

# KENT MASONIC MUSEUM AND LIBRARY TRUST

England & Wales · Charity number 1163887

## Details

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Other names	KENT MUSEUM OF FREEMASONRY
Status	Registered
Legal form	CIO
Registered	2015-10-08
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Kent Masonic Museum and Library Trust St Peters Place Canterbury Kent CT1 2DA
Phone	01227785625
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Website	<a href="http://kentmuseumoffreemasonry.org.uk/">http://kentmuseumoffreemasonry.org.uk/</a>

## Activities

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**Objects:** 1. TO ADVANCE EDUCATION FOR THE BENEFIT OF THE PUBLIC BY THE MAINTENANCE OF A MUSEUM AND LIBRARY.2. SUCH CHARITABLE PURPOSES FOR THE PUBLIC BENEFIT AS ARE EXCLUSIVELY CHARITABLE ACCORDING TO THE LAWS OF ENGLAND AND WALES AS THE TRUSTEES MAY FROM TIME TO TIME DETERMINE.

**Activities:** Inform and educate members of the public.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage, Recreation
- **Who:** The General Public/mankind

## Geography

- Kent

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£39,211	£27,348	-	-
2024-03-31	£21,413	£33,634	-	-
2023-03-31	£21,064	£23,166	-	-
2022-03-31	£29,562	£28,783	-	-
2021-03-31	£41,840	£14,500	-	-

## Trustees

Name	Role	Appointed
<b>Richard Henry Wingett</b>	Chair	2022-03-27
Christine Elizabeth Wingett		2024-09-21
Jacqueline Ann Langdon-Bassett		2023-09-16
John Derek Turner		2025-09-06
Richard White		2022-09-22
Ronald Carter		2025-10-30
Stephen Peter Barnes		2025-09-06
Stephen Robert Fletcher		2023-09-16
Terry Raymond Perkins		2023-09-16
Wayne Cook		2026-02-21

**KENT MASONIC MUSEUM AND LIBRARY TRUST**

England & Wales - Charity number 1163887

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# Accounts

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**KENT MASONIC MUSEUM AND LIBRARY TRUST**  
**ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31 MARCH 2025**

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# KENT MASONIC MUSEUM AND LIBRARY TRUST

## ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31 MARCH 2025

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### REFERENCE AND ADMINISTRATIVE INFORMATION

#### General information

The Kent Masonic Museum and Library Trust is a Charitable Incorporated Organisation registered under Charity No. 1163887. It operates under the name of The Kent Museum of Freemasonry from premises at St Peter's Place, Canterbury, Kent CT1 2DA which are owned by the Masonic Province of East Kent. Under the terms of its lease, the Trust pays only a peppercorn rent and the landlord has covenanted to insure the property and keep its main structure and exterior in good repair.

#### Trustees

The Trustees during the year ended 31 March 2025 were as follows:

Ronald Carter - Resigned on 11/04/2025  
Hazel Damiral - Elected on 21/09/2024  
Stephen Fletcher  
Peter Hazlewood - Resigned on 16/04/2025  
Jacqueline Langdon-Bassett  
Terry Perkins  
Richard White - Secretary of the Board  
Christine Wingett - Treasurer of the Board  
Richard Wingett - Chairman of the Board

At the forthcoming Annual General Meeting (AGM) on 6 September 2025, Terry Perkins and Richard Wingett will retire by rotation and will stand for re-election as Trustees.

#### Independent examiner

Susan Robinson BA FCA FCIE DChA  
20 Lychfield Drive  
Strood  
Kent  
ME2 3LY

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31 MARCH 2025

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### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025

The Trustees are pleased to present their Annual Report and the Financial **Statements** of the Trust for the year ended 31 March 2025.

#### **Structure, governance and management**

The Trust is a Charitable Incorporated Organisation governed by its Constitution document dated 1 June 2015, as subsequently amended on 16 September 2023 and on 21 September 2024. Its objective is to advance public education on the history and benefits of Freemasonry in Kent through the maintenance of the Museum and Library. Membership is open to any Masonic Lodge warranted by the United Grand Lodge of England (UGLE) or the Order of Women Freemasons (OWF) or the Honourable Fraternity of Ancient Freemasons (HFAF), meeting in the Kent area, and which has appointed a Museum and Library Ambassador (formally known in the constitution as a Representative).

The Trustees are pleased to present their Annual Report and the Financial Statements of the Trust for the year ended 31 March 2025. The Trustees oversee the Charity's operations and meet regularly to discuss and review its financial and operational affairs. The Board consists of a minimum of three and a maximum of eleven Trustees. At the Annual General Meeting, one-third of the Trustees must stand for re-election and may be re-elected up to three consecutive times.

The Board presently consists of 7 Trustees, with specific portfolios held by Trustees holding the positions of Chairman, Secretary, Treasurer and Friends & Patrons Manager. To strengthen the management team, additional portfolios, such as Operations Manager, are held by volunteers who reinforce the Board and are invited to attend Board meetings.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission, including the guidance notes: "Public benefit: running a charity" (PB2), and "Internal financial controls for charities" (CC8).

