

Registered Charity Number

1158790

Registered Museum Number 1497

Seaford Museum & Heritage Society



Report of the Trustees and Financial Statements for the year ended 31 December 2021 for Seaford Museum & Heritage Society

Seaford Museum & Heritage Society

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Seaford Museum & Heritage Society

Reference and Administrative Details for the year ended 31 December 2021

Trustees:	Mrs J C Marr
	Mr M E Wright
	Mr P A Waller
	Mr D F Swaysland
	Mrs G R Armstrong
	Mr C L Collins
	Mrs J M Keel (Chairman)
	Mrs V P Haggis
	Mr N D Hing
	Dr Sally White (appointed 31 March 2021)
	Mrs Penelope Lower (appointed 31 March 2021)

Mr N J Dickenson and Mrs E J Hunter resigned during the year

Principal Address	Seaford Museum PO Box 2132 Seaford East Sussex BN25 9BH
Registered Charity Number	1158790
Independent Examiner	Caralynne Ledingham
Bankers	Lloyds Bank 82 High Street Lewes East Sussex BN7 1XW

Seaford Museum & Heritage Society

Report of the Trustees for the year ended 31 December 2021

The Trustees present their report with the financial statements of the Charity for the year ended 31 December 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102) (effective 1st January 2015). The Charity is registered as a body corporate under part 11 of the Charities Act 2011 and as such is a charitable incorporated organisation (CIO).

OBJECTIVES AND ACTIVITIES

The objects of the CIO are to inform and educate the public in the history and heritage of the town of Seaford (in the County of East Sussex) and its environs, and to seek to promote a greater understanding of the social history and background amongst its inhabitants and visitors.

VOLUNTEERS

The CIO receives voluntary assistance from its supporters who do not receive remuneration for their services.

ACHIEVEMENT AND PERFORMANCE

During a second difficult year, the CIO maintained a public museum for the exhibition of historical and other exhibits relating to Seaford, its environs and inhabitants. In accordance with Government guidance on Covid 19 the Museum was closed to the public for beginning part of the year, having closed from late December 2020 until mid- May 2021, severely restricting admissions and related income. The museum archives, containing historic records about the people, property and events of the area are available normally for inspection by the public but were similarly restricted. Events and public meetings relating to the history of Seaford were also curtailed for the whole year as was the annual summer outing with the exception of the members' quiz night in December. However the reconstruction of the Edwardian shop begun in 2020 was completed during the year, but no other major works were undertaken. Visitor admission numbers increased in 2021 to 3210, a significant improvement on 2020 (1160), but far below that of 2019 (6300).

In maintaining the Museum the trustees continued to demonstrate due regard to the Charity Commission guidance on public benefit.

FINANCIAL REVIEW

Reserves Policy : The charities reserves are required to be maintained at a level sufficient to ensure the continuance of the CIO's objectives. The Trustees aim to ensure monetary assets do not fall below £20,000. Government Covid grants were made available to the CIO in 2021 as a result of the closures during 2020 and 2021 which enabled the CIO's finances to rebuild its financial reserves. At the end of the financial year monetary assets amounted to £37,163 (£26,288 in 2020 and £32,704 in 2019) all of which are unrestricted funds.

Report of the Trustees for the year ended 31 December 2021 (continued)

FUTURE PLANS

The key aims are:

Improving the visitor experience.

- Re-evaluate existing displays
- Establish and implement a programme of improvements to current displays and the creation of new ones.
- Installing large-scale information panels in the Moat, which will be visible to people walking past the Museum on the Promenade.
- Create a temporary exhibition each year

Collection Care and Archives

- To embark on systematic relabelling of all items estimated to take about 6 years.
- Catalogue the Housing Register and Schools records and transfer them to new, robust files.
- Introduce a new system for recording object movements, update Documentation Procedures and create a photocopy of the bound Accessions Register.
- Establish a programme for the regular cleaning of storage areas.

Access and publicity

- To use items from the Museum's Archives to produce a broader range of publications, going beyond the current 24-page A5 format.
- To hold at least four special events each year. In addition to these events the Society will provide a programme of lecture each year, accessible to both members and non-members.
- To carry out a visitor survey from April 2022 – March 2023 in order to evaluate the current publicity and advertising arrangements.

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document

The charity is governed by its constitution dated 12 August 2014 and was registered as a charitable incorporated organisation with the Charities Commission on 6 October 2014. The new charity took over the functions, along with the assets and liabilities, of the former charity as at 1 April 2015.

Approved by order of the board of trustees on 11th January 2022 and signed on behalf by

Signed:

J Keel

Mrs J Keel. Chairman of the Trustees.

11th January 2022

**Independent Examiner's Report to the Trustees of
Seaford Museum & Heritage Society**

The Report

I report to the charity trustees on my examination of the accounts and financial statements of the Seaford Museum & Heritage Society (the Trust) for the year ended 31 December 2021

Responsibilities and the basis of the Report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

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 Trust as required by section 130 of the Act; or
- 2) The accounts do not accord with the records
- 3) The accounts do not comply with the applicable requirements concerning the form and content of the 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.

