

PORTLAND MUSEUM TRUST

ANNUAL REPORT 2021

CHAIRMAN'S REPORT AND REVIEW OF THE YEAR FOR THE CHARITY COMMISSION

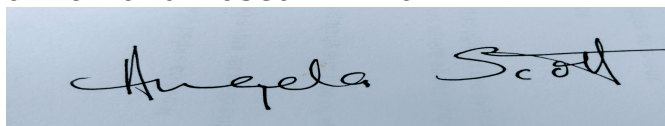
After the Covid-19 pandemic forced the complete closure of the museum in 2020 we were delighted to welcome back visitors following the government's permission for reopening on the 17th May.

Following all the changes to improving accessibility that had taken place in some of the museum galleries while we were closed, it was a last-minute scramble to get everything ship-shape and cleaned to the new, high standards required to control the spread of Covid-19. Staff, volunteers and trustees worked exceptionally hard to be ready, installing new signage and introducing social distancing measures and hand sanitising stations amongst other control systems.

It was wonderful to find that visitors were as keen to come into the museum as we were to have them there.

All in all, the season went well. Visitor numbers were understandably down but still very encouraging and the resultant income was as good as we could have hoped for. We had to contend with volunteers and staff isolating at various times due to Covid-19, but we managed to keep the museum open seven days a week throughout the season.

On reflection, I feel we can be justifiably proud of what we achieved and the progress that we made over the year. My thanks go to the staff, volunteers and fellow trustees for all the hard work that has enabled me to write such a positive report about Portland Museum in 2021.

A handwritten signature in black ink on a light blue rectangular background. The signature reads 'Angela Scott' in a cursive script.

Dr Angela Scott
Chair of Trustees
Portland Museum

Make up of Board

The Board of Trustees currently has 6 members, assisted by our accountant, Adele Russell.

Towards the end of 2021, there has been an active recruitment drive for some new trustees to assist the current members of the board.

The 2021 board members were:

- Angela Scott (Chair)
- Elizabeth Hardy (Company Secretary)
- Mike Osmond
- David Carter
- Nancy Grace
- Amanda Wallwork

Although not relevant to this report, in 2022 we appointed a further two trustees after a successful recruitment drive.

Grants

2021 was a busy year with several of the grants awarded in the preceding two years completed. This resulted in much tying up of loose ends, balancing of budgets and administration completion.

1. The History, Myths and Legends of Church Ope Cove

This Arts Council England grant was originally awarded to the museum in 2019 and was due for completion in 2020. Due to the Covid-19 pandemic ACE granted us a year's extension until the end of 2021.

During 2021, the new, portable interpretation was completed and proved extremely useful at outdoor events. Additionally, Spike Golding designed and produced the excellent and popular Church Ope Cove souvenir publication, which has been much admired by all. The publications have sold well in our shop and made us think more about how we can increase retail sales and thereby our income. Spike also carried out a much needed refresh of the museum website, which, alongside our social media channels, has resulted in increased viewings and a widening of our online audience.

Children of local families produced some wonderful illustrations which were made into a collage by volunteer and designer, Freya Rochfort, and printed onto the new Church Ope themed donation box. Modification of the donation box means that it makes a hungry roar when a coin is inserted and there is also a card payment function to facilitate electronic donations. Again, this is a new method we have utilised to increase our income.

Artist Dan Shorten produced and projected his animation with sound, Of Sea & Stone, onto Rufus Castle and inside Avice's Cottage during the postponed b-side 21 festival. This was highly successful as described in the Events section of this report.

Church Ope project research co-ordinator, Bea Moyes, completed her digital research report and co-ordinated a successful trip to London in October for the Church Ope project volunteers. She escorted and guided the research volunteers on an investigative trip to Royal Maritime Greenwich to find out which types of new and emerging digital technologies may merit use in Portland Museum displays of the future.

2. Pop-up museum

This project was completed early in 2021, allowing the pop-up to be taken out to a diverse set of events throughout the year.

