

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.

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

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.

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 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>