neve Masters 'Coastguard' Watch.
- Boatswain's pipe

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.

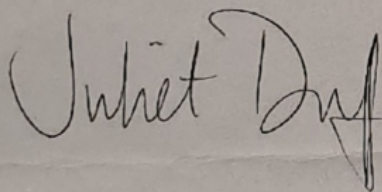
The Directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company and enable them to ensure that the accounts comply with the Companies Act of 2006. They are also responsible for safeguarding the assets of the 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 July 16<sup>th</sup> 2024 signed on its behalf,

A handwritten signature in dark ink, appearing to read 'J. Duff', is written over a horizontal crease in the paper.

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 2024 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").

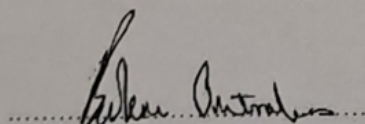
Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011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

113 Shakespeare Tower  
Barbican  
London EC2Y 8DR

22 July 2024



# RYE MUSEUM ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 5th APRIL 2024

	Note	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
<b>Income</b>	<b>3</b>				
Donations and legacies		22,347	-	22,347	8,895
Charitable activities		134,663	-	134,663	107,142
Other trading activities		9,398	-	9,398	6,885
Investment income		3,824	-	3,824	1,346
<b>TOTAL INCOME</b>		<u>170,232</u>	<u>-</u>	<u>170,232</u>	<u>124,268</u>
<b>Expenditure</b>	<b>4</b>				
Raising funds		6,361	-	6,361	2,494
Charitable activities		94,025	-	94,025	71,727
Depreciation	6	15,146	23,736	38,882	43,701
<b>TOTAL EXPENDITURE</b>		<u>115,532</u>	<u>23,736</u>	<u>139,268</u>	<u>117,922</u>
<b>NET SURPLUS/ (DEFICIT) FOR THE YEAR</b>		54,700	(23,736)	30,964	6,346
<b>Funds brought forward</b>		411,868	46,371	458,239	451,893
Transfers between funds		-	-	-	-
<b>Funds carried forward</b>		<u>466,568</u>	<u>22,635</u>	<u>489,203</u>	<u>458,239</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 2024**

	Note	2023	
		£	£
<b>Fixed Assets</b>			
Tangible Assets	6	168,029	187,697
<b>Current Assets</b>			
Stock	7	2,861	2,294
Debtors and prepayments	8	400	1,372
Cash at bank		319,412	271,732
Cash in hand		26	19
		<u>322,699</u>	<u>275,417</u>
<b>Less: Current Liabilities</b>			
Creditors and accruals	9	<u>1,525</u>	<u>4,875</u>
<b>NET ASSETS</b>		<u>489,203</u>	<u>458,239</u>
<b>Funds of the Charity</b>			
<b>Restricted income funds:</b>	10	22,635	46,371
<b>Unrestricted income funds:</b>			
General Purposes Fund		466,568	411,868
<b>TOTAL FUNDS</b>		<u>489,203</u>	<u>458,239</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 16<sup>th</sup> July 2024  
*Sheila Maddock*

Sheila Maddock  
Trustee/Director



## RYE MUSEUM ASSOCIATION

### NOTES TO THE ACCOUNTS

#### **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 2024**

### **3 Analysis of income**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
<b>Donations and legacies</b>				
Donations and Gift Aid	2,966	-	2,966	4,869
Grants - general	17,100	-	17,100	1,358
Subscriptions	2,281	-	2,281	2,668
	<u>22,347</u>	<u>-</u>	<u>22,347</u>	<u>8,895</u>
<b>Charitable activities</b>				
Entry fees	<u>134,663</u>	<u>-</u>	<u>134,663</u>	<u>107,142</u>
<b>Other trading activities</b>				
Fund raising activities	1,621	-	1,621	1,755
Sales (trading)	7,777	-	7,777	5,130
	<u>9,398</u>	<u>-</u>	<u>9,398</u>	<u>6,885</u>
<b>Income from investments</b>				
Bank interest received	<u>3,824</u>	<u>-</u>	<u>3,824</u>	<u>1,346</u>

### **4 Analysis of expenditure**

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

Staging fundraising events	361	-	361	326
Advertising and promotion	1,424	-	1,424	578
Cost of sales (trading)	4,576	-	4,576	1,590
	<u>6,361</u>	<u>-</u>	<u>6,361</u>	<u>2,494</u>

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

Professional fees	2,678	-	2,678	3,081
Salaries	48,215	-	48,215	33,033
Rent, rates and water	990	-	990	642
Light and heat	5,122	-	5,122	9,895
Maintenance & conservation	8,924	-	8,924	5,236
Telephone & web	2,402	-	2,402	809
Postage and stationery	310	-	310	544
Secretarial expenses	833	-	833	1,239
Sundry expenses	2,563	-	2,563	2,415
Insurance and security	20,651	-	20,651	13,274
Subscriptions & affiliation fees	312	-	312	584
Accountancy fees (note 5)	1,025	-	1,025	975
	<u>94,025</u>	<u>-</u>	<u>94,025</u>	<u>71,727</u>



**RYE MUSEUM ASSOCIATION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 5th APRIL 2024**

	Unrestricted Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£	£
<b>5 Fees for examination of accounts</b>				
Independent examiner's fee	<u>1,025</u>	<u>-</u>	<u>1,025</u>	<u>975</u>

**6 Fixed Assets**

	<u>Freehold Property</u>	<u>Display Equipment</u>	<u>Office Equipment</u>	<u>TOTAL</u>
	£	£	£	£
Cost b/fwd	1,051,261	153,394	50,573	1,255,228
Additions	<u>16,666</u>	<u>-</u>	<u>2,548</u>	<u>19,214</u>
Cost c/fwd	<u>1,067,927</u>	<u>153,394</u>	<u>53,121</u>	<u>1,274,442</u>
Accumulated depreciation b/fwd	889,597	143,867	34,067	1,067,531
Depreciation for period	<u>34,807</u>	<u>1,600</u>	<u>2,475</u>	<u>38,882</u>
Accumulated depreciation c/fwd	<u>924,404</u>	<u>145,467</u>	<u>36,542</u>	<u>1,106,413</u>
Balance at 5th April 2024	<u>143,523</u>	<u>7,927</u>	<u>16,579</u>	<u>168,029</u>
Balance at 5th April 2023	<u>161,664</u>	<u>9,527</u>	<u>16,506</u>	<u>187,697</u>

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

3 East Street, Rye - cost	157,795
Womens' Tower - capitalised improvement expenditure	311,955
Ypres Tower - cost	501
Ypres Tower - capitalised improvement expenditure	267,631
3 East Street, Rye - capitalised improvement expenditure	<u>330,045</u>
	<u>1,067,927</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 2024**

**6 Fixed Assets (continued)**

**Depreciation**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Womens' Tower		23,736	23,736	31,196
All other assets	15,146	-	15,146	12,505
	<u>15,146</u>	<u>23,736</u>	<u>38,882</u>	<u>43,701</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**

	2024 £	2023 £
Opening stock for resale	2,294	1,187
Added in period	5,143	2,697
Expensed in period	(4,576)	(1,590)
Closing stock	<u>2,861</u>	<u>2,294</u>

**8 Debtors**

Prepayments and deposits

	2024 £	2023 £
	<u>400</u>	<u>1,372</u>

**9 Creditors**

Accruals and payables

	2024 £	2023 £
	<u>1,525</u>	<u>4,875</u>

**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
Womens' Tower Fund	42,689	-	23,736	18,953
	<u>46,371</u>	<u>-</u>	<u>23,736</u>	<u>22,635</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.