#### **Achievement and performance**

The Museum and Library adheres to professional standards as an Arts Council England accredited museum. It is entirely volunteer-run, with no remuneration for Trustees or managers. Our dedicated team of volunteer stewards is responsible for welcoming visitors, guiding them through the Museum, and answering their questions.

A new direction has also been set to drive the Museum forwards and out into our local communities. A new Marketing and Development Manager is being recruited. Today, we have a permanent seat with Canterbury City Council Business Improvement District Team (BID) so that we may join in with all local events. We now work in partnership with Canterbury Cathedral, Westgate Towers Museum, the University of Kent, Kent Family History Society, the British Museum, Westminster Abbey and many more.

It is this drive out and into our local communities which is key to our future success. We have joined in annual events such as the Canterbury Medieval Pageant where this year we had 830 members of the public through the doors in just one day (compared with 707 last year). This pageant, and our own Christmas Festive Fun Day, are family events and we provide Face Painters and a Balloon Modeller for the children which is proving to be highly successful. We have also joined in the national Heritage Open Days scheme to help celebrate our fantastic history and culture.

We are now attracting many organisations who want to come to visit us. For example, successive Lord Mayors of Canterbury, the Sheriff of Canterbury, Women's Institutes, etc. We also work with Dementia Groups and Headway, a brain injury group. The Museum is viewed as a calm and safe facility that helps in gently stimulating the minds of people who require such services.

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31 MARCH 2025

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### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025 (continued)

We deliver talks to community groups as well as to Lodges and Chapters. We also host group visits and presentations at the museum.

As we push out further into the communities, we also seek feedback to help us improve. This is helping us to enhance our facilities, in addition to the content and presentation of our exhibits.

One of the questions that we are always asked is "but you don't allow women to join do you?" We are really pleased to say that the Honourable Fraternity of Ancient Freemasons (HFAF) and the Order of Women Freemasons (OWF) have joined us to help make a difference in terms of our diversity approach.

For some time, we have been underrepresented by women and young people and this is a dynamic that we are clearly keen to change. We have recently attracted student and young adult volunteers. They work alongside our own Curator and Library Manager, and also look at the collections from a young person's perspective.

Our library collection consists of many books on freemasonry and also 6,000 books on the history of Kent, its genealogy, heraldry and archaeology donated by the late Dr Teddy Church. Many of our books were printed in the 1500s and are rare. This has ignited a huge interest with academics and many research groups. It is our intention to create a research facility for the public so that we can share our books with the outside world. Library Manager who will help drive this forward.

We have to remember that Canterbury has been the seat of the spiritual head of the Church of England for nearly five centuries. Canterbury's important Unesco World Heritage monuments are the modest Church of St Martin, the oldest church in England, the ruins of the Abbey of St Augustine, a reminder of the saint's evangelising role in the Heptarchy from 597, and Christ Church Cathedral, a breathtaking mixture of Romanesque and Perpendicular Gothic, where Archbishop Thomas à Beckett was murdered in 1170.

The Kent Masonic Museum and Library Trust building nestles within this landscape and plays an important role today in the history of the city.

### **Friends and Patrons**

During the past year the Trustees have decided to introduce a new "Friends of the Museum and Library" scheme which is intended, over time, to replace our existing Patron scheme for individual supporters of the Trust.

The reason for this change is that the monthly & annual contributions requested of individual Patrons has been fixed at £2.50/month or £25/year for many years. There has been no increase in the contribution level over this time, and the income from individual Patrons is no longer adequate to meet our present-day running costs.

At the same time, we have enhanced our web site to enable members of the public to become Friends of the Trust by setting up a direct debit online. Online card payments are still available for making one-off donations online.

Our new Friends scheme has a minimum contribution level of £5/month, payable by direct debit. The Trustees feel that this (£5/month) is a much more realistic level of support, bearing in mind the impact of inflation on the running costs of the Museum and Library.

The Trust continues to welcome the support of the Association of Patrons who subscribe either by a standing order or by an online card subscription. Moving forwards only Lodges, Chapters, and other masonic units and organisations will be able to become Patrons. Individuals wishing to support the Trust by setting up a monthly or annual regular payment plan will become Friends of the Trust.

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31 MARCH 2025

### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025 (continued)

#### Financial Review

**Income:** We derive our income mainly from three revenue streams:-

- Friends and Patrons of the Museum and Library (who make regular monthly or annual donations),
- Visitor Donations, and
- One-off from other income streams, including from Lodges, Chapters, and legacies

Our income continues to be stable and growing: this year our Friends' and Patrons' income has grown by over £3,700 from a combination of changing membership and recovery of overdue donations. Our donations this year have included a significant legacy bequest, without which our expenditure would have exceeded our income or the year. This underlines the importance of continuing to take steps to increase our income stream.

