

BAMPTON COMMUNITY ARCHIVE

REPORTS AND FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2024

Charity Number: 1097295

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

Josephine Lewington (President)
Jennifer Dixon-Clegg (Chairman)
Robin Shuckburgh (Trustee)
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 2024, 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:



Dennis Walker

Tuesday 10 September 2024

BAMPTON COMMUNITY ARCHIVE**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2024**
INCOME AND EXPENDITURE ACCOUNT

		2023-24	2022-23
		<u>Unrestricted</u>	<u>Total</u>
		<u>Funds</u>	
		£	£
Incoming resources			
Grants and Subscriptions	2		
Equipment Grants		2,500	1,500
WODC, OCC & Landlord Renovation Grants		0	0
Membership Subscriptions		1,012	772
Donations		5,628	5,549
Activities generating funds			
Vesey Room & Online Sales	3	64,020	50,703
Events		1,230	0
Other incomes			
Gift Aid		614	162
Bank Interest		503	82
		<u>75,507</u>	<u>58,768</u>
Resources expended			
Charitable expenditure			
Purchases for Resale		36,735	25,420
Refurbishment Project Costs		3,043	61,617
Repairs and Maintenance		1,361	1,401
Computerisation & Website		12,476	7,950
Paypal & Finance Costs		1,405	1121
		<u>55,020</u>	<u>97,509</u>
Management and Administration			
Telephone		359	27
Exhibition Costs & Meetings & Open Day		3,310	4,522
Subscriptions		255	255
Legal Expenses		13	13
Rent & Service Charge		2,214	2060
Insurance		565	514
Miscellaneous		675	0
		<u>7,391</u>	<u>7,391</u>
Total resources expended		<u>62,411</u>	<u>104,900</u>
Net balance		<u>13,096</u>	<u>-46,132</u>
Balance brought forward		27,840	73,972
Net accumulated income carried forward		<u>40,936</u>	<u>27,840</u>

BAMPTON COMMUNITY ARCHIVE**BALANCE SHEET****AS AT 31 MARCH 2024**

	<u>Notes</u>	<u>2023-24</u>	<u>2022-23</u>
Asset employed:		£	£
Fixed assets			
Tangible assets		0	0
		<hr/>	<hr/>
Net Value		0	0
Current assets			
Stock		14,073	14,000
Cash at bank		34,513	28,250
Debtors		1,658	0
		<hr/>	<hr/>
		50,244	42,250
Creditors: amounts falling due within one year		-9,308	-14,410
		<hr/>	<hr/>
Net current assets		40,936	27,840
		<hr/>	<hr/>
Net assets		40,936	27,840
		<hr/>	<hr/>
Accumulated funds:			
Unrestricted		40,936	27,840
		<hr/>	<hr/>

The financial statements on pages 3 to 5 were approved by the Trustees on 24 September 2024 and signed on their behalf by;



Jennifer Dixon-Clegg
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 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 £8,128.

3 Vesey Room & Online Sales

The Archive retails its own publications and other memorabilia in the Vesey Room in the in the Old Grammar School, Bampton which reopened in May 2022 after completion of the renovation programme, and online.

4 Trustee expenses

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

BAMPTON COMMUNITY ARCHIVE ANNUAL REPORT
FOR THE YEAR ENDED 31ST MARCH 2024

BAMPTON COMMUNITY ARCHIVE (BCA) 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. The charity welcomes visitors to its exhibitions and displays. Each year, the Charity holds major exhibitions which, in the last year were "30 Years of Bampton Classical Opera" by Jeremy Gray and "Bampton and its Railways 1873 to 1962" by David Palfreyman. These exhibitions are accompanied by printed catalogues, a permanent feature of the exhibition and added to the Community Archive.

The BCA trustees gratefully acknowledge the hours of volunteer time, dedication and skill given to fulfilling the objectives of the BCA.

BCA STRUCTURE

The Rules of the Charity were adopted by the Members on 18th March 2002. The Charity is an Association with Members paying an Annual Subscription. During the period 2023 – 2024 BCA membership increased. There was no increase in membership fee during the period.

There are currently 66 Individual Members (£5 pa) and 85 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 work of the BCA is made possible only through the generosity of the local community who, in turn, are also brought together by the activity of the BCA.

All Trustees and Committee Members give their time voluntarily and receive no remuneration or other benefits.

BAMPTON COMMUNITY HUB

The Archive and Bampton 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 non-members to be involved in a variety of activities, all of which are provided at no cost to attendees.

THE OLD GRAMMAR SCHOOL

On 10th 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.

BCA FINANCIAL INFORMATION

Sales in the Vesey Room and Online in the year totalled £64,020. The gross profit margin was 43%. Donations from visitors and from tour groups contributed a further £5,628. After costs of operating the Charity, there was a surplus of £13,096, which resulted, at the year end, in reserves carried forward of £40,936 (which in the prior year amounted to £27,840).

BCA TRUSTEES

The trustees of the Bampton Community Archive (BCA) are pleased to submit their report and accounts for the period 1st April 2023 to 31st March 2024.

At the Annual General Meeting held on 26th 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 11th September 2023.

BCA TRUSTEE DECLARATION

The Trustees declare they have approved the Trustees' Annual Report above and authorised its signature on [date].



Jennifer Dixon-Clegg,

Chairman.

24th September, 2024.