The pop-up banner designs were completed by Freya Rochfort and the final purchases of equipment made. These purchases included a gazebo and various packing materials to safely house collection items in transit.

Portland Museum was very grateful for this grant which was awarded to us by South West Museums Development as part of their Recovery Fund

3. ACE Cultural Recovery Fund Grant

This grant was awarded to Portland Museum in 2020, and, amongst other things, allowed us to move the collection housed in the upstairs maritime gallery, downstairs into a new, ground floor location. This resulted in a whole section of the museum collection being made accessible to wheelchair users. Additionally, there was money for collections work, including the updating of Modes – the collections management system used by many accredited museums.

The work was completed in the first half of the year and the museum was ready for opening on 17th May 2021, the first day granted by the government for reopening. The museum looked fabulous and to see the collection of the new maritime gallery made accessible to a new audience felt like a real achievement to visitors, volunteers, trustees and staff alike.

The standard of cleanliness required, due to Covid-19, was very high. Portland Museum attained Visit Britain's 'Good to Go' status to reassure visitors they would have a safe viewing experience.

Continual seven day a week opening was achieved throughout the season by the hiring of a full time operations assistant. She worked successfully to support the volunteers and museum manager in the day to day running of the museum.

4. Rufus Castle 3D scan

In 2020, Portland Museum was awarded an Art Fund grant to produce a 3D virtual tour of nearby Rufus Castle via its website. The idea behind the application was that it would make, in digital form, accessible a physically inaccessible site (the castle is situated on a precarious cliff top and located on private land). The completion of this exciting project was delayed until 2021 as production partners, Guildhall Live, were unable to travel out of London due to the pandemic. Following completion of the 3D Lidar scan, archaeologist Gordon Le-Pard supplied an audio guide for the castle tour. This was augmented by museum volunteer, Alan Tune, who shared his memories of playing in the castle as a 10 year old during the 1950s.

The complete [virtual tour of Rufus Castle](#), plus a downloadable model to make at home, is available now via Portland Museum's website.

Completion of all these projects ended the busiest, most successful period of funded projects that the museum has ever had.

Driven by the success of the previous awards, at the end of 2021, the museum applied for, and won another; this time for £59,014 from the National Lottery Heritage Fund to launch a digital volunteering initiative and break down barriers to heritage.

The project, *Diving into the Digital Archives of the Earl of Abergavenny*, was designed by Trustee, David Carter, and its aim is to raise digital skills and confidence across the whole UK heritage sector.

Portland Museum, with its partners, the Nautical Archaeology Society and MSDS Marine, will be training volunteers to 3D scan objects excavated from the shipwreck of the Earl of Abergavenny. The collection will also be digitally recorded to Modes, (the museum's collection management system) with the images and accompanying interpretation uploaded to 3D modelling platform, Sketchfab, which will be embedded into the museum's website. By making the digital images available online they will be accessible to a global audience, thereby raising the profile of the museum through the development of new digital skills for volunteers.

We will also be sharing the process with other heritage organisations via a video film produced by Pageant Productions.

This project will be spread across 2022 and into 2023 and the museum looks forward to reporting on its progress in the 2022 Annual Report.

Events in 2021

After complete closure of the museum in 2020 due to Covid-19, it was good to start welcoming visitors back to Portland Museum after the government allowed us to reopen under controlled conditions. We were keen to restart events but were aware that any return to normality was not going to happen in 2021 due to the number of Covid-19 cases continuing to rise and fall around the country.

For this reason, we looked to use the museum garden as much as possible for outdoor events, rather than having people crowded into the small museum galleries. Additionally, we made use of our pop up museum to take the collection to outdoor events in the community.

It was disappointing that we couldn't recommence our popular school/educational visits but we felt it would have been impossible to keep children and older adult volunteers adequately safe in the small space of the museum.

The pop up museum was used four times at various locations around Portland and allowed people to find out about the museum and look at some of our exhibits. It was taken to a music festival at Fancy's Farm, the Family Science Fair at the Nothe Fort, the Christmas Fair at Portland Castle and the Portland Christmas Sparkle in Easton Gardens. All the events were very successful and well attended.

