

## THE FROME MUSEUM

### ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

#### Company Information

<b>President</b>	HM Daniel
<b>Trustees</b>	RA Cuzner (Chairman) BP Edwards (Vice Chair) HM Daniel Cllr S Gore Dr R Heath BJ Marshall S Macarthur
<b>Company Secretary</b>	BJ Marshall
<b>Operations Committee</b>	Trustees are all <i>ex officio</i> Members M Davis JG Hedges D Lassman M Pattinson J Ryman C Wisbey Ms S Morris (FSLs Representative)
<b>Registered Office</b>	1 North Parade Frome Somerset BA11 1AT
<b>Independent Examiner</b>	AA Liggatt FCA 16 Sunny Hill Nunney Frome Somerset BA11 5ND
<b>Company No</b>	2377177
<b>Registered Charity No</b>	1091103

# **THE FROME MUSEUM**

## **Contents**

	<b>Page</b>
<b>Independent Examiner's Report</b>	<b>3</b>
<b>Trustees' Report</b>	<b>4 - 5</b>
<b>Statement of Financial Activities</b>	<b>6</b>
<b>Balance Sheet</b>	<b>7</b>
<b>Notes to the Financial Statements</b>	<b>8 – 9</b>

## **THE FROME MUSEUM**

### **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 2021, 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

## **THE FROME MUSEUM**

### **Annual Report of the Trustees 2021 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 2021 the composition of the Trustees was as follows:

RA Cuzner (Chairman)  
BP Edwards (Vice Chair)  
HM Daniel  
Cllr S Gore  
Dr R Heath  
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 £224,262 are held in three separate funds.

Unrestricted fund	£193,078
Repairing Building Fund	£ 20,000
Designated fund donated by FHBT for replacing windows	£ 11,184

#### **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 2021 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.

### **Frome Historic Buildings Trust (FHBT)**

The Trustees sincerely thank the trustees of the FHBT for donating their remaining funds amounting to £11,184 to Frome Museum. Discussions have been held between the two charities and it has been agreed that this amount will be used to replace the windows on the North Parade side of the building.

### **Donations**

Total donations were £2,407 (2020 £3,356). The sale of FSLs books and second-hand books raised a further £1,473 (2020 £449)

### **Acknowledgements**

The Trustees sincerely thank the volunteers and other friends of the Museum for their support during the second extremely challenging year of the Covid-19 pandemic. We reopened at the very end of June 2021 with 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: 4<sup>th</sup> February 2022

# THE FROME MUSEUM

## Statement of Financial Activities for the year ended 31 December 2021

	2021 £		2020 £	
<b>Incoming Resources</b>				
Rents	21,409		20,131	
Grant	1,000		500	
Mendip District Council	36,500		27,000	
Donations	2,407		3,356	
Gift Aid	498		525	
Sales	1,473		449	
Rook Lane Arts	-		2,560	
Legacy	-		1,000	
Bank/Building Society Interest	<u>699</u>	63,986	<u>577</u>	56,098
Frome Historic Buildings Trust		<u>11,184</u>		-
		<u>75,170</u>		<u>56,098</u>
<b>Resources Expended</b>				
Business Rates	170		62	
Telephone and internet	2,925		2,315	
Purchases for re-sale	685		189	
Water rates	138		127	
Heating and lighting	2,626		1,956	
Insurance	2,092		2,091	
Printing, postage and stationery	395		129	
Subscriptions and fees	167		264	
Company registration fee	13		13	
Maintenance and repairs	5,652		7,396	
Equipment (other than IT)	251		505	
Professional fees other than C & T	1,895		1,965	
Cooper and Tanner Fees	3,086		2,366	
Depreciation	2,247		2,608	
Singer's Glass Slides Restoration	2,647		2,561	
Cleaning	310		110	
New Website	6,998		-	
Restoration of Painting	1,400		-	
Hospitality	1,017		-	
Sundry	196		158	
Exhibition costs	246		207	
Travel costs	-		58	
IT Support Services	<u>4,195</u>	<u>39,351</u>	<u>4,945</u>	<u>30,025</u>
<b>Net Outgoing Resources for the year</b>		<u>35,819</u>		<u>26,073</u>

## THE FROME MUSEUM

### Balance Sheet as at 31 December 2021

	Notes	2021 £	2020 £
<b>Fixed Assets</b>			
Tangible assets	5	128,194	129,760
<b>Current Assets</b>			
Stock		5,294	5,530
Debtors		679	711
Cash at bank and in hand		<u>102,059</u>	<u>68,667</u>
		108,032	74,908
<b>Creditors:</b> Amounts falling due within one year	6	<u>(11,964)</u>	<u>(16,225)</u>
		<u>96,068</u>	<u>58,683</u>
		<u>224,262</u>	<u>188,443</u>
<b>Capital and reserves</b>			
Unrestricted fund	8	193,078	188,443
FHBT Windows		11,184	-
Repairing Building Fund		<u>20,000</u>	-
<b>Totals</b>		<u>224,262</u>	<u>188,443</u>

### Exemption from Audit

For the year ended 31 December 2021 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 2021.

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 4th February 2022 and signed on their behalf by:

R A Cuzner - Chairman of the Trustees

## THE FROME MUSEUM

### Notes to the Financial Statements for the year ended 31 December 2021

#### 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 cash basis at 20% per annum and on original artwork at 4% 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 nil (2020: £58)

#### 3. Staff Costs

Staff Costs were nil (2020: nil)

#### 4. Independent Examiner's Report

The cost of the Independent Examiner's Report was £400 (2020: £400)

#### 5. Tangible Fixed Assets

	Freehold Property £	Equipment £	Total £
<b>Cost</b>			
At 1 January 2020	117,407	43,323	160,730
Additions	<u>0</u>	<u>681</u>	<u>681</u>
	<u>117,407</u>	<u>44,004</u>	<u>161,411</u>
<b>Depreciation</b>			
At 1 January 2020	-	30,970	30,970
Charge for year	<u>-</u>	<u>2,247</u>	<u>2,247</u>
	<u>-</u>	<u>33,217</u>	<u>33,217</u>
<b>Net book value</b>			
At 31 December 2021	117,407	10,787	128,194
At 31 December 2020	111,407	12,353	129,760

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



## THE FROME MUSEUM

### Notes to the Financial Statements for the year ended 31 December 2021

#### 6. Creditors: Amounts falling due within one year

	2021 £	2020 £
Payments in advance	-	198
Sundry creditors	<u>11,964</u>	<u>16,027</u>
	<u>11,964</u>	<u>16,225</u>

#### 7. Capital and Reserves

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

#### 8. Unrestricted Fund

Balance at 1 <sup>st</sup> January 2021	188,443
Plus: Net Outgoing Resources	35,819
Frome Historic BT – Window Fund	(11,184)
Transfer to Repairing Building Fund	<u>(20,000)</u>
Balance at 31 December 2021	<u>193,078</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