

BAMPTON COMMUNITY ARCHIVE

REPORTS AND FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2022

Charity Number: 1097295

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BAMPTON COMMUNITY ARCHIVE**LEGAL AND ADMINISTRATIVE INFORMATION****Trustees**

Josephine Lewington (President)

Robin Shuckburgh (Chairman)

Nicholas Newland (Treasurer)

Registered Address

York House

Cheapside

Bampton

Oxon

OX18 2JL

Bankers

HSBC plc

24 Market Square

Witney

Oxfordshire

OX8 7BG

TRUSTEES' REPORT

See attached documentation

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BAMPTON COMMUNITY ARCHIVE

I report on the accounts of the Trust for the year ended 31 March 2022, which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

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 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

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 respect the requirements:
 - a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed and dated:

N. P. Willis

28th May 2022

BAMPTON COMMUNITY ARCHIVE**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2022**
INCOME AND EXPENDITURE ACCOUNT

		2021-22	2020-21
		<u>Unrestricted</u>	<u>Total</u>
		<u>Funds</u>	
		£	£
Incoming resources			
Grants and Subscriptions	2		
Equipment Grants		3,512	2,000
WODC, OCC & Landlord Renovation Grants		155,594	0
Membership Subscriptions		524	159
Donations		284	37
Activities generating funds			
Vesey Room & Online Sales	3	756	1,444
Events		1,214	155
Other incomes			
Gift Aid		45	741
Bank Interest		8	49
		<u>161,937</u>	<u>4,585</u>
Resources expended			
Charitable expenditure			
Purchases for Resale		293	1,109
Refurbishment Project Costs		205,824	4,002
Repairs and Maintenance		52	35
Computerisation & Website		3,844	2,166
Paypal & Finance Costs		55	24
		<u>210,068</u>	<u>7,336</u>
Management and Administration			
Telephone		152	101
AGM & Private Viewing Expenses		0	0
Subscriptions		255	155
Legal Expenses		13	13
Rent & Service Charge		0	1122
Insurance		483	410
Miscellaneous		0	0
		<u>903</u>	<u>1,801</u>
Total resources expended		<u>210,971</u>	<u>9,137</u>
Net balance		<u>-49,034</u>	<u>-4,552</u>
Balance brought forward		123,006	127,558
Net accumulated income carried forward		<u>73,972</u>	<u>123,006</u>

BAMPTON COMMUNITY ARCHIVE**BALANCE SHEET****AS AT 31 MARCH 2022**

	<u>Notes</u>	<u>2021-22</u>	<u>2020-21</u>
Asset employed:		£	£
Fixed assets			
Tangible assets		0	0
		<hr/>	<hr/>
Net Value		0	0
Current assets			
Stock		13,000	13,000
Cash at bank		70,337	109,006
Debtors		1,000	1,000
		<hr/>	<hr/>
		84,337	123,006
Creditors: amounts falling due within one year		-10,365	0
		<hr/>	<hr/>
Net current assets		73,972	123,006
		<hr/>	<hr/>
Net assets		73,972	123,006
		<hr/>	<hr/>
Accumulated funds:			
Unrestricted		73,972	123,006
		<hr/>	<hr/>

The financial statements on pages 2 to 4 were approved by the Trustees on 2nd June 2022 and signed on their behalf by:



Robin Shuckburgh
Chair

NOTES TO THE FINANCIAL STATEMENTS**1 Accounting policies**

- (a) The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" published in February 2005.
- (b) **Income and expenditure**
All income and expenditure is accounted for on the accruals basis, when the charity is legally entitled to the money, and the amount can be quantified with reasonable accuracy.
- (c) **Fund accounting**
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.
Restricted funds are those which have been made available for specific projects.
- (d) **Tangible assets and depreciation**
Tangible assets are included at original cost less accumulated depreciation.
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Computer (new) - straight line over 5 years
Now completely depreciated
- (e) **Analysis of expenditure**
Expenditure is attributed to specific activities and has been included in those cost categories. Support costs have been categorised as charitable expenditure as this more fairly represents the activities of the charity.
- (f) **Voluntary Income**
The Charity receives the assistance of many volunteers who do not take any payment for their time and effort. No attempt has been made to quantify their contribution and the accounts have been prepared without including any provision for this income.

