

REGISTERED CHARITY NUMBER: 1159405

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023
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 2023**

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Trustees' Annual Report for the period

	Period start date	Period end date
From	01 July 2022	To 30 June 2023

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			
8	Mrs L Davison			
9	Mr A Buxton			
10	Mr D Pymer			
11				
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 M F 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

Links have been maintained with a number of organisations who provide training and awareness of the responsibilities and requirements of being a Trustee. These courses may be free or at a reduced cost and are circulated to Trustees for attendance where the trustee is available.

These are:-

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

Organisational Structure:

Trustees.

Management Team

Sub-Committee Structure including:

- Buildings Maintenance Team
- Volunteer Sub-Committee
- Development Accessioning Acquisitions Sub-Committee
- Events/School Liaison Sub-Committee
- Finance Sub-Committee
- Friends/Coach 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 number of Policies and Procedures are in the process of being reviewed. This is necessary as we are into our accreditation work where a number of policies and procedures becomes a part of the process for achieving that accreditation.

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.

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Visitor numbers now exceed 38,000+ 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, 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. 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.

In addition a growing element of the Museums events also include the Heritage Walks that are held on a regular basis both for local community groups as well as visitors to the town. Some of our volunteers regularly carry out visits to sheltered accommodation and historical societies delivering presentations and historical stories to those groups. This is proving to assist in raising additional funds for the Musueum.

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, Friday and Saturday every week. 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 550 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. We have also been received a number of bequests from supporters who have passed.

Summary of the main achievements of the charity during the year

The recovery of our presence within the community has continued to grow even with the rising cost of living. We have continued with a number of procedures we have 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.

Our volunteers have continued to show the commitment to the Museum and its presence in the Town and they have worked hard to continue to prepare plans, procedures and preparations should we return to the previous difficult period of the pandemic. Without the volunteers we would not have survived the days, weeks and months when eventually we could welcome our community back into our museum. Because of this dedication we have continued to be mindful of the need to project funding reductions, rising cost of living and through the Finance team have been able to manage the budget to their credit determination and good management outcomes.

We were pleased to welcome back 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.

After a two year negotiation with the National Trust and Southend Museum we have been able to create within the museum the Rayleigh Castle Timbers. These timbers had been in storage with the National Trust for a number of years and it was only through a chance meeting we were able to complete those negotiations and set up a Rayleigh Castle Timbers Exhibition with the opening being attended by the Lord Lieutenant of Essex

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 to ensure we have a minimum of 6 months operating costs covered.

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.
Bequests

Expenditure

All museum expenditure relates to the costs and overheads of running the operations of the museum and purchasing exhibits, where possible, 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

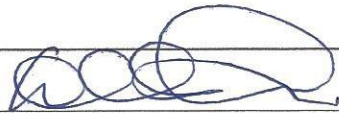
The Trustees Annual Report allows me, as Chair, to thank personally all the Trustees, Management Team and Volunteers for the work they have done in unprecedented times of the last year. I look forward to taking the museum into the future maintaining and providing our community with the preservation of 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	29 th August 2023.	

RAYLEIGH TOWN MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 30 JUNE 2023

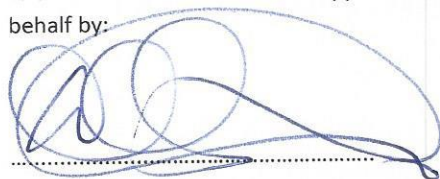
	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2022 Total Funds
INCOMING RESOURCES					
Voluntary income	7	26009	728	26737	28862
Activities for generating funds	2	<u>10451</u>	<u>0</u>	<u>10451</u>	<u>9783</u>
Total Incoming Resources		36460	728	37188	38645
RESOURCES EXPENDED					
Fundraising trading		3249	0	3249	3156
Charitable Activities		<u>36767</u>	<u>0</u>	<u>36767</u>	<u>39566</u>
Total resources expended		40016	0	40016	42722
NET INCOME RESOURCES BEFORE TRANSFERS					
		-3556	728	-2828	-4077
Gross transfers between funds	6	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net incoming/(outgoing) resources		-3556	728	-2828	-4077
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>110278</u>	<u>8045</u>	<u>118323</u>	<u>122400</u>
TOTAL FUNDS CARRIED FORWARD		<u>106722</u>	<u>8773</u>	<u>115495</u>	<u>118323</u>

