

REGISTERED CHARITY NUMBER: 1159405

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2022
FOR
RAYLEIGH TOWN MUSEUM**

KDV Accountancy Services
114 The Chase
Rayleigh
Essex
SS6 8QP

RAYLEIGH TOWN MUSEUM

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FOR THE YEAR ENDED 30 JUNE 2022**

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Trustees' Annual Report for the period

Period start date			Period end date		
From	01	July	2021	To	30
					June
					2022

Section A

Reference and administration details

Charity name Rayleigh Town Museum

Other names charity is known by

Registered charity number (if any) 1159405

Charity's principal address 1st Floor

91 High Street

Rayleigh, Essex

Postcode SS6 7EJ

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	Mr WA Clark	Chair		
2	Mrs S P Keys-Smith	Secretary		
3	Mrs V Martin-Irvine			
4	Mrs A Jolly			
5	Mr T Jobson			
6	Mr MF Davies			
7	Mr E Dray		June 2021	
8	Mrs M Spencer		June 2021	
9	Mrs L Davison			
10	Mr A Buxton		November 2020	
11	Mr D Pymer		August 2021	
12				
13				
14				
15				
16				
17				
18				
19				
20				

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)

Mr MF Davies – Chair of Management Team

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)

Charitable Incorporated Organisation

Trustee selection methods
(eg. appointed by, elected by)

Appointed and approved by Trustee Board

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.

Induction and Training

We have a link with a number of organisations who provide training and awareness of the responsibilities and requirements of being a Trustee. These courses may be free of a reduced cost and are circulated to Trustees for adoption. These are:-

- Association of Independent Museums
- Essex Museums Development Service
- Share Museums East
- NAVCO

Organisational Structure:

Trustees.

Management Group.

Sub-Committee Structure including:

- Buildings Maintenance Team
- Volunteer Sub-Committee
- Development Accessioning Acquisitions Sub-Committee
- Events/School Liaison Sub-Committee
- Finance Sub-Committee
- Friends Support Group
- Coach Sub-Committee
- Commercial Hire Marketing PR
- Data Protection
- Research
- Retail

Risk Management

The Trustees have a duty to identify and review the risks to which the

Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A comprehensive risk assessment has been prepared, approved and is reviewed on a regular basis.

When Covid-19 started a full review of the Risk Management of the museum was carried out for the closure and the reopening which was signed off by the Trustees and the Management Team. All volunteers were trained in the plan to ensure that when re-opening was an option it allowed for volunteers to protect their safety and the safety of their families. These plans and procedures have been retained and updated.

Section C

Objectives and activities

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

The Museum, funded initially by a grant from the Heritage Lottery Fund, Rayleigh Town Council and others, opened to the general public on 9 April 2016. Dedicated solely to the history of Rayleigh, the Museum has acquired a large number of local artefacts, including an 18th Century Bow Window, an original cinema projector, a scale working model of the local windmill, an old pub sign, an original baker's cart and a large amount of ephemera, including original postcards, newspapers, books, Town guides, maps and original documents of all sorts, all with a direct Rayleigh provenance. The Museum continues to receive a wide range of Rayleigh related artefacts added to our archives.

Public Benefit

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Visitor numbers now exceed 30,000+ since opening in 2016 a significant number for a small independent town museum.

We work closely with the 8 Primary and 2 Senior Schools in Rayleigh in a range of educational and community activities. These include organised school visits (both at the Museum and in schools), in line with each individual school's curriculum. In addition we continue to welcome participants from the Duke of Edinburgh's Award scheme, Guides/Brownies/Scouts/Cub Scouts group's award badges and work placement students.

We actively seek to recruit new volunteer stewards, for example, those wishing to return to work, as part of their skills set for prospective employers.

We are a Museum for the whole community and offer a diverse range of activities and events both in the Museum and within the local area, to raise awareness and involvement with our Town's rich and varied history. The Museum caters fully for the less advantaged and is accessible to all via our entrance platform lift. We have a range of wheelchair facilities, disabled toilet, baby-changing facilities, an Evacuchair in case of emergencies. A number of our stewards and all Duty Supervisors have appropriate ongoing training and refresher courses to include basic first aid training, fire extinguisher, use of the defibrillator, as appropriate. We offer a facility to hire the Museum for non-heritage 'commercial' meetings as an additional source of income.