2 Grants & Donations

Grants totalling £159,106 relate to the appeal for funds to renovate the Old Grammar School building in Bampton which houses the Archive and Vesey Room from which the Charity operates. The majority of the renovation work was completed in the current year at a cost of £205,824. The building was closed throughout the financial year so the only donations were online.

3 Vesey Room & Online Sales

The Archive retails its own publications and other memorabilia in the Vesey Room in the Old Grammar School, Bampton which has been closed throughout the financial year.

4 Trustee expenses

No Trustees claimed any expenses for their trustee duties during the year.

TRUSTEES ANNUAL REPORT FOR THE YEAR TO 31 MARCH 2022

STRUCTURE

The Rules of the Charity were adopted by the Members on 18 March 2002 and the Charity is an Association with Members paying an Annual Subscription. There are currently 28 Individual Members (£5 pa) and 47 Family Members (£8 pa). The Trustees are appointed or reappointed annually at the Annual General Meeting. The Committee manages all the affairs of the Charity and consists of the Trustees and not fewer than four and not more than twelve other Members.

The Charity has set up a limited company, Bampton Archive Trading Ltd (company number 08853943), to sell products to generate additional revenue for the Charity. The company's officers are the Trustees. The results of the company are consolidated with the Charity and all profits from the trading company are donated to the Charity. All Trustees and Committee Members give their time voluntarily and receive no remuneration or other benefits.

OBJECTIVES AND ACTIVITIES

The object of the Charity is to promote and encourage for the public education and benefit, the collection, preservation, storage and display of photographic, written and other archival material relating to the social history of the Parish of Bampton, Oxfordshire. The Charity operates from the Robert Vesey room in the Old Grammar School in Church View, Bampton, and welcomes visitors to its exhibitions and displays. Each year, the Charity holds 3 major exhibitions. These exhibitions are accompanied by printed catalogues, a permanent feature of the exhibition, which are added to the Community Archive.

FINANCIAL INFORMATION

The Covid-19 pandemic forced the closure of the Vesey Room on 14th March 2020. By December 2020, the Trustees had been able to finance Phase II of the refurbishment of the Old Grammar School from the resources of the Charity and with the aid of generous grants from West Oxfordshire District Council and our Landlords, Bampton Exhibition Foundation.

So the Trustees took the decision to commence the renovation in June 2021 and the work continued until May 2022.

As a result, the only sales achieved in the financial year were from online trading. The effect of this was for an underlying loss of £2,317, a reduction on the previous year's £4,500 loss.

The refurbishment of the building cost £205,824 of which £159,106 was covered by Grants leaving the Charity to make a loss of £46,718.

The total excess of expenditure over income in the year was £49,035 and the balance carried forward at the year end is £73,972 (prior year £123,006).

PHASE II OF THE REFURBISHMENT OF THE OLD GRAMMAR SCHOOL

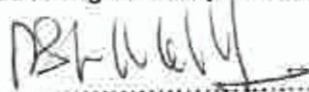
On 10th September 2019, the Charity entered into a 25 year lease for part of the Ground Floor and First Floor of the Old Grammar School which includes the Robert Vesey room. The Lease provides for the Charity to undertake Tenant's Works to bring back into use the first floor of the building and create a permanent exhibition centre for the Community Archive.

Once the necessary finance had been raised, Architects and Solicitors were engaged to document the works required and obtain all necessary consents.

Works commenced in June 2021 and were completed in May 2022 when the building reopened.

DECLARATION

The Trustees declare they have approved the Trustees' Annual Report above and authorised its signature by the Chairman on 2nd June 2022.


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Robin Shuckburgh - Chair