

REGISTERED CHARITY NUMBER: 1159405

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2025
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 2025**

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Trustees' Annual Report for the period

	Period start date	Period end date
From	01 July 2024	To 30 June 2025

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 J.A Buxton			
10	Mr B. Bowdler			
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)	Governance since 2021
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

Organisational Structure:

Trustees.

Management Team

Sub-Committee/Team Structure including:

- Buildings Maintenance Team
- Volunteer Team
- Development Accessioning Acquisitions Team
- Events/School Liaison Team
- Finance Sub-Committee
- Friends/Membership Team
- Commercial Hire Marketing PR Team
- Information Commissioner /GDPR Lead
- Research Team
- Retail Team
- IT Team

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 constantly reviewed especially in relation to financial considerations following the pandemic of 2020/21/22. It is necessary to continue to carry out Risk Assessments because of our commitment to build in resilience and sustainability.. Our commitment to our accreditation work is important to create a culture of review and renew to a number of the policies and procedures to move forward. The Risk Assessment was reviewed in November 2024.

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

The Museum is designed for the benefit of the residents of Rayleigh of all ages, those new to the town, long term residents, as well as those visitors to Rayleigh from the wider community. The Museum has fully compliant access for individuals with special needs, both wheelchair users and those with mobility issues, including a disabled toilet and hearing loop. These provisions are constantly reviewed and we were pleased to receive agreement from the work carried out to ensure that we have become Dementia Friendly location. The Museum also has a mobile defibrillator. There will be those who view the exhibits as a social visit, others for family research and those who wish to find out more about a specific aspect of our towns history.

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)

Visitor numbers now exceed 46,000+ 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

Additional details of objectives and activities (Optional information)

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

- policy on grantmaking;
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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 continuing to work towards 'Accreditation' status with the Collections Trust. This process is in its final year and having signed up to the Grantium system we are now uploading several policies including organisational structure along with a Forward Plan, Care and Conservation Policy and procedures. There are several volunteers who have led and continue to process our application in this area. My thanks to them for their work.

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 Teams, 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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A programme of special events takes place with talks, slideshows, school visits, special exhibitions, a dedicated children's area, and historical research area. The Museum is also available as a base for community groups to meet.

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 like the Rayleigh Trinity Fair and the Rayleigh Town Christmas Lights Switch on.

On-going funding is provided by our flourishing 'Friends' Group, which has currently 500 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 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.

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 similar to the pandemic. You can never rule out the possibility of another catastrophic event that would affect the ability, desire or commitment to our volunteer run Museum. That is why I congratulate all of the volunteers both long and short term individuals who have put their hearts and souls into providing a substantial community facility celebrating the past and the future of an ever growing town like Rayleigh. It seems a long time since the pandemic but recovery has been a long and hard task that our volunteers have stuck with. Because of this dedication we have continued to be mindful of the need to project funding reductions, rising cost of living and through our dedicated volunteer Finance team we have been able to manage the budget to their credit with determination and good management outcomes. I reiterate this year the Finance Team who deserve a thorough 'pat on the back' for the management of high cost of living including energy cost issues that have affected our funding. They are always looking to save a penny here and a penny there much to their credit.

The Rayleigh Castle Timbers exhibition has this year drawn a number of visitors. 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.

This year saw the 9th Anniversary of our opening as a museum and we had the pleasure of welcoming the High Sheriff of Essex Julie Fosh her second term following 2020 -21 which was severely impacted by the pandemic. It was an honour to welcome her with other distinguished guests.

We are approaching the final leg of the accreditation project which it is hoped will be a success as 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.

We welcome a new Trustee Mr Barrie Bowdler who has already, in addition to being a trustee, volunteers as part of the IT team working

through the introduction of a new computer system .

It is necessary to ensure the museum moves forward with the introduction of elements of technology to bring us up to date highlighting the growing use of audio visual equipment. We must also review the use and growing challenges of AI (artificial intelligence) and any impact this could have as an advantage or a disadvantage.

