

SHIRE HALL DORCHESTER TRUST

REGISTER CHARITABLE INCORPORATED ORGANISATION NUMBER: 1163252

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

**DARKIN MILLER LIMITED
CHARTERED ACCOUNTANTS
24E DEVEREL ROAD
CHARLTON DOWN
DORCHESTER
DORSET**

SHIRE HALL DORCHESTER TRUST

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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SHIRE HALL DORCHESTER TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their annual report and financial statements of the Trust for the year ended 31 March 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charitable Incorporated Organisation's constitution dated 21 August 2015, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

OBJECTIVES AND ACTIVITIES

Objectives and activities for the public benefit

The Trust was created for the purpose of the management of the Shire Hall in Dorchester as a visitor-based attraction, with educational outreach based on the history of the building.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives.

ACHIEVEMENTS AND PERFORMANCE

During the year 2020 - 2021, Shire Hall operating as a Museum and visitor attraction.

During the year, we achieved the following:

Visitor numbers

- Total number of visitors/schools/event attendees etc: 4676
- Paying visitors
 - o Actual 2,731
 - o Projected 3,500

Learning activities

100 children and 40 adults took part in various learning activities.

- This included:
 - o 3 learning sessions with school classes
 - o 3 higher education sessions
 - o 2 training sessions for Learning volunteers
 - o 1 Learning Programme information sessions for teachers
 - o 2 visits for adults and children with learning disabilities
 - o 1 Cub/Brownie/Beaver visits, including sleepovers
 - o 5 family activity workshops
 - o 1 adult learning workshops

Public events

- 1200 people attended various public events.
- This included:
 - o 1005 visitors to 1 exhibitions
 - o 0 people attending talks
 - o 0 people attending plays
 - o 250 people attending or taking part in a variety of other events

Private events

- 26 people attended private events such as a conference, meetings, corporate offsites, parties etc, of whom many also visited the museum.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

Performance against aims and objectives

The Trust's 5-year strategic aims, and our performance against them, are noted below:

Ref	Action	KPIs/measures of success	Achievement 2020-21
Aim 1	Engage a wide range of audiences, from children to specialists, in the stories of the Tolpuddle Martyrs and three centuries of justice and injustice. Show people they can make a difference to society, politics, and justice for all people.		
a.	Deliver the relevant Activity Plan projects. See separate Activity Plan for details.	High quality and quantity of learning engagements as outlined in Measures of Success	See Learning and Event reports for details.
b.	Develop Learning audiences in line with the Learning Plan	3 schools' visits	Much lower numbers due to Covid-19
c.	Develop Learning, Exhibitions and Events strategies and plans to continue after the Activity Plan has expired	Strategies and plans under development so they are ready to be implemented in 2020	Covid-19 strategy in place
d.	Conduct visitor evaluation studies and develop motivational segmentation model for use in marketing and future interpretation.	Segmentation model developed to be tested & refined in Yr. 3	Impact study of Covid -19 underway
e.	Develop relationships with relevant universities: internships, projects as relevant	Specific projects and partnership activities identified and, where possible, begun	Relationship developed with Bournemouth and Exeter Universities and discussions ongoing re internships and work placements.
Aim 2	Create a strong community spirit so that Shire Hall becomes a place where local people come together for enjoyment and to meet together		
a.	Work with the Café Manager to create a café that becomes a hub for a variety of local groups	This has been a struggle through Covid-19	Waiting till after lockdown to restart groups
b.	Become the home for a variety of local community and/or charitable activities (e.g. Pilate/Yoga classes, film nights, WI group etc.)	Clear idea of demand for venue hire identified so that targets can be set from Yr 3.	Issue identified with such activities is the cost of staffing for evenings, and competition for space with schools/venue hire bookings. We currently charge minimum of £150 for an evening booking.

