

Company registration number: 05408088

Charity registration number: 1110447

Braintree District Museum Trust

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2022

Lambert Chapman LLP
Chartered Accountants and Registered Statutory Auditors
3 Warners Mill
Silks Way
Braintree
Essex
CM7 3GB

Braintree District Museum Trust

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Braintree District Museum Trust

Reference and Administrative Details

Trustees	Braintree District Council (F Ricci) S Charrington J A Harrison I Hutton-Jamieson D C Lindsay K L Pavid H T Price J Stern D Wisbey
Museums Manager	R N Rose
Registered Office	C/o Holmes & Hills Solicitors Bocking End Braintree Essex CM7 9AJ The charity is incorporated in England.
Company Registration Number	05408088
Charity Registration Number	1110447
Solicitors:	Holmes & Hills LLP C/o Holmes & Hills Bocking End Braintree Essex CM7 9AJ
Bankers	National Westminster Bank Plc 47 High Street Braintree Essex CM7 1JT
Auditor	Lambert Chapman LLP Chartered Accountants and Registered Statutory Auditors 3 Warners Mill Silks Way Braintree Essex CM7 3GB

Braintree District Museum Trust

Trustees' Report

CHAIRMAN'S REPORT

Exhibitions returned to Braintree Museum with SPACE: Fact & Fiction opening for families to explore space related connections to Essex, from fabrics produced by Warner & Sons to commemorate the first moon landing in 1969 through to cine film of the NASA Space Shuttle visit to Stansted Airport in 1983 by Braintree film maker, Nick Williamson. We also welcomed an exhibition on the 150 Years of St Mary's Masonic Lodge, Bocking providing an interesting insight into local social history. Finally, the last exhibition of the year was The Art of Friendship: Denise Hoyle & Marianne Straub from January - June 2022 featuring the first display of collages by the Great Bardfield artist Denise Hoyle and details of her friendship with Marianne Straub who was Design Director at Warner & Sons. We also opened the Warner & Sons Gallery at Braintree Museum introducing the history of the Warner Textile Archive collection which is now accessible to the public five days a week.

Development of the Museum site moved forward with the lease of the museum café to Something Scrummy, a local cake, coffee and sandwich shop trading for 10 years in Braintree which was looking for a prominent town centre location to be able to offer dining in and take away.

Research has become the focus of the Warner Textile Archive which re-opened during 2021 as a research centre for textile design and history by appointment or online. Textile historian, Mary Schoeser, has been researching the ledger written by Ann Warner in 1843; Louise Booyens has been researching some of the early Indian chintz fabrics within the collection as part of her BA in Heritage Interior Design at De Montfort University; and Hannah Auerbach George has visited us to view records relating to an experimental fibre known as ardil, which was made of peanuts, as part of her postdoctoral research at the V&A. A PhD student, Samantha Woodward, joined us from January until April 2021 and formulated a thorough and practical report outlining the potential digital steps forward for Warner Textile Archive, funded from an EIRA Innovation Voucher. The report is now used as a key document for future planning and has kickstarted a collaborative relationship with the University of Essex. A National Heritage Lottery Fund grant funded the purchase of the Collections Index+ collections database for the Warner Textile Archive Collection that was successfully installed and existing records transferred. New acquisitions included the Geoffrey Yeandle collection of important Warner & Sons fabrics.

Commercial projects included the launch of an exclusive Archive design collection with Cassie Nicholas, winner of Interior Design Masters in 2019; and new commissions and licences with Bloomsbury Publishing, Braintree District Council, Cite du Design, Paris, Finchingfield Guildhall, National Trust, SHARE Museums East, Thames & Hudson, V&A, and Vitra Design. Warner Textile Archive trade marks were registered with the Intellectual Property Office. Warner Textile Archive Trading Limited sales of furnishing fabrics by Claremont Furnishing Fabrics Company achieved their highest turnover in 8 years of trading providing a valuable long-term income stream.

Events included the Braintree Textile Day on 3rd October 2021 in a new format; holiday family activities at Braintree Museum throughout the year; and Braintree Christmas Light Switch On and workshops including Christmas wreath making. Successful participation in the National Heritage Open Days, included free entry to Braintree Museum and special store tours at the Warner Textile Archive. The Warner Textile Archive had a promotional retail stall at the inaugural two-day East Anglian Festival at Hedingham Castle with a high-profile programme of speakers as a showcase in East Anglia for creative leaders in literature, media, art, environment and music.

Education visits and outreach resumed with over 3,000 students participating in education sessions including a new Warner Textile Archive Education programme for primary and secondary schools. Workshops feature the History of the Warner Textile Archive; Journey of Design; and Product Development and Presentation. Collaboration and support continued with the Braintree District Cultural Education Partnership delivering continuing professional development, grant programmes and projects to schools throughout Braintree District.

Community activity included the introduction of a holiday craft activity and food programme at Braintree Museum to support the physical and mental wellbeing of young people in low-income households, in partnership with Community 360, Essex County Council and Active Braintree Foundation. Nine group visits, 7 talks and a sleepover followed the launch of a new group visit programme. Talks included an International Women's Day event for Snapping the Stiletto project about women in museums; and the Courtauld Gallery Study Day.

Braintree District Museum Trust

Trustees' Report

Funding including £107,120 of self-generated income and £374,996 of external funding and donations were generated throughout the year. An Arts Council England Cultural Recovery Fund II grant of £50,000 was used for a wide variety of investments, including a café consultancy and maintenance in preparation for a new lease; maintenance improvements to the galleries and Museum shop, including a new shop till and cloud-based stock system; upgrading computer equipment and software; Museum office maintenance and refurbishment; investment in the exhibition programme and the Braintree Textile Fair; the research room at the Warner Textile Archive and the volunteer room at Braintree Museum.

Critical support continued with the Trust's major stakeholder, Braintree District Council, whose agreed budget reduction, within the funding and management agreement, was generously deferred due to COVID-19. We are very grateful to the wide range of funders who provided donations and grants throughout the year including Braintree District Council's Councillor Community Grant Scheme and the Friends of Braintree District Museum, with support from the North Essex Astronomical Society and many private collectors who contributed to the exhibition programme. Other funders included the Active Braintree Foundation; Courtauld Gallery; European Regional Development Fund; Essex County Council; Museums Essex; National Lottery Heritage Fund; Royal Opera House Bridge; The Art Fund; SHARE Museums East and South East Business COVID Recovery.

Volunteers have been able to return to all activities at both sites (although some activities have been adapted) and we have recruited nine new volunteers to the six existing teams. We have also introduced a student placement scheme at the Warner Textile Archive to support the work of the archivist. The services provided to both individuals and organisations by the Trust is only possible through the hard work and dedication of the staff, whom the Trustees would like to thank. Volunteers too have worked many hours to enable so much to be achieved and it is impossible to emphasise enough our gratitude to them. The Trustees would also like to thank all the organisations and individuals who provided financial or voluntary support. I would like to offer my thanks to all the Trustees for their time and effort, freely given, who are the driving force of the Trust. We welcomed two new Trustees Katie Pavid and Jane Stern who bring museum and marketing expertise. We were sad to lose Louise Ratcliff and John Miners and owe them a significant vote of thanks for everything they have done.

