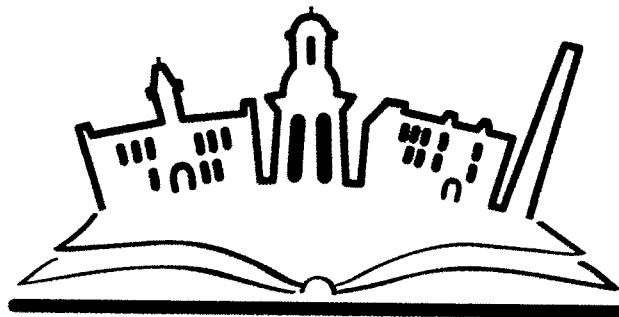


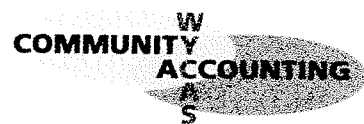
# **The Saltaire World Heritage Education Association**

Charity number 1158756

## **Annual Report and Financial Statements for the year ended 30 September 2022**



# **Saltaire Collection**



West Yorkshire Community Accounting Service

# **The Saltaire World Heritage Education Association**

## **Annual Report and Financial Statements for the year ended 30 September 2022**

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 5
Examiner's report	6
Receipts and payments account	7
Statement of assets and liabilities	8
Notes to the accounts	9 to 10

**Prepared by West Yorkshire Community Accountancy Service CIO**

# **The Saltaire World Heritage Education Association**

## **Trustees' report for the year ended 30 September 2022**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Stephanie Webb	Chair	Appointed 12 September 2022
Rachael Durrett	Trustee	Resigned 12 September 2022
John Briggs	Deputy Chair	
Maggie Smith	Secretary	
Richard Midgley	Treasurer	
Elizabeth Barker	Trustee	
Ruth Quinn	Trustee	Resigned 01 July 2022
Stella Downs	Trustee	
Ian Watson	Trustee	Resigned 12 September 2022
Katie McAdam	Trustee	Appointed 12 September 2022
Charlotte Houlahan	Trustee	Appointed 12 September 2022
Alexandra Haley	Trustee	Appointed 12 September 2022
<b>Charity number</b>	1158756	Registered in England and Wales

### **Registered and principal address**

Shipley College of Education  
Victoria Road  
Shipley  
BD18 3LQ

### **Bankers**

HSBC Bank plc  
PO Box 45  
47 Market Street  
Bradford  
BD1 1LW

### **Independent examiner**

Rhys North ACA

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is a Charitable Incorporated Organisation (CIO) formed on 2 October 2014. Initially registered as a CIO Association subsequently amended to a CIO Foundation on 12 February 2018. Further amended 12 May 2019 and 28 May 2020 and is governed by a constitution.

### **Method of recruitment and appointment of trustees**

Up to two trustees of the charity may be appointed by the remaining members of the CIO - Shipley College and Saltaire United Reformed Church. The trustees may appoint up to seven further trustees. Any appointment must be made at a meeting held according to the ordinary practice of the appointing body.

# **The Saltaire World Heritage Education Association**

## **Trustees' report (continued) for the year ended 30 September 2022**

### **Objectives and activities**

#### **The charity's objects**

The objects of the CIO are to advance education, for the public benefit, relating to the industrial heritage of Saltaire, in particular:

for students young and old, whether they are pupils in a course of education, adults researching history or visiting tourists wishing to learn more about the World Heritage site, so as to encourage an involvement in and a better understanding of its heritage and create the desire to preserve it in the future;

by encouraging the undertaking of further research into the heritage of Saltaire and the impacts of industrial change and globalisation on the local textile industry and the lives of village residents, in order to add to and enhance the existing historical archives and the learner experience.

#### **The charity's main activities and Public benefit statement**

SWHEA manage the Saltaire Collection of historical items for Shipley College who hold it in trust for the community. In working on our charitable objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular for the advancement of education for learners of all ages.

Our activities included -

Continuing to work towards Museum Accreditation, aiming to meet the National UK Standards set for Museums across the three key areas of 'organisational health', 'users and their experiences', and 'collections management' to Spectrum standards.

Collaborative work with Shipley College to plan for a new building, funded through the Government's 'Towns Fund' scheme. Much detailed input into the design of a new Heritage Hub Element for this building.

Preparing for wider access to the collection for the benefit of learners young and old, whether in formal education settings, informal groups, or independent adult learners, within the new building, that will provide permanent display space and a community classroom.

Participation in a National Science Museum project to develop ways of connecting collections related to the history of textile production in Bradford, West Yorkshire, and Lancashire.

Seeking donations and grants for specific and discrete pieces of work.

#### **Achievements and performance**

Progress towards Museum Accreditation is good. The Board restructured its subgroups to form three working groups to mirror the range of accreditation required tasks and formed working groups for Organisational Health, Collection Management and Users and their Experiences – each chaired by a trustee.