**Expenditure:** Since reopening after the Covid shutdown, it has been necessary to spend money on the following:-

- Repairs and maintenance
- Enhancements to the new web site
- Ongoing improvements to the presentation and display of our collections, and
- Community engagement events

The Kent Museum of Freemasonry together with the University of Kent in Canterbury and Kent Scouts, are continuing to operate the Dr Teddy Church Bursary Fund, which was created last year. This distinguished award honours Dr Church, a Freemason, devoted GP, and avid collector of Kentish history, genealogy, and heraldry.

The Bursary aims to support young people. In East Kent, it will assist students embarking on their academic journey in History at the University of Kent. In West Kent, it will help families purchase Scout uniforms and fund attendance at Scout camps.

In addition to funds set aside by the Trust, the Bursary scheme is funded by the provinces of both East and West Kent as well as a donation received from the Church family trust.

We are also delighted to announce that in early 2024, we have been successful in applying for a Blue Plaque to celebrate the life of the 2nd Baron, Lord Cornwallis, who was instrumental in the creation of the Kent Masonic Museum and Library which was built and opened in 1933.

#### Going concern

The Trustees have a reasonable expectation that the Charity has adequate resources to operate for the foreseeable future and therefore have continued to adopt the going concern basis in preparing these financial statements. Further details regarding the adoption of the going concern basis are given in the Accounting Policies.

#### Reserves policy

The Trustees have a reasonable expectation that the Charity has adequate resources to operate for the foreseeable future and therefore have continued to adopt the going concern basis in preparing these financial statements. The Trustees aim to maintain free reserves in unrestricted funds at a level sufficient to enable the Charity to continue operations for the foreseeable future. Of the unrestricted funds, the Trustees have a policy of maintaining a minimum level of £40,000, approximately enough to cover two years of running costs, to provide for any emergencies and other exceptional items. The current free reserves are £54,305, up from £46,108 in the previous year.

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31 MARCH 2025

### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025 (continued)

#### Future plans

As our strategy of modernisation and driving out to reach our local communities is proving highly successful, this approach will continue.

The Trustees have established the following strategic objectives for the future of the Trust:-

- to ensure continued Arts Council Accreditation
- to promote the new "Friends" scheme (intended eventually to replace individual Patrons)
- to increase the number of Lodge, Chapter and other masonic unit Patrons)
- to continue operating the Patron scheme for existing individual Patrons for as long as they wish,
- to increase the number of volunteer stewards, to enable the Museum open more regularly,
- to establish and maintain links with academic and other relevant institutions in Kent, and
- to set up systems to make the Library available to researchers.

#### Statement of the Trustees' responsibilities

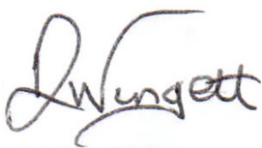
The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its income and expenditure for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures 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 adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Constitution. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees



Richard Wingett  
Chairman

Date: 13 August 2025

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31 MARCH 2025

### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2025

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2025 which are set out on pages 8 to 13.

#### **Responsibilities and basis of the report**

As the charity's trustees you are responsible for the preparation of its accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity'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 2011 Act.

#### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared the accounts in accordance with 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 (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that, in any material respect:

- a. accounting records were not kept in respect of the charity, as required by section 130 of the 2011 Act, or
- b. the accounts do not accord with those records, or
- c. the accounts do 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 to enable a proper understanding of the accounts to be reached.

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work or this report.



Susan Robinson BA FCA FCIE DChA  
20 Lychfield Drive, Strood, Kent, ME2 3LY  
Independent Examiner

Date: 14 August 2025

**KENT MASONIC MUSEUM AND LIBRARY TRUST**  
**ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31 MARCH 2025**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2025**

	Note	Restricted Funds (Church Bursary)		Unrestricted Funds		Total	
		2025 £	2024 £	2025 £	2024 £	2025 £	2024 £
<b>INCOME FROM:</b>							
Donations received	2	4,666	1,667	34,238	19,008	38,904	20,675
Transfer between funds	2	-	1,666	-	(1,666)	-	-
Charitable activities	3	-	-	150	140	150	140
Interest received		-	-	-	3	-	3
AGM Lunch sales		-	-	157	595	157	595
<b>Total income</b>		<b>4,666</b>	<b>3,333</b>	<b>34,545</b>	<b>18,080</b>	<b>39,211</b>	<b>21,413</b>
<b>EXPENDITURE ON:</b>							
Charitable activities	4	1,000	-	26,087	32,863	27,087	32,863
Cost of AGM Lunches		-	-	261	771	261	771
<b>Total expenditure</b>		<b>1,000</b>	<b>-</b>	<b>26,348</b>	<b>33,634</b>	<b>27,348</b>	<b>33,634</b>
<b>NET (DECREASE) / INCREASE IN FUNDS</b>		<b>3,666</b>	<b>3,333</b>	<b>8,197</b>	<b>(15,554)</b>	<b>11,863</b>	<b>(12,221)</b>
<b>RECONCILIATION OF FUNDS</b>							
Total funds brought forward		3,333	-	46,108	61,662	49,441	61,662
Net (decrease) / increase in funds		3,666	3,333	8,197	(15,554)	11,863	(12,221)
<b>Total funds carried forward</b>		<b>6,999</b>	<b>3,333</b>	<b>54,305</b>	<b>46,108</b>	<b>61,304</b>	<b>49,441</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

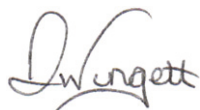
The notes on pages 10 to 13 form part of these financial statements.