COVID-19 still impacted on services during the year as they were reinstated. The safety of all the staff, Trustees and volunteers with the collections and buildings will remain a priority and financial sustainability will continue to be ever more important.

Sheila Charrington
Chairman

Braintree District Museum Trust

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2022.

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Braintree District Council (F Ricci)
	S Charrington
	J A Harrison
	I Hutton-Jamieson
	D C Lindsay
	K L Pavid (appointed 26 January 2022)
	H T Price
	J Stern (appointed 30 March 2022)
	D Wisbey
	L Ratcliff (resigned 29 July 2021)
	J Miners (resigned 27 July 2022)
Senior Management / Leadership Team:	R N Rose

Braintree District Museum Trust

Trustees' Report

Objectives and activities

Objects and aims

Our Charity's purpose is set out in the objects listed in the Company's Memorandum of Association. It is to recognise, preserve, interpret and promote Braintree District's unique collections and the heritage of design, industry and natural history that are in its care of local, national and international significance, to stimulate design, creativity, industry, curiosity and inspiration for all generations worldwide. This purpose is realised in the pursuit of the following:

- (i) the development and maintenance of the museum named "Braintree District Museum" ("the Museum") for the interpretation and care of items of local or historic interest or value ("the Collection"); and
- (ii) the development and maintenance of the archive named "Warner Textile Archive" ("the Archive") for the interpretation and care of items of historic interest or value relating to the textile company and associated history of Warner & Sons ("the Collection"); and
- (iii) the promotion and marketing of exhibitions, displays, research, publications, educational material, events and activities relating to the Collections.

Our aims fully reflect the purposes that the Charity was set up to further.

Braintree District Museum Trust ("the Trust") manages two sites, Braintree Museum in Manor Street, Braintree and the Warner Textile Archive, Silks Way, Braintree. The Trust owns the freehold of the Manor Street site and leases the Warner Visitor Centre from Braintree District Council. Both are located in the centre of the town, just a five-minute walk apart. The Museum embraces the urban and rural heritage of the District whereas the Archive focuses on Braintree's international textile design heritage within a nationally significant Collection.

The Trust purchased the Warner Textile Archive Collection on 20th May 2004 with funding from the Heritage Lottery Fund, Art Fund, Cloth Workers Foundation and a wide range of local and national funders. The Trust also manages and cares for the Museum Collection owned by Braintree District Council and on behalf of other organisations and individuals.

Braintree District Museum Trust

Trustees' Report

The primary objectives of the Trust for 2021 – 2022 were as follows:

1. Create a single searchable digital catalogue of a minimum 30,000 transferred records from all existing Warner Textile Archive databases to enable improved access by academic, commercial and public audiences by March 2022.
2. Generate 2,850 paid visits to Braintree Museum in 2021-2022 with an audience led, engaging, vibrant exhibition, display and event programme including Braintree Textile Fair 2021.
3. Deliver on-site, outreach or virtual paid education sessions to 2,218 children or young adults and an engaging family education programme to 750 participants with minimum 80% positive satisfaction feedback, by March 2022.
4. Open new search, volunteer and staff rooms to respond to all research enquiries and generate group visits to Braintree Museum and Warner Textile Archive Collections by appointment from September 2021.
5. Maximise revenue income to deliver a balanced Trust Budget of £348,030 and restricted funding of £89,912 meeting all grant conditions.
6. Introduce sustainable, brand compatible catering provision at Braintree Museum.
7. Launch clear, effective websites for all Trust services that strengthen the Archive and Museum brands, communication and marketing.
8. Safeguard, protect and develop all people, collections and buildings in the care of the Trust.
9. Maintain a high standard of ethical, financial and legal governance.
10. Develop clearly defined long-term partnerships with stakeholders that will increase capacity, expertise and resources to deliver the Trust's vision.

Public benefit

All our charitable activities focus on the interpretation and care of the Collections and provide a range of exhibitions, educational activities and outreach to the people of Braintree District and beyond, undertaken to further our charitable purposes for public benefit.

Both the Archive and Museum charge admission fees for adults and children to help cover expenses, although children under five, students, carers, Friends of Braintree District Museum, members of the Museums Association and the Art Fund are free. Admission to the Archive or Museum allows free re-entry within a month. During 2021-2022 admission to the Museum was resumed following government COVID-19 restrictions but the Trust decided to open the Archive to the public by appointment to focus upon research whilst the new Warner & Sons Gallery at the Museum allowed access 5 days a week.

The Trust continues to maintain its full accreditation awarded by Arts Council England (ACE) to Braintree District Museum (number 690) and the Warner Textile Archive (number 2175) in 2015 and was invited to reapply but this was suspended by ACE due to COVID-19, until at least December 2022.

6,736 people visited Braintree District Museum including virtual programmes in 2021-2022 an 1080% increase on the previous year (571) including 3,066 school children on actual and outreach visits, a 867% increase on the previous year (317).

606 people visited the Warner Textile Archive in 2021-2022 (compared to none the previous year) including 145 schoolchildren both at the Archive and as part of the outreach programme (compared to none the previous year). The Archive's commercial services in licensing, commissions and wholesale product development resumed.

We will be using the direction offered in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

Use of volunteers

The Trustees are continually grateful to the many volunteers who supported the Archive and Museum in various ways throughout the year where it was safe to do so within the COVID-19 restrictions.

Braintree District Museum Trust

Trustees' Report

Financial review

Policy on reserves

The Trust holds available reserves of £179,005 comprising unrestricted reserves of £215,906 less unrestricted tangible fixed assets of £30,290 minus designated funds of £6,611. The funds required by the Trust are £50,000 in total, split equally between the Archive and the Museum trading accounts for three months in advance to cover overheads including ICT, utilities and insurance with a contribution to salaries for the Museum and the Archive. The Trust holds reserves greater than its policy to manage cash flow and support restricted funding when grants have to be reclaimed after the initial expenditure.

