

ARUNDEL MUSEUM SOCIETY

England & Wales · Charity number 1140198

Details

Status Registered

Legal form Charitable company

Company number [07492531](#)

Registered 2011-02-03

Register [View on the Charity Commission register](#)

Contact

Address Arundel Museum
Mill Road
Arundel
West Sussex
BN18 9pa
BN18 9PA

Phone 01903885866

Email office@arundelmuseum.org

Website www.arundelmuseum.org

Activities

Objects: THE CHARITY’S OBJECTS ARE SPECIFICALLY RESTRICTED TO THE ESTABLISHMENT, MAINTENANCE AND IMPROVEMENT OF A MUSEUM AND HERITAGE CENTRE IN THE TOWN OF ARUNDEL IN THE COUNTY OF WEST SUSSEX FOR THE EDUCATION OF THE INHABITANTS OF AND VISITORS TO THE TOWN OF ARUNDEL AND THE SURROUNDING AREA; AND THEREBY TO PROMOTE INTEREST IN:4.1 THE PAST, PRESENT AND FUTURE OF ARUNDEL AND SURROUNDING DISTRICT;4.2 ITS GEOLOGICAL AND ARCHAEOLOGICAL ORIGINS;4.3 ITS POLITICAL, RELIGIOUS AND SOCIAL HISTORY; AND4.4 ITS AGRICULTURAL, INDUSTRIAL AND CULTURAL DEVELOPMENT.

Activities: Establishment, maintenance and improvement of a museum and heritage centre in the town of Arundel in the county of West Sussex, for the education of the inhabitants of and visitors to the town of Arundel and the surrounding area.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** ARUNDEL, WEST SUSSEX
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£135,446	£165,508	-	-
2023-12-31	£91,337	£96,199	-	-
2022-12-31	£79,540	£115,572	-	-
2021-12-31	£116,127	£129,085	-	-
2020-12-31	£131,991	£118,149	-	-

Trustees

Name	Role	Appointed
Anthony Leonard Hunt		2025-07-10
CHARLES EDWARD BETTS		2014-01-28
DAVID THOMAS SHILSTON		2021-08-12
Diane Elizabeth Pyant		2024-07-02
Jane Susan Morris		2023-04-26
MARIAN WEBB		
MICHAEL BARRY JOHN HEATHCOTE FCA		
Robin Lovell		2022-07-06
Suzanne Francis Mary Evans		2018-05-09

Accounts

ARUNDEL MUSEUM SOCIETY

ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED
31 DECEMBER 2024

**ARUNDEL MUSEUM SOCIETY
ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

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**ARUNDEL MUSEUM SOCIETY
DIRECTORS' AND TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2024**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2024. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities issued in 2014.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity registration number 1140198

Company registration number 07492531, registered in England and Wales.

Registered office: The Arundel Museum, Mill Road, Arundel, West Sussex BN18 9PA

ROYAL PATRON

Her Royal Highness Princess Alexandra

PATRON

The Duke of Norfolk

TRUSTEES

The Trustees in office during the year were:

D Shilston – Chair

M Webb – Secretary and Deputy Chair

M B J Heathcote – Treasurer

C Betts

S Evans

J Mitchell

J Morris

R Lovell

D Pyant

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, the Memorandum and Articles of Association of Arundel Museum Society, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

As set out in the Articles of Association the trustees shall elect from their number such of them to act as officers of the charity being the chair, deputy chair, secretary and treasurer of the charity. At each subsequent annual general meeting one-third of the trustees or, if their number is not three or a multiple of three, the number nearest to one-third, must retire from office. If there is only one trustee he or she must retire. A retiring trustee may offer themselves for re-election.

The procedure for members to nominate potential trustees prior to the AGM are set out in the Memorandum & Articles of Association of the Arundel Museum Society.

New trustees undergo an orientation to brief them on their legal obligations under charity and company law, the Charity Commission guidance on public benefit, content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

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OBJECTIVES AND ACTIVITIES

Objectives and aims

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1. the past, present and future of Arundel and surrounding district
2. its geological and archaeological origins
3. its political, religious and social history, and
4. its agricultural, industrial and cultural development.

The trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

The museum and the Arundel Visitors Information Point is operated under a lease by a 100% owned trading subsidiary Arundel Museum (Trading) Limited which employs a manager, and a part time deputy manager. The museum is otherwise manned by our unpaid volunteers and provides a much-needed service to both residents and visitors to Arundel.

In addition to our permanent exhibits in the museum's gallery, we hold temporary exhibitions and arrange guided tours, children's activities and evening and lunchtime talks in the Jubilee Room.

In 2024 Arundel Museum held three major exhibitions:

1. Continuing the exhibition: Rebuilding of Arundel Castle 1870 to 1900
2. Arundel in the '60's
3. The Great Rebellion – Civil War in Sussex

Fundraising activities

We are grateful to all those people and institutions who gave money and help-in-kind to the Museum during 2024 to assist with the ongoing activities of the museum and its projects, including grants from the National Heritage Lottery Fund, Garfield Weston, Friends of Arundel Cathedral, Arundel Town Council, and Arundel Castle Trust.

Subsidiary

The subsidiary, Arundel Museum (Trading) Limited, had an income of £43,730. in 2024. There was a surplus of £11,444, of which 100% was donated to Arundel Museum Society.

Consolidation

Arundel Museum Society's general activities made a loss of £30,062 (or, a surplus of £9,714 before a charge for depreciation). This included the donation from the Arundel Museum (Trading) Ltd above.

Reserves policy

The trustees, having regard to the cash flow requirements, have operated a policy of keeping surplus funds in an interest-bearing deposit account and seek to achieve a rate on deposit which is comparable with other main banks.

Property Building & Maintenance Fund

The trustees have formalised and placed £40,000 of their cash at bank funds into a restricted Property Building & Maintenance Fund as the initial 50 year lease has only 35 years left to run and is a fully repairing and insurance lease granted by Arundel Castle Trust.

**ARUNDEL MUSEUM SOCIETY
DIRECTORS' AND TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2024**

Grants policy

Any grants received for ongoing projects will have been included as Incoming Resources on the Statement of Financial Activities over the years they were intended for, as is related expenditure. The project grants received are earmarked funds to be used for the projects specified. The earmarked project funds held in the Cash at Bank as at 31st December 2024 was £13,210.

Other expenditure which is of a capital nature has been treated as Fixed Assets and accordingly added to the Balance Sheet. In future years, the costs of these assets will be charged to the Statement of Financial Activities over their expected useful lives.

FUTURE DEVELOPMENT

The Museum and Collections Manager and her team are continuing to assess items for the collection with a view to rotating and refreshing the exhibits, notably our collection of palaeolithic flint hand-axes. Where appropriate, exhibits of a particular period or a collection of artefacts will be displayed in the Jubilee Room and the museum's foyer for limited time.

We will hold two exhibitions during 2025:

1. The Great Rebellion: Civil War in Arundel, Sussex (continued)
2. History of Arundel Castle Gardens

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

Signed on behalf of the Board of Trustees



David Shilston (Director)

16 May 2025

ARUNDEL MUSEUM SOCIETY
EXAMINERS REPORT
FOR THE YEAR ENDED 31 DECEMBER 2024

I report on the accounts of the charity for the year ended 31 December 2024, which are set out on pages 5 to 11.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

INDEPENDENT EXAMINER'S STATEMENT

I am qualified to undertake the examination by being a member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act: or
- the accounts did not accord with the accounting records: or
- the accounts did not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Elwyn Waugh.