The museum has a beautiful garden which is well maintained by our excellent volunteer garden team. It proved to be a very valuable asset in 2021. A range of events were held outside:

Writer, Sarah Acton, continued her involvement with Portland Museum, holding two Heart of Stone Discussion Cafes, joining together in conversation some of the local, pre-mechanisation quarrymen with interested members of the public. The discussion cafes were used to celebrate men and women from Portland whose lives were based around Portland Stone. They were popular as they allowed visitors to hear some fascinating stories about what it was like to work in the quarries.

We held a much reduced Dino Day (our annual fund raiser with a dinosaur theme) during the summer holidays. This was always the most popular event in the museum's calendar. Due to Covid-19, again this was a much reduced affair with a smaller number of children being able to book places in the morning and afternoon sessions. Despite this, all the children enjoyed the crafts and dinosaur hunt that were staged to entertain them and the volunteers were happy to have some semblance of normality restored after the strange experience of living through repeated lockdowns.

A new type of event was a Wildworks Activity Day hosted in the museum garden. This biodiversity themed event ran as part of landscape theatre producers, 'Wildworks' community art project, 'Earthlings Assemble!' The event was facilitated by local artist, Sophie Fretwell. Illustrations crafted by children who attended the event were projected onto the Old Higher Lighthouse as part of b-side 21 festival.

b-side held a pared back festival in 2021 as the usual biannual festival, which should have happened in 2020, had been postponed. We were delighted that this allowed the museum to complete the delayed, final part of our Church Ope project. This involved four days of Church Ope themed arts events based in the museum and at Rufus Castle. Dan Shorten from Guildhall Live Events had been commissioned by the museum and b-side, in 2019, to produce an animated projection onto Rufus Castle for the 2020 festival. The animation, 'Of Sea & Stone', was

projected onto the castle walls over two evenings to about 450 visitors. It was a poignant and moving projection, inspired by the local surroundings, that was much admired by the audience and received wide and positive publicity. It was also projected inside one of the cottages (Avice's Cottage) that make up Portland Museum for four weeks following the festival and proved very popular with visitors.

Heritage Open Days coincided with b-side 21 festival. On the Sunday, the projection in Avice's Cottage was accompanied by live, improvised music by pianist, Julie Lewis. The moving images from Of Sea & Stone inspired the improvisations. The unique ambience created by coupling of music and moving images provoked exceptional feedback from visitors. The museum team was pleased with the audience response to a form of engagement we had not tried before.

Other b-side events held in the museum garden comprised two workshops which were both forums for 18 -24-year-olds and over 55s to discuss the topic 'What does Portland Mean to You?' They were run by artist duo, Promenade, and facilitated by new curator, Bobby Searle.

Four guided walks were run by the museum and were all sell outs. Two of the walks around Church Ope Cove and the surrounding area were led by research volunteer, Helena Berry. These formed part of the ACE funded Church Ope project.

Archaeologist, Gordon le Pard, led the other two guided walks around nearby Rufus Castle.

Operational Season

The museum opened for the season on 17th May 2021. Stringent cleaning rotas, hand sanitising and mask wearing were maintained throughout the season as the threat of Covid-19 was ever present. With two part time members of staff and a few volunteers who were not shielding, the museum was kept open seven days a week until the end of October. After Halloween, the museum opened a couple of days a week until it finally closed for Christmas.

The number of visitors throughout the year was just over 4,000. This figure included the people who came into the museum for the b-side festival events. Though we were delighted with that number it was less than in previous years.

However, the drop in number could be accounted for by the absence of school visits and our usually very busy children's events. This was accompanied by the understandable apprehensiveness of some older people to potentially expose themselves to Covid-19 in a closed

environment even if there was a comprehensive virus mitigation system in place.

A new payment system was introduced for entrance fees and shop sales. An iPad, purchased with money from the CRF grant was linked to a card reader. This enabled visitors to easily make card payments as opposed to using cash, (which, incidentally, we still take). Most visitors opted to use the electronic system.