Principal funding sources

The Trust generated £407,017 in unrestricted income from donations and legacies, charitable activities, investment income, and other income, (a full breakdown is given in notes 3 to 6 below). Also included within the unrestricted income total this year is £36,286 of donated services. Changes from the previous financial year include:

- In note 3, donations and legacies grew by £10,621 from £26,583 in 2021 to £37,204 in 2022; government grants fell by £43,640 from £270,047 in 2021 to £226,407 due to less central and local government financial support for COVID-19 recovery but other grants increased by £24,869 from £50,230 in 2021 to £75,099 in 2022. Included within donations in the year is £30,759 (2021: £22,444) from Warners Textile Archive Trading Limited, a trading subsidiary.
- In note 4, a rise in income from charitable activities of £43,310 with a rise of £22,546 from the Archive due to group admissions, commercial income, rent, workshops, Braintree Textile Fair, talks and a rise of £39,646 from the Museum due to higher individual and group admissions, children's activities, education, room hire, events, talks and workshops.
- In note 5, a fall in income of £55,946 due to vacant hire of the Café after the end of the previous hire as a site office to a commercial operator.
- In note 6, an overall fall in income of £2,669 including a fall in income of £579 from the Warner Textile Archive Trading Limited staff recharge and no insurance claims in 2022.

In addition, specific projects are funded through restricted grants, donations and legacies. Key funders included:

- Arts Council England awarded £50,000 from its Cultural Recovery Fund II for staffing costs to reopen services: SPACE – Fact & Fiction family exhibition costs; diversity training; delivery of the 10th Braintree Textile Fair; refurbishment of the Café and Archive as part of the recovery from the financial impact of COVID-19.
- Braintree District Council awarded £6,000 from its Councillor Community Grants comprising 11 individual councillors funding costs associated with the SPACE: Fact and Fiction family exhibition at Braintree Museum.
- National Lottery Heritage Fund awarded £5,000 from its Steps to Sustainability Fund for a training programme and grant managed by the Social Enterprise Academy to support business development and a project to improve the branding, marketing and promotion of the Archive.
- The Courtauld Gallery awarded £3,616 from the Courtauld Connects regional outreach programme to support a digital heritage trail, displays and volunteering at Braintree Museum, as a regional partner of the Courtauld Connects programme, including an annual depreciation charge.

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- The South East Business COVID Recovery (SEBCOR) Fund awarded a grant of £2,875 to support businesses to respond to the impact of COVID-19, to supply decorative pedestrian and vehicular gates to enable new Café seating and the Museum garden, indirectly funded by the European Regional Development Fund.
 - Museum Takeover Activity Days were awarded £2,533 by Community 360 at Braintree Museum for “just about managing” families or those on pupil premium from school referrals.
 - Friends of the Museum awarded £2,000 from their summer raffle towards the creation of SPACE: Fact or Fiction exhibition at Braintree Museum, Summer 2021.
 - SHARE Museums East continued to support the Trust with a grant of £980 to update the Museum’s website as part of the Museum Development Programme and a grant of £595 to enable a pilot mentoring programme for staff and trust forward planning, indirectly funded by The Art Fund and Arts Council England.
 - Royal Opera House Bridge grants of £1,000 to undertake market research with schools and cultural organisations to develop educational programmes at the Archive including research, pilot and evaluation with primary and secondary schools.
 - Museums Essex Small Grant Fund awarded £500 to review the archaeological archives held and to be transferred to the Museum and assess the opportunities for their storage, research and interpretation.
- The Trust also benefits from unrestricted funding from:
- Braintree District Council which continues to be the Trust’s primary supporter with payment of the fourth year of a rolling four-year Council service fee under a funding & management agreement of £185,190 and a peppercorn rent for the leasehold of the Warner Visitor Centre.

Expenditure review

In note 7, costs rose by £45,824 from the previous year mainly due to the resumption of school, admission, workshop marketing, exhibitions and talks expenditure due to their resumption following COVID-19; and higher commercial, utility, ICT, cleaning, marketing and training costs. The costs this year also include donated IT services of £36,286 which are also recognised in income in Note 3. Governance costs rose by £12,539. Unrestricted expenditure increased by £22,515 and restricted expenditure increased by £23,309. The loss on the disposal of assets was due to replacement of the Museum till at £532.

Investment policy and objectives

The Trust currently does not have surplus funds to invest. However if the situation changed the Trust would establish an Investments Sub-Committee and consider the use of professional advisors.

Going concern

The financial statements have been prepared on a going concern basis.

The trustees have assessed whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees have taken into account the COVID 19 pandemic recovery that has occurred since the year end, and have concluded that the Trust is a going concern.

Braintree District Museum Trust

Trustees' Report

Structure, governance and management

Nature of governing document

Braintree District Museum Trust is a charitable company limited by guarantee, which incorporated on 30 March 2005 and is registered as a charity. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event the company is wound up, each member is required to contribute an amount not exceeding £1.

The charitable company succeeds a charity originally established as an unincorporated trust by a trust deed dated 12 July 1990 and administered under a scheme dated 19 July 1991.

Recruitment and appointment of trustees

The directors of the company are also charity trustees for the purposes of charity law. Under the revised requirements of the Memorandum and Articles of Association the Trustees must retire at the 4th annual general meeting following their appointment. They are eligible for re-election for another three years but cannot serve for more than nine years without a year's break.

The Board includes Cllr Frankie Ricci who represents the corporate directorship of Braintree District Council confirmed annually at their AGM. Recruitment will continue as an ongoing process by the Board, whose profiles are included in the next section.

Induction and training of trustees

The induction and training of Directors will continue to be developed through specific briefings and their meetings including an annual strategy away day.

Braintree District Museum Trust

Trustees' Report

The profiles of the Trustees are as follows:

Sheila Charrington (Chairman)

Born to an Essex family, Sheila has spent the majority of her life in Essex. Drawing on her professional training as a book binder, Sheila was a founder member of the Essex Craft Society and has exhibited in Braintree Town Hall and Braintree District Museum.

In 1989 Sheila moved to Layer Marney Tower with her husband Nicholas, and they have been running it together ever since. Through her connection to the house she has been associated with the Historic Houses Association (Regional Chairman 2004-2008), the Regional Tourist Board (2006-2010), and the Visit Essex board until 2016. She was Chairman of Invitation to View (which co-ordinates Guided Tours in unique places for individuals) until 2019.

Sheila is a board member of the Historic Houses Association. She is very involved in Tymperleys, a restaurant and tea room in Colchester.

Iain Hutton-Jamieson

Iain is a designer running his own consultancy, Thinkingeys, in London for over twenty years. Thinkingeys works with niche clients and projects around the world, from books to interiors, with a speciality in catalogues and marketing promotion involving companies as broad-ranging as Asprey and Mastercard.

Iain has lectured at a number of colleges in Graphic Design and Professional Practice, set up the Diploma Members division for The Chartered Society of Designers, and has written for titles ranging from The Muppets, to the Telegraph, including a book on Drawing Techniques. He has MA degrees from The University of London in Book History, Art History and Garden History and is a Fellow of the RSA.

Iain has also worked for over twenty years in the fashion industry from toile to print and final production and is interested in fabric and fabric design history. Iain has lived for many years in Essex but is now based in London, is a passionate biker and inveterate traveller.

Jean Harrison

Jean was born and educated in Cheshire but came to Essex on her marriage in 1963. Since moving to Braintree in 1969, she has been involved in local life through her church and school connections.

