

Company number 07492531

ARUNDEL MUSEUM SOCIETY

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

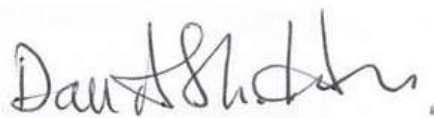
Any grants received for ongoing projects will have been included as Incoming Resources on the Statement of Financial Activities in the years they were received, and the related expenditure for on-going projects is written off in the years incurred. Other expenditure which is of a capital nature has been 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

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: 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.

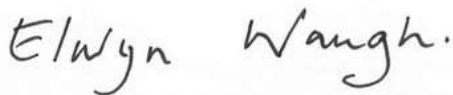
INDEPENDENT EXAMINER'S STATEMENT

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		116,127	-	116,127	131,991
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		74,210	54,875	129,085	118,149
Net incoming resources before transfers		41,917	-54,875	-12,958	13,842
Gross transfers between funds		-	-	-	-
NET INCOME (EXPENDITURE) FOR THE YEAR		41,917	-54,875	-12,958	13,842
RECONCILIATION OF FUNDS					
Total funds brought forward		111,350	1,117,599	1,228,949	1,215,107
Total funds carried forward		153,267	1,062,724	1,215,991	1,228,949

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>