**KENT MASONIC MUSEUM AND LIBRARY TRUST**  
**ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31 MARCH 2025**

**BALANCE SHEET AS AT 31 MARCH 2025**

	Note	Restricted Funds (Church Bursary)		Unrestricted Funds		Total	
		2025 £	2024 £	2025 £	2024 £	2025 £	2024 £
<b>CURRENT ASSETS</b>							
Debtors	6	-	-	2,012	1,022	2,012	1,022
Cash at bank and in hand		6,999	3,333	55,280	46,157	62,279	49,490
		<u>6,999</u>	<u>3,333</u>	<u>57,292</u>	<u>47,179</u>	<u>64,291</u>	<u>50,512</u>
<b>CREDITORS</b>							
Amounts falling due within one year	7	-	-	(2,987)	(1,071)	(2,987)	(1,071)
<b>NET ASSETS</b>		<u>6,999</u>	<u>3,333</u>	<u>54,305</u>	<u>46,108</u>	<u>61,304</u>	<u>49,441</u>
<b>CHARITY FUNDS</b>							
Fund balances	8	6,999	3,333	54,305	46,108	61,304	49,441
<b>TOTAL FUNDS</b>		<u>6,999</u>	<u>3,333</u>	<u>54,305</u>	<u>46,108</u>	<u>61,304</u>	<u>49,441</u>

These financial statements were approved by the Board of Trustees on 13 August 2025 and are signed on behalf of the Board by:



**Richard Wingett**  
**Chairman**  
13 August 2025

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31 MARCH 2025

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

#### 1 Accounting policies

##### 1.1 Basis of preparation of the financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) 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 (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a "true and fair" view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a "true and fair" view. This departure has involved following the Charities SORP (FRS 102).

Kent Masonic Museum and Library Trust meets the definition of a public benefit entity under FRS 102 and its financial statements are presented in sterling. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

##### 1.2 Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of any of the Charity's purposes. Restricted funds are subject to specific restrictions on their use, either imposed by a donor or through the terms of an appeal. During the previous financial year a new "Church Bursary" fund, named in honour of the late Dr WE Church, was established to provide annual bursaries to students at the University of Kent in Canterbury and to youth members of Kent Scouts. Contracts to this effect were agreed in writing with the University of Kent in Canterbury and Kent Scouts.

##### 1.3 Disclosure exemptions

The Trust is a small charity, as defined by FRS 102, and has taken advantage of the exemption available in paragraph 1.12 of FRS 102 not to present a cash flow statement.

##### 1.4 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern. Thus, taking into consideration the Charity's level of reserves, the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.5 Income

Income is recognised once the Trust is entitled to it, it is probable that it will be received and the amount can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

##### 1.6 Expenditure

Expenditure is recognised when there is a legal or constructive obligation to transfer an economic benefit to a third party, it is probable that such a transfer will be required in settlement and the amount can be measured reliably.

##### 1.7 Interest receivable

Interest on funds held on deposit is recognised when it is receivable and when the amount can be measured reliably, which is normally when it has been notified by the bank.

##### 1.8 Heritage assets

The Trust's heritage assets comprise its collection of paintings, objets d'art, jewels, books and other artefacts held at the Museum and Library. These are primarily related to the history and development of Freemasonry and have all been donated to the Trust or to its predecessor organisations. An inventory of heritage assets is maintained but it is considered that the cost of their valuation would not give a commensurate benefit to the users of these financial statements and therefore they are not recognised in these financial statements.

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31 MARCH 2025

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025 (continued)

#### 1 Accounting policies (continued)

##### 1.9 Tangible fixed assets

Tangible fixed assets owned by the Trust comprise fixtures and fittings used to store and display its heritage assets, together with furniture, equipment and improvements to its premises. These have either been donated or purchased and in the latter case it is the Trust's policy to write such expenditure off in the year it is incurred. Thus tangible fixed assets are not recognised in these financial statements.

##### 1.10 Financial instruments

The Trust only has financial assets and liabilities which qualify as basic financial instruments. These are stated at their initial transaction values, subsequently adjusted to their settlement values where appropriate.

##### 1.11 Debtors

Trade and other debtors are stated at their settlement amounts, net of any trade discounts. Prepayments are valued at the proportionate net amount prepaid.

##### 1.12 Cash at bank and in hand

Cash at bank and in hand comprises cash and bank balances maturing in one month or less.