After many years teaching at St Michael's School, Braintree, Jean became headteacher at West Hanningfield School until her retirement, at which point she began a strong relationship with the Museum. She became a role play teacher in the Victorian classroom and has trained others for this and other school programmes.

Since 2004, Jean has been Chairman of the Friends of the Museum and also arranges their outings and tours both at home and abroad. She is a volunteer at the Warner Textile Archive and the Museum, and represents the Friends and volunteers on the Board of Trustees. Jean volunteered for 25 years at the Chelmsford Diocesan Bookshop. She is a member of the Patient Forum at her local GP surgery.

Braintree District Museum Trust

Trustees' Report

Demetra Lindsay

Demetra has lived in the Braintree district since 2004 when she moved to Castle Hedingham with her husband Jason. They have been running Hedingham Castle as a historic property open to the public and a wedding venue ever since. They have brought up their young family there.

She is an architect, and worked for a firm with a very modern style. She designed the Westminster Academy and elements of the Barbican Centre refurbishment. She has since renovated the Norman Hedingham Castle with Historic England and now does small projects locally. Some rooms in the house at Hedingham Castle were also done up by Warner Fabrics and used as a showcase for their 2007 Collection, and Demetra made some of the curtains and furnishings herself as she has always enjoyed sewing, dressmaking and fabric design.

She is also on the board of Visit Essex and an active member of the Historic Houses Association. She is passionate about our local heritage and education.

Katie Pavid

Katie is a writer and editor, specialising in digital engagement. After gaining a degree in Ancient History, she trained as a print journalist and worked for local newspapers across the country before moving into the heritage sector.

She spent six years in the digital department at The Natural History Museum in London leading editorial teams and has worked on a wide range of digital products and services. Now, she is leading Content Design and UX at Great Ormond Street Hospital Children's Charity.

Katie grew up in Norfolk and is now based in north Essex. She is a passionate painter and outdoor swimmer.

Tom Price (Treasurer)

Tom worked as a corporate financier with a number of City firms for 30 years, advising growing businesses across a broad range of sectors, industries and geographies. He is currently a non-executive director of Glantus Holdings plc, and is also treasurer and arts adviser to Cockayne - Grants for the Arts, an American foundation which funds performance and creative arts.

Tom has a degree in economics and history of art. His interests include twentieth century British painting and sculpture, architecture, gardens and food. Over the last 15 years he has been restoring a Tudor farmhouse and garden in North Essex.

David Wisbey (Vice Chairman)

Born at William Julien Courtauld hospital in Braintree and schooled at St Michael's Primary School and Notley High School, David returned to the District several years ago, after having lived and worked in London and overseas. He is a practising corporate lawyer with over 30 years' experience and was, for nine years, Chairman of Birkett Long LLP, one of the largest solicitors practices in Essex, where he is still a partner. In addition to his legal work, David is a trustee of two other charities based in the Chelmsford area.

David well remembers the industrial past of Braintree, with family and neighbours working at Lake & Elliot, Courtaulds, or Crittalls, and believes it is important for the District to commemorate its past. He is therefore looking forward to contributing to the recognition, preservation, and promotion of the District's unique heritage and collections.

Braintree District Museum Trust

Trustees' Report

Cllr Frankie Ricci (Braintree District Council Corporate Member)

Frankie has lived in the District since the age of two and lives in Great Notley with his wife Jenny and two sons. He is a Director at London City Airport and has worked in the Aviation Sector for most of his professional career. Frankie has been a District Councillor for 7 years and is the Cabinet member for Communities, Culture and Tourism.

He is Vice Chairman of Great Notley Parish Council and has been an active member for 10 years. In addition, Frankie is also a Trustee of the Active Braintree Foundation.

Jane Stern

Jane is a museum curator and has worked in the museum profession for 17 years. After gaining a degree in History, she went on to study for a Masters in Museum and Gallery Management. She started her career at the Victoria and Albert Museum and has been curator at the London Fire Brigade Museum for 15 years.

Jane now lives in Essex and is passionate about social history. She is excited to learn more about the history of Braintree.

Organisational structure

The Trust has a Board of at least three Directors who meet at least every two months and are responsible for the strategic direction and policy of the Trust and ensuring the Trust meets the objectives of funders.

The day-to-day running of the Trust has been delegated to Braintree District Museum Trust staff under the terms of the Funding and Management Agreement dated 1st April 2018.

Relationships with related parties

The Trust is responsible for the care of collections owned by other organisations:

- Braintree District Council owns the local history collection under terms of a funding and management agreement and owns the freehold of the Warner Visitor Centre.
- The Heritage Lottery Fund grant funded the purchase of the Warner Textile Archive collection and its on-going interests are included in various documents jointly with the Trust and Braintree District Council.

The Trust has a wholly owned subsidiary company, Warner Textile Archive Trading Limited, which undertakes commercial activities on behalf of the Trust. Taylor Wessing LLP undertake legal work on behalf of the Trust.

The Friends of Braintree District Museum and Heritage Trust support the Trust through fundraising and promotion. Their Chairman is also a Trustee.

Risk Management

The Board continues to be focused on balancing the need to become self-sufficient from external funding whilst minimising financial risk. The Trust has developed a risk register that is regularly reviewed by the Board.

Complaints Policy

The Trust is committed to ensuring that visitors, staff, volunteers, funders and donors are treated equally, promptly and with respect and has now published a Complaints Policy.

Conflict of Interest Policy

The Trust prepares annual declarations of interest as part of the annual preparation of accounts.

Braintree District Museum Trust

Trustees' Report

Disclosure of information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 23 December 2022 and signed on its behalf by:

H T Price
Trustee

Braintree District Museum Trust

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Braintree District Museum Trust for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 23 December 2022 and signed on its behalf by:

H T Price
Trustee

Braintree District Museum Trust

Independent Auditor's Report to the Members of Braintree District Museum Trust

Opinion

We have audited the financial statements of Braintree District Museum Trust (the 'charity') for the year ended 31 March 2022, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Braintree District Museum Trust

Independent Auditor's Report to the Members of Braintree District Museum Trust

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 14), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

Braintree District Museum Trust

Independent Auditor's Report to the Members of Braintree District Museum Trust

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with trustees and other management.
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, Charities Act 2011, taxation legislation and data protection, employment and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by;

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Braintree District Museum Trust

Independent Auditor's Report to the Members of Braintree District Museum Trust

Sean Wiegand FCA (Senior Statutory Auditor)
For and on behalf of Lambert Chapman LLP, Statutory Auditor