RAYLEIGH TOWN MUSEUM

STATEMENT OF ASSETS AND LIABILITIES AT 30 JUNE 2023

	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2022 Total Funds
FIXED ASSETS					
Tangible Assets	4	70496	0	70496	70496
Heritage Assets	5	<u>4589</u>	<u>0</u>	<u>4589</u>	<u>4589</u>
		75085		75085	75085
CURRENT ASSETS					
Cash at Bank		15144	0	15144	47286
Cash in Contingency		4524	0	4524	29
Reserve Fund Policy Target Minimum		22010			
Cash in Hand		16			
NET CURRENT ASSETS		41694	0	41694	47315
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>116779</u>	<u>0</u>	<u>116779</u>	<u>122400</u>
TOTAL NET ASSETS		<u>116779</u>	<u>0</u>	<u>116779</u>	<u>122400</u>

The financial statements were approved by the Board of Trustees on 9th August 2023 and were signed on its behalf by:



W A Clark
Chairman of the Trustees



Mike Davies
Trustee

RAYLEIGH TOWN MUSEUM

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 30 JUNE 2023

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 2023	Year ended 30 June 2022
Fundraising events	5419	5855
Retail income	2337	2180
Sponsorships	<u>2695</u>	<u>1748</u>
	<u>10451</u>	<u>9783</u>

3 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or benefits for the year ended 30 June 2023

RAYLEIGH TOWN MUSEUM

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 30 JUNE 2023

4 TANGIBLE FIXED ASSETS

	Improvements to Property	Fixtures and Fittings	Computer Equipment	Totals
COST				
At 1 July 2022	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 2023	<u>42372</u>	<u>25045</u>	<u>3079</u>	<u>70496</u>
At 30 June 2022	<u>42372</u>	<u>25045</u>	<u>3079</u>	<u>70496</u>

5 HERITAGE ASSETS

MARKET VALUE		
At 1 July 2022		4589
Additions		<u>0</u>
		<u>4589</u>
NET BOOK VALUE		
At 30 June 2023		<u>4589</u>
At 30 June 2022		<u>4589</u>

6 MOVEMENT IN FUNDS

	At 1 July 2022	Net movement in funds	Transfers between Funds	At 30 June 2023
Unrestricted funds				
General fund	110278	-3556	0	106722
Restricted funds				
Rochford District Council	<u>8045</u>	<u>728</u>	<u>0</u>	<u>8773</u>
	<u>118323</u>	<u>-2828</u>	<u>-</u>	<u>115495</u>
	Incoming resources	Resources expended	Movement in funds	
Unrestricted funds				
General fund	36460	-40016	-3556	
Restricted funds				
Rochford District Council	728	0	728	
	<u>37188</u>	<u>-40016</u>	<u>-2828</u>	

7 VOLUNTARY INCOME

The total figure of £26737 includes the following Grants:

Rayleigh Town Council £14040 (rent payments)
Rochford District Council £728

RAYLEIGH TOWN MUSEUM

DETAILED STATEMENT OF RECEIPTS AND PAYMENTS

YEAR ENDED 30 JUNE 2023

(not part of the statutory financial statements)

	Year ended 30 June 2023	Year ended 30 June 2022
RECEIPTS		
Voluntary Income		
Donations (including Gift Aid)	26009	24879
Grants	728	3952
Activities for generating income		
Fundraising events	5419	5886
Retail income	2337	2180
Sponsorships	2695	1748
Total receipts	37188	38645
PAYMENTS		
Fundraising trading: cost of goods sold, etc		
Purchase of goods	1847	976
Cost of outings and events	1401	2169
Support Costs		
Purchases	551	1199
Rent and rates	20307	18903
Insurance	2147	2812
Light and heat	5300	3195
Telephone	698	700
Equipment	329	4121
Printing, postage and stationery	3072	2689
Advertising	728	1310
Sundries	220	—
Travel expenses	—	—
Volunteer travel and expenses	488	991
Computer expenses	—	—
Renewals and repairs	1534	1950
Cleaning	280	296
Covid Related Costs - PPE and Other Equipment	0	41
Administration costs	166	66
Computer Expenses	—	—
Subscriptions	237	643
Credit Card Charges	11	11
Professional fees	—	—
Accountancy fees	700	650
Total Payments	40016	42722
NET INCOME	<u>-2828</u>	<u>-4077</u>