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c.	Develop a comprehensive and flexible volunteering programme that involves volunteers in all aspects of running Shire Hall	Teams of trained volunteers delivering services to a high quality throughout Shire Hall. Sufficient volunteers in each team reliably to deliver services.	Approximately 70 volunteers currently, recruitment programme underway.
d.	Ensure that the exhibitions and events programmes include a strong community focus	At least 1 exhibition project developed in collaboration with local audiences.	Tolpuddle Martyrs Remixed, with artist in residence working with schools and Tolpuddle descendants
Aim 3	Build a local, national and international reputation for lively public debate and academic excellence in the field of judicial and human rights past and present		
a.	Develop relationships and research and other projects with relevant universities and other institutions	Partnerships and potential projects identified	Discussions ongoing with UWE and Bournemouth University, as well as with Leicester University Museums Studies MA students.
b.	Provide placement opportunities for students and researchers	Potential placement opportunities identified in collaboration with academic partners started in 2019	Work experience students coming as allowed. Discussions ongoing with Bournemouth University about future student placements.
Aim 4	Foster a positive, respectful, safe and secure working environment that promotes professional development for both staff and volunteers		
a.	Lead and encourage all staff and volunteers to aspire to best practice in every area of work	Initiate annual staff/volunteer engagement survey to show areas of strength and where improvements can be made	Volunteer survey completed and changes implemented based on feedback. Regular social events for volunteers held throughout the year.
b.	Create a diverse volunteer programme and an environment where they and staff are well trained and supported and work together effectively.	Volunteers recruited and trained in all areas where needed as specified in Volunteer Plan	Extensive volunteer training programme completed before opening. Ongoing training in many areas continues, and second round of formal training was undertaken in early 2020
c.	Conduct ongoing training and professional development	All staff and volunteers involved in regular training. Volunteers achieving/working towards accreditation in volunteering.	Training sessions attended: Director - First Aid Learning Manager: First Aid Operations officer - H&S training Catering Manager: Excel course and several events courses Apprentice: extensive training as part of apprenticeship Café staff: all trained in cooking, health & safety and hygiene Volunteers: training in all aspects of their work

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Aim 5	Stimulate pride in Dorchester and conserve the fabric of the Shire Hall building so that it continues to enhance local history and heritage		
a.	Ensure compliance with facilities maintenance plans [details of which will become available once building work is neared completion]	Building maintained in line with maintenance plan	Ongoing.
b.	Actively participate in Dorchester Town Council's plans to develop a heritage brand and marketing strategy for Dorchester	Plans progressed and working towards implementation	Ongoing.
Aim 6	Create a sound business culture, based on a strong visitor focus.		
a.	Maximise visitor numbers through changing exhibition and event content and effective marketing of these.	First exhibition projects successfully delivered and evaluated	Total numbers of visitors including events and bookings 4676 Of which, exhibition visitors: 1005
b.	Build several strands of commercial activity: retail, catering, venue hire, commercial events, flats rental		
b.i	Retail: develop and implement Retail Plan	Achieve target of £2.20 per visitor	Average spend per visitor = £3.15
b.ii	Venue hire: maximise income through hire of venue.	Put on hold through pandemic	
b.iii	Commercial events: maximise income and develop sense of ownership in local community through active events programme	Put on hold through pandemic	
b.v	Flats rental: maintain satisfied tenants to achieve rental income	Achieve rental income of £9,000 per flat	Flats income £14,100
c.	Create a motivational segmentation via visitor evaluation to maximise the effectiveness of marketing activities	Motivational segmentation developed for use from 2019	This should be one outcome of the impact study currently underway.
d.	Review overheads and costs monthly to ensure predictions are accurate. Revise as necessary.	By Mar 2019 have accurate figures against which to benchmark/make future decisions.	Achieved.

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e.	Develop diverse funding streams to secure the charity's long-term future; develop a fundraising strategy and explore opportunities for individual giving, endowments and legacies	'Fundraising mentality' developed so that fundraising becomes part of the everyday work of all staff	It became clear over the year that it would be most productive to focus on income generation. Fundraising applications ongoing where appropriate funds have been identified for relevant projects.
g.	Develop all policies and procedures and review annually	All policies and procedures kept up to date	Policies being fed through to Trustees over the course of 2020/21 for formal approval

FINANCIAL REVIEW

Financial position

Grants and donations of £351,581 were received or recognised in-year (2020: £153,784 restated). This was applied to the management of the CIO, the running of the Museum and the running of various activity plans.