3 Warners Mill
Silks Way
Braintree
Essex
CM7 3GB

Date: 23 December 2022

Braintree District Museum Trust

Statement of Financial Activities for the Year Ended 31 March 2022 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
Income and Endowments from:					
Donations and legacies	3	299,897	75,099	374,996	346,860
Charitable activities	4	92,379	-	92,379	49,069
Investment income	5	8,248	-	8,248	64,194
Other income	6	6,493	-	6,493	9,162
Total Income		<u>407,017</u>	<u>75,099</u>	<u>482,116</u>	<u>469,285</u>
Expenditure on:					
Charitable activities	7	<u>(365,822)</u>	<u>(117,374)</u>	<u>(483,196)</u>	<u>(437,372)</u>
Total Expenditure		<u>(365,822)</u>	<u>(117,374)</u>	<u>(483,196)</u>	<u>(437,372)</u>
Net income/(expenditure)		41,195	(42,275)	(1,080)	31,913
Transfers between funds		<u>10,047</u>	<u>(10,047)</u>	-	-
Net movement in funds		51,242	(52,322)	(1,080)	31,913
Reconciliation of funds					
Total funds brought forward		<u>164,664</u>	<u>3,211,431</u>	<u>3,376,095</u>	<u>3,344,182</u>
Total funds carried forward	20	<u>215,906</u>	<u>3,159,109</u>	<u>3,375,015</u>	<u>3,376,095</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2021 is shown in note 20.

The notes on pages 22 to 41 form an integral part of these financial statements.

Braintree District Museum Trust

(Registration number: 05408088)
Balance Sheet as at 31 March 2022

	Note	2022 £	2021 £
Fixed assets			
Tangible assets	12	1,114,874	1,146,739
Heritage assets	13	2,062,441	2,062,441
Investments	14	1	1
		<u>3,177,316</u>	<u>3,209,181</u>
Current assets			
Stocks	15	13,189	18,677
Debtors	16	84,246	55,368
Cash at bank and in hand	17	144,908	114,552
		<u>242,343</u>	<u>188,597</u>
Creditors: Amounts falling due within one year	18	<u>(44,644)</u>	<u>(21,683)</u>
Net current assets		<u>197,699</u>	<u>166,914</u>
Net assets		<u>3,375,015</u>	<u>3,376,095</u>
Funds of the charity:			
Restricted income funds			
Restricted funds	20	3,159,109	3,211,431
Unrestricted income funds			
Unrestricted funds		<u>215,906</u>	<u>164,664</u>
Total funds	20	<u>3,375,015</u>	<u>3,376,095</u>

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 19 to 41 were approved by the trustees, and authorised for issue on

23 December 2022 and signed on their behalf by:

H T Price
Trustee

The notes on pages 22 to 41 form an integral part of these financial statements.

Braintree District Museum Trust

Statement of Cash Flows for the Year Ended 31 March 2022

	Note	2022 £	2021 £
Cash flows from operating activities			
Net movement in funds		(1,080)	31,913
Adjustments to cash flows from non-cash items & non-operating activities			
Depreciation		51,886	54,108
Loss on disposal of fixed assets held for the charity's own use	8	532	42,221
		51,338	128,242
Working capital adjustments			
Decrease in stocks	15	5,488	718
Increase in debtors	16	(28,878)	(7,675)
Increase/(decrease) in creditors	18	22,961	(121,933)
Net cash flows from operating activities		50,909	(648)
Cash flows from investing activities			
Purchase of tangible fixed assets	12	(20,553)	(2,297)
Net increase/(decrease) in cash and cash equivalents		30,356	(2,945)
Cash and cash equivalents at 1 April		114,552	117,497
Cash and cash equivalents at 31 March		144,908	114,552

The notes on pages 22 to 41 form an integral part of these financial statements.

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

1 Charity status

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

C/o Holmes & Hills Solicitors, Bocking End, Braintree, Essex, CM7 9AJ.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

Braintree District Museum Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The financial statements have been prepared on a going concern basis.

Exemption from preparing group accounts

The charity has taken advantage of the exemption in section 398 of the Companies Act 2006 from the requirement to prepare consolidated financial statements, on the grounds that it is a small sized group.

Judgements

Apart from those judgements involving estimations, the management team have not made any judgements in the process of applying the entity's accounting policies that have significant effect on the amounts recognised in the accounts.

Key sources of estimation uncertainty

There are no key assumptions concerning the future or other key sources of estimation at the reporting date that we have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period. .

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

Income and endowments

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Incoming resources consists of donations, grants, admission fees, shop sales, licensing designs and rental income.

Donations, grants and similar incoming resources are credited to the Statement of Financial Activities in the year in which they are received or where it is probable that such income will be received.

Income from admission fees and shop sales are included in incoming resources in the period in which they are received.

Licensing design income relates to royalties due in the year and is included in incoming resources when the income can be measured reliably and it is probable it will be received.

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Other income represents income that cannot be reported under the other analysis headings provided within the SOFA.

Gifts in kind

Gifts in kind are recognised in different ways dependent on how they are used by the charity. Those donated for use by the charity itself are included when receivable. They are valued at the amount the charity would have had to pay to acquire them. The Charity does not receive any other gifts in kind.

Donated services and facilities

Where services or facilities are provided to the charity as a donation that would normally be purchased from our suppliers, this benefit is included in the financial statements at fair value unless the fair value cannot be reliably measured, then at the cost to the donor or the resale value of goods that are to be sold.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. All expenditure is accounted for an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of Trustee meetings and the cost of any legal advice to Trustees on governance or constitutional matters.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Government grants

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset.

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £1,000 or more are initially recorded at cost.

Heritage assets

The Warner Textile Archive Collection including the Christopher Lennox Boyd Collection is managed according to Arts Council England Accreditation standards including a description of the heritage asset; policy for acquisition, preservation, management and disposal of heritage assets as detailed in the Warner Textile Archive Collections Development Policy.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Improvements to property	2%, 5% and 10% straight line basis
John Ray Gallery and Coach Park	10% straight line basis
Fixtures, fittings and equipment	10%, 20%, 25% straight line basis
Freehold and leasehold land and buildings	2% straight line basis

Depreciation is not provided for on the Warner & Christopher Lennox Boyd Collection. Any depreciation charges are considered to be immaterial as, in the view of the Trustees, these assets are well maintained and, as such, are unlikely to reduce in value.

Fixed asset investments

Fixed asset investments are stated at historic cost less provision for any diminution in value.

Stock

Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow moving stocks. Net realisable value is based on selling price less anticipated costs to completion and selling costs. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise of cash on hand and call deposits.

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
Donations and legacies;				
Donations and legacies	37,204	-	37,204	26,583
Grants, including capital grants;				
Government grants	226,407	-	226,407	270,047
Grants	-	75,099	75,099	50,230
Donated services and facilities	36,286	-	36,286	-
	<u>299,897</u>	<u>75,099</u>	<u>374,996</u>	<u>346,860</u>

Included within the donations and legacies income above is a donation from Warners Textile Archive Trading Limited, a trading subsidiary, of £30,759 (2021: £22,444).

