

REGISTERED COMPANY NUMBER: 03203702 (England and Wales)
REGISTERED CHARITY NUMBER: 1071244

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 December 2020
for
HASLEMERE EDUCATIONAL MUSEUM**

HASLEMERE EDUCATIONAL MUSEUM

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HASLEMERE EDUCATIONAL MUSEUM

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 financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Strategies to achieve the year's objectives

The Trustees have produced a five year plan ending 2021 which is regularly reviewed and sets out the actions needed to achieve the agreed objectives. A new five year plan covering the years 2022 to 2026 is in the course of preparation by the Trustees. The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

The plan identifies the continued promotion of the Museum as an educational and cultural centre and the engagement of as broad an audience as possible by a full and varied annual programme of events and activities. This is achieved by encouraging and supporting visits and visitors for events for both existing and new audiences.

On the learning and interpretation aspect relating to education, an extensive annual programme was identified, leading to the promotion and use of the education room and grounds of the Museum and further expanding the number of schools and local organisations that use the facilities. This is achieved through a combination of the Museum's website, development of leaflets and promotional material as well as continued contact with schools and other organisations.

Activities and achievements during the year

The Museum has served the town and beyond since 1888, providing education and entertainment and is fully integrated into the fabric of the town, organising and supporting many of the activities which make Haslemere so special. The early part of 2020 started positively, with a number of events, exhibitions and a busy schools and educational programme taking place. From early March, the coronavirus pandemic severely curtailed Museum activities. The Museum was closed between 17 March and 10 August and again between 5 November and 3 December. In the intervening period the Museum operated with limited opening hours and the majority of activities and events had to be cancelled.

During these challenging times, the Museum made efforts to engage with the local community through social media activity and through "Glad Rags"-a local community project.

The enforced closures and the limited opening hours when the Museum was able to remain open led to a significant decline in visitor numbers to 10,978 (2019 : 40,177).

FINANCIAL REVIEW

Financial position

The net excess of expenditure over income of the Museum at 31st December 2020, before unrealised gains on investments was £2,702 (2019: £33,281).

The pandemic resulted in significant volatility in all the main investment markets around the world. In these challenging times, the Museum's investment portfolio performed well, with an unrealised gain of £108,900 for the year ended 31 December 2020 (2019: £259,963). The Museum depends on the income which its investments produce to assist in funding its core and continuing activities. The income from investments is a vital source of funds and assists the museum in enabling it to cover the majority of its operating expenditure.

Total funds carried forward at 31st December 2020 were £2,337,956 (2019: 2,231,758), of which £2,053,211 was represented by Unrestricted Funds (2019: £1,906,126) and £284,745 (2019: £325,632) by restricted funds.

FINANCIAL REVIEW

Principal funding sources and expenditure in the year under review

The Museum is reliant on the income earned from various sources to meet its costs, including entry donations, educational income, room hire, membership subscriptions, special donations, bequests and grants from various bodies. It also generates significant income from its investment portfolio.

The Covid 19 pandemic had a significant adverse impact on many of the Museum's sources of income during the year. Entry donations, educational income, room hire and income generated from exhibitions and activities were all significantly reduced as a result of the closure of the Museum or the reduced opening hours when open.

Investment income, which principally relates to the investments underpinning the Museum in a Million Endowment Fund was maintained at a similar level to the previous year at £56,012 (2019: £55,790). This income is vital to assist the Museum in reducing operating deficits which are forecast to continue in future.

A fund raising appeal to members raised over £35,000 and furlough claims and grants raised almost £43,000. This income together with an insurance claim for business interruption limited the fall in income compared with 2019 to £37,099. Total income amounted to £236,425 (2019: £273,524).

As a result of the efforts of both Trustees and Museum staff, expenditure was tightly controlled and reduced by £67,678 compared with 2019. Total expenditure amounted to £239,127 (2019: £306,805).