Signed:

Caralynne Ledingham

Caralynne Ledingham
Independent Examiner

Dated : 26 January 2022

Seaford Museum & Heritage Society

Statements of Financial Activities for the year ended 31 December 2021

2020		2021
£	INCOMING RESOURCES	£
3090	Admissions	7717
1239	Sales	2705
1965	Fundraising and Events	845
6168	Subscriptions incl. donations therewith	5644
6	Legacies	1000
4257	Other Donations & Grants	15211
40	Sundry Income	79
1215	Gift Aid Rebate	943
<u>17978</u>	Total Incoming Resources	<u>34143</u>
	RESOURCES EXPENDED	
880	Purchase of Goods for Sale	1639
1419	Publicity	1077
350	Education & Youth Projects	0
370	Cost of Fundraising and Events	424
7925	Major Improvements	1610
644	General Repairs & Maintenance	217
1898	Fire, Security and Lift Maintenance	2278
251	Acquisitions & Exhibit Materials	669
644	Office Supplies	1758
967	IT and Office Equipment	513
538	Telephones and Computer Services	959
937	Insurances	964
6383	Utilities & Rates	7810
404	Membership of External Organisations	427
785	Sundries	2923
<u>24395</u>	Total Resources Expended	<u>23269</u>
	Net Change in Resources	10875
32704	Opening Cash Balance	26288
<u>-6416</u>	Net Change in Resources	<u>10875</u>
<u>26288</u>	Closing Cash Balance	<u>37163</u>

**Seaford Museum & Heritage Society
Statement of Assets and Liabilities
as at 31 December 2021**

2020			2021
£			£
104	Fixed Assets	Heritage Assets	104
	Current Assets		
2000		Stock	2418
26288		Cash at bank and in hand	37163
<u>28288</u>	Net Assets		<u>39581</u>
	Funds		
22526	General Funds		33819
5762	Designated Funds		5762
<u>28288</u>	Total Funds		<u>39581</u>

The financial statements were approved by the Board of Trustees on the 11th of January 2021 and were signed on their behalf by

J Keel

Mrs J Keel

Chairman and Trustee

11 January 2022

Notes to the Financial Statements for the year ended 31 December 2021

1. ACCOUNTING POLICIES

Basis of preparation of the Financial Statements

In previous years the financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice' applicable to Charities preparing the accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. This required the accounts to be prepared on an accruals basis and required additional accounting statements to be prepared.

However the charity is regarded as a small charity, having a turnover of under £250,000, and is permitted to adopt simple accounting disclosure requirements. Therefore the financial statements have been prepared under the historic cost convention and on a receipts and payments basis in accordance with guidance issued by the Charities Commission. Only two financial statements are now required, a summary of the receipts and payments and statement of assets and liabilities. This is a change from the previous year's presentation.

The financial transactions of the Charity are recorded on a receipts payments basis.

Heritage Assets

Heritage Assets are recognised on the statement of asset and liabilities at cost when purchased. Donated assets can be included at valuation where a market price can be determined, but as the cost of providing such information significantly outweighs any benefit to the users of the accounts such assets are not recognised in the balance sheet. Acquisitions only arise when donated to the charity or if it is believed that they will further the charity's objectives in accordance with the Acquisition and Disposal Policy. Once acquired they will be preserved by the charity in order to keep their historical, artistic, scientific, technological, geophysical or environmental qualities to such a high level as to contribute to knowledge and culture. A database of all assets held by the charity is available and the assets themselves are accessible to the public during museum opening hours or with prior agreement. Heritage assets are to be held for the foreseeable future.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items. In view of the low level of transactions and lockdown at year a stocktake was not undertaken and an estimated amount included in the Balance Sheet.

Taxation

The charity is exempt from 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. The restricted funds received in previous years in relation to the Access project have been exhausted.

The Trustees have decided to designate funds received in relation to a legacy during the year to future capital projects.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year 31 December 2021.

3. HERITAGE ASSETS

Heritage assets held include:

- a) Collections of documentation, photographs and objects which relate to the history of the town and port of Seaford, Sussex and its environs.
- b) Collections of items which relate to the social, maritime and military history of the town and port of Seaford, Sussex and its environs.
- c) Collection of items which relate to the archaeology, geological and natural history of town and port of Seaford, Sussex and its environs.

The charity has not obtained a valuation of its donated or previously acquired purchased heritage assets. The trustees believe it is impractical to value these assets due to the quantity and type of assets held and the cost of providing this information outweighs any benefit to the users of the accounts.

4. RELATED PARTY DISCLOSURES

During the year one donation was received from the Trustees as below, no payments made in respect of goods or services supplied by the Trustees.

- a) Jane Keel: £84 donation re cancelled 2020 outing

5. PREMISES AND EQUIPMENT

The Museum occupies the Martello Tower on the Esplanade in Seaford. The Tower is the property of Seaford Town Council and leased to the charity for a nominal rent of £1. The Charity and its members contribute both time and finance to the maintenance of the building in order to it functioning effectively. Items of office and other equipment are treated as expenditure and written off in the year of purchase.