The Trust is grateful to the following donors for their invaluable support:

Donor	Funding provided £	Purpose
Heritage Lottery Fund	168,727	Back funding of development and activity plans
Central Government	107,771	Furlough Scheme
Central Government	40,593	Coronavirus Grant
Northrop Grumman	30,535	Towards Learning Programmes
Dorset Growth Hub	3,000	Towards cost of Projector

Charitable activities (income relating to admissions to the Shire Hall, and to learning activities) generated £16,375 of income (2020: £66,382 restated). Other trading and non-trading activities (income relating to the Museum shop, café, venue hire, events and rental from the flats), generated £53,482 (2020: £181,603 restated). This gave total income for the year of £421,483 (2020: £407,788 restated).

Expenditure on raising funds (costs relating to the running of the shop and café) totalled £93,116 (2020: £124,682 restated). Expenditure on charitable activities (relating to admissions, educational activities and the development of the Shire Hall and Trust) totalled £160,461 (2020: £252,125 restated relating to the development of the Shire Hall and Trust). Expenditure on other activities (relating to events, venue hire and the flats) totalled £29,517 (2020: £55,035).

The total surplus for the year was £138,389 (2020: deficit of £24,260 restated). When added to opening reserves, this gives year-end restricted funds of £214,285 (comprising the remainder of the 25-year maintenance grant provided by West Dorset District Council, plus the unspent income relating to funds from the Dorset Growth Hub and Northrop Grumman), and an unrestricted general reserve of £25,069, and designated funds of £74,329 (relating to the property sinking fund, and an earmarked reserve for future exhibition funding). In the year to 31 March 2020, these had balances of £192,582, £(22,454) and £4,167 respectively.

SHIRE HALL DORCHESTER TRUST
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Going concern and Coronavirus

We opened to the public on 1 May 2018 and gradually created a hub of varied activity at the Courthouse Museum, with growing numbers of people and organisations engaging with the education and learning programme, visiting the Museum, attending the Events and Exhibitions, socialising and using the Café and Shop. We gained recognition, won awards, and developed a valued community hub for all visitors.

Like all charitable organisations the COVID19 pandemic had a devastating effect on the operation of the Museum. We faced repeated full closures which obviously seriously affected all of the Trust's income sources and presented a challenge to the financial viability of our charity.

The Trust's staff, volunteers and Trustees responded actively and flexibly to the challenge across all aspects of our operations. Some of the important actions taken include:

- Revised staffing structure to reduce costs by £54,000 on 2019/20 budget.
- The Trust approved a flexible budgeting approach in order to help manage the continuous changes to government regulations re opening cultural centres during Covid. This included agreement to using the general reserve to finance difficult periods – on an "internal loan basis" to be repaid as soon as possible when circumstances improve.
- The original budget for 2020/21 was revised and remained flexible - this included restrictions on new spending unless essential to for fixed costs and agreed necessary changes.
- The Director made a series of successful grant applications which included the Government's support via staff Furlough scheme, Dorset Council for support to businesses and charities, the Heritage Lottery Fund to support cultural charities to continue and other support packages. This support ensured the our continuation and ability to revise the interpretation for the Museum ready for reopening.
- The staff were furloughed but collectively kept the Grade 1 building secure and safe and prepared for a series of repeated re-openings and closures. They remained a strong team and the Trust thank them for their selfless commitment to the Courthouse.
- The Trustees have continued to meet by video and in person to ensure that the actions over the pandemic period have been considered and agreed. A Management Group comprising 3 Trustees and the Director has continued to meet to review the detailed issues on operations, finance and staff together with remedial/ recovery actions about every 2 months and reported to the full board. Various trustees have been heavily involved in specialist areas of improvement e.g. the new revised Interpretation and Exhibitions etc

Following the final closure period from 5 January 2021 to re-opening on 17 May 2021 (the third and, hopefully, final closure interruption), we are now rebuilding our customer base and available activities, learning and engagement.