Investment policy and objectives

The investment objectives are to generate a sustainable income stream which at least maintains its real value in future years and at least maintains the capital value over the long term. To reduce risk, the Trustees have taken advantage of common investment funds, as they concluded that these funds offer the most cost effective access to a well diversified portfolio that reasonably matches the Museum's requirements and objectives.

During the year the majority of funds were invested with the COIF Charities Investment Fund. This fund is managed by CCLA Fund Managers Limited, one of the UK's largest charity fund managers. The investment fund is a mixed asset fund which comprises a diversified portfolio of assets with a substantial exposure to overseas equities with the aim of providing a good level of income and long term protection from inflation.

FINANCIAL REVIEW

Reserves policy

The Trustees have agreed a policy to hold unrestricted and undesignated reserves equivalent to at least one year's annual expenditure, which at 31 December 2020 amounted to £239,127 (2019: £306,805). These reserves are held in bank accounts or in readily realisable investments. But for the existence of the Museum in a Million Expendable Endowment Fund, the Trustees would have considered it necessary to agree a policy to hold unrestricted reserves equivalent to at least five years' annual expenditure. Total unrestricted reserves at 31 December 2020 amounted to £2,053,211 (2019: £1,906,126).

The reasons why the Trustees consider reserves at this level are required are as follows:

1. Most of the Museum's expenditure comprises fixed costs which relate to the running of the Museum. The majority of this expenditure comprises non discretionary establishment and staff employment costs. Establishment costs are high as the Museum is located in an 18th century listed building set in large grounds.
2. The Museum is critically dependant upon volunteer workers in order to be able to maintain and run its activities. Annual expenditure would increase by around 50% if commercial rates were paid to individuals or outside agencies to carry out the work currently undertaken by volunteers.
3. With the exception of the investment income generated by the designated funds, only a small proportion of the Museum's annual income can be regarded as regular, recurring income.
4. Despite the Trustees keeping a tight control over expenditure, the Museum's budgets for 2021 and the coming years anticipate operating deficits (an excess of expenditure over income) in each future financial year. This deficit is after taking account of the investment income generated by the expendable endowment fund.

The principal purpose of the Museum in a Million Expendable Endowment Fund is to generate income to assist in securing the Museum's future. The investment income generated from this Fund provides regular income which partly offsets the annual running costs of the Museum as well as reducing the Museum's annual deficit. All unrestricted funds are held in a combination of investments, term deposit accounts and cash balances.

FUTURE PLANS

Many of the exhibitions and activities planned for 2021 had to be cancelled or rescheduled due to Covid 19. The Museum was forced to close from the beginning of the year and only reopened in May. The Museum currently has a full programme of events, exhibitions and activities for the remainder of 2021 which it is hoped will all be able to take place.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Charity constitution

The Museum was founded in 1888 by Sir Jonathan Hutchinson FRS, an eminent physician and surgeon.

In 1913 a Committee was established to run the Museum which in 1926 concluded an Agreement with the Hutchinson Trustees whereby the Museum was handed over to a new Board of Trustees. In 1934 these Trustees created a Committee of Management. The Trust Deed governing this arrangement was modified in 1990 with the agreement of the Charity Commissioners.

On 24th May 1996 the Museum was incorporated as a Company limited by Guarantee as Company No.3203702. As such it has its Board of Directors, and a Management Committee that reports to the Board. The Museum is registered with the Charity Commission as a Charity, No. 1071244, the Trustees of which are also the members of the Board of Directors of the Company.

The Company holds certain properties comprised in a conveyance dated 5th June 1925 and a deed dated 22nd March 1926 as a Trustee for a separate unincorporated charity No. 1054842 named 'Haslemere Museum Charity' whose objects are to lease or loan the property to the Company or any other charity for any educational or other charitable purpose in such manner as the Trustees see fit. Having regard to the complexity of the inter-relationship between the respective charities No. 1071244 and 1054842 it has been separately agreed by the Charity Commission that the Trustee's Report and the Accounts of the former may incorporate the affairs and financial transactions, if any, of the latter.