The Charity no longer operates a petty cash system, and the only cash handled is cash donations received in the Museum.

##### 1.13 Liabilities

Liabilities are recognised when there is an obligation resulting from a prior event, it is probable that a transfer of economic benefit will be required in settlement and the amount of such settlement can be reliably estimated. They are stated at the amounts which the Trustees believe the Trust will eventually pay to settle such obligations.

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31 MARCH 2025

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025 (continued)

	Restricted Funds (Church Bursary)		Unrestricted Funds		Total	
	2025 £	2024 £	2025 £	2024 £	2025 £	2024 £
<b>2 Income from donations received</b>						
Friends' and Patrons' donations	-	-	17,338	13,542	17,338	13,542
Other donations	4,666	1,667	16,900	5,466	21,566	7,133
	<b>4,666</b>	<b>1,667</b>	<b>34,238</b>	<b>19,008</b>	<b>38,904</b>	<b>20,675</b>
<b>Exceptional income / transfer between funds</b>						
Transfer of funds to Church Bursary	-	1,666	-	(1,666)	-	-
	<b>-</b>	<b>1,666</b>	<b>-</b>	<b>(1,666)</b>	<b>-</b>	<b>-</b>
<b>3 Income from charitable activities</b>						
Lecture fees received	-	-	135	140	135	140
Sale of Jewels	-	-	15	-	15	-
	<b>-</b>	<b>-</b>	<b>150</b>	<b>140</b>	<b>150</b>	<b>140</b>
<b>4 Expenditure on charitable activities</b>						
<b>Regular direct costs</b>						
Repairs and maintenance	-	-	830	5,093	830	5,093
Gas, electricity and water	-	-	5,915	3,851	5,915	3,851
Business rates	-	-	599	583	599	583
Cleaning	-	-	2,079	1,826	2,079	1,826
Telephone and broadband	-	-	523	490	523	490
IT costs	-	-	2,761	4,120	2,761	4,120
Development of new web site	-	-	378	4,663	378	4,663
Marketing, outreach and AoP costs	-	-	1,429	2,868	1,429	2,868
Health and safety costs	-	-	249	227	249	227
Book repairs & reprinting	-	-	284	380	284	380
Furniture & equipment	-	-	178	670	178	670
New map preservation cabinet	-	-	-	4,242	-	4,242
Alarms, CCTV and Security	-	-	9,588	2,542	9,588	2,542
Gifts and presentations	-	-	265	280	265	280
Dr Teddy Church Bursary	1,000	-	-	-	1,000	-
Other costs	-	-	1,009	1,002	1,009	1,002
	<b>1,000</b>	<b>-</b>	<b>26,087</b>	<b>32,837</b>	<b>27,087</b>	<b>32,837</b>
<b>Support costs</b>						
Independent examiner's fee	-	-	-	26	-	26
<b>Total costs</b>	<b>1,000</b>	<b>-</b>	<b>26,087</b>	<b>32,863</b>	<b>27,087</b>	<b>32,863</b>

### 5 Trustees' expenses

No Trustees received any remuneration or benefits in kind in the current or previous year. During the year five Trustees were reimbursed expenses totalling £1,466.29 (2024: £3,525.73 to six Trustees).

	Restricted Funds (Church Bursary)		Unrestricted Funds		Total	
	2025 £	2024 £	2025 £	2024 £	2025 £	2024 £
<b>6 Debtors</b>						
Prepayments and accrued income	-	-	3	1	3	1
Gift Aid recoverable	-	-	2,009	1,021	2,009	1,021
	<b>-</b>	<b>-</b>	<b>2,012</b>	<b>1,022</b>	<b>2,012</b>	<b>1,022</b>

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## ANNUAL REPORT AND ACCOUNTS FOR YEAR ENDED 31 MARCH 2025

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025 (continued)

**7 Creditors: amounts falling due within one year**

	2025	2024	2025	2024	2025	2024
	£	£	£	£	£	£
Creditors	-	-	2,987	1,071	2,987	1,071
	<u>-</u>	<u>-</u>	<u>2,987</u>	<u>1,071</u>	<u>2,987</u>	<u>1,071</u>

**8 Analysis of charitable funds**

	2025	2024	2025	2024	2025	2024
	£	£	£	£	£	£
Fund Brought Forward Balance	3,333	-	46,108	61,662	49,441	61,662
Income for the year	4,666	3,333	34,545	18,080	39,211	21,413
Expenditure for the year	(1,000)	-	(26,348)	(33,634)	(27,348)	(33,634)
Carried forward	<u>6,999</u>	<u>3,333</u>	<u>54,305</u>	<u>46,108</u>	<u>61,304</u>	<u>49,441</u>

**9 Analysis of net assets between funds**

	2025	2024	2025	2024	2025	2024
	£	£	£	£	£	£
Current assets	6,999	3,333	57,292	47,179	64,291	50,512
Creditors due within one year	-	-	(2,987)	(1,071)	(2,987)	(1,071)
	<u>6,999</u>	<u>3,333</u>	<u>54,305</u>	<u>46,108</u>	<u>61,304</u>	<u>49,441</u>

**10 Related party transactions**

The Trust did not enter into any related party transactions either during the financial year or the previous financial year and there were no balances outstanding with any related parties at either balance sheet date.