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

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Mr M F Davies – Chair of Management Team

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Summary of the main achievements of the charity during the year

The recovery of our presence within the community has continued to grow even with the rising cost of living. We have continued with a number of procedures we have 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.

Our volunteers have continued to show the commitment to the Museum and its presence in the Town and they have worked hard to continue to prepare plans, procedures and preparations should we return to the previous difficult period of the pandemic. Without the volunteers we would not have survived the days, weeks and months when eventually we could welcome our community back into our museum. Because of this dedication we have continued to be mindful of the need to project funding reductions, rising cost of living and through the Finance team have been able to manage the budget to their credit determination and good management outcomes.

We were pleased to welcome back 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.

After a two year negotiation with the National Trust and Southend Museum we have been able to create within the museum the Rayleigh Castle Timbers. These timbers had been in storage with the National Trust for a number of years and it was only through a chance meeting we were able to complete those negotiations and set up a Rayleigh Castle Timbers Exhibition with the opening being attended by the Lord Lieutenant of Essex

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 to ensure we have a minimum of 6 months operating costs covered.

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.
Bequests

Expenditure

All museum expenditure relates to the costs and overheads of running the operations of the museum and purchasing exhibits, where possible, 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

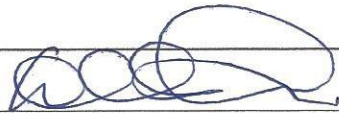
The Trustees Annual Report allows me, as Chair, to thank personally all the Trustees, Management Team and Volunteers for the work they have done in unprecedented times of the last year. I look forward to taking the museum into the future maintaining and providing our community with the preservation of 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	29 th August 2023.	

RAYLEIGH TOWN MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 30 JUNE 2023

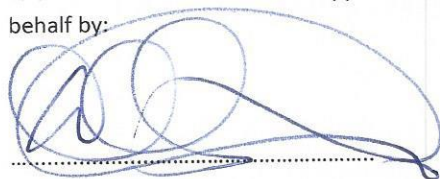
	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2022 Total Funds
INCOMING RESOURCES					
Voluntary income	7	26009	728	26737	28862
Activities for generating funds	2	<u>10451</u>	<u>0</u>	<u>10451</u>	<u>9783</u>
Total Incoming Resources		36460	728	37188	38645
RESOURCES EXPENDED					
Fundraising trading		3249	0	3249	3156
Charitable Activities		<u>36767</u>	<u>0</u>	<u>36767</u>	<u>39566</u>
Total resources expended		40016	0	40016	42722
NET INCOME RESOURCES BEFORE TRANSFERS					
		-3556	728	-2828	-4077
Gross transfers between funds	6	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net incoming/(outgoing) resources		-3556	728	-2828	-4077
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>110278</u>	<u>8045</u>	<u>118323</u>	<u>122400</u>
TOTAL FUNDS CARRIED FORWARD		<u>106722</u>	<u>8773</u>	<u>115495</u>	<u>118323</u>

RAYLEIGH TOWN MUSEUM

STATEMENT OF ASSETS AND LIABILITIES AT 30 JUNE 2023

	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2022 Total Funds
FIXED ASSETS					
Tangible Assets	4	70496	0	70496	70496
Heritage Assets	5	<u>4589</u>	<u>0</u>	<u>4589</u>	<u>4589</u>
		75085		75085	75085
CURRENT ASSETS					
Cash at Bank		15144	0	15144	47286
Cash in Contingency		4524	0	4524	29
Reserve Fund Policy Target Minimum		22010			
Cash in Hand		16			
NET CURRENT ASSETS		41694	0	41694	47315
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>116779</u>	<u>0</u>	<u>116779</u>	<u>122400</u>
TOTAL NET ASSETS		<u>116779</u>	<u>0</u>	<u>116779</u>	<u>122400</u>

