



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	11	2022		31	10	2023

### 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		To 14/01/2023	
2 Jason Webb	Chairman	Whole Year	
3 Steve Gotts **		Whole Year	
4 Chris Kenny		To 15/05/2023	
5 Ollie Camp		From 20/03/2023	Jason Webb

\*\* Steve Gotts deceased on 21<sup>st</sup> March 2024.

#### 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 Chair 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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## 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:

- collect, restore, conserve and display items relevant to the history of Bottisham airfield, including material relating to home front in the local communities.
- to establish and maintain a reference archive facility and to acquire materials for this purpose,
- 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,
- 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
- to promote and encourage research into Bottisham Airfield for the benefit of the public.

## 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 2023 season - opening every Sunday and Wednesday from 10.30am to 4.00 pm from March to November and attracting large numbers of visitors.
- In August and September 2023, we hosted a company operating helicopter pleasure flights on five occasions. As well as direct revenues this also attracted more visitors to the museum and café.
- The Museum opened on other days on an ad hoc basis for tour groups and for large groups such as Scouts, Cubs, Remote Control modelers etc.
- We began developing a dedicated educational pack aimed at organized school visits and we were pleased to receive our first organized school visit,
- We continued to hold large events - notably Bottisham at War, a Remembrance Day Service and Classic Car Meetings.
- We also continued with various outreach activities by attending a primary school in Linton and events at Duxford and Newmarket.

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.

**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.

**Section D**

**Achievements and performance**

**Summary of the main achievements of the charity during the year**

- We made more additions to our volunteer team, strengthening our curatorial team and also managed to attract more young volunteers who are undertaking the Duke of Edinburgh’s Award.
- We raised the £10,000 required to purchase a temporary hangar to protect our rare P-51 Mustang fighter from the weather.
- Our events, especially Bottisham at War (1940’s reenactment event) attracted record numbers - our Classic Car Day also attracted record numbers.
- We further enhanced our displays with an improved RAF display and created a dedicated home front display.
- We continued to attract a number of groups to visit the museum such as the Sea Scouts, various vintage car and motorbike clubs, Society, airmen from Lakenheath and Mildenhall and organised tour groups from the National Museum of the Mighty Eighth.

**Brief statement of the charity's policy on reserves**

Cash reserves will be maintained to cover the Charity's current obligations and provide a contingency to meet the base fixed costs of the Charity and the museum buildings for a minimum period of six months in the event of unforeseen events (Base fixed costs estimate £8,000 for six months based on historic run rate).

**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.

**Financial Review:**

Total revenues for the museum were £124.9k in the year 2022/23, compared to £124.1k in 2021/22. This is a net increase of just 0.7%, but the sources of funding changed materially with a larger proportion of income derived from museum activities and operations and less from donations and gift aid.

Key sources of funding in the year were donations, contributing 39% of the total (last year 71%), café and shop 27% (lyr 10%), and public admissions to the museum and events 22% (lyr 11%).

Two major factors were behind these changes. Firstly Mr. David Rayner, a founder, trustee, and benefactor of the museum passed away in January 2023. In previous years Mr. Rayner had made considerable donations to the Museum for infrastructure and exhibits and these are absent from the revenues in 2022/23. Secondly, the museum opening hours have been extended from one day per week to two in 2022/23, resulting in an increase in visitor numbers of c. 200% to 2,300 across the regular opening days this year. This increased footfall has contributed to the absolute increases in café sales of 202%, and gift shop sales of 113%, over the prior year.

Special events scored record attendances, with Bottisham at War in the summer attracting 1,020 paying visitors across the weekend, and 900 people plus the many exhibitors coming to our two successful car shows in July and October, contributing to event revenues of £18k that was 78% up on the previous year.

Total operation expenditure (excluding purchases of items for resale in the shop and café) was £57k, an increase of 6.5% on the previous year.

At the end of the reporting period the Charity's cash position was much improved, with a bank balance of £64k compared to £12k at the end of October 2022.

**Related Party Transactions:**

During the 2022/23 financial period the charity made payments totaling £2,500 (2021/22: £2,500) to a partnership in which David Rayner, a trustee of the charity until January 2023, was also a partner.

In the previous financial period 2021/22 the charity received unrestricted donations totaling £55,300 from David Rayner, a trustee. In 2022/23, this was zero – no donations were received from David Rayner.

Payments made during the year to Trustees for reimbursement of expenses incurred totaled £1,091:

- Jason Webb £237; for Jeep fuel and items bought for collection.
- Chris Kenny £65; for sundry supplies.
- Ollie Camp £789; for IT equipment purchased for the museum, café supplies and sundries.

