

Company number 07492531

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>