Elwyn Waugh FCA
Waugh & Co Licensed Accountants
51 High Street, Arundel, West Sussex BN18 9AJ

21 May 2025

ARUNDEL MUSEUM SOCIETY
STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2024

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
INCOMING RESOURCES						
Incoming resources from generated funds						
Voluntary income	2	70,039	-	32,606	102,645	69,659
Investment income	3	4,994	-	-	4,994	3,772
Incoming resources from charitable activities						
Rent		27,807	-	-	27,807	17,906
Other incoming resources						
Development costs		-	-	-	-	-
Total incoming resources		<u>102,840</u>	<u>-</u>	<u>32,606</u>	<u>135,446</u>	<u>91,337</u>
RESOURCES EXPENDED						
Costs of generating funds		-	-	-	-	-
Charitable activities	5	91,983	-	29,766	121,749	95,686
Governance costs	6	3,983	-	-	3,983	3,340
Other resources expended	7	1,302	-	38,474	39,776	39,776
			-			
Total resources expended		<u>97,268</u>	<u>-</u>	<u>68,240</u>	<u>165,508</u>	<u>138,802</u>
Net incoming resources before transfers		5,572	-	-35,634	-30,062	-47,465
Gross transfers between funds		-40,000	40,000		-	-
NET INCOME (EXPENDITURE) FOR THE YEAR		<u>-34,428</u>	<u>40,000</u>	<u>-35,634</u>	<u>-30,062</u>	<u>-47,465</u>
RECONCILIATION OF FUNDS						
Total funds brought forward 2023		<u>135,159</u>	<u>-</u>	<u>996,540</u>	<u>1,131,698</u>	<u>1,179,164</u>
Total funds carried forward 2024		<u>100,731</u>	<u>40,000</u>	<u>960,906</u>	<u>1,101,637</u>	<u>1,131,698</u>

ARUNDEL MUSEUM SOCIETY
BALANCE SHEET AS AT 31 DECEMBER 2024

	Note	2024	2023
FIXED ASSETS			
Tangible assets	8	972,344	1,012,120
Investments	9	100	100
		<u>972,444</u>	<u>1,012,220</u>
CURRENT ASSETS			
Debtors	10	22,141	19,700
Cash at bank and in hand	11	107,671	111,795
		<u>129,812</u>	<u>130,873</u>
CREDITORS: amounts falling due within one year	12	<u>-619</u>	<u>-12,016</u>
NET CURRENT ASSETS		<u>129,193</u>	<u>119,478</u>
NET ASSETS		<u>1,101,637</u>	<u>1,131,698</u>
THE FUNDS OF THE CHARITY			
Unrestricted funds		100,731	135,158
Designated funds		40,000	-
Restricted funds	13	960,906	996,540
TOTAL CHARITY FUNDS	14	<u>1,101,637</u>	<u>1,131,698</u>

The accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Small Entities.

For the financial year ended 31 December 2020 the company was entitled to exemption from audit under section 477 Companies Act 2006; and no notice has been deposited under section 476.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Signed on behalf of
the Board of Trustees



MBJ Heathcote
Director

Approved by the Board of Trustees
21 May 2025

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2024

1. PRINCIPAL ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Preparation of consolidated financial statements

The financial statements contain information about Arundel Museum Society as an individual charity and do not contain consolidated financial information as the parent of a group. The charity has taken the option under Section 398 of the Companies Act 2006 not to prepare consolidated financial statements.

Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small company.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Costs of generating funds represent the costs of fundraising expenditure. Charitable activities includes the curatorial costs of the exhibition, as well as the administration costs of the charity. Governance costs are those costs that meet the constitutional and statutory requirements of the charity. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life:

Leasehold property	2% on cost
Furniture fixtures & fittings	10% on net book value
Office equipment	25% on net book value

No depreciation has been charged on freehold property, as in the trustees' opinion, the residual value is in excess of cost.

Fixed assets are stated at cost less accumulated depreciation. The cost of minor additions below £500 are not capitalised.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity.

Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2024

2 VOLUNTARY INCOME

	Unrestricted	Restricted	Total Funds 2024	Total Funds 2023
Donations income	30,753	-	30,753	17,106
Grants	18,013	32,606	50,619	15,000
Friends income	12,409	-	12,409	19,343
Membership Subscriptions	2,081	-	2,081	2,175
Gift Aid income	3,849	-	3,849	3,359
Group visits	95	-	95	220
Corporation Tax refunds	2,681	-	2,681	-
Events income inc walks/talks	125	-	125	1,050
Copying/printing income	25	-	25	-
Sundry income	8	-	8	4
	<u>70,039</u>	<u>32,606</u>	<u>102,645</u>	<u>69,659</u>

3 INVESTMENT INCOME

Deposit account interest	<u>4,994</u>	<u>-</u>	<u>4,994</u>	<u>3,772</u>
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4 TRUSTEES' REMUNERATION AND BENEFITS

There was no trustee remuneration in the year ended 31 December 2024

There were no trustee expenses paid for the year ended 31 December 2024

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2024

5 RESOURCES EXPENDED - CHARITABLE ACTIVITIES

	Unrestricted	Restricted	Total Funds 2024	Total Funds 2023
Activities undertaken directly				
Curatorial and educational	-	-	-	-
Exhibitions	755	29,766	30,521	5,162
Publicity	1,991	-	1,991	4,788
Services for members	6,071	-	6,071	5,000
Administration	63,547	-	63,547	55,742
Property costs	23,502	-	23,502	28,235
Grants	100	-	100	100
	<u>91,983</u>	<u>29,766</u>	<u>121,749</u>	<u>95,686</u>

6 RESOURCES EXPENDED - GOVERNANCE COSTS

AGM / Board meetings	-	-	-	-
Sundry expenses	-	-	-	-
Accountancy fees	3,983	-	3,983	3,340
	<u>3,983</u>	<u>-</u>	<u>3,983</u>	<u>3,340</u>

7 RESOURCES EXPENDED - OTHER

Long leasehold amortisation	-	22,847	22,847	22,847
Depreciation - Fixtures	-	15,627	15,627	15,627
Depreciation - Office equipment	1,302	-	1,302	1,302
Surplus/loss on disposals	-	-	-	-
	<u>1,302</u>	<u>38,474</u>	<u>39,776</u>	<u>39,776</u>

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2024

8 TANGIBLE FIXED ASSETS

	Leasehold Property	Furniture fixtures & fittings	Office Equipment	Total
Cost				
At 1 January 2024	1,142,366	357,479	23,133	1,522,978
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 December 2024	1,142,366	357,479	23,133	1,522,978
Depreciation				
At 1 January 2024	240,303	251,724	18,831	510,858
Charge for the year	22,847	15,627	1,302	39,776
At 31 December 2024	263,150	267,351	20,133	550,634
Net book value				
At 31 December 2024	879,216	90,128	3,000	972,344
At 31 December 2023	902,063	105,755	4,302	1,012,120

9 FIXED ASSET INVESTMENTS

	2024	2023
Shares in wholly owned subsidiary Arundel Museum (Trading) Ltd	100	100

10 DEBTORS

Amounts owed by Group undertakings	5,494	6,148
Grants expected	5,400	-
Gift Aid tax recoverable	919	1,075
Friends of Arundel Museum	652	2,843
Prepayments	3,033	2,590
Tax rebates	5,134	6,422
Value Added Tax	1,509	622
	22,141	19,700

11 ANALYSIS OF CASH AT BANK

The cash at bank comprises:	2024	2023
Unrestricted - General Funds	54,461	101,425
Designated - Property Building and Maintenance Fund	40,000	-
Restricted - Songs of the Civil War	13,210	10,370
	107,671	111,795

12 CREDITORS: amounts falling due within one year

	2024	2023
Trade creditors	-	-
Other creditors	619	12,016
	619	12,016

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2024

13 RESTRICTED FUNDS

	Funds brought forward	Incoming resources	Outgoing resources	Transfers between funds	Funds carried forward
Building Fund	986,170	-	-38,474	-	947,696
Songs of the Civil War	10,370	32,606	-29,766	-	13,210
	<u>996,540</u>	<u>32,606</u>	<u>-68,240</u>	<u>-</u>	<u>960,906</u>

This analysis is part of Note 14 below.

14 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed assets	Investments	Net current assets	Total
Unrestricted funds	24,648	100	75,983	100,731
Designated funds				
Property Maintenance Fund	-	-	40,000	40,000
Restricted Funds				
Building Fund	947,696	-	-	947,696
Songs of the Civil War			13,210	13,210
Restricted Funds total	<u>947,696</u>	<u>-</u>	<u>13,210</u>	<u>960,906</u>
	<u>972,344</u>	<u>100</u>	<u>129,193</u>	<u>1,101,637</u>

Accounts

Company number 07492531

ARUNDEL MUSEUM SOCIETY

ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

ARUNDEL MUSEUM SOCIETY
ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

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**ARUNDEL MUSEUM SOCIETY
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Her Royal Highness Princess Alexandra

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The Duke of Norfolk

TRUSTEES

The Trustees in office during the year were:

DT Shilston – Chairman

M Webb – Secretary

M B J Heathcote – Treasurer

C Betts

S Evans

J Mitchell appointed 26 April 2023

J Morris appointed 26 April 2023

R Lovell appointed 6 July 2023

P E Carder MBE - deceased 24 January 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

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In 2023 Arundel Museum held three major exhibitions:

1. Ralph Ellis - Inn signs of Arundel
2. Arundel Cathedral 1873 to 2023 - 150 year celebration
3. Rebuilding of Arundel Castle 1870 to 1900

Fundraising activities

We are grateful to all those people and institutions who gave money and help-in-kind to the Museum during 2023 to assist with the ongoing activities of the museum and its projects, including grants from the National Heritage Lottery Fund, Garfield Weston, Friends of Arundel Cathedral, Arundel Town Council, and Arundel Castle Trust.