Organisational structure

The Board of Directors and the Charity Trustees are legally responsible for the overall management and control of the Museum. Full board meetings are held six times a year scheduled in advance held in alternate months beginning in January of each year. The day to day activities of the charity are handled through a management committee consisting of the appointed Chairman, Curator, the Honorary Treasurer and Honorary Secretary, and the management committee normally meets every two months and reports to the Board. In addition a sub-committee has been formed to review Health and Safety. Other committees are convened when it is considered necessary, to address matters arising.

Objectives and policies

The 1934 Deed defined the objects of the Museum as being 'to forward and advance the study of Science, Literature and the Fine Arts by means of a well equipped Museum of Natural History and objects of art and of a scientific literary and historical nature'. These are embodied unchanged in the Company's Memorandum of Association.

From its establishment in 1888 the emphasis has been on education and life long learning, particularly of young people - in 1898 it became the first institution of its kind in the country to provide regular lessons and practical demonstrations to visiting school parties. The Agreement of 1926 referred to above required that the Museum retained the name 'Haslemere Educational Museum' and the educational function continues to be at the forefront of the Museum's activities. In furtherance of this function a full-time Education Officer was appointed, and has been in place since the beginning of 2001.

While admission is free, visitors are encouraged to make a donation. Access to the Museum by all members of the public is important to the charity in promoting the importance of education for everyone.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Appointment, induction and training of Trustees

Trustees are appointed for an initial period of three years, after which there is the possibility of re-appointment for a second three year term, subject to approval. After this second period of appointment, Trustees must stand down and may not be appointed again for a period of at least 12 months.

New Trustees are provided with an information pack including the charity's governing document giving explanations of the charitable objectives, together with copies of the financial statements and other relevant information, to allow them to understand and be aware of the activities of the charity.

Trustees are appointed from a broad cross section of the surrounding area and bring with them knowledge and skills which help with the management and directional leadership of the museum.

Employment Policy

The Museum places importance on the involvement of its employees and there are regular meetings with them. Where training for improved job performance is required every effort is made to ensure it is provided.

Work experience is offered to students, particularly if they are interested in a career in museums

Risk assessment

The Trustees have assessed the major risks to which the charity is exposed and are satisfied that policies and systems are in place to mitigate exposure.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03203702 (England and Wales)

Registered Charity number

1071244

Registered office

78 High Street
Haslemere
Surrey
GU27 2LA

Trustees

C L R Boobyer (Chairman) (appointed 1.10.20)
Mrs M J Clayton (appointed 1.10.20)
Ms M J Odell MBE (President)
A Perry (resigned 6.1.21)
C J F Reay FCA
Sir A J Rose CBE FRSA
R C Sabin
C J Ashton-Jones (resigned 30.9.20)

Company Secretary

Ms S A Porter

**Report of the Trustees
for the Year Ended 31 December 2020**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Knox Cropper LLP
Chartered Accountants
Office Suite 1
Haslemere House
Lower Street
Haslemere
Surrey
GU27 2PE

Approved by order of the board of trustees on 23 September 2021 and signed on its behalf by:

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke at the end.

C J F Reay - Trustee

**Independent Examiner's Report to the Trustees of
Haslemere Educational Museum**

Independent examiner's report to the trustees of Haslemere Educational Museum ('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.



James Holland-Leader FCA
ICAEW
Knox Cropper LLP
Chartered Accountants
Office Suite 1
Haslemere House
Lower Street
Haslemere
Surrey
GU27 2PE

23 September 2021

HASLEMERE EDUCATIONAL MUSEUM

Statement of Financial Activities for the Year Ended 31 December 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	141,729	10,943	152,672	127,883
Charitable activities	5				
Charitable Objectives		1,595	-	1,595	18,208
Other trading activities	3	15,985	-	15,985	71,643
Investment income	4	56,012	-	56,012	55,790
Other income		10,161	-	10,161	-
Total		225,482	10,943	236,425	273,524
EXPENDITURE ON					
Raising funds	6	1,450	-	1,450	19,108
Charitable activities	7				
Charitable Objectives		205,917	31,760	237,677	287,697
Total		207,367	31,760	239,127	306,805
Net gains on investments		108,900	-	108,900	259,963
NET INCOME/(EXPENDITURE)		127,015	(20,817)	106,198	226,682
Transfers between funds	19	20,070	(20,070)	-	-
Net movement in funds		147,085	(40,887)	106,198	226,682
RECONCILIATION OF FUNDS					
Total funds brought forward		1,906,126	325,632	2,231,758	2,005,076
TOTAL FUNDS CARRIED FORWARD		2,053,211	284,745	2,337,956	2,231,758