Funding for the Museum is a growing concern in times of 'cost of living' pressures and the principles we operate to is that we will be free at the point of source. This is becoming more difficult and the need to change how we look at things and how we manage issues will always be a pressure we have to address.

But the overriding principles we have of Good Financial Management and Excellent Volunteers will take us to a better future.

In summary as I said last year for a small museum totally operated by an excellent and dedicated group of volunteers again 2024 – 2025 has been our greatest challenge and achievement. We hope that we will achieve the final phase of the accreditation process which will give the Rayleigh Town Museum the recognition for the hard work the volunteers carry out week in and week out.

I personally thank all volunteers for their hard work and dedication which is a credit to the town of Rayleigh.

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
Events

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 previous years. 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	3rd September 2025	

RAYLEIGH TOWN MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 30 JUNE 2025


	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2024 Total Funds
INCOMING RESOURCES					
Voluntary income	7	29974	2070	32044	30702
Activities for generating funds	2	<u>13245</u>	<u>0</u>	<u>13245</u>	<u>11112</u>
Total Incoming Resources		43219	2070	45289	41814
RESOURCES EXPENDED					
Fundraising trading		3857	0	3857	3664
Charitable Activities		<u>37881</u>	<u>2070</u>	<u>39951</u>	<u>35805</u>
Total resources expended		41738	2070	43808	39469
NET INCOME RESOURCES BEFORE TRANSFERS					
		1481	0	1481	2345
Gross transfers between funds	6	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net incoming/(outgoing) resources		1481	0	1481	2345
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>109067</u>	<u>8773</u>	<u>117840</u>	<u>115495</u>
TOTAL FUNDS CARRIED FORWARD		<u>110548</u>	<u>8773</u>	<u>119321</u>	<u>117840</u>

RAYLEIGH TOWN MUSEUM

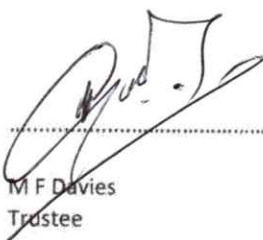
STATEMENT OF ASSETS AND LIABILITIES
AT 30 JUNE 2025

	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2024 Total Funds
FIXED ASSETS					
Tangible Assets	4	67417	0	67417	70496
Heritage Assets	5	<u>4589</u>	<u>0</u>	<u>4589</u>	<u>4589</u>
		72006		72006	75085
CURRENT ASSETS					
Cash at Bank		12638	0	12638	12198
Cash in Contingency		5966	0	5966	5680
Reserve Fund Policy Target Minimum		25010	0	25010	25010
Cash in Hand		33	0	33	43
NET CURRENT ASSETS		43647	0	43647	42931
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>115653</u>	<u>0</u>	<u>115653</u>	<u>118016</u>
TOTAL NET ASSETS		<u>115653</u>	<u>0</u>	<u>115653</u>	<u>118016</u>

The financial statements were approved by the Board of Trustees on 3rd September 2025 and were signed on its behalf by:



W A Clark
Chairman of the Trustees



M F Davies
Trustee

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 30 JUNE 2025

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 2025	Year ended 30 June 2024
Fundraising events	6116	5057
Retail income	3394	2976
Sponsorships	<u>3300</u>	<u>2690</u>
	<u>12810</u>	<u>10723</u>

3 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or benefits for the year ended 30 June 2025

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 30 JUNE 2025

4 TANGIBLE FIXED ASSETS

	Improvements to Property	Fixtures and Fittings	Computer Equipment	Totals
COST				
At 1 July 2024	42372	25045	3079	70496
Disposals			-3079	
Additions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	42372	25045	0	67417
NET BOOK VALUE				
At 30 June 2025	<u>42372</u>	<u>25045</u>	<u>0</u>	<u>67417</u>
At 30 June 2024	<u>42372</u>	<u>25045</u>	<u>3079</u>	<u>70496</u>