Using a card payment system has changed the whole operation of cashing up at the end of the day. Neither volunteers or staff have to spend at least half an hour at the end of each day counting the takings and attempting to balance it with a conventional till printout.

Covid-19 accelerated the use of contactless card payments which avoids people having to handle cash. The card reader system has also made gathering visitor and income statistics much simpler as everything is recorded on the system and can be more easily accessed.

Visitor numbers

Adults - 2,200

Concession - 950

Children - 530

Portland Adults - 285

Portland Children - 36

Total visitors - 4,001

We are grateful to Portland Town Council for awarding the museum a generous grant, which has enabled us to give free admission to Portlanders. This was understandably well received by local people.

Income

The visitor takings were in the order of £9,500 and shop sales in the order of £9,000.

The museum has continued to focus on locally made crafts and books. Many thanks again to volunteer, Diana Souster, for purchasing stock and managing the shop. We were delighted with the money that was taken in the shop. Following lock-down, visitors seemed pleased to have somewhere to spend their money.

We are grateful to the Penn Estate for the donation of 150 Church Ope themed children's activity books. These were sold in the shop and proved very popular.

Closed season

Due to the extended open season, there was little time left of 2021. But various collections tasks took place, including the transfer and cataloguing of old postcards and photos. The images were placed into museum standard albums purchased with a £500 donation from the Court Leet and some of the £450 raised by our amazing, young fundraiser, Aria Heals-Taylor, aged just eight years old!

This work was carried out by some of our back of house volunteers, including Chloe Taylor, with the idea of protecting the images and making them more easily searchable by members of the public.

Volunteer, Charlie Cross, completed a spreadsheet that has recorded the greater part of the museum's image collection: some 1,600 records, and, another young volunteer, Rachel Elam, followed up with more work on the recorded images.

Other work that was carried out included regular environmental monitoring and updating the paper and electronic records of a backlog of collection items.

Additionally, collections were reviewed to plan improvements to display and interpretation as and when funds become available.

The extra space in the relocated office upstairs in Marie Stopes Cottage allowed these tasks to be completed with ease on the work tables that were made available in the office.

Towards the end of the year, our manager, Lucy Watkins, began preparatory work for management of the Earl of Abergavenny project that was due to start in 2022. Plans were also made to appoint a temporary assistant in 2022 to carry out Lucy's museum roles for the duration of the Earl of Abergavenny project.

The Dorset Museums Association held its AGM in December at the refurbished Dorset Museum. Portland Museum was invited to talk to the members present about the Rufus Castle 3D virtual tour project. The presentation was well received with the experiences of producing the tour shared with members of the various heritage organisations.

Volunteers, staff and trustees had the opportunity to carry out a lot of online training which was being offered by organisations such as SWMD (South West Museum Development) and the Collections Trust. Online training was one of the few positives to come out of the pandemic as it was easy to attend sessions on topics such as Collection Care, Diversity and Inclusivity, and Decolonisation, via Zoom.

Volunteers

Many of the museum's volunteers were shielding in 2021 due to age or health conditions. However, quite a few were happy to return and enjoy

the social opportunities that working in the museum offers. The team worked hard to welcome visitors back into the museum and to keep it spotlessly clean. During this time, it was pleasing to note that several new volunteers joined the museum team and our Trip Advisor ratings stayed high. However, it would have proved difficult to maintain seven day a week opening without the funding for a full time operations assistant to support the volunteers made available by the CRF award.

Audience engagement

Audience engagement via social media continued to grow with an increasing number of followers and lots of comments and queries being posted and answered by volunteers, staff and trustees. The museum's Twitter account accumulated over 500 followers and Facebook, 2,000.

Friends of Portland Museum

There were 60 people who continued to contribute to The Friends of Portland Museum. There were no talks in 2021, though the Friends were invited to a drinks reception in the garden of the museum during the b-side 21 festival. We are very grateful to the Friends for their continued support of Portland Museum. £485 was collected in membership fees.