**KENT MASONIC MUSEUM AND LIBRARY TRUST**

England & Wales - Charity number 1163887

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# Accounts

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# **KENT MASONIC MUSEUM AND LIBRARY TRUST**

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

	<b>Pages</b>
<b>Reference and administrative information</b>	<b>2</b>
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# KENT MASONIC MUSEUM AND LIBRARY TRUST

## REFERENCE AND ADMINISTRATIVE INFORMATION

### General information

The Kent Masonic Museum and Library Trust is a Charitable Incorporated Organisation registered under Charity No. 1163887. It operates under the name of The Kent Museum of Freemasonry from premises at St Peter's Place, Canterbury, Kent CT1 2DA which are owned by the Masonic Province of East Kent. Under the terms of its lease, the Trust pays only a peppercorn rent and the landlord has covenanted to insure the property and keep its main structure and exterior in good repair.

### Trustees

The Trustees during the year ended 31 March 2024 were as follows:

Charles Boxer - Retired on 16/09/2023

Charles Byford - Resigned on 16/09/2023

Ronald Carter - Elected on 16/09/2023

Stephen Fletcher - Elected on 16/09/2023

Peter Hazlewood

Jacqueline Langdon-Bassett - Elected on 16/09/2023

Terry Perkins - Elected on 16/09/2023

Charles Richard Henry Pottle - Retired on 16/09/2023

Richard White - Secretary of the Board

Richard Wingett - Chairman of the Board

Philip Zygmant

At the forthcoming Annual General Meeting (AGM) on 21 September 2024, Peter Hazlewood, Richard White and Richard Wingett will retire by rotation and will stand for re-election as Trustees.

### Independent examiner

Susan Robinson BA FCA FCIE DChA

20 Lychfield Drive

Strood

Kent

ME2 3LY

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024

The Trustees are pleased to present their Annual Report and the Financial Statements of the Trust for the year ended 31 March 2024.

### Structure, governance and management

The Trust is a Charitable Incorporated Organization governed by its Constitution document dated 1 June 2015, as subsequently amended on 16 September 2023. Its objective is to advance public education on the history and benefits of Freemasonry in Kent through the maintenance of the Museum and Library. Membership is open to any Lodge of Freemasons in the Provinces of East Kent and West Kent that has appointed a Museum and Library Ambassador (formally known in the constitution as a Representative).

The Trustees are pleased to present their Annual Report and the Financial Statements of the Trust for the year ended 31 March 2024. The Trustees oversee the Charity's operations and meet regularly to discuss and review its financial and operational affairs. The Board consists of a minimum of three and a maximum of nine Trustees. At the Annual General Meeting, one-third of the Trustees must stand for re-election and may be re-elected up to three consecutive times.

Since opening our doors once again in June 2022 following the covid pandemic, a new team of 8 Trustees has been recruited.

The Board of Trustees has looked at how the Trust should enhance its management team, and expand its membership base.

Accordingly, at the Annual General Meeting this year, the Board will propose that

- the maximum number of Trustees should be increased from 9 to 11, and
- Kent Lodges warranted by the Order of Women Freemasons and the Honourable Fraternity of Ancient Freemasons should also be eligible for membership of the Trust

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity' (PB2).

### Achievement and performance

The Museum and Library adhere to professional standards as an Arts Council England accredited museum. It is entirely volunteer-run, with no remuneration for Trustees or managers. Our dedicated team of volunteer stewards is responsible for welcoming visitors, guiding them through the Museum, and answering their questions.

A new direction has also been set to drive the Museum forwards and out into our local communities. A Marketing and Development Manager has been recruited. Today, we have a permanent seat with Canterbury City Council Business Improvement District Team (BID) so that we may join in with all local events. We now work in partnership with Canterbury Cathedral, Westgate Towers Museum, the University of Kent, Kent Family History Society, the British Museum, Westminster Abbey and many more.

It is this drive out and into our local communities which is key to our future success. We have joined in annual events such as the Canterbury Medieval Pageant where we have over 700 members of the public through the doors in just one day. This pageant is a family fun day and we provide Face Painters and a Balloon Modeller for the children which is proving to be highly successful. We have also joined in the national Heritage Open Days scheme to help celebrate our fantastic history and culture.

We are now attracting many organisations who want to come and visit us. For example, successive Lord Mayors of Canterbury, the Sheriff of Canterbury, Women's Institutes, etc. We also work with Dementia Groups and Headway, a brain injury group. The Museum is viewed as a calm and safe facility that helps in gently stimulating the minds of people who require such services.

We also go out and deliver talks to community groups and to Lodges and Chapters. We also host these visits at the museum.

