

Company registration number: 07978032  
Charity registration number: 1156839

# Ford Green Hall Museum Limited

known as

Ford Green Hall

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2023

Daryl Denson ACMA  
VAST  
The Dudson Centre  
Hope Street  
Stoke-on-Trent  
ST1 5DD

**Ford Green Hall Museum Limited**

**known as Ford Green Hall**

**Reference and Administrative Details**

<b>Trustees</b>	Neil Dawson, Chair Susan Bradbury Malcolm Clewes (resigned 06 March 2022) Karen Kelly Nicholas Mincher Tim Newsome
<b>Registered Office</b>	Ford Green Hall Museum Ford Green Road Stoke-on-Trent ST6 1NG
<b>Company Registration Number</b>	07978032
<b>Charity Registration Number</b>	1156839
<b>Bankers</b>	National Westminster Bank 1 Upper Market Square Stoke-on-Trent ST1 1NS
<b>Independent Examiner</b>	Daryl Denson ACMA VAST The Dudson Centre Hope Street Stoke-on-Trent ST1 5DD

## **Ford Green Hall Museum Limited**

### **known as Ford Green Hall**

#### **Trustees' Report (incorporating the Directors' Report)**

##### **Charitable Activities**

Ford Green Hall Museum Limited provides a unique cultural, historic and educational experience for those visiting or those who are involved with assisting in the operation of this community museum. We strive to ensure that Ford Green Hall Museum has an essential role within the local community but is still an important attraction for visitors offering them a fascinating insight into 17th century life.

Activities undertaken to further public benefit include holding historical events for local schools to assist in the provision of the national school curriculum relating to history, as well as providing an insight to the local history of the area to the people of the Stoke-on-Trent area and beyond. We pride ourselves on being a 'community museum' and provide the opportunity for local communities to participate in learning and exploring local history, but also to encourage the local community to participate in events that rekindle the use of historical arts, craftwork and the preparation and cooking of traditional and historic food items, along with providing the opportunities for local people to meet in a social setting, within our cafe.

The charity also delivers community based projects through active funding application bid writing and to work in partnership with community groups, residents associations and others to generate sustainable usage. We provide volunteer work to disadvantaged local people to provide them with essential skills in order for them to participate in the job market, to teach new skills and to rekindle and to keep alive historical skills.

##### **Public benefit**

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

##### **Achievements and performance**

The main impact over the year has been negotiating the threat of losing our core repair grant from the City Council. We now have an acceptable arrangement for both parties.

We have continued to be a Member of Association of Independent Museums, Historic Houses Association and receive support from the West Midlands Museum Development Programme (WMMD) and Historic England. Also, we are active supporters of the Potteries Heritage Network and have increased delivery of school education courses.

We now have a screen at ground level showing our upstairs rooms with an informative dialogue.

New volunteers are adding to the quality of the Museum, particularly the development of a Tudor Garden with the appropriate plants and shrubs.

Our small number of staff continue to keep the Museum and its artefacts at a high standard, publicise our activities, manage the volunteers and build relationships with business and the local community.

The Museum still opens Sunday to Thursday each week plus extra openings for schools, events and group visits.

**Ford Green Hall Museum Limited**

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**Independent Examiner's Report to the trustees of Ford Green Hall Museum Limited ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Ford Green Hall Museum Limited as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.



Daryl Denson ACMA

VAST  
The Dudson Centre  
Hope Street  
Stoke-on-Trent  
ST1 5DD

Date: 20.09.2023

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**Statement of Financial Activities for the Year Ended 31 March 2023  
(Including Income and Expenditure Account and Statement of Total  
Recognised Gains and Losses)**

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	12,280	25,000	37,280
Charitable activities	4	12,984	-	12,984
Other trading activities	5	12,585	-	12,585
Total income		<u>37,849</u>	<u>25,000</u>	<u>62,849</u>
<b>Expenditure on:</b>				
Raising funds	6	(3,932)	-	(3,932)
Charitable activities	7	<u>(22,611)</u>	<u>(50,654)</u>	<u>(73,265)</u>
Total expenditure		<u>(26,543)</u>	<u>(50,654)</u>	<u>(77,197)</u>
Net income/(expenditure)		<u>11,306</u>	<u>(25,654)</u>	<u>(14,348)</u>
Net movement in funds		11,306	(25,654)	(14,348)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>61,853</u>	<u>28,077</u>	<u>89,930</u>
Total funds carried forward	15	<u>73,159</u>	<u>2,423</u>	<u>75,582</u>

# **Ford Green Hall Museum Limited**

**known as Ford Green Hall**

## **Notes to the Financial Statements for the Year Ended 31 March 2023**

### **1 Charity status**

The charity is limited by guarantee, incorporated in England, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

### **2 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

#### **Basis of preparation**

Ford Green Hall Museum Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **Going concern**

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

#### **Summary of disclosure exemptions**

As a small charity the entity has taken advantage of the amendments to FRS102 contained in Update Bulletin 1 issued February 2016 to exempt the charity from preparation of a cash flow statement.

#### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

## **Ford Green Hall Museum Limited**

### **known as Ford Green Hall**

#### **Notes to the Financial Statements for the Year Ended 31 March 2023**

##### **Trade debtors**

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

##### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

##### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

##### **Pensions and other post retirement obligations**

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

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**Notes to the Financial Statements for the Year Ended 31 March 2023**

**5 Income from other trading activities**

	<b>Unrestricted funds General £</b>	<b>Total 2023 £</b>
Trading income;		
Sales of goods and services	6,420	6,420
Events income;		
Other events income	<u>11,349</u>	<u>11,349</u>
	<u>17,769</u>	<u>17,769</u>
	<b>Unrestricted funds General £</b>	<b>Total 2022 £</b>
Trading income;		
Sales of goods and services	6,206	6,206
Events income;		
Other events income	<u>6,379</u>	<u>6,379</u>
	<u>12,585</u>	<u>12,585</u>

**6 Expenditure on raising funds**

**a) Costs of generating donations and legacies**

	<b>Unrestricted funds General £</b>	<b>Total 2023 £</b>
Donations	<u>144</u>	<u>144</u>
	<b>Unrestricted funds General £</b>	<b>Total 2022 £</b>
Donations	<u>216</u>	<u>216</u>



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**Notes to the Financial Statements for the Year Ended 31 March 2023**

	<b>Activity undertaken directly £</b>	<b>2022 £</b>
Repairs and maintenance	2,963	2,963
Heat, light and water	5,332	5,332
Insurance	2,594	2,594
Office expenses	3,316	3,316
Accountancy and payroll	924	924
Miscellaneous expenses	88	88
Subscriptions and professional fees	1,075	1,075
Beam restoration	25,654	25,654
Salaries	29,510	29,510
Equipment and materials	985	985
Event materials	1,068	1,068
Independent examination fee	675	675
Bank Charges	115	115
	<u>74,299</u>	<u>74,299</u>

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**Notes to the Financial Statements for the Year Ended 31 March 2023**

**11 Staff costs**

The aggregate payroll costs were as follows:

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Staff costs during the year were:</b>		
Wages and salaries	35,706	28,687
Pension costs	<u>1,035</u>	<u>823</u>
	<u>36,741</u>	<u>29,510</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	<b>2023</b>	<b>2022</b>
	<b>No</b>	<b>No</b>
Educational	<u>5</u>	<u>4</u>

No employee received emoluments of more than £60,000 during the year.

**12 Debtors**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Prepayments	773	1,156
Accrued income	<u>4,239</u>	<u>2,083</u>
	<u>5,012</u>	<u>3,239</u>

**Ford Green Hall Museum Limited**

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**Notes to the Financial Statements for the Year Ended 31 March 2023**

**15 Funds**

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 31 March 2023 £
<b>Unrestricted funds</b>				
<b>General</b>				
General Fund	73,159	41,348	(56,967)	57,540
<b>Restricted funds</b>				
Stoke-on-Trent City Council	-	27,800	(27,800)	-
The Community Foundation for Staffordshire	750	-	-	750
Beam Restoration Project	1,673	-	-	1,673
Historic England	-	4,239	-	4,239
<b>Total restricted funds</b>	<u>2,423</u>	<u>32,039</u>	<u>(27,800)</u>	<u>6,662</u>
<b>Total funds</b>	<u>75,582</u>	<u>73,387</u>	<u>(84,767)</u>	<u>84,202</u>
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Balance at 31 March 2022 £
<b>Unrestricted funds</b>				
<b>General</b>				
General Fund	61,853	37,849	(26,543)	73,159
<b>Restricted</b>				
Stoke-on-Trent City Council	-	25,000	(25,000)	-
The Community Foundation for Staffordshire	750	-	-	750
Beam Restoration Project	27,327	-	(25,654)	1,673
<b>Total restricted funds</b>	<u>28,077</u>	<u>25,000</u>	<u>(50,654)</u>	<u>2,423</u>
<b>Total funds</b>	<u>89,930</u>	<u>62,849</u>	<u>(77,197)</u>	<u>75,582</u>

The specific purposes for which the funds are to be applied are as follows:

The grant from Stoke-on-Trent City Council was for the the operation, maintenance and develop of Ford Green Hall as a museum.

Historic England

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**Notes to the Financial Statements for the Year Ended 31 March 2023**

**17 Related party transactions**

During the year the charity made the following related party transactions:

**Pamela Mincher**

(Mother of Nicholas Mincher - Trustee)

Received a salary and pension contributions during the year ended 31 March 2023 of £7,799 (2022 - £9,452). At the balance sheet date the amount due to/from Pamela Mincher was £Nil (2022 - £Nil).