

**BAMPTON COMMUNITY ARCHIVE**

**REPORTS AND FINANCIAL STATEMENTS**

**YEAR ENDED 31<sup>st</sup> MARCH 2023**

**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 2023, 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:



26 Sept 2023

**BAMPTON COMMUNITY ARCHIVE****STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2023**  
**INCOME AND EXPENDITURE ACCOUNT**

		2022-23	2021-22
		<u>Unrestricted</u>	
		<u>Funds</u>	<u>Total</u>
		£	£
<b>Incoming resources</b>			
<b>Grants and Subscriptions</b>	<b>2</b>		
Equipment Grants		1,500	3,512
WODC, OCC & Landlord Renovation Grants		0	155,594
Membership Subscriptions		772	524
Donations		5,549	284
<b>Activities generating funds</b>			
Vesey Room & Online Sales	<b>3</b>	50,703	756
Events		0	1,214
<b>Other incomes</b>			
Gift Aid		162	45
Bank Interest		82	8
		<u>58,768</u>	<u>161,937</u>
<b>Resources expended</b>			
<b>Charitable expenditure</b>			
Purchases for Resale		25,420	293
Refurbishment Project Costs		61,617	205,824
Repairs and Maintenance		1,401	52
Computerisation & Website		7,950	3,844
Paypal & Finance Costs		1,121	55
		<u>97,509</u>	<u>210,068</u>
<b>Management and Administration</b>			
Telephone		27	152
AGM & Private Viewing Expenses		4,522	0
Subscriptions		255	255
Legal Expenses		13	13
Rent & Service Charge		2,060	0
Insurance		514	483
Miscellaneous		0	0
		<u>7,391</u>	<u>903</u>
<b>Total resources expended</b>		<u>104,900</u>	<u>210,971</u>
<b>Net balance</b>		<u>-46,132</u>	<u>-49,034</u>
<b>Balance brought forward</b>		73,972	123,006
<b>Net accumulated income carried forward</b>		<u>27,840</u>	<u>73,972</u>

BAMPTON COMMUNITY ARCHIVEBALANCE SHEETAS AT 31 MARCH 2023

	<u>Notes</u>	<u>2022-23</u>	<u>2021-22</u>
<b>Asset employed:</b>		<b>£</b>	<b>£</b>
<b>Fixed assets</b>			
Tangible assets		0	0
Net Value		<u>0</u>	<u>0</u>
<b>Current assets</b>			
Stock		14,000	13,000
Cash at bank		28,250	70,337
Debtors		0	1,000
		<u>42,250</u>	<u>84,337</u>
<b>Creditors:</b> amounts falling due within one year		-14,410	-10,365
		<u></u>	<u></u>
<b>Net current assets</b>		27,840	73,972
		<u></u>	<u></u>
<b>Net assets</b>		27,840	73,972
		<u><u></u></u>	<u><u></u></u>
<b>Accumulated funds:</b>			
Unrestricted		27,840	73,972
		<u><u></u></u>	<u><u></u></u>

The financial statements on pages 3 to 5 were approved by the Trustees on 11 September 2023 and signed on their behalf by:



Robin Shuckburgh  
Chair



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

- (a) The financial statement 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.  
Assets which have been provided by donation or grant are not capitalised.
- (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**

Equipment grants and donations in the current year total £7,049.  
In the prior year, 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 work was finished in May 2022 at a total cost of £267,441.

**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 reopened in May 2022 after completion of the renovation programme. The building was closed throughout the prior 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 2023

### 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 63 Individual Members (£5 pa) and 82 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 Officers 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 and Lewington rooms in the Old Grammar School in Church View, Bampton, and welcomes visitors to its exhibitions and displays. Each year, the Charity usually holds 3 major exhibitions but in the last year there only two Birding in the Bush by Barry Hudson, and Mapping Bampton – A Journey in Space and Time by Will Fenton. These exhibitions are accompanied by printed catalogues, a permanent feature of the exhibition, which are added to the Community Archive. In addition, the Archive published a book by a member Frank Hudson, Made in Bampton.

### BAMPTON COMMUNITY HUB

The Archive and the Library work separately but also together under the umbrella of Bampton Community Hub.

The Lewington room has been used regularly for talks and workshops encouraging members and the public to be involved in a variety of activities.

### PHASE II OF THE REFURBISHMENT OF THE OLD GRAMMAR SCHOOL

On 10<sup>th</sup> September 2019, the Charity entered into a 25 year lease for part of the Ground Floor (the Robert Vesey room) and all of the First Floor (the Lewington room) of the Old Grammar School.

The Lease provided for the Charity to undertake Tenant's Works to renovate the interior and bring back into use the first floor of the building to create a permanent exhibition centre for the Community Archive.

Works commenced in June 2021 and were completed in May 2022.

### FINANCIAL INFORMATION

The Old Grammar School reopened to the public in May 2022 and Turnover for the 11 months of the year of £50,700 was in line with pre-COVID levels.

Gross profit margin remained at 50%.

Donations from visitors and from tour groups contributed a further £5,500.

After costs of operating the Charity there was a surplus of £15,500.

The final building costs and fitting out works totalled £61,600.


The total excess of expenditure over income in the year was £46,132 and the balance of reserves carried forward at the year end is £27,840 (prior year £73,972).

### TRUSTEES

At the Annual General Meeting held on 26<sup>th</sup> October 2022, Robin Shuckburgh announced he would stand down as Chairman of the Trustees (although remaining as a Trustee) and the Committee appointed Jennifer Dixon-Clegg to take on the role of Chairman and join the Trustees which she did on 11<sup>th</sup> September 2023.

### DECLARATION

The Trustees declare they have approved the Trustees' Annual Report above and authorised its signature on 1<sup>st</sup> September 2023.

  
.....  
Robin Shuckburgh - Trustee