The Trust is pleased to say that at this stage(December 2021) our financial reserves have been fully restored, all creditors have been paid and continue to be, we have a revitalised interpretation and busy schools programme, and the commercial activities are rebuilding. There is still a challenge to reach a balanced budget but with the flexibility and continued close budgetary control, together with the continued agreed use of the reserve if needed in the future we are optimistic for our community hub to grow.

Risk management

The major risks that the CIO is exposed to have been identified and reviewed by the trustees and procedures established to manage this risk.

SHIRE HALL DORCHESTER TRUST

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Reserves policy

The Reserves Policy is to ensure that there remains sufficient funds to support the planned long-term maintenance of the Grade 1 Listed building for the original term of the lease (25 Years), and to build reserves for unforeseen circumstances.

The Trust has fully reinstated the repair reserve and the general reserve to cushion unexpected events at November 2021.

The Trust has agreed that, in future, should circumstances result in not achieving an annual surplus that the temporary use of main reserve will be used to prevent self-imposed closure if the prospect of improvement is possible.

Other grants which are donated for specific purposes will be held in earmarked restricted funds until the monies have been applied in accordance with the grant terms and conditions.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trust is an Charitable Incorporated Organisation, constituted under a Constitution and is a registered charity number 1163252.

The Trust meets on a quarterly basis. Meetings are run in accordance with the Constitution, with a written agenda and reports sent to the Trustees in advance of the meeting. Where necessary, reports include recommendations from the report's author. Recommendations are debated and resolved as amended if necessary.

The quorum for meetings is the higher of two Trustees, or one third of the total number of Trustees in office.

REFERENCE AND ADMINISTRATIVE INFORMATION

Trustees:

David Clarke	(Chairman)
Nigel Costley	
Thomas de Wit	
Dr Jill Cook	
Ian Gosling	
Chloe Hixson	
David Upshall	
Cllr Mary Penfold	
Dr Rose Wallis	(Appointed 26 May 2021)
Trevor Hedger	(Appointed 19 August 2021)

Induction and training of trustees

An existing Trustee advises newly appointed trustees of their duties, powers and roles. Training is offered on a need basis.

Director

Abbie King

Principal Office

Address: Shire Hall Historic Courthouse, High West Street, Dorchester, Dorset DT1 1UY
Charity Number: 1163252

External Examiners

SHIRE HALL DORCHESTER TRUST
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Approved by the trustees on 23rd December 2021

and signed on their behalf by:

Signed:



Name David Clarke (Chairman)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SHIRE HALL DORCHESTER TRUST CHARITABLE INCORPORATED ORGANISATION ('THE CIO')

I report on the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed:



Name:

Rosie Darkin-Miller LLB (Hons) FCA BFP

Address:

Institute of the Chartered Accountants in England and Wales
24e Deverel Road, Charlton Down, Dorchester, Dorset DT2 9UD

Date:

13 / 01 / 2022

SHIRE HALL DORCHESTER TRUST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDING 31 MARCH 2021

	Note	Unrestricted £ Funds	Restricted £ Funds	Total funds £ 2021	Total funds £ 2020 Restated
Income and endowments from:					
Grants and donations	2	210,275	33,535	243,810	153,784
Charitable activities	3	16,375	0	16,375	66,382
Other trading activities	4	53,482	0	53,482	181,603
Other income - Government Grants*		0	107,771	107,771	5,794
Investments		45	0	45	20
Total income		<u>280,176</u>	<u>141,306</u>	<u>421,483</u>	<u>407,582</u>
Expenditure on:					
Raising funds	5	59,179	33,937	93,116	124,682
Charitable activities	6	100,182	60,279	160,461	252,125
Other		26,429	3,088	29,517	55,035
Total expenditure		<u>185,790</u>	<u>97,303</u>	<u>283,094</u>	<u>431,842</u>
Net gains/(losses) on investments		0	0	0	0
Net income/(expenditure)		<u>94,386</u>	<u>44,003</u>	<u>138,389</u>	<u>(24,260)</u>
Transfers between funds		0	0	0	0
Other recognised gains/(losses)		0	0	0	0
Net movement in funds		<u>94,386</u>	<u>44,003</u>	<u>138,389</u>	<u>(24,260)</u>
Reconciliation of funds:					
Total Funds brought forward		<u>(18,287)</u>	<u>192,582</u>	<u>174,295</u>	<u>198,555</u>
Total Funds carried forward		<u>76,099</u>	<u>236,585</u>	<u>312,684</u>	<u>174,295</u>

*Income relating to the Government furlough scheme. The amount received in 2019/20 has been split out from grants and donations for comparability.