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Reserves policy

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Any grants received for ongoing projects will have been included as Incoming Resources on the Statement of Financial Activities over the years they were intended for, as is related expenditure. Other expenditure which is of a capital nature has been treated as Fixed Assets and accordingly added to the Balance Sheet. In future years, the costs of these assets will be charged to the Statement of Financial Activities over their expected useful lives.

FUTURE DEVELOPMENT

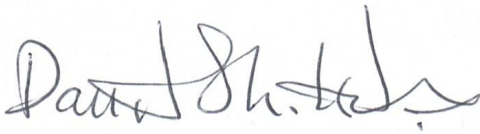
The Museum and Collections Manager and her team are continuing to assess items for the collection with a view to rotating and refreshing the exhibits, notably our collection of palaeolithic flint hand-axes. Where appropriate, exhibits of a particular period or a collection of artefacts will be displayed in the Jubilee room and the museum's foyer for limited time.

We will hold three exhibitions during 2024:

1. Continuing the exhibition: Rebuilding of Arundel Castle 1870 to 1900
2. Arundel in the '60's
3. The Great Rebellion – Civil War in Sussex

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

Signed on behalf of the Board of Trustees

A handwritten signature in blue ink, appearing to read 'David Shilston', is written over a faint, light blue circular stamp.

David Shilston (Director)

Approved by the Board of Trustees: 10 May 2024

ARUNDEL MUSEUM SOCIETY
EXAMINERS REPORT

I report on the accounts of the charity for the year ended 31 December 2023, which are set out on pages 5 to 11.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

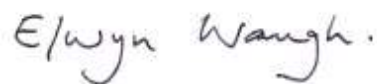
INDEPENDENT EXAMINER'S STATEMENT

I am qualified to undertake the examination by being a member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act: or
- the accounts did not accord with the accounting records: or
- the accounts did not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Elwyn Waugh
Waugh & Co
Chartered Accountants

51 High Street, Arundel, West Sussex BN18 9AJ
10 May 2024

ARUNDEL MUSEUM SOCIETY
STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2023

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		55,159	14,500	69,659	61,456
Activities for generating funds	2	-	-	-	-
Investment income	3	3,772	-	3,772	178
Incoming resources from charitable activities					
Rent		17,906	-	17,906	17,906
Other incoming resources					
Development costs		-	-	-	-
Total incoming resources		<u>76,837</u>	<u>14,500</u>	<u>91,337</u>	<u>79,540</u>
RESOURCES EXPENDED					
Costs of generating funds		-	-	-	105
Charitable activities	6	91,556	4,130	95,686	74,739
Governance costs	7	3,341	-	3,340	2,246
Other resources expended	8	1,302	38,474	39,776	38,482
Total resources expended		<u>96,199</u>	<u>42,604</u>	<u>138,802</u>	<u>115,572</u>
Net incoming resources before transfers		-19,362	-28,104	-47,465	-36,032
Gross transfers between funds					
NET INCOME (EXPENDITURE) FOR THE YEAR		<u>-19,362</u>	<u>-28,104</u>	<u>-47,465</u>	<u>-36,032</u>
RECONCILIATION OF FUNDS					
Total funds brought forward 2022		<u>154,520</u>	<u>1,024,644</u>	<u>1,179,164</u>	<u>1,228,949</u>
Total funds carried forward 2023		<u>135,158</u>	<u>996,540</u>	<u>1,131,698</u>	<u>1,179,164</u>

ARUNDEL MUSEUM SOCIETY
BALANCE SHEET AS AT 31 DECEMBER 2023

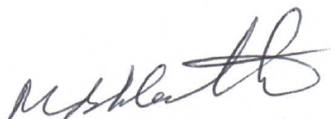
	Note	2023	2022
FIXED ASSETS			
Tangible assets	10	1,012,120	1,049,675
Investments	11	100	100
		<u>1,012,220</u>	<u>1,049,775</u>
CURRENT ASSETS			
Debtors	12	19,078	22,988
Cash at bank and in hand		111,795	105,507
		<u>130,873</u>	<u>128,495</u>
CREDITORS: amounts falling due within one year	13	<u>-11,395</u>	<u>-1,689</u>
NET CURRENT ASSETS		<u>119,478</u>	<u>130,184</u>
NET ASSETS		<u>1,131,698</u>	<u>1,179,164</u>
THE FUNDS OF THE CHARITY			
Restricted income funds	14	996,540	1,025,439
Unrestricted income funds		135,158	154,520
TOTAL CHARITY FUNDS	15	<u>1,131,698</u>	<u>1,179,164</u>

The accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Small Entities.

For the financial year ended 31 December 2020 the company was entitled to exemption from audit under section 477 Companies Act 2006; and no notice has been deposited under section 476.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Signed on behalf of
the Board of Trustees



MBJ Heathcote
Director

Approved by the Board of Trustees
10 May 2024

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

1. PRINCIPAL ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Preparation of consolidated financial statements

The financial statements contain information about Arundel Museum Society as an individual charity and do not contain consolidated financial information as the parent of a group. The charity has taken the option under Section 398 of the Companies Act 2006 not to prepare consolidated financial statements.

Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small company.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Costs of generating funds represent the costs of fundraising expenditure. Charitable activities includes the curatorial costs of the exhibition, as well as the administration costs of the charity. Governance costs are those costs that meet the constitutional and statutory requirements of the charity. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life:

Leasehold property	2% on cost
Furniture fixtures & fittings	10% on net book value
Office equipment	25% on net book value

No depreciation has been charged on freehold property, as in the trustees' opinion, the residual value is in excess of cost.

Fixed assets are stated at cost less accumulated depreciation. The cost of minor additions below £500 are not capitalised.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

2. ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
Fundraising events	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

3. INVESTMENT INCOME

Deposit account interest	<u>3,772</u>	<u>-</u>	<u>3,772</u>	<u>922</u>
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4. NET INCOMING (OUTGOING) RESOURCES

Net resources are stated after charging (crediting):

Depreciation - owned assets	<u>1,302</u>	<u>38,474</u>	<u>39,776</u>	<u>38,482</u>
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5. TRUSTEES' REMUNERATION AND BENEFITS

There was no trustee remuneration in the year ended 31 December 2023

There were no trustee expenses paid for the year ended 31 December 2023

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

6. RESOURCES EXPENDED - CHARITABLE ACTIVITIES

	Unrestricted	Restricted	Total Funds 2023	Total Funds 2022
Activities undertaken directly				
Curatorial and educational	-	-	-	500
Exhibitions	1,032	4,130	5,162	407
Publicity	4,788	-	4,788	3,761
Services for members	5,000	-	5,000	5,000
Administration	55,742	-	55,742	51,108
Property costs	28,235	-	28,235	16,209
Grants	100	-	100	-
	<u>91,556</u>	<u>4,130</u>	<u>95,686</u>	<u>74,739</u>

7. RESOURCES EXPENDED - GOVERNANCE COSTS

AGM / Board meetings	-	-	-	-
Sundry expenses	-	-	-	-
Accountancy fees	3,341	-	3,341	2,995
	<u>3,341</u>	<u>-</u>	<u>3,341</u>	<u>2,995</u>

8. RESOURCES EXPENDED - OTHER

Long leasehold amortisation	-	22,847	22,847	22,847
Depreciation - Fixtures	-	15,627	15,627	14,333
Depreciation - Office equipment	1,302	-	1,302	1,302
Surplus/loss on disposals	-	-	-	-
	<u>1,302</u>	<u>38,474</u>	<u>39,776</u>	<u>38,482</u>
	96,199	42,604	138,803	116,216

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

10. DEBTORS	2023	2022
Amounts owed by Group undertakings	6,148	10,691
Gift Aid tax recoverable	1,075	880
Friends of Arundel Museum	2,843	8,170
Prepayments	2,590	3,251
Tax rebates	6,422	8,170
	<u>19,078</u>	<u>22,992</u>