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

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## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Jason Webb (May 13, 2024, 5:49pm)

Full name(s)

Jason Webb

Position (eg Secretary,  
Chair, etc)

Chair of Trustees

Date

13 May 2024




## Receipts and payments accounts

For the period from	Period start date 01/11/2022	To	Period end date 31/10/2023
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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 £
<b>A1 Receipts</b>					
Donations	48,508	-	-	48,508	74,157
Café Sales	22,623	-	-	22,623	7,495
Events	18,263	-	-	18,263	10,238
Gift Shop Sales	11,276	-	-	11,276	5,283
Museum Admissions	9,737	-	-	9,737	3,404
Rental Income	7,755	-	-	7,755	7,755
Gift Aid	-	-	-	-	13,825
Other Income	6,767	-	-	6,767	1,960
<b>Sub total (Gross income for AR)</b>	<b>124,929</b>	<b>-</b>	<b>-</b>	<b>124,929</b>	<b>124,118</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>124,929</b>	<b>-</b>	<b>-</b>	<b>124,929</b>	<b>124,118</b>
<b>A3 Payments</b>					
Renovations	13,598	-	-	13,598	20,849
Café Purchases	8,392	-	-	8,392	2,919
Materials & Tools	7,906	-	-	7,906	1,974
Security	6,018	-	-	6,018	5,927
Gift Shop Purchases	5,111	-	-	5,111	5,639
Exhibits	4,898	-	-	4,898	1,184
Electricity	4,343	-	-	4,343	4,008
Event Expenses	3,627	-	-	3,627	4,836
Rental Expense	2,500	-	-	2,500	2,500
Consultancy and Advice	2,265	-	-	2,265	2,520
Insurance	2,114	-	-	2,114	2,054
Permits & Licenses	1,692	-	-	1,692	-
Gardening	1,297	-	-	1,297	2,744
Outside Catering	1,065	-	-	1,065	-
Internet and IT	989	-	-	989	1,187
Printing	726	-	-	726	319
Waste	697	-	-	697	615
Toilet & Welfare	674	-	-	674	1,006
Marketing	437	-	-	437	597
Water	178	-	-	178	552
Post Office & Stationery	174	-	-	174	180
Bank Charges	-	-	-	-	64
Other Expenses	2,080	-	-	2,080	644
<b>Sub total</b>	<b>70,780</b>	<b>-</b>	<b>-</b>	<b>70,780</b>	<b>62,315</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Aircraft hanger	8,543	-	-	8,543	4,784
IT Equipment	514	-	-	514	-
Cafe Appliances	467	-	-	467	-
Mustang Lou IV Rebuild (Exhibit)	-	-	-	-	35,122
Renovations to Site Buildings	-	-	-	-	8,273
Power Supply Upgrade (Refund)	- 8,059	-	-	- 8,059	9,829
<b>Sub total</b>	<b>1,465</b>	<b>-</b>	<b>-</b>	<b>1,465</b>	<b>58,008</b>
<b>Total payments</b>	<b>72,246</b>	<b>-</b>	<b>-</b>	<b>72,246</b>	<b>120,323</b>
<b>Net of receipts/(payments)</b>	<b>52,683</b>	<b>-</b>	<b>-</b>	<b>52,683</b>	<b>3,794</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>11,816</b>	<b>-</b>	<b>-</b>	<b>11,816</b>	<b>8,022</b>
<b>Cash funds this year end</b>	<b>64,499</b>	<b>-</b>	<b>-</b>	<b>64,499</b>	<b>11,816</b>

## 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 £
<b>B1 Cash funds</b>	Lloyds Bank Treasurer's Account Oct 31st	22,029	-	-
	Lloyds Bank BUS Account Oct 31st	42,410	-	-
	Cash floats - Shop & Café	60	-	-
	<b>Total cash funds</b>	<b>64,499</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>		-	-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B3 Investment assets</b>			-	-
	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B4 Assets retained for the charity's own use</b>	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 to 2022)	Unrestricted	347,015	
	Mustang Lou IV Aircraft Rebuild (Exhibit)	Unrestricted	35,122	
	Aircraft hanger	Unrestricted	13,326	
	Café Appliances	Unrestricted	514	
	IT Equipment	Unrestricted	467	
	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
<b>B5 Liabilities</b>	British Gas	Unrestricted	195	08/11/2023
Simpsons Nurseries	Unrestricted	410	14/11/2023	
React CP	Unrestricted	76	09/11/2023	
Warbird Coffee Co	Unrestricted	57	15/11/2023	
Booker Foods	Unrestricted	153	07/11/2023	
100th Bomb Group Memorial	Unrestricted	23	03/11/2023	
Troy Security	Unrestricted	279	30/11/2023	
Price Bailey LLP	Unrestricted	1,500		
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Jason Webb	13 May 2024	
	Jason Webb (May 13, 2024, 5:49pm)			



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

## FOR THE YEAR ENDED 31 OCTOBER 2023

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 October 2023 which are set out on pages 1 to 8.

### **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: 24 May 2024