5 HERITAGE ASSETS

MARKET VALUE	
At 1 July 2024	4589
Additions	<u>0</u>
	<u>4589</u>
NET BOOK VALUE	
At 30 June 2025	<u>4589</u>
At 30 June 2024	<u>4589</u>

6 MOVEMENT IN FUNDS

	At 1 July 2024	Net movement in funds	Transfers between Funds	At 30 June 2025
Unrestricted funds				
General fund	107967	1481	0	109448
Restricted funds				
	<u>9873</u>	<u>0</u>	<u>0</u>	<u>9873</u>
	<u>117840</u>	<u>1481</u>	<u>-</u>	<u>119321</u>
	Incoming resources	Resources expended	Movement in funds	
Unrestricted funds				
General fund	45289	-43808	1481	
Restricted funds				
	0	0	0	
	<u>45289</u>	<u>-43808</u>	<u>1481</u>	

7 VOLUNTARY INCOME

The total figure of £29974 includes the following Grant:

Rayleigh Town Council £15500 (rent payments)

RAYLEIGH TOWN MUSEUM

DETAILED STATEMENT OF RECEIPTS AND PAYMENTS YEAR ENDED 30 JUNE 2025 (not part of the statutory financial statements)

	Year ended 30 June 2025	Year ended 30 June 2024
RECEIPTS		
Voluntary Income		
Donations (including Gift Aid)	29974	30702
Grants	2070	0
Activities for generating income		
Fundraising events	6116	5057
Retail income	3394	2976
Sponsorships	3300	2690
Interest Received	<u>435</u>	<u>389</u>
Total receipts	45289	41814
PAYMENTS		
Fundraising trading: cost of goods sold, etc		
Purchase of goods	2307	1876
Cost of outings and events	1550	1788
Support Costs		
Purchases	388	134
Care and Conservation	116	0
Rent and rates	21144	20852
Insurance	2570	2296
Light and heat	2518	3743
Telephone	739	717
Equipment	2089	0
Printing, postage and stationery	2739	2454
Advertising and Promotional Costs	1482	377
Sundries	—	—
Volunteer travel and expenses	245	276
Computer expenses	—	—
Renewals and repairs	1785	2848
Cleaning	199	291
Other Administration costs	12	95
Computer Expenses	2436	—
Subscriptions	609	736
Credit Card Charges	30	16
Professional fees	—	—
Accountancy fees	800	750
Sundry Expenses	50	220
Total Payments	<u>43808</u>	<u>39469</u>
NET INCOME	<u>1481</u>	<u>2345</u>

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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

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Special Teams, 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

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.

A programme of special events takes place with talks, slideshows, school visits, special exhibitions, a dedicated children's area, and historical research area. The Museum is also available as a base for community groups to meet.

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 like the Rayleigh Trinity Fair and the Rayleigh Town Christmas Lights Switch on.

On-going funding is provided by our flourishing 'Friends' Group, which has currently 500 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 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.

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 similar to the pandemic. You can never rule out the possibility of another catastrophic event that would affect the ability, desire or commitment to our volunteer run Museum. That is why I congratulate all of the volunteers both long and short term individuals who have put their hearts and souls into providing a substantial community facility celebrating the past and the future of an ever growing town like Rayleigh. It seems a long time since the pandemic but recovery has been a long and hard task that our volunteers have stuck with. Because of this dedication we have continued to be mindful of the need to project funding reductions, rising cost of living and through our dedicated volunteer Finance team we have been able to manage the budget to their credit with determination and good management outcomes. I reiterate this year the Finance Team who deserve a thorough 'pat on the back' for the management of high cost of living including energy cost issues that have affected our funding. They are always looking to save a penny here and a penny there much to their credit.

The Rayleigh Castle Timbers exhibition has this year drawn a number of visitors. 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.