11. TANGIBLE FIXED ASSETS

	Leasehold Property	Furniture fixtures & fittings	Office Equipment	Total
Cost				
At 1 January 2023	1,142,366	349,464	20,133	1,511,963
Additions	-	8,015	3,000	11,015
Disposals	-	-	-	-
At 31 December 2023	<u>1,142,366</u>	<u>357,479</u>	<u>23,133</u>	<u>1,522,978</u>
Depreciation				
At 1 January 2023	217,456	236,097	17,529	471,082
Charge for the year	22,847	15,627	1,302	39,776
At 31 December 2023	<u>240,303</u>	<u>251,724</u>	<u>18,831</u>	<u>510,858</u>
Net book value				
At 31 December 2023	<u>902,063</u>	<u>105,755</u>	<u>4,302</u>	<u>1,012,120</u>
At 31 December 2022	<u>924,910</u>	<u>122,161</u>	<u>2,604</u>	<u>1,049,675</u>

12. FIXED ASSET INVESTMENTS	2023	2022
Shares in wholly owned subsidiary Arundel Museum (Trading) Ltd	<u>100</u>	<u>100</u>

13. CREDITORS: amounts falling due within one year	2023	2022
Trade creditors	-	-
Other creditors	11,394	1,689
	<u>11,394</u>	<u>1,689</u>

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

14. RESTRICTED INCOME FUNDS

	Funds brought forward	Incoming resources	Outgoing resources	Transfers between funds	Funds carried forward
Building Fund	1,024,644	-	-38,474	-	986,170
Songs of the Civil War	-	14,500	-4,130	-	10,370
	<u>1,024,644</u>	<u>14,500</u>	<u>-42,604</u>	<u>-</u>	<u>996,540</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed assets	Investments	Net current assets	Total
Unrestricted funds	25,950	100	109,108	135,158
Restricted Funds				
Building Fund	986,170	-	-	986,170
Songs of the Civil War			10,370	10,370
Restricted Funds total	<u>986,170</u>	<u>-</u>	<u>10,370</u>	<u>996,540</u>
	<u>1,012,120</u>	<u>100</u>	<u>119,478</u>	<u>1,131,698</u>

Accounts

Company number 07492531

ARUNDEL MUSEUM SOCIETY

ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

ARUNDEL MUSEUM SOCIETY
ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

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Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Accounts	7

**ARUNDEL MUSEUM SOCIETY
DIRECTORS' AND TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2022. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities issued in July 2014.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity registration number 1140198

Company registration number 07492531, registered in England and Wales.

Registered office: The Arundel Museum, Mill Road, Arundel, West Sussex BN18 9PA

ROYAL PATRON

Her Royal Highness Princess Alexandra

PATRON

The Duke of Norfolk

TRUSTEES

The Trustees in office during the year were:

P E Carder MBE – Life President (deceased 24 January 2023)

DT Shilston – Chairman

M Webb – Secretary

M B J Heathcote – Treasurer

C Betts

S Evans

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, the Memorandum and Articles of Association of Arundel Museum Society, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

As set out in the Articles of Association the trustees shall elect from their number such of them to act as officers of the charity being the chairman, deputy chairman, secretary and treasurer of the charity. At each subsequent annual general meeting one-third of the trustees or, if their number is not three or a multiple of three, the number nearest to one-third, must retire from office. If there is only one trustee he or she must retire. A retiring trustee may offer themselves for re-election.

The procedure for members to nominate potential trustees prior to the AGM are set out in the Memorandum & Articles of Association of the Arundel Museum Society.

New trustees undergo an orientation to brief them on their legal obligations under charity and company law, the Charity Commission guidance on public benefit, content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**ARUNDEL MUSEUM SOCIETY
DIRECTORS' AND TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2022**

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objects are specifically restricted to the establishment, maintenance and improvement of a museum and heritage centre in the town of Arundel in the county of West Sussex, for the education of the inhabitants of and visitors to the town of Arundel and the surrounding area, and thereby promote interest in:

1. the past, present and future of Arundel and surrounding district
2. its geological and archaeological origins
3. its political, religious and social history, and
4. its agricultural, industrial and cultural development.

The trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

The museum and the Arundel Visitors Information Point is operated under a lease by a 100% owned trading subsidiary Arundel Museum (Trading) Limited which employs a manager, and a part time deputy manager. The museum is otherwise manned by our unpaid volunteers and provides a much-needed service to both residents and visitors to Arundel.

In addition to our permanent exhibits in the museum's gallery, we hold temporary exhibitions and arrange guided tours, children's activities and evening and lunchtime talks in the Jubilee Room.

Early in 2022 we held a most successful exhibition about the crashes near the town of two bomber aircraft during the Second World War. In June, an exhibition for the Jubilee of HM Queen Elizabeth II highlighted the Queen's connections with Arundel, and later in the year there was an exhibition of Tom Lee's photographs of the South Downs.

Fundraising activities

We are grateful to all those people and institutions who gave money and help-in-kind to the Museum during 2022, including grants from Arundel Town Council and Arundel Castle Trust to assist with our purchase of the InfoAktiv display screen.

Subsidiary

The subsidiary, Arundel Museum (Trading) Limited, had an income of £42,153. There was a surplus of £13,836, of which 100% was donated to Arundel Museum Society.

Consolidation

Arundel Museum Society's general activities made a loss of £36,032 (or, a surplus of £2,450 before a charge for depreciation). This included the donation from the Arundel Museum (Trading) Ltd above.

Reserves policy

The trustees, having regard to the cash flow requirements, have operated a policy of keeping surplus funds in an interest bearing deposit account and seek to achieve a rate on deposit which is comparable with other main banks.

**ARUNDEL MUSEUM SOCIETY
DIRECTORS' AND TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2022**

Grants policy

Any grants received for ongoing projects will have been included as Incoming Resources on the Statement of Financial Activities in the years they were received, and the related expenditure for on-going projects is written off in the years incurred. Other expenditure which is of a capital nature has been treated as Fixed Assets and accordingly added to the Balance Sheet. In future years, the costs of these assets will be charged to the Statement of Financial Activities over their expected useful lives.

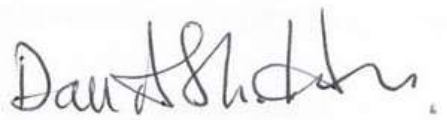
FUTURE DEVELOPMENT

The Museum and Collections Manager and her team are continuing to assess items for the collection with a view to rotating and refreshing the exhibits, notably our collection of palaeolithic flint hand-axes. Where appropriate, exhibits of a particular period or a collection of artefacts will be displayed in the Jubilee room and the museum's foyer for limited time. During 2022, we purchased and installed a large InfoAktiv touch display screen in the museum's foyer. It provides us with a new means of engaging visitors as they enter the museum and, we hope, encouraging them to buy tickets to our gallery with exhibits and further explanations of Arundel's past.

We will hold three exhibitions during 2023: the first (which is open at the time of writing this report) is about Ralph Ellis, a nationally important commercial artist who lived and worked in Arundel; next will be an exhibition to celebrate Arundel Cathedral's 150th anniversary; and finally (in October) there will be an exhibition describing the rebuilding of Arundel Cathedral in the late 19th century.

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

Signed on behalf of the Board of Trustees

A handwritten signature in dark ink, appearing to read 'David Shilston', is written over a light blue horizontal line.