**PORTLAND MUSEUM TRUST
DIRECTORS' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

Portland Museum Trust
Directors' Report and Unaudited Financial Statements
For The Year Ended 31 December 2021

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**Portland Museum Trust
Company Information
For The Year Ended 31 December 2021**

Directors	Ms Amanda Wallwork Dr Angela Scott Mr Michael Osmond Ms Elizabeth Hardy Mr David Carter Ms Nancy Grace
Secretary	Ms Elizabeth Hardy
Company Number	06292060
Registered Office	Hillgate House 2a Old Castle Road Weymouth Dorset DT4 8QB
Accountants	AR Accounting Chartered Accountant & Tax Adviser 16 Fisherbridge Road Preston Weymouth DT3 6BT

Portland Museum Trust
Company No. 06292060
Directors' Report For The Year Ended 31 December 2021

The directors present their report and the financial statements for the year ended 31 December 2021.

Statement of Directors' Responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors 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 company and of the surplus or deficit of the company for that period. In preparing the financial statements the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Directors

The directors who held office during the year were as follows:

Ms Amanda Wallwork	APPOINTED	17/01/2021
Dr Angela Scott		
Mr Michael Osmond		
Ms Elizabeth Hardy		
Mr David Carter		
Ms Nancy Grace	APPOINTED	14/07/2021

Small Company Rules

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

On behalf of the board

Dr Angela Scott

Director

21/08/2022

**Portland Museum Trust
Accountant's Report
For The Year Ended 31 December 2021**

Chartered Accountant's report to the directors on the preparation of the unaudited statutory accounts of Portland Museum Trust For The Year Ended 31 December 2021

In order to assist you to fulfil your duties under the Companies Act 2006, I have prepared for your approval the accounts of Portland Museum Trust For The Year Ended 31 December 2021 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given to us.

As a practising member of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to the directors of Portland Museum Trust, as a body, in accordance with the terms of our engagement. Our work has been undertaken solely to prepare for your approval the accounts of Portland Museum Trust and state those matters that we have agreed to state to the directors of Portland Museum Trust, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Portland Museum Trust and its directors, as a body, for our work or for this report.

It is your duty to ensure that Portland Museum Trust has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit or loss of Portland Museum Trust. You consider that Portland Museum Trust is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit of the accounts of Portland Museum Trust. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Signed

22/08/2022

AR Accounting
Chartered Accountant & Tax Adviser
16 Fisherbridge Road
Preston
Weymouth
DT3 6BT

Portland Museum Trust
Income and Expenditure Account
For The Year Ended 31 December 2021

	Notes	2021 £	2020 £
TURNOVER		103,445	69,274
Cost of sales		(7,737)	(265)
		<hr/>	<hr/>
GROSS SURPLUS		95,708	69,009
Administrative expenses		(88,223)	(69,774)
		<hr/>	<hr/>
OPERATING SURPLUS/(DEFICIT)		7,485	(765)
Other interest receivable and similar income		-	9
Interest payable and similar charges		(1,073)	(635)
		<hr/>	<hr/>
SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR		<hr/> <hr/> 6,412	<hr/> <hr/> (1,391)

The notes on pages 6 to 7 form part of these financial statements.

**Portland Museum Trust
Balance Sheet
As at 31 December 2021**

		2021	2020
	Notes	£	£
FIXED ASSETS			
Tangible Assets	3	17,133	3,599
		17,133	3,599
CURRENT ASSETS			
Stocks	4	1,348	1,596
Debtors	5	4,150	3,798
Cash at bank and in hand		43,132	100,983
		48,630	106,377
Creditors: Amounts Falling Due Within One Year	6	(14,103)	(64,728)
NET CURRENT ASSETS (LIABILITIES)		34,527	41,649
TOTAL ASSETS LESS CURRENT LIABILITIES		51,660	45,248
NET ASSETS		51,660	45,248
Income and Expenditure Account		51,660	45,248
MEMBERS' FUNDS		51,660	45,248

For the year ending 31 December 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

On behalf of the board

Dr Angela Scott

Director

21/08/2022

The notes on pages 6 to 7 form part of these financial statements.