Each working group has completed over 50% of the required tasks to evidence compliance with Spectrum standards and SWHEA is on course to apply for museum accreditation for the Saltaire Collection at Shipley College in 2024.

A recruitment exercise in October 2021 succeeded in attracting five new experienced museum professionals to assist the board during the past year, providing expert advice and sharing their knowledge, four of whom have accepted a nomination for trusteeship at this AGM. A further recruitment attracted some new volunteers to work in the collection, with digitisation and the development of a new website.

During the period since the May 2021 AGM, we have said goodbye to the trustee, R. Quinn, and will be saying farewell to R. Durrett and I. Watson at this AGM as their terms come to an end, with grateful thanks to all of them for their much valued input.

# **The Saltaire World Heritage Education Association**

## **Trustees' report (continued) for the year ended 30 September 2022**

### **Achievements and performance (continued)**

A recruitment for new volunteers in January 2022 succeeded in recruiting some new volunteers who have settled into roles in collection management and research/development.

SWHEA became a small partner in a National Science Museum project, launched in February 2022 and has contributed data, expert help with Omeka software, researcher experiences and workshop participation in the pilot project to explore how to connect collections relevant to the textile industry. SWHEA will participate in the Science Museum Group's national conference in November 2022.

Partnership work with Saltaire History Club, Saltaire Festival and BMDC World Heritage Officer has led to submission of a bid to the National Lottery Heritage Fund to conduct audience research that may indicate whether or not there is a need to develop new digital methods to widen access to the collection.

A small grant from the Association of Independent Museums enabled SWHEA to complete the last installation of permanent displays in all College buildings, depicting the histories of each space. The 12 new storyboards are fitted in the Mill Building (Prior Dining Hall for mill workers).

A small grant from Museums Development Yorkshire enabled the purchase of some digitisation equipment to support our current work in building a new website using Omeka software to enable a more accessible online catalogue.

Work is continuing to prepare for a new 'heritage hub' in the Towns Fund Project led by Shipley College; to build a new website with the capacity to hold a much improved online catalogue, to achieve funding for audience research and development – in partnership with Saltaire History Club and Saltaire Festival.

It has been an exceptionally busy 15 months since the last AGM, and we have seen exceptional activity against the backdrop of Covid.

Over the last six months we have been able to implement a phased and Covid-secure return to our archive facilities which has enabled our dedicated volunteers to spend more time with the visitors to the collection.

School workshops were delivered in schools (primary and secondary), visits to the collection and donations to the collection have continued at a lower rate than pre-Covid times.

### **Financial review**

The net receipts for the year was £1,524, including net payment of £145 on unrestricted funds and net receipts of £1,669 on restricted funds.

Our budget for next financial year assumes the continuation of limitations on our activities but we have no concerns about our short-term financial sustainability due to core funding and financial reserves.

### **Reserves policy**

The charity's free reserves, at the year end were £7,101.

We need to consider why we might need to hold back some funds as reserves. As a small charity, with a simple structure and uncomplicated activities, these reasons are:

The risk of unforeseen emergency or other unexpected need for funds, e.g. an unexpected repair bill or finding 'seed-funding' for an urgent project.

Covering unforeseen day-to-day operational costs, e.g. IT updates

Planned commitments, or designations, that cannot be met by future income alone, e.g. plans for a major asset purchase (opportunistic acquisition) or to a significant project that requires the charity to provide 'matched funding' – (Pop Up museum).

The need to fund short-term deficits in a cash budget, e.g. money may need to be spent before a funding grant is received.

# **The Saltaire World Heritage Education Association**

## **Trustees' report (continued) for the year ended 30 September 2022**

### **Reserves policy (continued)**

The key requirement is to protect the continuity of our core work around the Collection and Education.

### **Value of Reserves**

To take the 4 reasons / risks identified in "Rationale" above, the proposed values are:

- a) Unforeseen emergency - £500
- b) Unforeseen day to day costs - £500
- c) Planned commitments that cannot be met by income - £1,000
- d) Short term cash flow deficits - £1,000

This gives total reserves of £3,000 against our unrestricted annual budget of £4,500, and so reflects financial prudence whilst releasing unrestricted funds to be deployed.

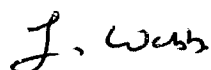
The Reserves Policy remains at £3,000 as the ideal but two issues affected 2021-2022, first a generous private donation of £1,000 received in September 2022 was unexpected and so not committed to be spent before the year end. In addition a retention for our two key projects in 2022-2023, namely Museum Accreditation and the preparatory activity for the new building that will incur costs in 2022-2023 is necessary and it was considered to be prudent to hold some funds back to support these activities.

### **Funds or subsidiary undertakings materially in deficit**

At the year end the Museums Development Yorkshire (MDY) restricted fund had a deficit of £2,293. This money was received by the charity in October 2022.