David Shilston (Director)

Approved by the Board of Trustees: 11 April 2023

ARUNDEL MUSEUM SOCIETY
EXAMINERS REPORT

I report on the accounts of the charity for the year ended 31 December 2022, which are set out on pages 5 to 11.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

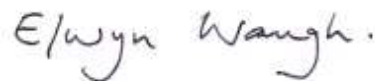
INDEPENDENT EXAMINER'S STATEMENT

I am qualified to undertake the examination by being a member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act: or
- the accounts did not accord with the accounting records: or
- the accounts did not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Elwyn Waugh
Waugh & Co
Chartered Accountants

51 High Street, Arundel, West Sussex BN18 9AJ
11 April 2023

ARUNDEL MUSEUM SOCIETY
STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2022

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		61,456	-	61,456	102,086
Activities for generating funds	2	-	-	-	-
Investment income	3	178	-	178	6
Incoming resources from charitable activities					
Rent		17,906	-	17,906	14,035
Other incoming resources					
Development costs		-	-	-	-
Total incoming resources		79,540	-	79,540	116,127
RESOURCES EXPENDED					
Costs of generating funds		105		105	530
Charitable activities	6	74,739	-	74,739	87,331
Governance costs	7	2,246	-	2,246	2,742
Other resources expended	8	1,302	37,180	38,482	38,482
Total resources expended		78,392	37,180	115,572	129,085
Net incoming resources before transfers		1,148	-37,180	-36,032	-12,958
Gross transfers between funds		105	-105	-	-
NET INCOME (EXPENDITURE) FOR THE YEAR		1,253	-37,285	-36,032	-12,958
RECONCILIATION OF FUNDS					
Total funds brought forward		153,267	1,062,724	1,215,991	1,228,949
Total funds carried forward		154,520	1,025,439	1,179,959	1,215,991

ARUNDEL MUSEUM SOCIETY
BALANCE SHEET AS AT 31 DECEMBER 2022

	Note	2022	2021
FIXED ASSETS			
Tangible assets	10	1,049,675	1,080,657
Investments	11	100	100
		<u>1,049,775</u>	<u>1,080,757</u>
CURRENT ASSETS			
Debtors	12	22,988	15,868
Cash at bank and in hand		105,507	122,389
		<u>128,495</u>	<u>138,257</u>
CREDITORS: amounts falling due within one year	13	<u>1,689</u>	<u>-3,023</u>
NET CURRENT ASSETS		<u>130,184</u>	<u>135,234</u>
NET ASSETS		<u>1,179,959</u>	<u>1,215,991</u>
THE FUNDS OF THE CHARITY			
Restricted income funds	14	1,025,439	1,062,724
Unrestricted income funds		154,520	153,267
TOTAL CHARITY FUNDS	15	<u>1,179,959</u>	<u>1,215,991</u>

The accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Small Entities.

For the financial year ended 31 December 2020 the company was entitled to exemption from audit under section 477 Companies Act 2006; and no notice has been deposited under section 476.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Signed on behalf of
the Board of Trustees



MBJ Heathcote
Director

Approved by the Board of Trustees:
11 April 2023

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

1. PRINCIPAL ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Preparation of consolidated financial statements

The financial statements contain information about Arundel Museum Society as an individual charity and do not contain consolidated financial information as the parent of a group. The charity has taken the option under Section 398 of the Companies Act 2006 not to prepare consolidated financial statements.

Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small company.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Costs of generating funds represent the costs of fundraising expenditure. Charitable activities includes the curatorial costs of the exhibition, as well as the administration costs of the charity. Governance costs are those costs that meet the constitutional and statutory requirements of the charity. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life:

Leasehold property	2% on cost
Furniture fixtures & fittings	10% on net book value
Office equipment	25% on net book value

No depreciation has been charged on freehold property, as in the trustees' opinion, the residual value is in excess of cost.

Fixed assets are stated at cost less accumulated depreciation. The cost of minor additions below £500 are not capitalised.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

2. ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
Fundraising events	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

3. INVESTMENT INCOME

Deposit account interest	178	-	178	6
	<u>178</u>	<u>-</u>	<u>178</u>	<u>6</u>

4. NET INCOMING (OUTGOING) RESOURCES

Net resources are stated after charging (crediting):

Depreciation - owned assets	1,302	37,180	38,482	38,482
	<u>1,302</u>	<u>37,180</u>	<u>38,482</u>	<u>38,482</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There was no trustees remuneration in the year ended 31 December 2022

There were no trustee's expenses paid for the year ended 31 December 2022

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

6. RESOURCES EXPENDED - CHARITABLE ACTIVITIES

	Unrestricted	Restricted	Total Funds 2022	Total Funds 2021
Activities undertaken directly				
Curatorial and educational	500	-	500	17,051
Exhibitions	407	-	407	420
Publicity	3,761	-	3,761	2,884
Services for members	5,000	-	5,000	5,000
Administration	51,108	-	51,108	48,314
Property costs	16,209	-	16,209	16,389
Grants	-	-	-	-
	<u>74,739</u>	<u>-</u>	<u>74,739</u>	<u>90,058</u>

7. RESOURCES EXPENDED - GOVERNANCE COSTS

AGM / Board meetings	-	-	-	-
Sundry expenses	-	-	-	-
Accountancy fees	2,246	-	2,246	2,742
	<u>2,246</u>	<u>-</u>	<u>2,246</u>	<u>2,742</u>

8. RESOURCES EXPENDED - OTHER

Long leasehold amortisation	-	22,847	22,847	22,847
Depreciation - Fixtures	-	14,333	14,333	15,627
Depreciation - Office equipment	1,302	-	1,302	1,434
Surplus/loss on disposals	-	-	-	-
	<u>1,302</u>	<u>37,180</u>	<u>38,482</u>	<u>39,908</u>

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

10. DEBTORS	2022	2021
Amounts owed by Group undertakings	10,691	3,713
Gift Aid tax recoverable	880	206
Grants		
Prepayments	3,251	3,293
Friends of Arundel Museum	8,170	8,626
VAT	-	280
	<u>22,992</u>	<u>16,118</u>

11. TANGIBLE FIXED ASSETS

	Leasehold Property	Furniture fixtures & fittings	Office Equipment	Total
Cost				
At 1 January 2022	1,142,366	349,464	20,132	1,511,962
Additions	-	7,500		7,500
Disposals	-	-	-	-
At 31 December 2022	<u>1,142,366</u>	<u>356,964</u>	<u>20,132</u>	<u>1,519,462</u>
Depreciation				
At 1 January 2022	194,609	220,470	16,226	431,305
Charge for the year	22,847	14,333	1,302	38,482
At 31 December 2022	<u>217,456</u>	<u>234,803</u>	<u>17,528</u>	<u>469,787</u>
Net book value				
At 31 December 2022	<u>924,910</u>	<u>122,161</u>	<u>2,604</u>	<u>1,049,675</u>
At 31 December 2021	<u>924,910</u>	<u>117,346</u>	<u>3,510</u>	<u>1,045,766</u>

12. FIXED ASSET INVESTMENTS	2022	2021
Shares in wholly owned subsidiary Arundel Museum (Trading) Ltd	<u>100</u>	<u>100</u>

13. CREDITORS: amounts falling due within one year	2022	2021
Trade creditors	-	1,540
Other creditors	1,689	310
	<u>1,689</u>	<u>1,850</u>

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2022

14. RESTRICTED INCOME FUNDS

	Funds brought forward	Incoming resources	Outgoing resources	Transfers between funds	Funds carried forward
Building Fund	1,062,619	-	-37,180	-	1,025,439
Heritage Lottery Fund	105	-	-105	-	-
	<u>1,062,724</u>	<u>-</u>	<u>-37,285</u>	<u>-</u>	<u>1,025,439</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed assets	Investments	Net current assets	Total
Unrestricted funds	24,236	100	130,184	154,520
Building Fund	1,025,439	-	-	1,025,439
Heritage Lottery Fund			-	-
	<u>1,049,675</u>	<u>100</u>	<u>130,184</u>	<u>1,179,959</u>

Accounts

ARUNDEL MUSEUM SOCIETY

ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

Company number 07492531
ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

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Company number 07492531
DIRECTORS' AND TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2021. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities issued in July 2014.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity registration number 1140198

Company registration number 07492531, registered in England and Wales.

Registered office: The Arundel Museum, Mill Road, Arundel, West Sussex BN18 9PA

ROYAL PATRON

Her Royal Highness Princess Alexandra

PATRON

The Duke of Norfolk

TRUSTEES

The Trustees in office during the year were:

P E Carder MBE – Life President

MJA Farquharson – Chairman to 17 August 2021; Trustee to 31 December 2021

DT Shilston – Chairman from 17 August 2021

M Webb – Secretary

M B J Heathcote – Treasurer

C Betts

S Evans

C Boyce to 05 May 2021

SJ Beeby to 17 August 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, the Memorandum and Articles of Association of Arundel Museum Society, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

As set out in the Articles of Association the trustees shall elect from their number such of them to act as officers of the charity being the chairman, deputy chairman, secretary and treasurer of the charity. At each subsequent annual general meeting one-third of the trustees or, if their number is not three or a multiple of three, the number nearest to one-third, must retire from office. If there is only one trustee he or she must retire. A retiring trustee may offer themselves for re-election.

The procedure for members to nominate potential trustees prior to the AGM are set out in the Memorandum & Articles of Association of the Arundel Museum Society.