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)

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.

The Museum has a dedicated team of volunteer stewards who work under the direction of a Duty Supervisor. Development of volunteer skills is offered through a series of courses concerning customer service, Museum orientation, first aid, computer literacy and conservation. As a member of several Museum Associations, we can identify a range of cost effective courses to assist with volunteer development and the advance of professionalism.

We are working towards 'Accreditation' status with the Collections Trust.

A sound financial base is sustained by our 'Friends' Support Group and a wide range of local and commercial sponsorship. Our policy of exhibit rotation as well as an on-going series of events and exhibitions will encourage new visitors, which, in turn, will generate new income streams.

Special sub-committees, reporting to the Management Group, work on a large range of fundraising activities. These include our 'Friends Group, quizzes, coach trips, guided town walks, slide shows, monthly special interest talks, special exhibitions, sponsorship deals, themed events, retail outlet and special merchandise such as Christmas cards and other seasonal promotions..

Objectives and Aims

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All our visitors are met in the reception area of the Museum by two or more of our volunteer stewards who staff the Museum from 10.00 a.m. to 4.00 p.m. on Wednesday, Saturday every week. These hours are a gradual re-opening since the pandemic. Special provisions exist to open the Museum on selected bank holidays and evenings as required and for special events.

On-going funding is provided by our flourishing 'Friends' Group, which has over 566 members; by local business and private sponsorship and, by the provision of a small retail unit within the Museum, which offers Rayleigh related products such as DVD's, books, key rings, small children's items and soft toys for sale.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Over the last year there has been some excellent work from our volunteers to recover from the COVID – 19 pandemic. The recovery of our presence within the community has continued even though it has been hard with a number of procedures in place to continue offering a safe environment for our visitors and volunteers alike. We continue to maintain a number of measures including sanitisation stations and availability of masks as some vulnerable individuals still require the option to have those amenities in place.

I would like to concentrate upon and highlight what I, as Chair of Trustees, believe to be the biggest strength and achievement that any organisation, wholly run by volunteers, could have had over the past year of this report.

Although the lockdowns have been removed it is our volunteers that have worked hard to continue to prepare plans, procedures and preparations for the time we can re-open eventually to our pre pandemic level. The consideration of the effect of lockdown on the condition of our archives, exhibits and c1350 building that houses our collection of Rayleigh artifacts has not been easy. Without the volunteers we would not have carried out lots of our preparations for the days, weeks and months when eventually we could welcome our community back into our museum.

We were pleased to welcome to the museum the Rochford Tapestries, an excellent series of embroidered panels that represented all of the districts within Rochford. This exhibition drew in a large number of visitors and went towards raising our profile within the community.

We had been preparing over the last year our application for eligibility to apply for accreditation. With a lot of hard work we achieved the ability for us as a museum to now be 'Working towards accreditation. With accreditation it would give us the opportunity to be allowed to borrow displays and artifacts from other accredited museums so enhancing our ability to bring differing exhibitions and displays to our community.

Unfortunately, we have lost some vital fundraising activities but are working to introduce a changing programme for the future incorporating a wide range of talks and heritage events.

In summary for a small museum totally operated by an excellent and dedicated group of volunteers the last year has been our greatest challenge and achievement.

Section E

Financial review

Brief statement of the charity's policy on reserves

Finance Reserves Policy

As part of our on-going financial sustainability, we have a contingency/reserve fund. We aim to maintain this to at least 10 p/c of our annual turnover.

Details of any funds materially in deficit

We have sound financial control and none of our funds are in deficit.

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.

Principal Funding Source

Rayleigh Town Council, Friends Support Group
Sponsorship from local Trades and Organisations
Personal Benefactors, Retail Sales
Commercial Hire,
Donations from visitors to the Museum, Specialist Talks and Lectures.

During this year we have also received £20,00 government funded Covid Grant.

Expenditure

All museum expenditure relates to the costs and overheads of running the operations of the museum and purchasing the exhibits and artefacts that are the key objectives of the charity

Investment Policy

The museum does not have an Investment Policy as such, although there is a Reserve Fund Policy that outlines in detail any potential future investment the charity may need to afford.