The notes form part of these financial statements

HASLEMERE EDUCATIONAL MUSEUM

Balance Sheet 31 December 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
FIXED ASSETS					
Tangible assets	13	20,414	232,425	252,839	277,985
Investments	14	<u>1,877,109</u>	<u>-</u>	<u>1,877,109</u>	<u>1,783,191</u>
		1,897,523	232,425	2,129,948	2,061,176
CURRENT ASSETS					
Stocks	15	3,187	-	3,187	3,872
Debtors	16	33,795	-	33,795	9,820
Investments	17	77,658	-	77,658	111,495
Cash at bank and in hand		<u>49,792</u>	<u>52,320</u>	<u>102,112</u>	<u>58,583</u>
		164,432	52,320	216,752	183,770
CREDITORS					
Amounts falling due within one year	18	<u>(8,744)</u>	<u>-</u>	<u>(8,744)</u>	<u>(13,188)</u>
NET CURRENT ASSETS		<u>155,688</u>	<u>52,320</u>	<u>208,008</u>	<u>170,582</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>2,053,211</u>	<u>284,745</u>	<u>2,337,956</u>	<u>2,231,758</u>
NET ASSETS		<u><u>2,053,211</u></u>	<u><u>284,745</u></u>	<u><u>2,337,956</u></u>	<u><u>2,231,758</u></u>
FUNDS	19				
Unrestricted funds				2,053,211	1,906,126
Restricted funds				<u>284,745</u>	<u>325,632</u>
TOTAL FUNDS				<u><u>2,337,956</u></u>	<u><u>2,231,758</u></u>

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 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.

The notes form part of these financial statements

HASLEMERE EDUCATIONAL MUSEUM

Balance Sheet - continued
31 December 2020

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 23 September 2021 and were signed on its behalf by:

A handwritten signature in dark ink, appearing to be 'C J F Reay', is written over a horizontal line.

C J F Reay - 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, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Going concern

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the company to continue as a going concern. The trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Museum has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Museum's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

Critical accounting judgements and key sources of estimation uncertainty

There are no significant judgements in relation to the following accounting policies that have a material impact on the accounts.

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.

Donations, Legacies and Collections

Grants are accounted for when Haslemere Educational Museum is notified of its legal entitlement and the amount due is probable.

Investment and Investment Income

Investments are stated at market value-bid price. The income element of any accumulation shares is shown as income with the corresponding amount shown as an addition to the investments.

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 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.

Tangible fixed assets

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

Building Improvements	- 2% on cost
Galleries Improvements	- 5% on cost
Plant and machinery	- 20% on cost
Fixtures and fittings	- 20% on cost
Computer equipment	- 25% on cost

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

Tangible fixed assets comprising the freehold land and buildings at High Street, Haslemere are used to meet the charitable objectives. The original Museum buildings are grade II listed property and, as such, are considered to be 'Heritage Assets'. As permitted by the SORP, these buildings have not been capitalized, but expenditure on the improvement of the buildings and the galleries has been capitalized.

The Museum Collection has not been capitalized as the Trustees consider that it is impractical to ascertain either a cost or a market value. Consistent with this, object purchases and acquisition expenses are written off via the Statement of Financial Activities, in the year of acquisition.

Certain of the freehold land and buildings and the artefacts in the collection are held by the company as a Trustee for a separate charity named Haslemere Museum Charity (Charity No. 1054842) whose objectives are to lease or loan such property to the Company or any other charity for any educational or other charitable purpose and to benefit the Museum or any of the educational or other charitable purposes in such manner as the Trustees see fit.