New trustees undergo an orientation to brief them on their legal obligations under charity and company law, the Charity Commission guidance on public benefit, content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

ARUNDEL MUSEUM SOCIETY
DIRECTORS' AND TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2021

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objects are specifically restricted to the establishment, maintenance and improvement of a museum and heritage centre in the town of Arundel in the county of West Sussex, for the education of the inhabitants of and visitors to the town of Arundel and the surrounding area, and thereby promote interest in:

1. the past, present and future of Arundel and surrounding district
2. its geological and archaeological origins
3. its political, religious and social history, and
4. its agricultural, industrial and cultural development.

The trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission.

Significant activities

The museum incorporates the Arundel Visitors Information Point which is run by our team of volunteers.

Like all venues open to the public, the Museum's activities were severely curtailed due to Covid-19 pandemic in 2021. The two staff members were placed on furlough from January to May in the year.

Volunteers

Our charity is actively involved with the local community and relies on voluntary help. Around 90 volunteers assist with the day to day running of the museum and the Arundel Visitors Information Point, fundraising activities and group visits from many groups and schools.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

The museum and the Arundel Visitors Information Point is operated under a lease by a 100% owned trading subsidiary Arundel Museum (Trading) Limited which employs a manager, and a part time deputy manager. The museum is otherwise manned by our unpaid volunteers and provides a much-needed service to both residents and visitors to Arundel.

In a normal year, we arrange guided tours, children's activities and evening and lunchtime talks in the Jubilee Room. These activities and the hiring out of the Jubilee Room to clubs and societies for meetings and events was for the most part suspended.

Fundraising activities

The Museum was very fortunate to receive financial support from both Arun District Council and the Royal Pavilion & Museums Trust during 2021. In addition, we received a number of generous donations from members and supporters. We are grateful to all those people and institutions who donated money to the Museum. Without their support, the Museum would not have survived a very challenging year.

**ARUNDEL MUSEUM SOCIETY
DIRECTORS' AND TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2021**

Subsidiary

The subsidiary, Arundel Museum (Trading) Limited, had an income of £36,438. There was a surplus of £9,052, of which 100% was donated to Arundel Museum Society.

Consolidation

Arundel Museum Society General activities made a surplus of £41,917. This included a donation from the Arundel Museum (Trading) Ltd of £9,052.

Reserves policy

The trustees, having regard to the cash flow requirements, have operated a policy of keeping surplus funds in an interest bearing deposit account and seek to achieve a rate on deposit which is comparable with other main banks.

Grants policy

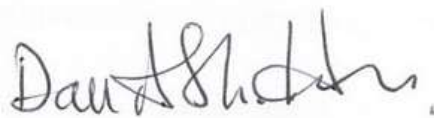
Any grants received for ongoing projects will have been included as Incoming Resources on the Statement of Financial Activities in the years they were received, and the related expenditure for on-going projects is written off in the years incurred. Other expenditure which is of a capital nature has been treated as Fixed Assets and accordingly added to the Balance Sheet. In future years, the costs of these assets will be charged to the Statement of Financial Activities over their expected useful lives.

FUTURE DEVELOPMENT

The Museum and Collections Manager and her team are continuing to assess items for the collection with a view to rotating and refreshing the exhibits. Where appropriate, exhibits of a particular period or a collection of artefacts will be displayed in the Jubilee room for a limited time. During 2021, our exhibitions included an exhibition of Arundel in the 1960s and detailed work was done by volunteers and others for an exhibition about the crashes near the town of two bomber aircraft during the Second World War – the exhibition was held early in 2022. Further exhibitions were planned, including an exhibition in celebration the HM The Queen's Platinum and Jubilee.

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

Signed on behalf of the Board of Trustees



David Shilston (Director)

Approved by the Board of Trustees: 15 June 2022

I report on the accounts of the charity for the year ended 31 December 2021, which are set out on pages 5 to 11.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

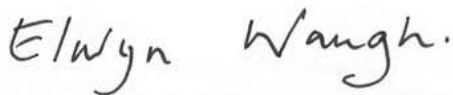
INDEPENDENT EXAMINER'S STATEMENT

I am qualified to undertake the examination by being a member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act: or
- the accounts did not accord with the accounting records: or
- the accounts did not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Elwyn Waugh
Waugh & Co
Chartered Accountants

51 High Street, Arundel, West Sussex BN18 9AJ
15 June 2022

STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2021

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		102,086	-	102,086	117,883
Activities for generating funds	2	-	-	-	-
Investment income	3	6	-	6	73
Incoming resources from charitable activities					
Rent		14,035	-	14,035	14,035
Other incoming resources					
Development costs		-	-	-	-
Total incoming resources		<u>116,127</u>	<u>-</u>	<u>116,127</u>	<u>131,991</u>
RESOURCES EXPENDED					
Costs of generating funds		180	350	530	90
Charitable activities	6	69,986	17,345	87,331	75,540
Governance costs	7	2,742	-	2,742	2,612
Other resources expended	8	1,302	37,180	38,482	39,907
Total resources expended		<u>74,210</u>	<u>54,875</u>	<u>129,085</u>	<u>118,149</u>
Net incoming resources before transfers		41,917	-54,875	-12,958	13,842
Gross transfers between funds		-	-	-	-
NET INCOME (EXPENDITURE) FOR THE YEAR		<u>41,917</u>	<u>-54,875</u>	<u>-12,958</u>	<u>13,842</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>111,350</u>	<u>1,117,599</u>	<u>1,228,949</u>	<u>1,215,107</u>
Total funds carried forward		<u>153,267</u>	<u>1,062,724</u>	<u>1,215,991</u>	<u>1,228,949</u>

Company number 07492531
BALANCE SHEET AS AT 31 DECEMBER 2021

	Note	2021	2020
FIXED ASSETS			
Tangible assets	10	1,080,657	1,155,455
Investments	11	100	100
		<u>1,080,757</u>	<u>1,155,555</u>
CURRENT ASSETS			
Debtors	12	15,868	22,664
Cash at bank and in hand		122,389	40,514
		<u>138,257</u>	<u>63,178</u>
CREDITORS: amounts falling due within one year	13	<u>-3,023</u>	<u>-3,626</u>
NET CURRENT ASSETS		<u>135,234</u>	<u>59,552</u>
NET ASSETS		<u>1,215,991</u>	<u>1,215,107</u>
THE FUNDS OF THE CHARITY			
Restricted income funds	14	1,062,724	1,138,273
Unrestricted income funds		153,267	76,834
TOTAL CHARITY FUNDS	15	<u>1,215,991</u>	<u>1,215,107</u>

The accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Small Entities.

For the financial year ended 31 December 2020 the company was entitled to exemption from audit under section 477 Companies Act 2006; and no notice has been deposited under section 476.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Signed on behalf of
the Board of Trustees



MBJ Heathcote
Director

Approved by the Board of Trustees:
15 June 2022

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

1. **PRINCIPAL ACCOUNTING POLICIES**

Accounting convention

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Preparation of consolidated financial statements

The financial statements contain information about Arundel Museum Society as an individual charity and do not contain consolidated financial information as the parent of a group. The charity has taken the option under Section 398 of the Companies Act 2006 not to prepare consolidated financial statements.

Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small company.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Costs of generating funds represent the costs of fundraising expenditure. Charitable activities includes the curatorial costs of the exhibition, as well as the administration costs of the charity. Governance costs are those costs that meet the constitutional and statutory requirements of the charity. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life:

Leasehold property	2% on cost
Furniture fixtures & fittings	10% on net book value
Office equipment	25% on net book value

No depreciation has been charged on freehold property, as in the trustees' opinion, the residual value is in excess of cost.