Section F**Other optional information**

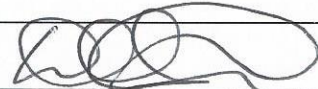
The Trustees Annual Report allows me, as Chair, to thank personally all the Trustees, Management Team and Volunteers for the work they have done in unprecedented times of the last year. I look forward to taking the museum into the future maintaining and providing our community with the preservation of Rayleigh as a town of historical importance.

Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s) WA Clark



Full name(s) William Alan Clark

Position (eg Secretary, Chair, etc) Chair of Trustees

Date 1st September 2022

RAYLEIGH TOWN MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 30 JUNE 2022

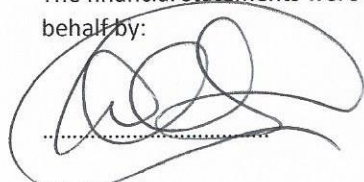
	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2021 Total Funds
INCOMING RESOURCES					
Voluntary income	7	27577	1285	28862	64323
Activities for generating funds	2	<u>9783</u>	<u>—</u>	<u>9783</u>	<u>1859</u>
Total Incoming Resources		37360	1285	38645	66182
RESOURCES EXPENDED					
Fundraising trading		3156	—	3156	2212
Charitable Activities		<u>39566</u>	<u>—</u>	<u>39566</u>	<u>38481</u>
Total resources expended		42722	0	42722	40693
NET INCOME RESOURCES BEFORE TRANSFERS					
		-5362	0	-5362	25489
Gross transfers between funds	6	<u>0</u>	<u>1285</u>	<u>—</u>	<u>0</u>
Net incoming/(outgoing) resources		-5362	1285	-4077	25489
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>115640</u>	<u>6760</u>	<u>122400</u>	<u>96911</u>
TOTAL FUNDS CARRIED FORWARD		<u>110278</u>	<u>8045</u>	<u>118323</u>	<u>122400</u>

RAYLEIGH TOWN MUSEUM

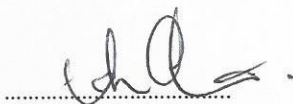
STATEMENT OF ASSETS AND LIABILITIES AT 30 JUNE 2022

	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2021 Total Funds
FIXED ASSETS					
Tangible Assets	4	70496	—	70496	70496
Heritage Assets	5	<u>4589</u>	—	<u>4589</u>	<u>4589</u>
		75085		75085	75085
CURRENT ASSETS					
Cash at Bank		45112	0	45112	47286
Cash in Hand		32	—	32	29
NET CURRENT ASSETS		45144	0	45144	47315
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>120229</u>	<u>0</u>	<u>120229</u>	<u>122400</u>
TOTAL NET ASSETS		<u>120229</u>	<u>0</u>	<u>120229</u>	<u>122400</u>

The financial statements were approved by the Board of Trustees on 21st September 2022 and were signed on its behalf by:



W A Clark
Chairman of the Trustees



V Irvine
Trustee

RAYLEIGH TOWN MUSEUM

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 30 JUNE 2022

1 ACCOUNTING POLICIES

Basis of preparing the financial statements

The accounts have been prepared on the Receipts and Payments basis

Accounting Convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Similar Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity receives the income and the amount can be qualified with reasonable accuracy.

Resources Expended

Expenditure is accounted for on a payments basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

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 purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

2 ACTIVITIES FOR GENERATING FUNDS

	Year ended 30 June 2022	Year ended 30 June 2021
Fundraising events	5855	1235
Retail income	2180	464
Sponsorships	<u>1748</u>	<u>160</u>
	<u>9783</u>	<u>1859</u>

3 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or benefits for the year ended 30 June 2022

RAYLEIGH TOWN MUSEUM

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 30 JUNE 2022

4 TANGIBLE FIXED ASSETS

	Improvements to Property	Fixtures and Fittings	Computer Equipment	Totals
COST				
At 1 July 2021	42372	25045	3079	70496
Additions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	42372	25045	3079	70496
NET BOOK VALUE				
At 30 June 2022	<u>42372</u>	<u>25045</u>	<u>3079</u>	<u>70496</u>
At 30 June 2021	<u>42372</u>	<u>25045</u>	<u>3079</u>	<u>70496</u>

