



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	11	2021		31	10	2022

Section A Reference and administration details

Charity name

Bottisham Airfield Museum

Other names charity is known by

Registered charity number (if any)

1159036

Charity's principal address

Wilbraham Road

Bottisham

Cambridge

Postcode

CB25 9BU

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 David Rayner		Whole Year	
2 Jason Webb	Chairman	Whole Year	Jason Webb
3 Steve Gotts		Whole Year	
4 Chris Kenny		Whole Year	
5			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Appointed by the Chairman of the Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

To establish and maintain a museum and archive for the benefit of the public to be known as the Bottisham Airfield Museum and in furtherance of this the trustees shall have power:

- a) collect, restore, conserve and display items relevant to the history of Bottisham airfield, including material relating to home front in the local communities;
- b) to establish and maintain a reference archive facility and to acquire materials for this purpose;
- c) to educate the public in 'the role of the airfield, the units that served there and the role the local villages played in the war effort;
- d) to record the history of the Royal Air Force (RAF) and the, United States Army Air Force {USAAF} with particular reference to their connection to Bottisham airfield: and
- e) to promote and encourage research into Bottisham Airfield for the benefit of the public.

In setting the above objectives and planning the activities of the charity, the Trustees have given careful consideration to the Charity Commission's public benefit guidance.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

- The Museum enjoyed a successful 2022 season - opening every Sunday from 10.30am to 4pm and attracting large numbers of visitors
- The Museum opened on other days on an ad hoc basis for large groups such as Scouts, Cubs, Remote Control Modellers etc.
- The cafe was upgraded with a new counter, tables and chairs to improve the visitor experience.
- We continued to hold some large events - notably Bottisham at War, a Remembrance Day Service and a Classic Car Day.
- We also continued on various outreach activities by attending at events at Duxford and Newmarket.

The Trustees confirm that they had regard to the guidance issued by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

- We added significantly to our volunteer team with the addition of a specialist cafe team and the recruitment and training of more tour guides.
- We improved the size and capacity of the cafe which meant a significant improvement in revenue and in customer feedback
- Our events especially Bottisham at War (1940's reenactment event) attracted record numbers - our Classic Car Day was also a success.
- We acquired our first full-size aircraft - a P-51 Mustang replica which was donated by IWM Duxford.
- We further enhanced our displays with an improved USAAF display, a better RAF and Home Front displays.
- We continued to attract a number of groups to visit the museum such as the Newmarket Historical Society, the Bottisham Cubs and Scouts, airmen from Lakenheath and Mildenhall and organised tour groups from the National Museum of the Mighty Eighth.

Section E

Financial review

Brief statement of the charity's policy on reserves

We don't have a policy regarding reserves

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Related Party Transactions:

During the year the charity received unrestricted donations totaling £55,300 (2021 - £22,410) from David Rayner, a trustee.

During the year the charity also made payments totaling £2,500 (2021 - £Nil) to a partnership in which David Rayner, a trustee of the charity during the year, is also a partner. These payments were made in accordance with the terms of the charity's trust deed, and with regard to the applicable sections of the Charities Act 2011.

Section F

Other optional information

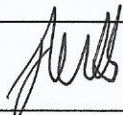
Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

JASON WEBB	
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Position (eg Secretary,
Chair, etc)

CHAIR	
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Date

12/6/2023



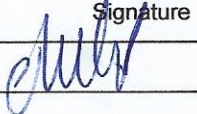
Receipts and payments accounts

For the period from	Period start date 01/11/2021	To	Period end date 31/10/2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	74,157	-	-	74,157	40,093
Gift Aid	13,825	-	-	13,825	15,779
Events	10,238	-	-	10,238	3,698
Rental Income	7,755	-	-	7,755	9,870
Café Sales	7,495	-	-	7,495	3,303
Gift Shop Sales	5,283	-	-	5,283	1,956
Museum Admissions	3,404	-	-	3,404	2,370
Other Income	1,960	-	-	1,960	-
Sub total (Gross income for AR)	124,118	-	-	124,118	77,069
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	124,118	-	-	124,118	77,069
A3 Payments					
Renovations	20,849	-	-	20,849	12,090
Security	5,927	-	-	5,927	3,014
Gift Shop Purchases	5,639	-	-	5,639	1,384
Event Expenses	4,836	-	-	4,836	1,458
Electricity	4,008	-	-	4,008	5,767
Café Purchases	2,919	-	-	2,919	1,640
Gardening	2,744	-	-	2,744	-
Consultancy and Advice	2,520	-	-	2,520	1,800
Rental Expense	2,500	-	-	2,500	-
Insurance	2,054	-	-	2,054	1,626
Internet and IT	1,187	-	-	1,187	1,258
Toilet & Welfare	1,006	-	-	1,006	2,560
Materials & Tools	1,974	-	-	1,974	818
Exhibits	1,184	-	-	1,184	3,906
Waste	615	-	-	615	487
Marketing	597	-	-	597	341
Water	552	-	-	552	361
Printing	319	-	-	319	-
Post Office & Stationery	180	-	-	180	71
Bank Charges	64	-	-	64	14
Subscriptions	-	-	-	-	90
Other Expenses	644	-	-	644	678
Sub total	62,315	-	-	62,315	39,363
Total payments	120,323	-	-	120,323	69,797
Net of receipts/(payments)	3,794	-	-	3,794	7,272
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	8,022	-	-	8,022	750
Cash funds this year end	11,816	-	-	11,816	8,022

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Bank Treasurer's Account Oct 31st	4,009	-	-
	Lloyds Bank BUS Account Oct 31st	7,747	-	-
	Cash floats - Shop & Café	60	-	-
	Total cash funds	11,816	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Prepayment to UKPN (Power Supply Works)	9,829	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Land & Buildings (gift April 2015)	Unrestricted	300,000	
	Site preparation at Cost	Unrestricted	20,355	
	Nissen Hut at Cost	Unrestricted	32,156	
	Exhibits & Mustang Project (Prior years)	Unrestricted	14,542	
	Renovations to Site Buildings (2018 - 21)	Unrestricted	338,742	
	Mustang Lou IV Rebuild (Exhibit)	Unrestricted	35,122	
	Renovations - Nissen Hut & Café	Unrestricted	8,273	
	Aircraft hanger (work in progress)	Unrestricted	4,784	
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
	British Gas	Unrestricted	178	
	React CP	Unrestricted	72	
	Warbird Coffee Co	Unrestricted	71	
	Troy Security	Unrestricted	279	
	Price Bailey LLP	Unrestricted	1,140	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		JASON WEBB	12/6/2023	

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BOTTISHAM AIRFIELD MUSEUM

FOR THE YEAR ENDED 31 OCTOBER 2022

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 October 2022 which are set out on pages 1 to 9.

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 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 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 Act; or
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.



Shaun Jordan ACA

For and behalf of

Price Bailey LLP

Tennyson House
Cambridge Business Park
Cambridge
CB4 0WZ

Date: 14 June 2023