Fixed assets are stated at cost less accumulated depreciation. The cost of minor additions below £500 are not capitalised.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

2. ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
Fundraising events	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

3. INVESTMENT INCOME

Deposit account interest	6	-	6	73
	<u>6</u>	<u>-</u>	<u>6</u>	<u>73</u>

4. NET INCOMING (OUTGOING) RESOURCES

Net resources are stated after charging (crediting):

Depreciation - owned assets	1,433	38,474	39,907	39,907
	<u>1,433</u>	<u>38,474</u>	<u>39,907</u>	<u>39,907</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There was no trustees remuneration in the year ended 31 December 2021

There were no trustee's expenses paid for the year ended 31 December 2021

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

6. RESOURCES EXPENDED - CHARITABLE ACTIVITIES

	Unrestricted	Restricted	Total Funds 2021	Total Funds 2020
Activities undertaken directly				
Curatorial and educational	17,051	-	17,051	12,310
Exhibitions	420	-	420	263
Publicity	2,884	-	2,884	2,916
Services for members	5,000	-	5,000	5,000
Administration	48,314	-	48,314	39,425
Property costs	16,389	-	16,389	15,626
Grants	-	-	-	-
	<u>87,316</u>	<u>-</u>	<u>90,058</u>	<u>75,540</u>

7. RESOURCES EXPENDED - GOVERNANCE COSTS

AGM / Board meetings	-	-	-	-
Sundry expenses	-	-	-	-
Accountancy fees	2,742	-	2,742	2,612
	<u>2,742</u>	<u>-</u>	<u>2,742</u>	<u>2,612</u>

8. RESOURCES EXPENDED - OTHER

Long leasehold amortisation	-	22,847	22,847	22,847
Depreciation - Fixtures	-	15,627	15,627	15,627
Depreciation - Office equipment	1,433	-	1,434	1,433
Surplus on disposal	-	-	-	-
	<u>1,433</u>	<u>38,474</u>	<u>39,908</u>	<u>39,907</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

10. DEBTORS	2021	2020
Amounts owed by Group undertakings	3,713	19,033
Gift Aid tax recoverable	206	330
Grants		5,172
Prepayments	3,293	2,340
Friends of Arundel Museum	8,626	4,985
VAT	280	292
	<u>16,118</u>	<u>32,152</u>

11. TANGIBLE FIXED ASSETS

	Leasehold Property	Furniture fixtures & fittings	Office Equipment	Total
Cost				
At 1 January 2021	1,142,366	346,779	19,226	1,508,371
Additions	-	2,685	906	3,591
Disposals	-	-	-	-
At 31 December 2021	<u>1,142,366</u>	<u>349,464</u>	<u>20,132</u>	<u>1,511,962</u>
Depreciation				
At 1 January 2021	171,762	206,137	14,924	392,823
Charge for the year	22,847	14,333	1,302	38,482
At 31 December 2021	<u>194,609</u>	<u>220,470</u>	<u>16,226</u>	<u>431,305</u>
Net book value				
At 31 December 2021	<u>947,757</u>	<u>128,994</u>	<u>3,906</u>	<u>1,080,657</u>
At 31 December 2020	<u>970,604</u>	<u>140,642</u>	<u>4,302</u>	<u>1,115,548</u>

	2021	2020
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12. FIXED ASSET INVESTMENTS

Shares in wholly owned subsidiary Arundel Museum (Trading) Ltd	<u>100</u>	<u>100</u>
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13. CREDITORS: amounts falling due within one year

Trade creditors	3,023	1,540
Other creditors		310
	<u>3,023</u>	<u>1,850</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2021

14. RESTRICTED INCOME FUNDS

	Funds brought forward	Incoming resources	Outgoing resources	Transfers between funds	Funds carried forward
Building Fund	1,099,799	-	-37,180	-	1,062,619
Heritage Lottery Fund	17,800	-	-17,695	-	105
	<u>1,117,599</u>	<u>-</u>	<u>-54,875</u>	<u>-</u>	<u>1,062,724</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed assets	Investments	Net current assets	Total
Unrestricted funds	18,038	100	135,129	153,267
Building Fund	1,062,619	-	-	1,062,619
Heritage Lottery Fund			105	105
	<u>1,080,657</u>	<u>100</u>	<u>135,234</u>	<u>1,215,991</u>

Accounts

Company number 07492531

ARUNDEL MUSEUM SOCIETY

ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

ARUNDEL MUSEUM SOCIETY
ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

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ARUNDEL MUSEUM SOCIETY
DIRECTORS' AND TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2020. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities issued in July 2014.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity registration number 1140198

Company registration number 07492531, registered in England and Wales.

Registered office: The Arundel Museum, Mill Road, Arundel, West Sussex BN18 9PA

ROYAL PATRON

Her Royal Highness Princess Alexandra

PATRON

The Duke of Norfolk

TRUSTEES

The Trustees in office during the year were:

P E Carder MBE - Life President

M Webb - Secretary

M B J Heathcote

C G Boyce (resigned 9 Jun 2021)

C Betts

SJ Beeby

MJA Farquharson - Chairman

S Evans

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, the Memorandum and Articles of Association of Arundel Museum Society, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

As set out in the Articles of Association the trustees shall elect from their number such of them to act as officers of the charity being the chairman, deputy chairman, secretary and treasurer of the charity. At each subsequent annual general meeting one-third of the trustees or, if their number is not three or a multiple of three, the number nearest to one-third, must retire from office. If there is only one trustee he or she must retire. A retiring trustee may offer themselves for re-election.

The procedure for members to nominate potential trustees prior to the AGM are set out in the Memorandum & Articles of Association of the Arundel Museum Society.

New trustees undergo an orientation to brief them on their legal obligations under charity and company law, the Charity Commission guidance on public benefit, content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**ARUNDEL MUSEUM SOCIETY
DIRECTORS' AND TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objects are specifically restricted to the establishment, maintenance and improvement of a museum and heritage centre in the town of Arundel in the county of West Sussex, for the education of the inhabitants of and visitors to the town of Arundel and the surrounding area, and thereby promote interest in:

1. the past, present and future of Arundel and surrounding district
2. its geological and archaeological origins
3. its political, religious and social history, and
4. its agricultural, industrial and cultural development.

The trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission.

Significant activities

The museum incorporates the Arundel Visitors Information Point which is run by our team of volunteers.

Like all venues open to the public, the Museum's activities were severely curtailed due to Covid-19 pandemic in 2020. The two staff members were placed on furlough during the two periods of lockdown.

Volunteers

Our charity is actively involved with the local community and relies on voluntary help. Around 90 volunteers assist with the day to day running of the museum and the Arundel Visitors Information Point, fundraising activities and group visits from many groups and schools.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

The museum and the Arundel Visitors Information Point is operated under a lease by a 100% owned trading subsidiary Arundel Museum (Trading) Limited which employs a manager, and a part time deputy manager. The museum is otherwise manned by our unpaid volunteers and provides a much-needed service to both residents and visitors to Arundel.

In a normal year, we arrange guided tours, children's activities and evening and lunchtime talks in the Jubilee Room. These activities and the hiring out of the Jubilee Room to clubs and societies for meetings and events was for the most part suspended,

Fundraising activities

The Museum was very fortunate to receive financial support from The Arts Council, The Heritage Lottery Fund, Arun District Council, Southdown National Park, South East Development Programme and Arundel Town Council during 2020. In addition, we received a number of generous donations from members and supporters. We are grateful to all those people and institutions who donated money to the Museum. Without their support, the Museum would not have survived a very challenging year.

**ARUNDEL MUSEUM SOCIETY
DIRECTORS' AND TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 December 2019**

Subsidiary

The subsidiary, Arundel Museum (Trading) Limited, had an income of £40,778. This included Coronavirus Job Retention Scheme grants for furloughed staff of £9,269. There was a surplus of £16,962, of which £16,710 was donated to Arundel Museum Society.

Consolidation

Arundel Museum Society General activities made a surplus of £34,516. This included a donation from the Arundel Museum (Trading) Ltd of £16,962.

Reserves policy

The trustees, having regard to the cash flow requirements, have operated a policy of keeping surplus funds in an interest bearing deposit account and seek to achieve a rate on deposit which is comparable with other main banks.

Grants policy

The grants received for both ongoing projects and the construction and fit-out of the museum have been included as Incoming Resources on the Statement of Financial Activities in the years they were received while the related expenditure for on-going projects is written off in the years incurred. Other expenditure which is of a capital nature has been treated as Fixed Assets and accordingly added to the Balance Sheet. In future years, the costs of these assets will be charged to the Statement of Financial Activities over their expected useful lives.

FUTURE DEVELOPMENTS

The curator and her team are continuing to assess items for the collection with a view to rotating and refreshing the exhibits. Where appropriate, exhibits of a particular period or a collection of artefacts will be displayed in the Jubilee room for a limited time. The Tony Pudwell exhibition in January 2018 is an example of the activity.