SHIRE HALL DORCHESTER TRUST

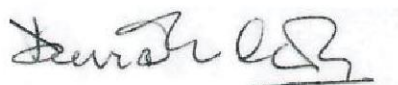
Balance Sheet as at 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total funds 2021 £	Total funds 2020 £
Fixed assets	9				
Plant and machinery		0	8,496	8,496	21,047
Fixtures, fittings and equipment		0	3,950	3,950	2,810
Total fixed assets		<u>0</u>	<u>12,446</u>	<u>12,446</u>	<u>23,857</u>
Current assets					
Debtors and prepayments	10	11,200	0	11,200	14,596
Stock		33,135	0	33,135	31,985
Cash at bank and in hand		90,825	201,840	292,665	148,701
Total current assets		<u>135,160</u>	<u>201,840</u>	<u>337,000</u>	<u>195,282</u>
Liabilities					
Creditors: Amounts falling due within one year	11	(10,892)	0	(10,892)	(13,944)
Net current assets or liabilities		<u>124,268</u>	<u>201,840</u>	<u>326,108</u>	<u>181,338</u>
Creditors: Amounts falling after more than one year	12	(25,870)	0	(25,870)	(30,900)
Total assets less current liabilities		<u>98,398</u>	<u>214,285</u>	<u>312,684</u>	<u>174,295</u>
The funds of the charity:	13				
Unrestricted funds		24,069	0	24,069	(22,454)
Designated funds		74,329		74,329	4,167
Total Unrestricted funds		<u>98,398</u>	<u>0</u>	<u>98,398</u>	<u>(18,287)</u>
Restricted funds		0	214,285	214,285	192,582
Total charity funds		<u>98,398</u>	<u>214,285</u>	<u>312,684</u>	<u>174,295</u>

The notes at pages 13 to 20 form part of these accounts.

Approved by the Trustees on 23rd December 2021

and signed on their behalf by:



David Clarke (Chairman)

SHIRE HALL DORCHESTER TRUST

Statement of Cash Flows for the year ended 31 MARCH 2021

	2021	2020
£	£	£
Cash flow from operating activities		
Net movement in funds for the period	138,389	(24,260)
Adjustments to cash flows from non-cash items		
Depreciation and amortisation	17,999	37,404
Unrealised gain on investment		
Finance income		
	<u>156,388</u>	<u>13,144</u>
Working capital adjustments		
Decrease) / (increase) in stock	(1,151)	(21,731)
Decrease) / (increase) in debtors	3,397	(5,952)
(Decrease) / increase in creditors	(8,083)	(63,543)
Net cash used in operating activities	<u>150,551</u>	<u>(78,083)</u>
Cash flows from investing activities		
Interest from investments	0	0
Purchase of property, plant and equipment	(6,587)	(18,247)
Purchase of investments	0	0
	<u></u>	<u></u>
Net cash provided by investing activities	(6,587)	(18,247)
Change in cash and cash equivalents in the period	<u>143,964</u>	<u>(96,330)</u>
Cash and cash equivalents at the beginning of the period	148,701	245,031
Cash and cash equivalents at the end of the period	<u><u>292,665</u></u>	<u><u>148,701</u></u>

SHIRE HALL DORCHESTER TRUST
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021
NOTES TO THE FINANCIAL STATEMENTS

1 Accounting Policies

a) Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The trust constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

b) Funds structure

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Trust's work or for specific artistic projects being undertaken by the Trust.

c) Income recognition

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Donations are recognised when the Trust has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Income from grants, relating to charitable activities are included in full in the Statement of Financial Activities when receivable and in the period to which they relate. Grants are deferred when the monies have been received in advance of the period to which they relate. Where funds have not been received in a specified period, these funds will be placed in an earmarked reserve and recognised in the period to which they relate. Where grants received have conditions or restrictions as to their use attached the income is recognised as restricted income funds. Where no such conditions or restrictions exist grants received are recognised as unrestricted income.