Portland Museum Trust
Notes to the Financial Statements
For The Year Ended 31 December 2021

1. Accounting Policies

1.1. Basis of Preparation of Financial Statements

The financial statements are prepared under the historical cost convention and in accordance with the FRS 102 Section 1A Small Entities - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

1.2. Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover is reduced for estimated customer returns, rebates and other similar allowances.

Sale of goods

Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods has transferred to the buyer. This is usually at the point that the customer has signed for the delivery of the goods.

Rendering of services

Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs. Turnover is only recognised to the extent of recoverable expenses when the outcome of a contract cannot be estimated reliably.

1.3. Tangible Fixed Assets and Depreciation

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures & Fittings	25% on a reducing balance basis
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1.4. Stocks and Work in Progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads. Work-in-progress is reflected in the accounts on a contract by contract basis by recording turnover and related costs as contract activity progresses.

2. Average Number of Employees

Average number of employees, including directors, during the year was as follows: 1 (2020: 1)

3. Tangible Assets

	Fixtures & Fittings
	£
Cost	
As at 1 January 2021	19,604
Additions	19,245
As at 31 December 2021	<u>38,849</u>
Depreciation	
As at 1 January 2021	16,005
Provided during the period	5,711
As at 31 December 2021	<u>21,716</u>
Net Book Value	
As at 31 December 2021	<u>17,133</u>
As at 1 January 2021	<u>3,599</u>

Portland Museum Trust
Notes to the Financial Statements (continued)
For The Year Ended 31 December 2021

4. Stocks

	2021	2020
	£	£
Stock - finished goods	1,348	1,596
	<u>1,348</u>	<u>1,596</u>

5. Debtors

	2021	2020
	£	£
Due within one year		
Prepayments and accrued income	4,150	3,798
	<u>4,150</u>	<u>3,798</u>

6. Creditors: Amounts Falling Due Within One Year

	2021	2020
	£	£
Trade creditors	75	892
Other taxes and social security	455	170
Accruals and deferred income	13,573	63,666
	<u>14,103</u>	<u>64,728</u>

7. Company limited by guarantee

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

8. General Information

Portland Museum Trust is a private company, limited by guarantee, incorporated in England & Wales, registered number 06292060. The registered office is Hillgate House, 2a Old Castle Road, Weymouth, Dorset, DT4 8QB.

Portland Museum Trust
Detailed Income and Expenditure Account
For The Year Ended 31 December 2021

	2021		2020	
	£	£	£	£
TURNOVER				
Admissions, shop sales and events		23,003		50
FoPM		358		382
Grants and donations received		80,084		68,842
		<u>103,445</u>		<u>69,274</u>
COST OF SALES				
Shop Purchases and events	<u>7,737</u>		<u>265</u>	
		<u>(7,737)</u>		<u>(265)</u>
GROSS SURPLUS		95,708		69,009
Administrative Expenses				
Wages and salaries	15,166		12,031	
Volunteers expenses	10		10	
Travel expenses	566		-	
Rent, rates and meeting expenses	29		19	
Light and heat	1,730		757	
Water rates	138		172	
Repairs and maintenance	10,257		40,296	
Gardening	150		-	
Waste removal	398		45	
Premises insurance	3,953		3,571	
Security and safety	599		927	
Work on collection	36,231		4,293	
Secretarial and office costs	4,248		725	
Marketing and project research costs	5,412		3,523	
Telecommunications and data costs	610		621	
IT resources	1,975		493	
Accountancy fees	660		495	
Legal and professional fees	180		207	
Subscriptions	188		253	
Depreciation	5,711		1,200	
Sundry expenses	<u>12</u>		<u>136</u>	
		<u>(88,223)</u>		<u>(69,774)</u>
OPERATING SURPLUS/(DEFICIT)		7,485		(765)
Other interest receivable and similar income				
Bank interest receivable	<u>-</u>		<u>9</u>	

-

9

...CONTINUED

Portland Museum Trust
Detailed Income and Expenditure Account (continued)
For The Year Ended 31 December 2021

Interest payable and similar expenses

Bank and card charges	<u>1,073</u>	<u>635</u>
	<u>(1,073)</u>	<u>(635)</u>
SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR	<u><u>6,412</u></u>	<u><u>(1,391)</u></u>

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The directors present their report and the financial statements for the year ended 31 December 2021.