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

Signed on behalf of the Board of Trustees

Malcolm J A Farquharson

Director

Approved by the Board of Trustees: 22 June 2021

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ARUNDEL MUSEUM SOCIETY**

I report on the accounts of the charity for the year ended 31 December 2020, which are set out on pages 5 to 11.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

INDEPENDENT EXAMINER'S STATEMENT

I am qualified to undertake the examination by being a member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act: or
- the accounts did not accord with the accounting records: or
- the accounts did not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Elwyn Waugh
Waugh & Co
Chartered Accountants

51 High Street, Arundel, West Sussex BN18 9AJ
2.2 June 2021

ARUNDEL MUSEUM SOCIETY
STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		100,083	17,800	117,883	62,477
Activities for generating funds	2	0	0	0	0
Investment income	3	73	0	73	114
Incoming resources from charitable activities					
Rent		14,035	0	14,035	13,536
Other incoming resources					
Development costs		0	0	0	0
Total incoming resources		<u>114,191</u>	<u>17,800</u>	<u>131,991</u>	<u>76,127</u>
RESOURCES EXPENDED					
Costs of generating funds		90	0	90	280
Charitable activities	6	75,540	0	75,540	87,372
Governance costs	7	2,612	0	2,612	2,445
Other resources expended	8	1,433	38,474	39,907	42,121
Total resources expended		<u>79,675</u>	<u>38,474</u>	<u>118,149</u>	<u>132,218</u>
Net incoming resources before transfers		34,516	-20,674	13,842	-56,091
Gross transfers between funds		0	0	0	0
NET INCOME (EXPENDITURE) FOR THE YEAR		<u>34,516</u>	<u>-20,674</u>	<u>13,842</u>	<u>-56,091</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>76,834</u>	<u>1,138,273</u>	<u>1,215,107</u>	<u>1,271,198</u>
Total funds carried forward		<u>£111,350</u>	<u>£1,117,599</u>	<u>£1,228,949</u>	<u>£1,215,107</u>

ARUNDEL MUSEUM SOCIETY
BALANCE SHEET AS AT 31 DECEMBER 2020

	Note	2020	2019
FIXED ASSETS			
Tangible assets	10	1,115,548	1,155,455
Investments	11	100	100
		<u>1,115,648</u>	<u>1,155,555</u>
CURRENT ASSETS			
Debtors	12	32,152	22,664
Cash at bank and in hand		82,999	40,514
		<u>115,151</u>	<u>63,178</u>
CREDITORS: amounts falling due within one year			
	13	<u>-1,850</u>	<u>-3,626</u>
NET CURRENT ASSETS		<u>113,301</u>	<u>59,552</u>
NET ASSETS		<u>£1,228,949</u>	<u>£1,215,107</u>
THE FUNDS OF THE CHARITY			
Restricted income funds	14	1,117,599	1,138,273
Unrestricted income funds		111,350	76,834
TOTAL CHARITY FUNDS	15	<u>£1,228,949</u>	<u>£1,215,107</u>

The accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Small Entities.

For the financial year ended 31 December 2020 the company was entitled to exemption from audit under section 477 Companies Act 2006; and no notice has been deposited under section 476.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Signed on behalf of
the Board of Trustees

MBJ Heathcote
Director

Approved by the Board of Trustees: 22 June 2021

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

1. PRINCIPAL ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Preparation of consolidated financial statements

The financial statements contain information about Arundel Museum Society as an individual charity and do not contain consolidated financial information as the parent of a group. The charity has taken the option under Section 398 of the Companies Act 2006 not to prepare consolidated financial statements.

Exemption from preparing a cash flow statement

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small company.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Costs of generating funds represent the costs of fundraising expenditure. Charitable activities includes the curatorial costs of the exhibition, as well as the administration costs of the charity. Governance costs are those costs that meet the constitutional and statutory requirements of the charity. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life:

Leasehold property	2% on cost
Furniture fixtures & fittings	10% on net book value
Office equipment	25% on net book value

No depreciation has been charged on freehold property, as in the trustees' opinion, the residual value is in excess of cost.

Fixed assets are stated at cost less accumulated depreciation. The cost of minor additions below £500 are not capitalised.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

2. ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds	Restricted Funds	Total Funds 2020	Total Funds 2019
Fundraising events	0	0	0	0
	<u>£0</u>	<u>£0</u>	<u>£0</u>	<u>£0</u>

3. INVESTMENT INCOME

Deposit account interest	<u>£73</u>	<u>£0</u>	<u>£73</u>	<u>£114</u>
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4. NET INCOMING (OUTGOING) RESOURCES

Net resources are stated after charging (crediting):

Depreciation - owned assets	<u>£1,433</u>	<u>£38,474</u>	<u>£39,907</u>	<u>£42,121</u>
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5. TRUSTEES' REMUNERATION AND BENEFITS

There was no trustees remuneration in the year ended 31 December 2020 or 31 December 2019.

There were no trustee's expenses paid for the year ended 31 December 2020 or 31 December 2019.

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

6. RESOURCES EXPENDED - CHARITABLE ACTIVITIES

	Unrestricted	Restricted	Total Funds 2020	Total Funds 2019
Activities undertaken directly				
Curatorial and educational	12,310	0	12,310	9,664
Exhibitions	263	0	263	3,371
Publicity	2,916	0	2,916	5,673
Services for members	5,000	0	5,000	5,000
Administration	39,425	0	39,425	46,986
Property costs	15,626	0	15,626	16,626
Grants	0	0	0	52
	<u>£75,540</u>	<u>£0</u>	<u>£75,540</u>	<u>£87,372</u>

7. RESOURCES EXPENDED - GOVERNANCE COSTS

AGM / Board meetings	0	0	0	0
Sundry expenses	0	0	0	0
Accountancy fees	2,612	0	2,612	2,445
	<u>£2,612</u>	<u>£0</u>	<u>£2,612</u>	<u>£2,445</u>

8. RESOURCES EXPENDED - OTHER

Long leasehold amortisation	0	22,847	22,847	22,847
Depreciation - Fixtures	0	15,627	15,627	17,363
Depreciation - Office equipment	1,433	0	1,433	1,911
Surplus on disposal	0	0	0	0
	<u>£1,433</u>	<u>£38,474</u>	<u>£39,907</u>	<u>£42,121</u>

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

10. TANGIBLE FIXED ASSETS

	Leasehold Property	Furniture fixtures & fittings	Office Equipment	Total
Cost				
At 1 January 2020	1,142,366	346,779	19,226	1,508,371
Additions	0	0	0	0
Disposals	0	0	0	0
At 31 December 2020	<u>1,142,366</u>	<u>346,779</u>	<u>19,226</u>	<u>1,508,371</u>
Depreciation				
At 1 January 2020	148,915	190,510	13,491	352,916
Charge for the year	<u>22,847</u>	<u>15,627</u>	<u>1,433</u>	<u>39,907</u>
At 31 December 2020	<u>171,762</u>	<u>206,137</u>	<u>14,924</u>	<u>392,823</u>
Net book value				
At 31 December 2020	<u>£970,604</u>	<u>£140,642</u>	<u>£4,302</u>	<u>£1,115,548</u>
At 31 December 2019	<u>£993,451</u>	<u>£156,269</u>	<u>£5,735</u>	<u>£1,155,455</u>

2020 2019

11. FIXED ASSET INVESTMENTS

Shares in wholly owned subsidiary Arundel Museum (Trading) Ltd	<u>£100</u>	<u>£100</u>
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12. DEBTORS

Amounts owed by Group undertakings	19,033	13,364
Gift Aid tax recoverable	330	4,519
Grants	5,172	0
Prepayments	2,340	3,001
Friends of Arundel Museum	4,985	1,603
VAT	292	177
	<u>£32,152</u>	<u>£22,664</u>

13. CREDITORS: amounts falling due within one year

Trade creditors	1,540	3,626
Other creditors	310	0
	<u>£1,850</u>	<u>£3,626</u>

ARUNDEL MUSEUM SOCIETY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

14. RESTRICTED INCOME FUNDS

	Funds brought forward	Incoming resources	Outgoing resources	Transfers between funds	Funds carried forward
Building Fund	1,138,273	0	-38,474	0	1,099,799
Heritage Lottery Fund	0	17,800	0	0	17,800
	<u>£1,138,273</u>	<u>£17,800</u>	<u>-£38,474</u>	<u>£0</u>	<u>£1,117,599</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed assets	Investments	Net current assets	Total
Unrestricted funds	4,302	100	106,948	111,350
Building Fund	1,111,246	0	-11,447	1,099,799
Heritage Lottery Fund	0		17,800	17,800
	<u>£1,115,548</u>	<u>£100</u>	<u>£113,301</u>	<u>£1,228,949</u>