Stocks

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

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

Cash at Bank and in Hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less.

Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discount due.

1. ACCOUNTING POLICIES - continued**Financial Instruments**

The Charity only has basic financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2. DONATIONS AND LEGACIES

	2020 £	2019 £
Donations	79,225	96,301
Gift aid	9,540	-
Legacies	13,002	-
Grants	42,995	19,245
Membership subscriptions	7,910	12,337
	<u>152,672</u>	<u>127,883</u>

Grants received, included in the above, are as follows:

	2020 £	2019 £
British Museum	5,968	-
Brighton & Hove	3,533	-
JRS Grant	28,099	-
Waverley Borough Council	5,395	-
Other grants	-	19,245
	<u>42,995</u>	<u>19,245</u>

3. OTHER TRADING ACTIVITIES

	2020 £	2019 £
Special events & Exhibitions	10,471	53,555
Shop sales	5,514	18,088
	<u>15,985</u>	<u>71,643</u>

HASLEMERE EDUCATIONAL MUSEUM

Notes to the Financial Statements - continued for the Year Ended 31 December 2020

4. INVESTMENT INCOME

	2020	2019
	£	£
COIF investment fund	51,364	50,344
COIF fixed interest dividends	1,453	2,138
Deposit account interest	3,195	3,308
	<u>56,012</u>	<u>55,790</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	2020	2019
	£	£
Hire and use of Premises	1,595	18,208

6. RAISING FUNDS

Other trading activities

	2020	2019
	£	£
Purchases	1,450	19,108

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 8)	Totals
	£	£	£
Charitable Objectives	233,831	3,846	237,677

8. SUPPORT COSTS

	Governance costs
	£
Charitable Objectives	3,846

9. NET INCOME/(EXPENDITURE)

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

	2020	2019
	£	£
Depreciation - owned assets	25,146	26,313
Pension Costs	2,966	2,632
Independent Examination Fee	1,900	1,900

10. 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.

11. STAFF COSTS

Key management personnel is defined as the Trustees, Museum Management Committee and Julia Tanner as curator.

Total emoluments paid to Key Management Personnel in the year amount to £38,736 (2019: £37,057)

The following staff costs were incurred in the year:

Salaries: £125,946 (2019: £137,215)
Social Security: £3,421 (2019: £4,807)
Pension: £2,966 (2019: £2,632)

Total staff costs: £132,333 (2019: £144,654)

Volunteers

The Museum continued to have the support of over 100 unpaid volunteers who are involved in almost every activity and provide invaluable help to the Museum

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

	2020	2019
Administration	<u>9</u>	<u>7</u>

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

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	76,824	51,059	127,883
Charitable activities			
Charitable Objectives	18,208	-	18,208
Other trading activities	61,983	9,660	71,643
Investment income	<u>55,790</u>	<u>-</u>	<u>55,790</u>
Total	212,805	60,719	273,524
EXPENDITURE ON			
Raising funds	19,108	-	19,108

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
Charitable activities			
Charitable Objectives	245,719	41,978	287,697
Total	264,827	41,978	306,805
Net gains on investments	259,963	-	259,963
NET INCOME	207,941	18,741	226,682
Transfers between funds	(381)	381	-
Net movement in funds	207,560	19,122	226,682
RECONCILIATION OF FUNDS			
Total funds brought forward	1,698,566	306,510	2,005,076
TOTAL FUNDS CARRIED FORWARD	<u>1,906,126</u>	<u>325,632</u>	<u>2,231,758</u>

13. TANGIBLE FIXED ASSETS

	Building Improvements £	Land & Buildings £	Galleries Improvements £
COST			
At 1 January 2020 and 31 December 2020	<u>26,646</u>	<u>353,585</u>	<u>231,620</u>
DEPRECIATION			
At 1 January 2020	8,207	127,431	206,696
Charge for year	<u>2,665</u>	<u>7,072</u>	<u>11,581</u>
At 31 December 2020	<u>10,872</u>	<u>134,503</u>	<u>218,277</u>
NET BOOK VALUE			
At 31 December 2020	<u>15,774</u>	<u>219,082</u>	<u>13,343</u>
At 31 December 2019	<u>18,439</u>	<u>226,154</u>	<u>24,924</u>