Income from services are amounts received for carrying out the charitable activities of the charity, such as the provision of educational programmes and resources, and amounts are included in full in the Statement of Financial Activities when receivable. Where funds have not been received in a specified period, they are accrued in debtors and recognised in the period to which they relate. Where such income is received in advance it is deferred to the period to which it relates.

Trading income relates to income from the sale of goods in the Trust's shop and café.

Investment income is represented by interest on funds held on deposit. It is included in the Statement of Financial Activities when receivable and the amount can be measured reliably by the charity which is normally upon notification of the interest paid or payable by the bank.

SHIRE HALL DORCHESTER TRUST
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021
NOTES TO THE FINANCIAL STATEMENTS

d) Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

Expenditure is classified under the following activity headings:

- Cost of raising funds comprise the costs of commercial trading including the shop and café and their associated support costs.
- Expenditure on charitable activities includes the costs of admissions, exhibitions and other educational activities undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

e) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

f) Allocation of overhead and support costs

Overhead and support costs have been allocated between charitable activities and governance. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit or external examination and legal fees together with an apportionment of overhead and support costs.

g) Operating lease

The charity leases the Shire Hall from Dorset Council (formerly West Dorset District Council). The lease was signed on 23 February 2018. The lease is a full repairing one, running for a twenty-five year period. The annual rental is a peppercorn.

h) Governance costs

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination.

i) Realised gains and losses

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

SHIRE HALL DORCHESTER TRUST
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021
NOTES TO THE FINANCIAL STATEMENTS

j) Tangible fixed assets

Where fixed assets are purchased, they are stated at their purchase cost plus any incidental expenses of acquisition, less depreciation. Where fixed assets are donated, they are stated at their estimated market value on acquisition, less depreciation. Depreciation is charged in respect of fixed assets at an amount that will write the value of the asset down over its useful economic life.

Plant & machinery	20% - 33% straight line
Fixtures, fittings and equipment	20% - 33% straight line

The Shire Hall itself remains the asset of Dorset Council (formerly West Dorset District Council, up to 31st March 2019), and its value, and any grant funding administered directly by the Council on the renovation of the building, is disclosed in that entity's accounts.

k) Stock

Stock is included at the lower of cost or net realisable value.

l) Debtors

Debtors are measured at their recoverable amounts.

m) Cash at bank and in hand

Cash at bank and in hand consists entirely of cash balances held with the Trust's bankers, in addition to any floats and petty cash used by the Trust.

n) Creditors

Creditors are measured at the amount required to settle the liability.

o) Financial instruments

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

p) Pensions

The Trust operates a NEST defined contribution pension scheme and makes contributions in accordance with the levels set by the Government. In 2019/20, the employee contribution was 5% of pensionable pay, and the employer contribution was 3% of pensionable pay.

2 Income from donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Donations and gifts	955	0	955	3,784
Grants	209,320	33,535	242,855	155,794
	<u>210,275</u>	<u>33,535</u>	<u>243,810</u>	<u>159,578</u>

Unrestricted funds includes £168,727 received from the National Lottery Heritage Lottery Fund.
See note 13 for details of the restricted funds.

