

THE FROME MUSEUM

ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

Company Information

President	HM Daniel
Trustees	RA Cuzner (Chairman) BP Edwards (Vice Chair) HM Daniel A Foster-Jones Cllr S Gore Ms DK Ingram (retired Oct 2020) BJ Marshall S Macarthur Dr EJ Robinson (retired July 2020)
Company Secretary	BJ Marshall
Management Committee	Trustees are all <i>ex officio</i> Members JG Hedges J Ryman Mrs J O’Kane (retired March 2020) C Wisbey Ms S Morris (FSLs Representative)
Registered Office	1 North Parade Frome Somerset BA11 1AT
Independent Examiner	AA Liggatt FCA Darkhaven Witham Friary Frome Somerset BA11 5HF
Company No	2377177
Registered Charity No	1091103

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Independent Examiner's Report to the Trustees of The Frome Museum

I report on the accounts of the Trust for the year ended 31 December 2020, which are set out on pages 4 – 9.

Respective Responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act)
- to follow the procedures laid down the General Direction given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

Basis of the Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respects the requirements:

- to keep accounting records in accordance with Section 41 of the Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act,

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
AA Liggatt FCA
Frome, Somerset

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Annual Report of the Trustees 2020 Charity reference 1091103

Legal Status

The Frome Museum is a Company Limited by Guarantee Company number 2377177.

Governance

Trustees must number no fewer than five. At 31 December 2020 the composition of the Trustees was as follows:

RA Cuzner (Chairman)
BP Edwards (Vice Chair)
HM Daniel
A Foster-Jones
Cllr S Gore
BJ Marshall
S Macarthur

The Trustees are responsible for providing a clear strategy on all matters relating to the Museum, including financial matters, and that they comply with all necessary rules and legal obligations. The Museum has no paid staff and is run and managed entirely by volunteers. Trustees are recruited through their interest shown in the Museum and their willingness to accept the responsibilities of a Trustee. Appointments are made based on candidates' knowledge of and interest in the heritage sector; professional skills and experience; and demonstrable interest in local history.

Reserves

Total assets of £188,443 are held in an unrestricted fund.

Objectives of the Charity

These are:

- a: to collect, store and conserve artefacts and documents of historic, cultural and artistic importance on behalf of the people of Frome and District
- b: to enable the general public to have access to the collection for investigation and study;
- c: to provide a place where exhibitions can be mounted to inform, and for the enjoyment of, the general public;
- d: to foster an interest in history, especially in the young, and to promote an understanding of the relevance of the past to the society in which we live.

e: to provide a library service and information on Frome and District

Main Activities and Achievements of the Charity during the Year

These are summarised in the Museum's Annual Report 2020 which will be circulated prior to the Museum's Annual Public Meeting to volunteers and all those who have supported and contributed to the work of the museum over the year.

Donations

Total donations were £3,356 (2019 £9,613). The sale of FSLS books and second-hand books raised a further £449 (2019 £2,516)

Thanks

The Trustees sincerely thank the volunteers and other friends of the Museum for their support during an extremely challenging and difficult year. During this twelve month period we have experienced limitations to public movement and rigorous health protection procedures, but our Museum has emerged financially sound and organisationally strong. The continuing development of its internet catalogue has been aided by remote working and has enhanced a growing national awareness of the Museum's collections and archives. A reassuring outcome from a very difficult year.

On behalf of the Trustees

R A Cuzner- Chairman of the Trustees

Dated: 9th February 2021

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Statement of Financial Activities for the year ended 31 December 2020

	2020 £		2019 £	
Incoming Resources				
Rents	20,131		20,737	
Frome Town Council Grant	500		-	
Mendip District Council	27,000		-	
Donations	3,356		9,613	
Gift Aid	525		2,201	
Sales	449		2,516	
Rook Lane Arts	2,560		-	
Legacy	1,000		-	
Bank/Building Society Interest	<u>577</u>	56,098	<u>512</u>	35,579
Resources Expended				
Rates	62		416	
Telephone and internet	2,315		2,240	
Purchases for re-sale	189		1,073	
Water rates	127		176	
Heating and lighting	1,956		1,906	
Insurance	2,091		2,034	
Printing, postage and stationery	129		404	
Subscriptions and fees	264		131	
Company registration fee	13		13	
Maintenance and repairs	7,396		8,989	
Equipment (other than IT)	505		948	
Professional fees other than C & T	1,965		3,256	
Cooper and Tanner Fees	2,366		2,318	
Depreciation	2,608		3,007	
Singer's Glass Slides Restoration	2,561		-	
Cleaning	110		490	
Additions to collection	-		1,485	
Hospitality	-		990	
Sundry	158		216	
Exhibition costs	207		551	
Travel and hotel costs	58		907	
IT Support Services	<u>4,945</u>	<u>30,025</u>	<u>6,598</u>	<u>38,148</u>
Net Outgoing Resources for the year		<u>26,073</u>		<u>(2,569)</u>