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

4 Income from charitable activities

	Unrestricted		Total 2022	Total 2021
	General £	Restricted £	£	£
Warner Textile Archive (WTA)	44,912	-	44,912	22,366
Braintree District Museum (BDM)	47,467	-	47,467	7,821
CJRS income	-	-	-	18,882
	<u>92,379</u>	<u>-</u>	<u>92,379</u>	<u>49,069</u>

5 Investment income

	Unrestricted		Total 2022	Total 2021
	General £	Restricted £	£	£
Rental Income	8,248	-	8,248	64,194
	<u>8,248</u>	<u>-</u>	<u>8,248</u>	<u>64,194</u>

6 Other income

	Unrestricted		Total 2022	Total 2021
	General £	Restricted £	£	£
Management charges	6,493	-	6,493	7,072
Insurance claims	-	-	-	2,090
	<u>6,493</u>	<u>-</u>	<u>6,493</u>	<u>9,162</u>

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

7 Expenditure on charitable activities

	WTA £	BDM £	Total 2022 £	Total 2021 £
Bad debts	1	-	1	3,410
(Profit)/loss on disposal of assets	-	532	532	42,221
Shop purchases	11,366	3,067	14,433	3,491
Specific grant expenditure- unrestricted	78,513	87,486	165,999	200,100
School expenses and teaching costs	-	6,896	6,896	-
Admissions expenditure, workshop and talks	27	1,605	1,632	-
Textile fair	24	-	24	-
Commercial licensed designs, commissions and wholesale	2,088	350	2,438	525
Specific grant expenditure- restricted	21,750	54,861	76,611	31,930
Donated IT Services	18,143	18,143	36,286	-
Utilities	12,595	21,733	34,328	30,908
Insurance	8,028	8,188	16,216	16,073
Maintenance and repairs	2,268	12,725	14,993	16,671
Computers, printing, IT and maintenance	5,798	10,158	15,956	12,480
Stationery and postage	558	340	898	1,407
Subscriptions	105	117	222	786
Cleaning	1,541	7,624	9,165	4,568
Volunteer expenses	480	190	670	342
Training and travel	60	684	744	30
Collections management	-	1,144	1,144	1,583
Marketing	254	1,630	1,884	830
Exhibitions	-	1,833	1,833	441
Bank and credit charges	396	976	1,372	974
Governance costs - See note below	13,268	13,765	27,033	14,494
Depreciation- restricted	10,572	29,659	40,231	40,276
Depreciation- unrestricted	6,450	5,205	11,655	13,832
	<u>194,285</u>	<u>288,911</u>	<u>483,196</u>	<u>437,372</u>

£365,822 (2021 - £343,307) of the above expenditure was attributable to unrestricted funds and £117,374 (2021 - £94,065) to restricted funds.

Governance Costs

	WTA £	BDM £	Total 2022 £	Total 2021 £
Accountancy fees	4,107	5,071	9,178	1,945
Audit of company annual accounts	2,225	2,225	4,450	4,700
Legal and Professional fees	6,936	6,469	13,405	7,849
	<u>13,268</u>	<u>13,765</u>	<u>27,033</u>	<u>14,494</u>

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

8 Net incoming/outgoing resources

Net outgoing resources for the year include:

	2022 £	2021 £
Audit fees	4,450	4,700
Loss on disposal of fixed assets held for the charity's own use	532	42,221
Depreciation of fixed assets	<u>51,886</u>	<u>54,108</u>

9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

10 Staff costs

The aggregate payroll costs of these persons were as follows:

	Total 2022	Total 2021
Gross wages	164,362	170,571
Employers NI	14,351	14,869
Pension costs	16,999	17,386
	<u>195,712</u>	<u>202,826</u>

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2022 No	2021 No
Charity Staff	<u>7</u>	<u>7</u>

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £61,109 (2021 - £61,120).

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

11 Taxation

The charity is a registered charity and is therefore potentially exempt from taxation.

12 Tangible fixed assets

	Freehold and leasehold land and buildings £	Fixture, fittings and equipment £	John Ray Gallery and Coach park £	Improvements to property £	Total £
Cost					
At 1 April 2021	1,298,215	90,780	5,967	132,297	1,527,259
Additions	-	12,797	-	7,756	20,553
Disposals	-	(3,192)	-	-	(3,192)
At 31 March 2022	1,298,215	100,385	5,967	140,053	1,544,620
Depreciation					
At 1 April 2021	310,281	56,222	2,368	11,649	380,520
Charge for the year	26,404	17,617	597	7,268	51,886
Eliminated on disposals	-	(2,660)	-	-	(2,660)
At 31 March 2022	336,685	71,179	2,965	18,917	429,746
Net book value					
At 31 March 2022	961,530	29,206	3,002	121,136	1,114,874
At 31 March 2021	987,934	34,558	3,599	120,648	1,146,739

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

13 Heritage assets

	Warner & Christopher Lennox Boyd Collection £	Total £
Cost		
At 1 April 2021	<u>2,062,441</u>	<u>2,062,441</u>
At 31 March 2022	2,062,441	2,062,441
Depreciation		
At 31 March 2022	<u>-</u>	<u>-</u>
Net book value		
At 31 March 2022	<u>2,062,441</u>	<u>2,062,441</u>

Summary of transactions

	2022 £	2021 £	2020 £	2019 £	2018 £
Cost brought forward					
Warner & Christopher Lennox Boyd collection	<u>2,062,441</u>	<u>2,062,441</u>	<u>2,062,441</u>	<u>2,062,441</u>	<u>2,062,441</u>

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

14 Fixed asset investments

Shares in group undertakings and participating interests

	Subsidiary undertakings £	Total £
Cost		
At 1 April 2021	1	1
At 31 March 2022	1	1
Net book value		
At 31 March 2022	1	1
At 31 March 2021	1	1

Details of undertakings

Details of the investments in which the charity holds 20% or more of the nominal value of any class of share capital are as follows:

Undertaking	Country of incorporation	Holding	Proportion of voting rights and shares held	Principal activity
Subsidiary undertakings				
Warner Textile Archive Trading Limited	England	Ordinary £1 shares	100%	Sales of fabric and licensing income using Warner Textile Archive designs

Subsidiaries

The profit for the financial period of Warner Textile Archive Trading Limited was £20,684 and the aggregate amount of capital and reserves at the end of the period was £46,728.