The financial statements were approved by the Board of Trustees on 9th August 2023 and were signed on its behalf by:



W A Clark
Chairman of the Trustees



Mike Davies
Trustee

RAYLEIGH TOWN MUSEUM

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 JUNE 2023

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 2023	Year ended 30 June 2022
Fundraising events	5419	5855
Retail income	2337	2180
Sponsorships	<u>2695</u>	<u>1748</u>
	<u>10451</u>	<u>9783</u>

3 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or benefits for the year ended 30 June 2023

RAYLEIGH TOWN MUSEUM

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 30 JUNE 2023

4 TANGIBLE FIXED ASSETS

	Improvements to Property	Fixtures and Fittings	Computer Equipment	Totals
COST				
At 1 July 2022	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 2023	<u>42372</u>	<u>25045</u>	<u>3079</u>	<u>70496</u>
At 30 June 2022	<u>42372</u>	<u>25045</u>	<u>3079</u>	<u>70496</u>

5 HERITAGE ASSETS

MARKET VALUE		
At 1 July 2022		4589
Additions		<u>0</u>
		<u>4589</u>
NET BOOK VALUE		
At 30 June 2023		<u>4589</u>
At 30 June 2022		<u>4589</u>

6 MOVEMENT IN FUNDS

	At 1 July 2022	Net movement in funds	Transfers between Funds	At 30 June 2023
Unrestricted funds				
General fund	110278	-3556	0	106722
Restricted funds				
Rochford District Council	<u>8045</u>	<u>728</u>	<u>0</u>	<u>8773</u>
	<u>118323</u>	<u>-2828</u>	<u>-</u>	<u>115495</u>
	Incoming resources	Resources expended	Movement in funds	
Unrestricted funds				
General fund	36460	-40016	-3556	
Restricted funds				
Rochford District Council	728	0	728	
	<u>37188</u>	<u>-40016</u>	<u>-2828</u>	

7 VOLUNTARY INCOME

The total figure of £26737 includes the following Grants:

Rayleigh Town Council £14040 (rent payments)
Rochford District Council £728

RAYLEIGH TOWN MUSEUM

DETAILED STATEMENT OF RECEIPTS AND PAYMENTS

YEAR ENDED 30 JUNE 2023

(not part of the statutory financial statements)

	Year ended 30 June 2023	Year ended 30 June 2022
RECEIPTS		
Voluntary Income		
Donations (including Gift Aid)	26009	24879
Grants	728	3952
Activities for generating income		
Fundraising events	5419	5886
Retail income	2337	2180
Sponsorships	2695	1748
Total receipts	37188	38645
PAYMENTS		
Fundraising trading: cost of goods sold, etc		
Purchase of goods	1847	976
Cost of outings and events	1401	2169
Support Costs		
Purchases	551	1199
Rent and rates	20307	18903
Insurance	2147	2812
Light and heat	5300	3195
Telephone	698	700
Equipment	329	4121
Printing, postage and stationery	3072	2689
Advertising	728	1310
Sundries	220	—
Travel expenses	—	—
Volunteer travel and expenses	488	991
Computer expenses	—	—
Renewals and repairs	1534	1950
Cleaning	280	296
Covid Related Costs - PPE and Other Equipment	0	41
Administration costs	166	66
Computer Expenses	—	—
Subscriptions	237	643
Credit Card Charges	11	11
Professional fees	—	—
Accountancy fees	700	650
Total Payments	40016	42722
NET INCOME	<u>-2828</u>	<u>-4077</u>



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Charity Name

RATLEIGH TOWN MUSEUM

On accounts for the year
ended

30 JUNE 2023

Charity no
(if any)

1159405

Set out on pages

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

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

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 Trust's accounts carried out under section 145 of the 2011 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of 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.

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

Signed:

Date:

3/8/23

Name:

JACQUELINE WALLIS

Relevant professional
qualification(s) or body

RETIRED BOOK KEEPER / ACCOUNTS OFFICER

(if any):

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

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