HASLEMERE EDUCATIONAL MUSEUM

Notes to the Financial Statements - continued for the Year Ended 31 December 2020

13. TANGIBLE FIXED ASSETS - continued

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 January 2020 and 31 December 2020	<u>9,433</u>	<u>20,356</u>	<u>22,537</u>	<u>664,177</u>
DEPRECIATION				
At 1 January 2020	8,903	16,694	18,261	386,192
Charge for year	<u>530</u>	<u>1,547</u>	<u>1,751</u>	<u>25,146</u>
At 31 December 2020	<u>9,433</u>	<u>18,241</u>	<u>20,012</u>	<u>411,338</u>
NET BOOK VALUE				
At 31 December 2020	<u>-</u>	<u>2,115</u>	<u>2,525</u>	<u>252,839</u>
At 31 December 2019	<u>530</u>	<u>3,662</u>	<u>4,276</u>	<u>277,985</u>

14. FIXED ASSET INVESTMENTS

	COIF Charities Investment Fund £	COIF Charities Fixed Interest £	Cash and settlements pending £	Totals £
MARKET VALUE				
At 1 January 2020	1,676,996	56,065	50,130	1,783,191
Additions	-	-	18	18
Disposals	-	(15,000)	-	(15,000)
Revaluation	<u>107,255</u>	<u>1,645</u>	<u>-</u>	<u>108,900</u>
At 31 December 2020	<u>1,784,251</u>	<u>42,710</u>	<u>50,148</u>	<u>1,877,109</u>
NET BOOK VALUE				
At 31 December 2020	<u>1,784,251</u>	<u>42,710</u>	<u>50,148</u>	<u>1,877,109</u>
At 31 December 2019	<u>1,676,996</u>	<u>56,065</u>	<u>50,130</u>	<u>1,783,191</u>

There were no investment assets outside the UK.

HASLEMERE EDUCATIONAL MUSEUM

Notes to the Financial Statements - continued for the Year Ended 31 December 2020

15. STOCKS

	2020 £	2019 £
Shop stock	<u>3,187</u>	<u>3,872</u>

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
VAT	401	1,207
Prepayments and accrued income	<u>33,394</u>	<u>8,613</u>
	<u>33,795</u>	<u>9,820</u>

17. CURRENT ASSET INVESTMENTS

	2020 £	2019 £
Other	<u>77,658</u>	<u>111,495</u>

18. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade creditors	1,021	4,918
Social security and other taxes	2,564	2,095
Other creditors	539	1,897
Accrued expenses	<u>4,620</u>	<u>4,278</u>
	<u>8,744</u>	<u>13,188</u>

19. MOVEMENT IN FUNDS

	At 1.1.20 £	Net movement in funds £	Transfers between funds £	At 31.12.20 £
Unrestricted funds				
General fund	306,805	25,123	20,070	351,998
Premises Fund - Unrestricted	6,559	-	-	6,559
The Museum in a Million Fund	1,243,720	101,892	-	1,345,612
The AE Orchard Educational Fund	<u>349,042</u>	<u>-</u>	<u>-</u>	<u>349,042</u>
	1,906,126	127,015	20,070	2,053,211
Restricted funds				
Education	23,892	286	737	24,915
Care of Collection	15,355	(5,807)	137	9,685
Museum Development Fund	251,184	(18,654)	(105)	232,425
Premises - Restricted	<u>35,201</u>	<u>3,358</u>	<u>(20,839)</u>	<u>17,720</u>
	<u>325,632</u>	<u>(20,817)</u>	<u>(20,070)</u>	<u>284,745</u>
TOTAL FUNDS	<u>2,231,758</u>	<u>106,198</u>	<u>-</u>	<u>2,337,956</u>