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

15 Stock

	2022 £	2021 £
Stocks	<u>13,189</u>	<u>18,677</u>

16 Debtors

	2022 £	2021 £
Trade debtors	7,890	22,890
Due from group undertakings	14,981	17,153
VAT recoverable	994	1,747
Other debtors	<u>60,381</u>	<u>13,578</u>
	<u>84,246</u>	<u>55,368</u>

17 Cash and cash equivalents

	2022 £	2021 £
Cash at bank	<u>144,908</u>	<u>114,552</u>

18 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	26,705	1,693
Other creditors	<u>17,939</u>	<u>19,990</u>
	<u>44,644</u>	<u>21,683</u>

19 Obligations under leases and hire purchase contracts

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2022 £	2021 £
Other		
Within one year	757	2,997
Between one and five years	4	760
After five years	<u>57</u>	<u>58</u>
	<u>818</u>	<u>3,815</u>

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

20 Funds

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £
Unrestricted funds					
<i>General</i>					
Unrestricted Income Fund	158,053	407,017	(365,822)	10,047	209,295
<i>Designated</i>					
Patrons Scheme	6,611	-	-	-	6,611
Total unrestricted funds	164,664	407,017	(365,822)	10,047	215,906
Restricted funds					
Learning for Life Centre & Warners Mill and Archive	3,012,089	-	(26,404)	-	2,985,685
Brain Valley Archaeological Society: Archaeological Project	3,829	-	-	-	3,829
Friends of BDM Archive Till Grant	601	-	(232)	-	369
Friends of BDM Museum Till Grant	613	-	(611)	(2)	-
Christopher Lennox Boyd Collection	38,290	-	-	-	38,290
SHARE Ready to Borrow (Norfolk CC) 2017-2019	10,885	-	(4,474)	-	6,411
Museum Heating System Grants	111,902	-	(6,086)	-	105,816
SHARE Facilities Improvement Grant 2019	2,470	-	(300)	-	2,170
BDC WTA CCTV	1,734	-	(717)	-	1,017
Friends of Braintree District Museum	3,005	-	(337)	-	2,668
Courtauld Connects	2,995	3,616	(3,348)	(1,050)	2,213
Crittall Windows Digital Archive	323	-	-	-	323
Snapping the Stiletto Project 2019-20	1,788	-	(510)	-	1,278
SHARE Digital Fund Raising Grant	650	-	(362)	-	288
SHARE Next Steps	1,418	-	(310)	-	1,108

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2022 £
ROH Bridge Learning Offer	2,549	1,000	(3,554)	5	-
National Lottery Heritage Emergency Fund	15,760	-	(13,515)	(2,245)	-
ECC Support to VCS Workforce	530	-	(152)	-	378
SEBCOR COVID-19 Response Fund	-	2,875	-	(2,875)	-
ACE Cultural Recovery	-	50,000	(46,022)	(3,978)	-
BDC Councillor Grant	-	6,000	(6,021)	21	-
SHARE Recovery Grant	-	980	(985)	5	-
SHARE Museums East Mentoring	-	595	(663)	68	-
NLHF Steps to Sustainability 2021	-	5,000	-	-	5,000
Friends of Summer Raffle 2021	-	2,000	(2,004)	4	-
Museums Activity Days	-	2,533	(767)	-	1,766
Museums Essex Small Grant Fund	-	500	-	-	500
Total restricted funds	<u>3,211,431</u>	<u>75,099</u>	<u>(117,374)</u>	<u>(10,047)</u>	<u>3,159,109</u>
Total funds	<u><u>3,376,095</u></u>	<u><u>482,116</u></u>	<u><u>(483,196)</u></u>	<u><u>-</u></u>	<u><u>3,375,015</u></u>

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
Unrestricted funds					
<i>General</i>					
Unrestricted Income Fund	83,052	419,055	(343,307)	(747)	158,053
<i>Designated</i>					
Patrons Scheme	6,611	-	-	-	6,611
Total unrestricted funds	89,663	419,055	(343,307)	(747)	164,664
Restricted					
Learning for Life Centre & Warners Mill and Archive	3,053,512	-	(41,423)	-	3,012,089
Brain Valley Archaeological Society: Archaeological Project	3,829	-	-	-	3,829
Essex County Council Big Society Fund	6,840	-	(6,840)	-	-
Friends of BDM Archive Till Grant	833	-	(232)	-	601
Friends of BDM Museum Till Grant	932	-	(319)	-	613
Christopher Lennox Boyd Collection	38,290	-	-	-	38,290
SHARE Enterprise Marketing 2018	938	-	(938)	-	-
SHARE Ready to Borrow (Norfolk CC) 2017-2019	15,359	-	(4,474)	-	10,885
Museum Heating System Grants	117,226	-	(6,071)	747	111,902
SHARE Facilities Improvement Grant 2019	2,770	-	(300)	-	2,470
BDC WTA CCTV	2,451	-	(717)	-	1,734
Friends of Braintree District Museum	3,341	-	(336)	-	3,005
Courtauld Connects	3,785	2,944	(3,726)	(8)	2,995
Crittall Windows Digital Archive	323	-	-	-	323
Snapping the Stiletto Project 2019-20	2,290	-	(510)	8	1,788
SHARE Digital Fund Raising Grant	650	-	-	-	650
SHARE Museums East Autism Grant	1,000	-	(1,000)	-	-
SHARE Family Friend Grant	150	-	(150)	-	-

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
SHARE Next Steps	-	7,067	(5,649)	-	1,418
ROH Bridge Learning Offer	-	3,500	(951)	-	2,549
ECC Essex 2020 Adaption Grant	-	1,000	(1,000)	-	-
National Lottery Heritage Emergency Fund	-	23,500	(7,740)	-	15,760
ECC Support to VCS Workforce	-	1,180	(650)	-	530
EIRA Innovation Voucher 2021	-	6,246	(6,246)	-	-
BDC Adaptation Grant 2021	-	1,000	(1,000)	-	-
ROH Bridge Let's Create Packs	-	1,000	(1,000)	-	-
SEBCOR COVID-19 Response Fund	-	2,793	(2,793)	-	-
Total restricted funds	<u>3,254,519</u>	<u>50,230</u>	<u>(94,065)</u>	<u>747</u>	<u>3,211,431</u>
Total funds	<u><u>3,344,182</u></u>	<u><u>469,285</u></u>	<u><u>(437,372)</u></u>	<u><u>-</u></u>	<u><u>3,376,095</u></u>

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

Purpose of Restricted Funds

1. Learning for Life Centre:

This is a fund for enhancing facilities to better the aims and objectives of the Trust by providing a centre for education and new stores for the collections held by the museum.

1. Warners Mill and Archive:

This is a fund for the purchase and preservation of the Warner Archive, to ensure the continuity of the Archive both for the benefit of education and public users, with an annual depreciation charge.

2. Brain Valley Archaeology Society:

A grant to undertake an archaeological project based on the interpretation of local archaeology, awarded in 2009.

3. Friends of BDM Archive Till Grant:

A contribution towards the purchase of a programmable till and integrated stock control system, with an annual depreciation charge.

4. Friends of BDM Museum Till Grant:

A contribution towards the purchase of a programmable till and integrated stock control system, with an annual depreciation charge. During the year, the till system was disposed of, and another purchased.