This year saw the 9th Anniversary of our opening as a museum and we had the pleasure of welcoming the High Sheriff of Essex Julie Fosh her second term following 2020 -21 which was severely impacted by the pandemic. It was an honour to welcome her with other distinguished guests.

We are approaching the final leg of the accreditation project which it is hoped will be a success as 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.

We welcome a new Trustee Mr Barrie Bowdler who has already, in addition to being a trustee, volunteers as part of the IT team working

through the introduction of a new computer system .

It is necessary to ensure the museum moves forward with the introduction of elements of technology to bring us up to date highlighting the growing use of audio visual equipment. We must also review the use and growing challenges of AI (artificial intelligence) and any impact this could have as an advantage or a disadvantage.

Funding for the Museum is a growing concern in times of 'cost of living' pressures and the principles we operate to is that we will be free at the point of source. This is becoming more difficult and the need to change how we look at things and how we manage issues will always be a pressure we have to address.

But the overriding principles we have of Good Financial Management and Excellent Volunteers will take us to a better future.

In summary as I said last year for a small museum totally operated by an excellent and dedicated group of volunteers again 2024 – 2025 has been our greatest challenge and achievement. We hope that we will achieve the final phase of the accreditation process which will give the Rayleigh Town Museum the recognition for the hard work the volunteers carry out week in and week out.

I personally thank all volunteers for their hard work and dedication which is a credit to the town of Rayleigh.

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
Events

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 previous years. 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

3rd September 2025

RAYLEIGH TOWN MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 30 JUNE 2025


	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2024 Total Funds
INCOMING RESOURCES					
Voluntary income	7	29974	2070	32044	30702
Activities for generating funds	2	<u>13245</u>	<u>0</u>	<u>13245</u>	<u>11112</u>
Total Incoming Resources		43219	2070	45289	41814
RESOURCES EXPENDED					
Fundraising trading		3857	0	3857	3664
Charitable Activities		<u>37881</u>	<u>2070</u>	<u>39951</u>	<u>35805</u>
Total resources expended		41738	2070	43808	39469
NET INCOME RESOURCES BEFORE TRANSFERS					
		1481	0	1481	2345
Gross transfers between funds	6	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net incoming/(outgoing) resources		1481	0	1481	2345
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>109067</u>	<u>8773</u>	<u>117840</u>	<u>115495</u>
TOTAL FUNDS CARRIED FORWARD		<u>110548</u>	<u>8773</u>	<u>119321</u>	<u>117840</u>

RAYLEIGH TOWN MUSEUM

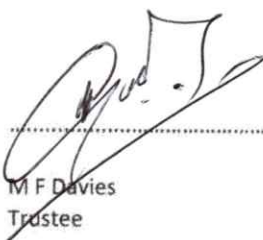
STATEMENT OF ASSETS AND LIABILITIES AT 30 JUNE 2025

	Notes	Unrestricted Fund	Restricted Fund	Total Funds	2024 Total Funds
FIXED ASSETS					
Tangible Assets	4	67417	0	67417	70496
Heritage Assets	5	<u>4589</u>	<u>0</u>	<u>4589</u>	<u>4589</u>
		72006		72006	75085
CURRENT ASSETS					
Cash at Bank		12638	0	12638	12198
Cash in Contingency		5966	0	5966	5680
Reserve Fund Policy Target Minimum		25010	0	25010	25010
Cash in Hand		33	0	33	43
NET CURRENT ASSETS		43647	0	43647	42931
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>115653</u>	<u>0</u>	<u>115653</u>	<u>118016</u>
TOTAL NET ASSETS		<u>115653</u>	<u>0</u>	<u>115653</u>	<u>118016</u>

The financial statements were approved by the Board of Trustees on 3rd September 2025 and were signed on its behalf by:



W A Clark
Chairman of the Trustees



M F Davies
Trustee

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 30 JUNE 2025

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 2025	Year ended 30 June 2024
Fundraising events	6116	5057
Retail income	3394	2976
Sponsorships	<u>3300</u>	<u>2690</u>
	<u>12810</u>	<u>10723</u>

3 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or benefits for the year ended 30 June 2025

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 30 JUNE 2025

4 TANGIBLE FIXED ASSETS

	Improvements to Property	Fixtures and Fittings	Computer Equipment	Totals
COST				
At 1 July 2024	42372	25045	3079	70496
Disposals			-3079	
Additions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	42372	25045	0	67417
NET BOOK VALUE				
At 30 June 2025	<u>42372</u>	<u>25045</u>	<u>0</u>	<u>67417</u>
At 30 June 2024	<u>42372</u>	<u>25045</u>	<u>3079</u>	<u>70496</u>

5 HERITAGE ASSETS

MARKET VALUE	
At 1 July 2024	4589
Additions	<u>0</u>
	<u>4589</u>
NET BOOK VALUE	
At 30 June 2025	<u>4589</u>
At 30 June 2024	<u>4589</u>

6 MOVEMENT IN FUNDS

	At 1 July 2024	Net movement in funds	Transfers between Funds	At 30 June 2025
Unrestricted funds				
General fund	107967	1481	0	109448
Restricted funds				
	<u>9873</u>	<u>0</u>	<u>0</u>	<u>9873</u>
	<u>117840</u>	<u>1481</u>	<u>-</u>	<u>119321</u>
	Incoming resources	Resources expended	Movement in funds	
Unrestricted funds				
General fund	45289	-43808	1481	
Restricted funds				
	0	0	0	
	<u>45289</u>	<u>-43808</u>	<u>1481</u>	

7 VOLUNTARY INCOME

The total figure of £29974 includes the following Grant:

Rayleigh Town Council £15500 (rent payments)

RAYLEIGH TOWN MUSEUM

DETAILED STATEMENT OF RECEIPTS AND PAYMENTS **YEAR ENDED 30 JUNE 2025** (not part of the statutory financial statements)

	Year ended 30 June 2025	Year ended 30 June 2024
RECEIPTS		
Voluntary Income		
Donations (including Gift Aid)	29974	30702
Grants	2070	0
Activities for generating income		
Fundraising events	6116	5057
Retail income	3394	2976
Sponsorships	3300	2690
Interest Received	<u>435</u>	<u>389</u>
Total receipts	45289	41814
PAYMENTS		
Fundraising trading: cost of goods sold, etc		
Purchase of goods	2307	1876
Cost of outings and events	1550	1788
Support Costs		
Purchases	388	134
Care and Conservation	116	0
Rent and rates	21144	20852
Insurance	2570	2296
Light and heat	2518	3743
Telephone	739	717
Equipment	2089	0
Printing, postage and stationery	2739	2454
Advertising and Promotional Costs	1482	377
Sundries	—	—
Volunteer travel and expenses	245	276
Computer expenses	—	—
Renewals and repairs	1785	2848
Cleaning	199	291
Other Administration costs	12	95
Computer Expenses	2436	—
Subscriptions	609	736
Credit Card Charges	30	16
Professional fees	—	—
Accountancy fees	800	750
Sundry Expenses	50	220
Total Payments	<u>43808</u>	<u>39469</u>
NET INCOME	<u>1481</u>	<u>2345</u>



Section A

Independent Examiner's Report

Report to the trustees

Rayleigh Town Museum

On accounts for the year
ended

30 June 2025

Charity no
(if any)

1159405

Set out on pages

(Completed by adding the page numbers of additional reports)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/06/2025.

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 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:

22/08/2025

Name:

Jacqueline Wallis

Relevant professional
qualification(s) or body

Retired Accounts Officer and Bookkeeper

(if any):

--

Address:

Flat 5, 1 Sandleigh Road,

Leigh-on-Sea

Essex SS9 1JT

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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