Statement of Directors' Responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors 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 company and of the surplus or deficit of the company for that period. In preparing the financial statements the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Directors

The directors who held office during the year were as follows:

Ms Amanda Wallwork	APPOINTED	17/01/2021
Dr Angela Scott		
Mr Michael Osmond		
Ms Elizabeth Hardy		
Mr David Carter		
Ms Nancy Grace	APPOINTED	14/07/2021

Small Company Rules

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

On behalf of the board

Dr Angela Scott

Director

21/08/2022

**Portland Museum Trust
Accountant's Report
For The Year Ended 31 December 2021**

Chartered Accountant's report to the directors on the preparation of the unaudited statutory accounts of Portland Museum Trust For The Year Ended 31 December 2021

In order to assist you to fulfil your duties under the Companies Act 2006, I have prepared for your approval the accounts of Portland Museum Trust For The Year Ended 31 December 2021 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given to us.

As a practising member of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to the directors of Portland Museum Trust, as a body, in accordance with the terms of our engagement. Our work has been undertaken solely to prepare for your approval the accounts of Portland Museum Trust and state those matters that we have agreed to state to the directors of Portland Museum Trust, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Portland Museum Trust and its directors, as a body, for our work or for this report.

It is your duty to ensure that Portland Museum Trust has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit or loss of Portland Museum Trust. You consider that Portland Museum Trust is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit of the accounts of Portland Museum Trust. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Signed

22/08/2022

AR Accounting
Chartered Accountant & Tax Adviser
16 Fisherbridge Road
Preston
Weymouth
DT3 6BT

Portland Museum Trust
Income and Expenditure Account
For The Year Ended 31 December 2021

	Notes	2021 £	2020 £
TURNOVER		103,445	69,274
Cost of sales		(7,737)	(265)
		<hr/>	<hr/>
GROSS SURPLUS		95,708	69,009
Administrative expenses		(88,223)	(69,774)
		<hr/>	<hr/>
OPERATING SURPLUS/(DEFICIT)		7,485	(765)
Other interest receivable and similar income		-	9
Interest payable and similar charges		(1,073)	(635)
		<hr/>	<hr/>
SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR		<hr/> <hr/> 6,412	<hr/> <hr/> (1,391)

The notes on pages 6 to 7 form part of these financial statements.

**Portland Museum Trust
Balance Sheet
As at 31 December 2021**

		2021	2020
	Notes	£	£
FIXED ASSETS			
Tangible Assets	3	17,133	3,599
		17,133	3,599
CURRENT ASSETS			
Stocks	4	1,348	1,596
Debtors	5	4,150	3,798
Cash at bank and in hand		43,132	100,983
		48,630	106,377
Creditors: Amounts Falling Due Within One Year	6	(14,103)	(64,728)
NET CURRENT ASSETS (LIABILITIES)		34,527	41,649
TOTAL ASSETS LESS CURRENT LIABILITIES		51,660	45,248
NET ASSETS		51,660	45,248
Income and Expenditure Account		51,660	45,248
MEMBERS' FUNDS		51,660	45,248

For the year ending 31 December 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

On behalf of the board

Dr Angela Scott

Director

21/08/2022

The notes on pages 6 to 7 form part of these financial statements.

Portland Museum Trust
Notes to the Financial Statements
For The Year Ended 31 December 2021

1. Accounting Policies

1.1. Basis of Preparation of Financial Statements

The financial statements are prepared under the historical cost convention and in accordance with the FRS 102 Section 1A Small Entities - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

1.2. Turnover

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover is reduced for estimated customer returns, rebates and other similar allowances.