As we push out further into the communities, we also seek feedback to help us improve. This is helping us to improve our facilities and displays.

One of the questions that we are always asked is 'but you don't allow women to join do you?' I am really pleased to say that the Honourable Fraternity of Ancient Freemasons (HFAF) and the Order of Women Freemasons (OWF) have joined us to help make a difference in terms of our diversity approach.

For some time, we have been underrepresented by women and young people and this is a dynamic that we are clearly keen to change. We have also now recruited our first 18 year old volunteer who is just about to start a three year curatorial degree. He will work alongside our own Curator and we have tasked him to look at the collections from a young person's perspective.

Our library collection consists of many books on freemasonry and also 6,000 books on the history of Kent, its genealogy, heraldry and archaeology donated by the late Dr Teddy Church. Many of our books were printed in the 1500s and are rare. This has ignited a huge interest with academics and many research groups. It is our intention to create a research facility for the public so that we can share our books with the outside world. We have now interviewed and appointed a Library Manager who will help drive this forward.

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024 (continued)

### Achievement and performance (continued)

We have to remember that Canterbury has been the seat of the spiritual head of the Church of England for nearly five centuries. Canterbury's important Unesco World Heritage monuments are the modest Church of St Martin, the oldest church in England, the ruins of the Abbey of St Augustine, a reminder of the saint's evangelising role in the Heptarchy from 597, and Christ Church Cathedral, a breathtaking mixture of Romanesque and Perpendicular Gothic, where Archbishop Thomas Becket was murdered in 1170.

The Kent Museum and Library Trust building nestles within this landscape and plays an important role today in the history of the city.

### Financial review

**Income:** We derive our income mainly from three revenue streams:-

- The Association of Patrons
- Visitor Donations
- One-off from other income streams, including from Lodges, Chapters, and legacies

Our income continues to be stable albeit growing slowly, though this year the Association of Patrons income has reduced by over £1,900. Whilst overall income growth has been slow, it reflects the current UK economic climate that is affecting many organisations and charities today.

**Expenditure:** Since reopening, it has been necessary to spend money on the following:-

- Repairs and maintenance
- Development of a new web site
- Improved presentation and display of our collections, and
- Community engagement events

The Kent Museum of Freemasonry together with the University of Kent in Canterbury and Kent Scouts, are thrilled to announce the creation of the Dr Teddy Church Bursary Fund. This distinguished award honours Dr Church, a Freemason, devoted GP, and avid collector of Kentish history, genealogy, and heraldry.

The Bursary aims to support young people. In East Kent, it will assist students embarking on their academic journey in History at the University of Kent. In West Kent, it will help families purchase Scout uniforms and fund attendance at Scout camps.

In addition to funds set aside by the Trust, the Bursary scheme is funded by the provinces of both East and West Kent as well as a donation received from the Church family trust.

### Going concern

The Trustees have a reasonable expectation that the Charity has adequate resources to operate for the foreseeable future and therefore have continued to adopt the going concern basis in preparing these financial statements. Further details regarding the adoption of the going concern basis are given in the Accounting Policies.

### Reserves policy

The Trustees have a reasonable expectation that the Charity has adequate resources to operate for the foreseeable future and therefore have continued to adopt the going concern basis in preparing these financial statements. The Trustees aim to maintain free reserves in unrestricted funds at a level sufficient to enable the Charity to continue operations for the foreseeable future. Of the unrestricted funds, the Trustees have a policy of maintaining a minimum level of £40,000, approximately enough to cover two years of running costs, to provide for any emergencies and other exceptional items. The current free reserves are £46,108.

### Future plans

The Trustees have established the following strategic objectives for the future of the Trust:-

- to ensure the continued Arts Council Accreditation
- to increase the number of Patrons
- to increase the number of volunteer stewards, to enable the Museum open more regularly
- to establish and maintain links with academic and other relevant institutions in Kent
- to set up systems to make the Library available to researchers

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2024 (continued)

### Statement of the Trustees' responsibilities

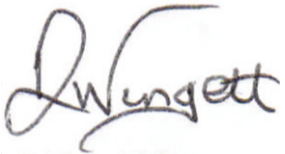
The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its income and expenditure for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures 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 adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Constitution. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees



Richard Wingett

Chairman

21 August 2024

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2024

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024 which are set out on pages 7 to 12.

### Responsibilities and basis of the report

As the charity's trustees you are responsible for the preparation of its accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity'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 2011 Act.

### Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared the accounts in accordance with 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 (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that, in any material respect:

- a. accounting records were not kept in respect of the charity, as required by section 130 of the 2011 Act, or
- b. the accounts do not accord with those records, or
- c. the accounts do 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 to enable a proper understanding of the accounts to be reached.

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work or this report.