5 HERITAGE ASSETS

MARKET VALUE

At 1 July 2021	4589
Additions	<u>0</u>
	<u>4589</u>

NET BOOK VALUE

At 30 June 2022	<u>4589</u>
At 30 June 2021	<u>4589</u>

6 MOVEMENT IN FUNDS

	At 1 July 2021	Net movement in funds	Transfers between Funds	At 30 June 2022
Unrestricted funds				
General fund	115640	-5362	0	110278
Restricted funds				
Essex County Council	<u>6760</u>	<u>1285</u>	<u>0</u>	<u>8045</u>
	<u>122400</u>	<u>-4077</u>	<u>-</u>	<u>118323</u>
	Incoming resources	Resources expended	Movement in funds	
Unrestricted funds				
General fund	37360	-42722	-5362	
Restricted funds				
Essex County Council	1285	0	1285	
	<u>38645</u>	<u>-42722</u>	<u>-4077</u>	

7 VOLUNTARY INCOME

The total figure of £28862 includes the following Grants:

Rayleigh Town Council £14040 (rent payments)
Essex County Council Covid Grant £2667

RAYLEIGH TOWN MUSEUM

DETAILED STATEMENT OF RECEIPTS AND PAYMENTS

YEAR ENDED 30 JUNE 2022

(not part of the statutory financial statements)

	Year ended 30 June 2022	Year ended 30 June 2021
RECEIPTS		
Voluntary Income		
Donations (including Gift Aid)	24879	14037
Grants	3952	50286
Activities for generating income		
Fundraising events	5886	1235
Retail income	2180	464
Sponsorships	1748	160
Total receipts	38645	66182
PAYMENTS		
Fundraising trading: cost of goods sold, etc		
Purchase of goods	976	158
Cost of outings and events	2169	2054
Support Costs		
Purchases	1199	2143
Rent and rates	18903	17393
Insurance	2812	3598
Light and heat	3195	2295
Telephone	700	715
Equipment	4121	3943
Printing, postage and stationery	2689	2669
Advertising	1310	210
Sundries	—	166
Travel expenses	—	—
Volunteer travel and expenses	991	491
Computer expenses	—	—
Renewals and repairs	1950	2453
Cleaning	296	398
Covid Related Costs - PPE and Other Equipment	41	274
Administration costs	66	696
Computer Expenses	—	—
Subscriptions	643	416
Credit Card Charges	11	1
Professional fees	—	—
Accountancy fees	650	620
Total Payments	42722	40693
NET INCOME	<u>-4077</u>	<u>25489</u>

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Mr MF Davies – Chair of Management Team

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Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Over the last year there has been some excellent work from our volunteers to recover from the COVID – 19 pandemic. The recovery of our presence within the community has continued even though it has been hard with a number of procedures in place to continue offering a safe environment for our visitors and volunteers alike. We continue to maintain a number of measures including sanitisation stations and availability of masks as some vulnerable individuals still require the option to have those amenities in place.

I would like to concentrate upon and highlight what I, as Chair of Trustees, believe to be the biggest strength and achievement that any organisation, wholly run by volunteers, could have had over the past year of this report.

Although the lockdowns have been removed it is our volunteers that have worked hard to continue to prepare plans, procedures and preparations for the time we can re-open eventually to our pre pandemic level. The consideration of the effect of lockdown on the condition of our archives, exhibits and c1350 building that houses our collection of Rayleigh artifacts has not been easy. Without the volunteers we would not have carried out lots of our preparations for the days, weeks and months when eventually we could welcome our community back into our museum.

We were pleased to welcome to the museum the Rochford Tapestries, an excellent series of embroidered panels that represented all of the districts within Rochford. This exhibition drew in a large number of visitors and went towards raising our profile within the community.

We had been preparing over the last year our application for eligibility to apply for accreditation. With a lot of hard work we achieved the ability for us as a museum to now be 'Working towards accreditation. With accreditation it would give us the opportunity to be allowed to borrow displays and artifacts from other accredited museums so enhancing our ability to bring differing exhibitions and displays to our community.