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3 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Gross income from admission charges	15,893	0	15,893	59,324
Income from learning activities	482	0	482	7,058
	<u>16,375</u>	<u>0</u>	<u>16,375</u>	<u>66,382</u>

4 Income from other trading activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Sales of goods	12,635	0	12,635	40,919
Events income	6,371	0	6,371	25,546
Income from venue hire	0	0	0	0
Income from café	18,512	0	18,512	101,772
Flat rental income	15,964	0	15,964	13,366
	<u>53,482</u>	<u>0</u>	<u>53,482</u>	<u>181,603</u>

5 Expenditure on raising funds

	Unrestricted Funds £	Restricted Fund £	Total Funds 2021 £	Total Funds 2020 £
Trading costs - café	40,968	28,417	69,385	92,411
Trading costs - retail activities	18,211	5,520	23,731	32,271
	<u>59,179</u>	<u>33,937</u>	<u>93,116</u>	<u>124,682</u>

6 Expenditure on charitable activities

	Unrestricted Funds £	Restricted Fund £	Total Funds 2021 £	Total Funds 2020 £
Management	20,122	14,791	34,912	34,008
Admissions	43,655	30,720	74,374	114,656
Learning activities	8,970	10,434	19,403	47,510
Activity plan	0	0	0	0
Development plan	7,837	4,335	12,171	17,248
Depreciation	17,999	0	17,999	37,404
Accountancy	1,600	0	1,600	1,300
	<u>100,182</u>	<u>60,279</u>	<u>160,461</u>	<u>252,125</u>

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7 Net (expenditure)/income for the period

This is stated after charging:	2021	2020
	£	£
Depreciation	17,999	37,404
Accountancy charges		
Independent examination services	300	300
Accountancy services	1,000	1,000

8 Emoluments

Analysis of staff costs, and the cost of key management personnel

	2021	2020
Staff costs		
Gross wages, salaries and benefits in kind	162,982	193,325
Employer's National Insurance costs	5,383	9,478
Pension costs	2,368	3,051
	<u>170,732</u>	<u>205,853</u>
 Average number of employees	 <u>13.0</u>	 <u>18.7</u>

No employees had employee benefits in excess of £60,000 (2019-20: nil).

The charity trustees were not paid or received any other benefits from employment with the Charity in the year (2019-20: £nil). No charity trustee received payment for professional or other services supplied to the charity (2019-20: £nil).

The key management personnel of the charity, comprise the trustees and the Managing Director. The total employee benefits of the key management personnel of the Charity was £39,483 (2019-20: £42,319).

9 Tangible fixed assets

	Plant & machinery	Fixtures, fittings and equipment	Total
	£	£	£
Cost			
As at 1 April 2020	122,643	10,390	133,033
Additions	4,074	2,514	6,587
As at 31 March 2021	<u>126,717</u>	<u>12,904</u>	<u>139,621</u>
 Depreciation			
As at 1 April 2020	101,596	7,580	109,176
Charge for period	16,625	1,374	17,999
As at 31 March 2021	<u>118,221</u>	<u>8,954</u>	<u>127,175</u>
 Net Book Value			
As at 31 March 2021	<u>8,496</u>	<u>3,950</u>	<u>12,446</u>
 As at 31 March 2020	<u>21,047</u>	<u>2,810</u>	<u>23,857</u>

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In 2019-20, the Trust took a decision to change its depreciation accounting policy. In previous years, the Trust fully depreciated all assets in the year of acquisition, meaning that the year end net book value of its fixed assets was £nil. The Trust decided that it would be more appropriate for the assets to be written down over their useful economic life. Consequently, the historic asset and depreciation values were restated on the basis of the changed accounting policy. The note below shows what the position would have been if all assets were still being fully depreciated in the year of acquisition.

Statement of Fixed Assets at Historic Cost

	Plant & machinery £	Fixtures, fittings and equipment £	Total £
Cost			
As at 1 April 2020	122,643	10,390	133,033
Additions	4,074	2,514	6,587
As at 31 March 2021	<u>126,717</u>	<u>12,904</u>	<u>139,621</u>
Depreciation			
As at 1 April 2020	122,643	10,390	133,033
Charge for period	4,074	2,514	6,587
As at 31 March 2021	<u>126,717</u>	<u>12,904</u>	<u>139,621</u>
Net Book Value			
As at 31 March 2021	<u>0</u>	<u>0</u>	<u>0</u>
As at 31 March 2020	<u>0</u>	<u>0</u>	<u>0</u>

10 Analysis of current assets

	2021 £	2020 £
Trade debtors	7,487	8,341
Other debtors	30	240
Prepayments	3,683	6,015
	<u>11,200</u>	<u>14,596</u>