Sale of goods

Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods has transferred to the buyer. This is usually at the point that the customer has signed for the delivery of the goods.

Rendering of services

Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs. Turnover is only recognised to the extent of recoverable expenses when the outcome of a contract cannot be estimated reliably.

1.3. Tangible Fixed Assets and Depreciation

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Fixtures & Fittings	25% on a reducing balance basis
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1.4. Stocks and Work in Progress

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads. Work-in-progress is reflected in the accounts on a contract by contract basis by recording turnover and related costs as contract activity progresses.

2. Average Number of Employees

Average number of employees, including directors, during the year was as follows: 1 (2020: 1)

3. Tangible Assets

	Fixtures & Fittings
	£
Cost	
As at 1 January 2021	19,604
Additions	19,245
As at 31 December 2021	<u>38,849</u>
Depreciation	
As at 1 January 2021	16,005
Provided during the period	5,711
As at 31 December 2021	<u>21,716</u>
Net Book Value	
As at 31 December 2021	<u>17,133</u>
As at 1 January 2021	<u>3,599</u>

Portland Museum Trust
Notes to the Financial Statements (continued)
For The Year Ended 31 December 2021

4. Stocks

	2021	2020
	£	£
Stock - finished goods	1,348	1,596
	<u>1,348</u>	<u>1,596</u>

5. Debtors

	2021	2020
	£	£
Due within one year		
Prepayments and accrued income	4,150	3,798
	<u>4,150</u>	<u>3,798</u>

6. Creditors: Amounts Falling Due Within One Year

	2021	2020
	£	£
Trade creditors	75	892
Other taxes and social security	455	170
Accruals and deferred income	13,573	63,666
	<u>14,103</u>	<u>64,728</u>

7. Company limited by guarantee

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

8. General Information

Portland Museum Trust is a private company, limited by guarantee, incorporated in England & Wales, registered number 06292060. The registered office is Hillgate House, 2a Old Castle Road, Weymouth, Dorset, DT4 8QB.

Portland Museum Trust
Detailed Income and Expenditure Account
For The Year Ended 31 December 2021

	2021		2020	
	£	£	£	£
TURNOVER				
Admissions, shop sales and events		23,003		50
FoPM		358		382
Grants and donations received		80,084		68,842
		<u>103,445</u>		<u>69,274</u>
COST OF SALES				
Shop Purchases and events	<u>7,737</u>		<u>265</u>	
		<u>(7,737)</u>		<u>(265)</u>
GROSS SURPLUS		95,708		69,009
Administrative Expenses				
Wages and salaries	15,166		12,031	
Volunteers expenses	10		10	
Travel expenses	566		-	
Rent, rates and meeting expenses	29		19	
Light and heat	1,730		757	
Water rates	138		172	
Repairs and maintenance	10,257		40,296	
Gardening	150		-	
Waste removal	398		45	
Premises insurance	3,953		3,571	
Security and safety	599		927	
Work on collection	36,231		4,293	
Secretarial and office costs	4,248		725	
Marketing and project research costs	5,412		3,523	
Telecommunications and data costs	610		621	
IT resources	1,975		493	
Accountancy fees	660		495	
Legal and professional fees	180		207	
Subscriptions	188		253	
Depreciation	5,711		1,200	
Sundry expenses	<u>12</u>		<u>136</u>	
		<u>(88,223)</u>		<u>(69,774)</u>
OPERATING SURPLUS/(DEFICIT)		7,485		(765)
Other interest receivable and similar income				
Bank interest receivable	<u>-</u>		<u>9</u>	

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9

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Portland Museum Trust
Detailed Income and Expenditure Account (continued)
For The Year Ended 31 December 2021

Interest payable and similar expenses

Bank and card charges	<u>1,073</u>	<u>635</u>
	<u>(1,073)</u>	<u>(635)</u>
SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR	<u><u>6,412</u></u>	<u><u>(1,391)</u></u>