Unfortunately, we have lost some vital fundraising activities but are working to introduce a changing programme for the future incorporating a wide range of talks and heritage events.

In summary for a small museum totally operated by an excellent and dedicated group of volunteers the last year has been our greatest challenge and achievement.

Section E

Financial review

Brief statement of the charity's policy on reserves

Finance Reserves Policy

As part of our on-going financial sustainability, we have a contingency/reserve fund. We aim to maintain this to at least 10 p/c of our annual turnover.

Details of any funds materially in deficit

We have sound financial control and none of our funds are in deficit.

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.

Principal Funding Source

Rayleigh Town Council, Friends Support Group
Sponsorship from local Trades and Organisations
Personal Benefactors, Retail Sales
Commercial Hire,
Donations from visitors to the Museum, Specialist Talks and Lectures.

During this year we have also received £20,00 government funded Covid Grant.

Expenditure

All museum expenditure relates to the costs and overheads of running the operations of the museum and purchasing the exhibits and artefacts that are the key objectives of the charity

Investment Policy

The museum does not have an Investment Policy as such, although there is a Reserve Fund Policy that outlines in detail any potential future investment the charity may need to afford.

Section F**Other optional information**

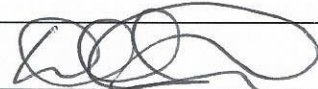
The Trustees Annual Report allows me, as Chair, to thank personally all the Trustees, Management Team and Volunteers for the work they have done in unprecedented times of the last year. I look forward to taking the museum into the future maintaining and providing our community with the preservation of Rayleigh as a town of historical importance.

Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s) WA Clark



Full name(s) William Alan Clark

Position (eg Secretary, Chair, etc) Chair of Trustees

Date 1st September 2022

RAYLEIGH TOWN MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 30 JUNE 2022

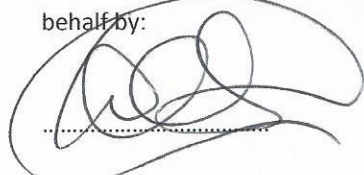
	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2021 Total Funds
INCOMING RESOURCES					
Voluntary income	7	27577	1285	28862	64323
Activities for generating funds	2	<u>9783</u>	<u>—</u>	<u>9783</u>	<u>1859</u>
Total Incoming Resources		37360	1285	38645	66182
RESOURCES EXPENDED					
Fundraising trading		3156	—	3156	2212
Charitable Activities		<u>39566</u>	<u>—</u>	<u>39566</u>	<u>38481</u>
Total resources expended		42722	0	42722	40693
NET INCOME RESOURCES BEFORE TRANSFERS					
		-5362	0	-5362	25489
Gross transfers between funds	6	<u>0</u>	<u>1285</u>	<u>—</u>	<u>0</u>
Net incoming/(outgoing) resources		-5362	1285	-4077	25489
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>115640</u>	<u>6760</u>	<u>122400</u>	<u>96911</u>
TOTAL FUNDS CARRIED FORWARD		<u>110278</u>	<u>8045</u>	<u>118323</u>	<u>122400</u>

RAYLEIGH TOWN MUSEUM

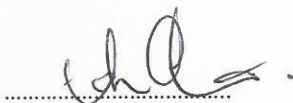
STATEMENT OF ASSETS AND LIABILITIES
AT 30 JUNE 2022

	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2021 Total Funds
FIXED ASSETS					
Tangible Assets	4	70496	—	70496	70496
Heritage Assets	5	<u>4589</u>	—	<u>4589</u>	<u>4589</u>
		75085		75085	75085
CURRENT ASSETS					
Cash at Bank		45112	0	45112	47286
Cash in Hand		32	—	32	29
NET CURRENT ASSETS		45144	0	45144	47315
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>120229</u>	<u>0</u>	<u>120229</u>	<u>122400</u>
TOTAL NET ASSETS		<u>120229</u>	<u>0</u>	<u>120229</u>	<u>122400</u>

The financial statements were approved by the Board of Trustees on 21st September 2022 and were signed on its behalf by:



W A Clark
Chairman of the Trustees



V Irvine
Trustee

RAYLEIGH TOWN MUSEUM

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 30 JUNE 2022

1 ACCOUNTING POLICIES

Basis of preparing the financial statements

The accounts have been prepared on the Receipts and Payments basis

Accounting Convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Similar Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity receives the income and the amount can be qualified with reasonable accuracy.