11 Analysis of current liabilities

	2021 £	2020 £
Trade creditors	4,144	6,709
Other creditors	521	732
Accruals	2,689	2,364
Receipts in advance	1,280	1,160
Other tax and social security	2,257	2,979
	<u>10,892</u>	<u>13,944</u>

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12 Analysis of long term liabilities

	2021 £	2020 £
Loan from West Dorset District Council	<u>25,870</u>	<u>30,000</u>

The loan was advanced on 25th March 2019 for the purpose of enhancing the commercial activities of the Shire Hall, and runs for a 5 year period. Interest is calculated at 3% (providing that the 10 year government gilt rate is under 4%). The loan is repayable over 5 years, with no penalties or discounts for early redemption. If the loan is not repaid early, then the final repayment date will be 25th March 2024.

13 Analysis of charitable funds

Fund name	Fund balances brought forward £	Income £	Expenditure £	Contribution to/(from) reserves £	Fund balances carried forward £
Unrestricted funds					
(a) General fund	(22,454)	280,176	(163,491)	(70,162)	24,069
(b) Designated: building reserve	4,167	0	0	15,835	20,002
(c) Exhibition Reserve	0	0	0	54,327	54,327
	<u>(18,287)</u>	<u>280,176</u>	<u>(163,491)</u>	<u>0</u>	<u>98,398</u>
Restricted funds					
(d) Capital reserve	192,582	0	(4,335)	0	188,248
(e) Furlough	0	107,771	(107,771)	0	0
(f) Dorset Growth Hub	0	3,000	(1,000)	0	2,000
(g) Northrop Grumman	0	30,535	(6,497)	0	24,038
	<u>192,582</u>	<u>141,306</u>	<u>(119,603)</u>	<u>0</u>	<u>214,285</u>
Total funds	<u>174,295</u>	<u>421,483</u>	<u>(283,094)</u>	<u>0</u>	<u>312,684</u>

- (a) The unrestricted funds are available to be spent for any purposes of the charity.
- (b) The designated reserve is a sinking fund for building repairs and maintenance.
- (c) The Exhibition Reserve relates to monies ring-fenced for exhibitions due to happen in future financial years.
- (d) The restricted funds relating to capital works comprised an initial grant of £205,000 from West Dorset District Council to cover 25 years of capital works maintenance less funds expended to date.
- (e) The furlough funds were provided by the Government as a contribution to staff costs during the Coronavirus lockdown. These are shown on the face of the statement of financial activities.
- (f) The Dorset Growth Hub funds were provided to pay for a new projected. The funds will be written down over the 3 year life of the related asset.
- (g) The Northrop Grumman funds were provided to support the learning programme.

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14 Analysis of net assets between funds

	Unrest-riected Funds £	Restricted Fund £	Total Funds 2021 £	Total Funds 2020 £
Current assets	135,160	201,840	337,000	195,282
Creditors due within one year	(10,892)	0	(10,892)	(13,944)
	<u>124,268</u>	<u>201,840</u>	<u>326,108</u>	<u>181,338</u>

15 Related Party Transactions

There were no transactions with related parties (2020: none). No Trustees were paid any expenses (2020: none).

There have been no other related party transactions in the reporting period that require disclosure. None of the Trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity.

16 Post Balance Sheet Events

The Coronavirus pandemic has had a significant impact on the Charity. The Museum was closed during the lockdown period. The Charity received grant funding to cover the costs of operation whilst no admission fees were being received, and benefitted from the Government furlough scheme.

The Charity Trustees regularly assessed the impact of the Covid crisis and the service delivery model. The Charity originally furloughed all staff, and brought all staff back to work part time after the Museum re-opened in August 2020. The Museum closed again as part of the national lockdown in November 2020, but re-opened on 2nd December 2020 and traded until Christmas.

The Museum re-opened after Christmas but, following the announcement of the third national lockdown, closed again in January 2021. We re-opened again in May 2021. We remain grateful for the continued support of donors which has enabled us to continue to operate throughout this difficult time.