Approved by the board of trustees on 13/3/2023

Stephanie Webb (Trustee)



# **The Saltaire World Heritage Education Association**

## **Independent examiner's report to the trustees of The Saltaire World Heritage Education Association**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 September 2022, which are set out on pages 7 to 10.

### **Responsibilities and basis of report**

As the charity trustees of the CIO 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 CIO's accounts as carried out under section 145 of the 2011 Act. 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. Whilst an independent examination is not required under section 145 of the Act, the trustees have opted for this type of scrutiny.

### **Independent examiner's statement**

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

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.

Rhys North ACA

20/3/2023

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**The Saltaire World Heritage Education Association**  
**Receipts and payments account**  
**for the year ended 30 September 2022**

	Notes	2022	2022	2022	2021
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Receipts</b>					
Grants	(2)	-	8,518	8,518	15,716
Donations		1,279	400	1,679	305
Merchandise sales		140	-	140	329
Charity draw subscription		2,115	-	2,115	2,335
Other income		129	-	129	205
<b>Total receipts</b>		<u>3,663</u>	<u>8,918</u>	<u>12,581</u>	<u>18,890</u>
<b>Payments</b>					
Project development:					
Staff and volunteer travel		16	-	16	-
Equipment, materials and repair		379	7,167	7,546	9,381
Professional fees		198	-	198	5,309
Stewarding		-	-	-	600
Insurance		409	-	409	409
IT and website		837	-	837	753
Publicity		82	-	82	325
Other expenditure		26	82	108	209
Independent examination		276	-	276	276
Charity draw expenditure		1,585	-	1,585	1,390
<b>Total payments</b>		<u>3,808</u>	<u>7,249</u>	<u>11,057</u>	<u>18,652</u>
<b>Net movement in funds</b>		<u>(145)</u>	<u>1,669</u>	<u>1,524</u>	<u>238</u>
<b>Fund balances brought forward</b>		<u>7,246</u>	<u>38</u>	<u>7,284</u>	<u>7,046</u>
<b>Fund balances carried forward</b>	(3)	<u>7,101</u>	<u>1,707</u>	<u>8,808</u>	<u>7,284</u>



# The Saltaire World Heritage Education Association

## Statement of assets and liabilities

as at 30 September 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Cash at bank	7,101	1,707	8,808	7,284
<b>Total cash funds</b>	<u>7,101</u>	<u>1,707</u>	<u>8,808</u>	<u>7,284</u>

### Debtors and prepayments

	2022
	£
Prepayments	355
Grant due	2,293
	<u>2,648</u>

### Assets retained for the charity's own use

3 x Laptops  
 2 x PC and software  
 Wireless printer  
 Dehumidifier  
 Laminator  
 Flat bed scanner  
 Additional laptop/note pad  
 Website domain and design  
 Large floor standing display case  
 2 x External hard drives  
 59 x Story boards design, printing and installation  
 4 x Wall mounted display cases  
 TV monitor and stand  
 Photo lux copy stand  
 Video lighting kit  
 Tripod  
 Camera / battery / scanner

### Liabilities

	2022
	£
Independent examination fee	300
	<u>300</u>

The financial statements were approved by the board of trustees on 13/3/2023

Stephanie Webb (Trustee)

*S. Webb*

# **The Saltaire World Heritage Education Association**

## **Notes to the accounts**

### **for the year ended 30 September 2022**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

# The Saltaire World Heritage Education Association

## Notes to the accounts continued

for the year ended 30 September 2022

### 2 Grants

	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Association of Independent Museums (AIM)	-	4,518	4,518	-
Bradford Metropolitan District Council (BMDC)	-	4,000	4,000	756
The National Heritage Memorial Fund	-	-	-	13,200
Shipley Town Council	-	-	-	1,760
	<u>-</u>	<u>8,518</u>	<u>8,518</u>	<u>15,716</u>

### 3 Restricted funds

	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Popup Heritage Centre Project	38	-	38	-	-
BMDC - Tour App	-	4,000	-	-	4,000
AIM Fund	-	4,518	4,518	-	-
Museums Development Yorkshire	-	-	2,293	-	(2,293)
Donation	-	400	400	-	-
	<u>38</u>	<u>8,918</u>	<u>7,249</u>	<u>-</u>	<u>1,707</u>

#### Fund name

Popup Heritage Centre Project

BMDC - Tour App

AIM Fund

Museums Development Yorkshire

Donation

#### Purpose of restriction

To cover the costs of the exhibition.

Towards part funding to improve audience engagement with the CIO's collections.

Towards 12 additional story boards and archive equipment.

Towards digitisation equipment.

Private donation to help meet the 20% match funding for digital equipment.

### 4 Related party transactions

#### Trustee expenses

No trustee received any expenses during this year or the previous year.

#### Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.