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Balance Sheet as at 31 December 2020

	Notes	2020 £	2019 £
Fixed Assets			
Tangible assets	5	129,760	131,475
Current Assets			
Stock	5,530	5,484	
Debtors	711	929	
Cash at bank and in hand	<u>68,667</u>	<u>39,367</u>	
	74,908	45,780	
Creditors: Amounts falling due within one year	6	<u>(16,225)</u>	<u>(14,885)</u>
		<u>58,683</u>	<u>30,895</u>
		<u>188,443</u>	<u>162,370</u>
Capital and reserves			
Unrestricted fund	8	<u>188,443</u>	<u>162,370</u>

Exemption from Audit

For the year ended 31 December 2020 the company was entitled to exemption under section 477 of the Companies Act 2006.

No notice has been deposited under section 476 B (2) requesting an audit of the accounts for the year ended 31 December 2020.

The Company Directors/Trustees acknowledge their responsibility for:

(1) ensuring the company keeps accounting records which comply with section 386; and

(2) preparing accounts which give a true and fair view of the state of affairs of the Company as at the end of its financial year, and of its profit and loss for the financial year in accordance with section 393 and 394, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as is applicable to the company.

Approved by the trustees on th February 2021 and signed on their behalf by:

R A Cuzner - Chairman of the Trustees

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Notes to the Financial Statements for the year ended 31 December 2020

1. Accounting Policies

- (a) The financial statements have been prepared under the historical cost convention, the Companies Act 2006 and follow the recommendations in the Revised Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005
- (b) Stock consists of only items saleable in the museum shop and has been estimated. Goods donated for re-sale are not included in these accounts until sold.
- (c) Depreciation has not been applied to freehold buildings which are stated at cost. Depreciation on equipment has been applied on a reducing balance basis at 20% per annum.
- (d) Exhibits, artefacts and the like have been acquired through donation and not by purchase. No value for these items is included in these accounts.

2. Trustees' expenses

Trustees' expenses were £58 (2019: £647)

3. Staff Costs

Staff Costs were nil (2019: nil)

4. Independent Examiner's Report

The cost of the Independent Examiner's Report was £400 (2019: £400)

5. Tangible Fixed Assets

	Freehold Property £	Equipment £	Total £
Cost			
At 1 January 2019	117,407	42,430	159,837
Additions	<u>0</u>	<u>893</u>	<u>893</u>
	<u>117,407</u>	<u>43,323</u>	<u>160,730</u>
Depreciation			
At 1 January 2019	-	28,362	28,362
Charge for year	<u>-</u>	<u>2,608</u>	<u>2,608</u>
	<u>-</u>	<u>30,970</u>	<u>30,970</u>
Net book value			
At 31 December 2020	117,407	12,353	129,760
At 31 December 2019	111,407	14,068	131,475

The freehold property was valued in 2004 at £450,000.

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Notes to the Financial Statements for the year ended 31 December 2020

6. Creditors: Amounts falling due within one year

	2020	2019
	£	£
Payments in advance	198	194
Sundry creditors	<u>16,027</u>	<u>14,691</u>
	<u>16,225</u>	<u>14,885</u>

7. Capital and Reserves

The Company is limited by guarantee and therefore has no share capital

8. Unrestricted Fund

Balance at 1 st January 2020	162,370
Plus: Net Outgoing Resources	<u>26,073</u>
Balance at 31 December 2020	<u>188,443</u>

**9. The Frome Museum – Artefacts Trust
Registered Charity No 309956**

The Artefacts Trust exists to own the various artefacts available to The Frome Museum. The artefacts have been donated or bequeathed to the museum over a number of years and have no definable cost. Consequently, the Artefacts Trust has no valued assets, has no liabilities and accordingly does not prepare accounts. It does, however, maintain a record of the artefacts held in its charge.

All of the Frome Museum Trustees are also Trustees of the Artefacts Trust