5. Christopher Lennox Boyd Collection:

A collection of items sold by Warner & Sons in 1972 through Christie's Auction and purchased by Christopher Lennox Boyd, "accepted in lieu of Inheritance Tax by H M Government and allocated to the Braintree District Museum Trust Ltd 2015".

6. SHARE Ready to Borrow 2017-19 Grant

A grant to improve the security, CCTV, environmental monitoring and lighting of the Museum premises for displays and exhibitions, with an annual depreciation charge.

7. Museum Heating System Grants

Grants were received from Braintree District Council and from Friends of the Museum in 2018-2019 to contribute to the cost of decommissioning the existing and installing a replacement heating system including boiler, pumps, fan convectors and all associated pipework, valves and controls at Braintree Museum, with an annual depreciation charge

8. SHARE Facilities Improvement Grant 2019

A grant of £3,000 from SHARE Museums East in 2018-2019 to contribute to the cost of a high quality, secure case for the display of objects including those on loan from national institutions, with an annual depreciation charge.

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

9. BDC WTA CCTV

A grant from Braintree District Council in 2018-2019 to contribute to the cost of installing a new CCTV digital recording system and cameras at the Warner Textile Archive, with an annual depreciation charge.

10. Friends of BDM :

Funding in 2019-2020 towards the creation of the Warner & Sons Gallery at Braintree Museum including electrical works, flooring refurbishment and display panelling, with an annual depreciation charge.

11. Courtauld Connects

A grant from The Courtauld Gallery to contribute to loans, oral history, marketing and volunteering at Braintree Museum as a regional partner of their Courtauld Connects programme, including an annual depreciation charge.

12. Crittall Window Digital Archive

A fundraising campaign to conserve paintings within the Crittall Old Iron Portrait Collection part of the Crittall Windows Archive from Just Giving Fundraising online £117 and cash donations £206.

13. Snapping the Stiletto Project 2019-20

Two grants totalling £2,750 awarded from Essex County Council for Snapping the Stiletto: 100 Years of Change Project, with an annual depreciation charge.

14. SHARE Digital Fund Raising Grant

A grant of £550 from SHARE Museums East Digital Fundraising Capacity Fund and a grant of £100 from Essex County Council MDO Travel Fund.

15. SHARE Next Steps

A grant from SHARE Museums East to support Braintree Museum's COVID-19 Recovery Plan including hand sanitiser stations; additional cleaning; Shop sneeze screen; barriers; ICT equipment for remote working; tables to enable socially distanced activities; improved ventilation and relocation of the Museum Shop entrance, indirectly funded by The Art Fund and Arts Council England including an annual depreciation charge.

16. ROH Bridge Learning Offer

Market research with schools and cultural organisations to develop educational programmes at the Warner Textile Archive including research, pilot and evaluation with primary and secondary schools.

17. National Lottery Heritage Emergency Fund

A grant from the National Lottery Heritage Fund to support immediate responses to COVID-19 used to implement a digital student placement; digital cataloguing programme at the Warner Textile Archive during lockdown and a commercial business plan review.

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

18. ECC Support to VCS Workforce

A grant from Essex County Council to provide wellbeing support for the Trust's workforce.

19. SEBOR COVID-19 Response Fund

A grant from the South East Business COVID Recovery (SEBCOR) Fund to support businesses to respond to the impact of COVID-19, to supply decorative pedestrian and vehicular gates to enable new Café seating and Museum Garden.

20. ACE Cultural Recovery

A grant from Arts Council England's Cultural Recovery Fund II to staffing costs to reopen services; SPACE: Fact & Fiction family exhibition costs; diversity training; delivery of the 10th Braintree Textile Fair; refurbishment of the Café and Warner Textile Archive as part of the recovery from the financial impact of COVID-19.

21. BDC Councilor Grant

A Councillor's Community Grant comprising 11 individual councillors funding costs associated with the SPACE: Fact & Fiction family exhibition at Braintree Museum.

22. SHARE Recovery Grant

A SHARE Museums East grant to update the Museum's website as part of their Museum Development Programme.

23. SHARE Museums East Mentoring

A SHARE Museums East grant to enable a pilot mentoring programme for staff and trust forward planning.

24. NLHF Steps to Sustainability

A training programme and grant from the National Lottery Heritage Fund managed by the Social Enterprise Academy to support business development and a project to improve the branding, marketing and promotion of the Warner Textile Archive.

25. Friends of Summer Raffle 2021

Funding in 2021-2022 towards the creation of SPACE: Fact or Fiction exhibition at Braintree Museum, Summer 2021.

26. Museum Activity Days

A programme of community activity days in partnership with Community 360 at Braintree Museum for just about managing families or those on pupil premium from school referrals.

27. Museums Essex Small Grant Fund

A grant from Museums Essex to review the archaeological archives held and to be transferred to Braintree Museum and assess the opportunities for their storage, research and interpretation.

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

Purpose of Designated Funds

1. Patron of Braintree Museums Fund.

Donations from a generous group of individuals who seek to support Braintree's unique heritage cared for by the charitable activities of Braintree District Museum Trust as seed funding to enable capital developments and projects.

Braintree District Museum Trust

Notes to the Financial Statements for the Year Ended 31 March 2022

21 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2022 £
Tangible fixed assets	30,290	3,147,025	3,177,315
Fixed asset investments	1	-	1
Current assets	230,259	12,084	242,343
Current liabilities	(44,644)	-	(44,644)
Total net assets	215,906	3,159,109	3,375,015
	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2021 £
Tangible fixed assets	21,390	3,187,790	3,209,180
Fixed asset investments	1	-	1
Current assets	164,709	23,888	188,597
Current liabilities	(21,436)	(247)	(21,683)
Total net assets	164,664	3,211,431	3,376,095

22 Related party transactions

During the year the charity made the following related party transactions:

Warner Textile Archive Trading Ltd

During the year there were transactions totalling £37,252 (2021- £29,516) between the Charity and Warner Textile Archive Trading Ltd, a subsidiary company of the Charity. The transactions were made up of a £30,759 donation from the trading subsidiary and a management recharge of £6,492. At the balance sheet date the amount due from Warner Textile Archive Trading Ltd was £14,981 (2021 - £17,153).

Taylor Wessing LLP

(Related party)

During the year there were transactions for professional services totalling £2,738 (2021 - £3,090) between the Charity and Taylor Wessing LLP, which is deemed to be a related party (under the Charity SORP) of one of the trustees. At the balance sheet date the amount due to Taylor Wessing LLP was £1,290 (2021 - £2,220).

Friends of the Museum

During the year there was a donation of £4,000 (2021: £4,000) from Friends of the Museum, a Charity which shares a common trustee, to The Braintree District Museum Trust. At the balance sheet date the amount due to/from Friends of the Museum was £Nil (2021 - £Nil).

Controlling Entity

The charity is controlled by the Trustees who are all directors of the company.