Resources Expended

Expenditure is accounted for on a payments basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

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 purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

2 ACTIVITIES FOR GENERATING FUNDS

	Year ended 30 June 2022	Year ended 30 June 2021
Fundraising events	5855	1235
Retail income	2180	464
Sponsorships	<u>1748</u>	<u>160</u>
	<u>9783</u>	<u>1859</u>

3 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or benefits for the year ended 30 June 2022

RAYLEIGH TOWN MUSEUM

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 30 JUNE 2022

4 TANGIBLE FIXED ASSETS

	Improvements to Property	Fixtures and Fittings	Computer Equipment	Totals
COST				
At 1 July 2021	42372	25045	3079	70496
Additions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	42372	25045	3079	70496
NET BOOK VALUE				
At 30 June 2022	<u>42372</u>	<u>25045</u>	<u>3079</u>	<u>70496</u>
At 30 June 2021	<u>42372</u>	<u>25045</u>	<u>3079</u>	<u>70496</u>

5 HERITAGE ASSETS

MARKET VALUE

At 1 July 2021	4589
Additions	<u>0</u>
	<u>4589</u>

NET BOOK VALUE

At 30 June 2022	<u>4589</u>
At 30 June 2021	<u>4589</u>

6 MOVEMENT IN FUNDS

	At 1 July 2021	Net movement in funds	Transfers between Funds	At 30 June 2022
Unrestricted funds				
General fund	115640	-5362	0	110278
Restricted funds				
Essex County Council	<u>6760</u>	<u>1285</u>	<u>0</u>	<u>8045</u>
	<u>122400</u>	<u>-4077</u>	<u>-</u>	<u>118323</u>
	Incoming resources	Resources expended	Movement in funds	
Unrestricted funds				
General fund	37360	-42722	-5362	
Restricted funds				
Essex County Council	1285	0	1285	
	<u>38645</u>	<u>-42722</u>	<u>-4077</u>	

7 VOLUNTARY INCOME

The total figure of £28862 includes the following Grants:

Rayleigh Town Council £14040 (rent payments)
Essex County Council Covid Grant £2667

RAYLEIGH TOWN MUSEUM

DETAILED STATEMENT OF RECEIPTS AND PAYMENTS

YEAR ENDED 30 JUNE 2022

(not part of the statutory financial statements)

	Year ended 30 June 2022	Year ended 30 June 2021
RECEIPTS		
Voluntary Income		
Donations (including Gift Aid)	24879	14037
Grants	3952	50286
Activities for generating income		
Fundraising events	5886	1235
Retail income	2180	464
Sponsorships	1748	160
Total receipts	38645	66182
PAYMENTS		
Fundraising trading: cost of goods sold, etc		
Purchase of goods	976	158
Cost of outings and events	2169	2054
Support Costs		
Purchases	1199	2143
Rent and rates	18903	17393
Insurance	2812	3598
Light and heat	3195	2295
Telephone	700	715
Equipment	4121	3943
Printing, postage and stationery	2689	2669
Advertising	1310	210
Sundries	—	166
Travel expenses	—	—
Volunteer travel and expenses	991	491
Computer expenses	—	—
Renewals and repairs	1950	2453
Cleaning	296	398
Covid Related Costs - PPE and Other Equipment	41	274
Administration costs	66	696
Computer Expenses	—	—
Subscriptions	643	416
Credit Card Charges	11	1
Professional fees	—	—
Accountancy fees	650	620
Total Payments	42722	40693
NET INCOME	<u>-4077</u>	<u>25489</u>



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

RAYLEIGH TOWN MUSEUM

On accounts for the year
ended

30 JUNE 2022

Charity no
(if any)

1159405

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of 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 2011 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

J Wallace

Date:

10/9/2022

Name:

JACQUELINE WALLIS

Relevant professional
qualification(s) or body
(if any):

RETIRED BOOK KEEPER / ACCOUNTS
CLERK

Address:

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.