HASLEMERE EDUCATIONAL MUSEUM

Notes to the Financial Statements - continued for the Year Ended 31 December 2020

19. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	225,482	(207,367)	7,008	25,123
The Museum in a Million Fund	-	-	101,892	101,892
	225,482	(207,367)	108,900	127,015
Restricted funds				
Education	3,976	(3,690)	-	286
Care of Collection	-	(5,807)	-	(5,807)
Museum Development Fund	(1)	(18,653)	-	(18,654)
Premises - Restricted	6,968	(3,610)	-	3,358
	10,943	(31,760)	-	(20,817)
TOTAL FUNDS	<u>236,425</u>	<u>(239,127)</u>	<u>108,900</u>	<u>106,198</u>

Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	Transfers between funds £	At 31.12.19 £
Unrestricted funds				
General fund	325,760	3,857	(22,812)	306,805
Premises Fund - Unrestricted	6,559	-	-	6,559
The Museum in a Million Fund	1,017,205	204,084	22,431	1,243,720
The AE Orchard Educational Fund	349,042	-	-	349,042
	1,698,566	207,941	(381)	1,906,126
Restricted funds				
Haslemere Town Council/Visitor Information Centre Fund	286	(667)	381	-
Education	14,126	9,766	-	23,892
Care of Collection	2,597	12,758	-	15,355
Museum Development Fund	269,732	(18,548)	-	251,184
Premises - Restricted	19,769	15,432	-	35,201
	306,510	18,741	381	325,632
TOTAL FUNDS	<u>2,005,076</u>	<u>226,682</u>	<u>-</u>	<u>2,231,758</u>

HASLEMERE EDUCATIONAL MUSEUM

Notes to the Financial Statements - continued for the Year Ended 31 December 2020

19. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	212,805	(264,827)	55,879	3,857
The Museum in a Million Fund	-	-	204,084	204,084
	212,805	(264,827)	259,963	207,941
Restricted funds				
Haslemere Town Council/Visitor Information Centre Fund	13,627	(14,294)	-	(667)
Education	11,200	(1,434)	-	9,766
Care of Collection	14,722	(1,964)	-	12,758
Museum Development Fund	-	(18,548)	-	(18,548)
Premises - Restricted	21,170	(5,738)	-	15,432
	60,719	(41,978)	-	18,741
TOTAL FUNDS	<u>273,524</u>	<u>(306,805)</u>	<u>259,963</u>	<u>226,682</u>

DESIGNATED FUNDS

Part of the unrestricted funds have been designated by the Trustees for specific future purposes.

The AE Orchard Educational Fund

This fund is designated to underpin and strengthen the educational resources of the Museum

Premises Fund

The Trustees periodically designate certain amounts to ensure sufficient funds are available to complete major tasks on the building.

The Museum in a Million Fund

This is an expendable endowment fund and is designed to highlight the achievements of the appeal and is reflected in the fixed asset investment fund which is used to generate income to assist in securing the future of the Museum for generations to come.

RESTRICTED FUNDS

Museum Development Fund

This balance represents the amount spent on building improvements to the Museum and the refurbishment of the galleries less annual depreciation. The cost was met mainly by Lottery funding and the balance is shown in tangible assets in the Balance Sheet, represented by Land and Buildings and Galleries Improvements, and is subject to annual depreciation.

Premises Fund

The balance represents grants received for improvements to premises less expenditure incurred.

Education

Funds received are used specifically for educational projects such as the ongoing dementia outreach project and HYPE

19. MOVEMENT IN FUNDS - continued

Haslemere Town Council/Visitor Information Centre Fund

Funds are received from Haslemere Town Council in support of the work carried out by the Visitor Information Centre

Care of Collection

The funds represent grants and donations received specifically to be used in storing and maintaining the museum artefacts

20. RELATED PARTY DISCLOSURES

During the year, the Museum paid £330 (2019: £565) to Mrs M Odell MBE (Trustee) in respect of professional services provided to them for computer support.