Susan Robinson BA FCA FCIE DChA  
20 Lychfield Drive, Strood, Kent, ME2 3LY  
Independent Examiner

Date: 24 August 2024

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING THE

### INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2024

	Note	Restricted Funds (Church Bursary)		Unrestricted Funds		Total	
		2024 £	2023 £	2024 £	2023 £	2024 £	2023 £
<b>INCOME FROM:</b>							
Donations received	2	1,667	-	19,008	18,973	20,675	18,973
Transfer between funds	2	1,666	-	(1,666)	-	-	-
Charitable activities	3	-	-	140	1,800	140	1,800
Interest received		-	-	3	1	3	1
AGM Lunch sales		-	-	595	-	595	-
Shop sales	6	-	-	-	290	-	290
<b>Total income</b>		<b>3,333</b>	<b>-</b>	<b>18,080</b>	<b>21,064</b>	<b>21,413</b>	<b>21,064</b>
<b>EXPENDITURE ON:</b>							
Charitable activities	4	-	-	32,863	22,666	32,863	22,666
Cost of AGM Lunches		-	-	771	-	771	-
Shop cost of sales and write-offs	6	-	-	-	500	-	500
<b>Total expenditure</b>		<b>-</b>	<b>-</b>	<b>33,634</b>	<b>23,166</b>	<b>33,634</b>	<b>23,166</b>
<b>NET (DECREASE) / INCREASE IN FUNDS</b>		<b>3,333</b>	<b>-</b>	<b>(15,554)</b>	<b>(2,102)</b>	<b>(12,221)</b>	<b>(2,102)</b>
<b>RECONCILIATION OF FUNDS</b>							
Total funds brought forward		-	-	61,662	63,764	61,662	63,764
Net (decrease) / increase in funds		3,333	-	(15,554)	(2,102)	(12,221)	(2,102)
<b>Total funds carried forward</b>		<b>3,333</b>	<b>-</b>	<b>46,108</b>	<b>61,662</b>	<b>49,441</b>	<b>61,662</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

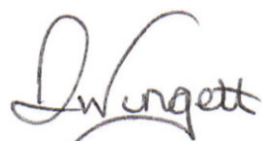
The notes on pages 9 to 12 form part of these financial statements.

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## BALANCE SHEET AS AT 31 MARCH 2024

	Note	Restricted Funds (Church Bursary)		Unrestricted Funds		Total	
		2024 £	2023 £	2024 £	2023 £	2024 £	2023 £
<b>CURRENT ASSETS</b>							
Debtors	7	-	-	1,022	3,022	1,022	3,022
Cash at bank and in hand		3,333	-	46,157	59,990	49,490	59,990
		<u>3,333</u>	<u>-</u>	<u>47,179</u>	<u>63,012</u>	<u>50,512</u>	<u>63,012</u>
<b>CREDITORS</b>							
Amounts falling due within one year	8	-	-	(1,071)	(1,350)	(1,071)	(1,350)
<b>NET ASSETS</b>		<u>3,333</u>	<u>-</u>	<u>46,108</u>	<u>61,662</u>	<u>49,441</u>	<u>61,662</u>
<b>CHARITY FUNDS</b>							
Fund balances	9	3,333	-	46,108	61,662	49,441	61,662
<b>TOTAL FUNDS</b>		<u>3,333</u>	<u>-</u>	<u>46,108</u>	<u>61,662</u>	<u>49,441</u>	<u>61,662</u>

These financial statements were approved by the Board of Trustees on 21 August 2024 and are signed on behalf of the Board by:



**Richard Wingett**  
Chairman  
21 August 2024

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 1 Accounting policies

#### 1.1 Basis of preparation of the financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) 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 (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a "true and fair" view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a "true and fair" view. This departure has involved following the Charities SORP (FRS 102).

Kent Masonic Museum and Library Trust meets the definition of a public benefit entity under FRS 102 and its financial statements are presented in sterling. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

#### 1.2 Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of any of the Charity's purposes. Restricted funds are subject to specific restrictions on their use, either imposed by a donor or through the terms of an appeal. During the course of this year a new "Church Bursary" fund, named in honour of the late Dr WE Church, has been established to provide annual bursaries to students at the University of Kent in Canterbury and to youth members of Kent Scouts. Contracts to this effect have been agreed in writing with the University of Kent in Canterbury and Kent Scouts.

#### 1.3 Disclosure exemptions

The Trust is a small charity, as defined by FRS 102, and has taken advantage of the exemption available in paragraph 1.12 of FRS 102 not to present a cash flow statement.

#### 1.4 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern. Thus, taking into consideration the Charity's level of reserves, the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.5 Income

Income is recognised once the Trust is entitled to it, it is probable that it will be received and the amount can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

#### 1.6 Expenditure

Expenditure is recognised when there is a legal or constructive obligation to transfer an economic benefit to a third party, it is probable that such a transfer will be required in settlement and the amount can be measured reliably.

#### 1.7 Interest receivable

Interest on funds held on deposit is recognised when it is receivable and when the amount can be measured reliably, which is normally when it has been notified by the bank.

#### 1.8 Heritage assets

The Trust's heritage assets comprise its collection of paintings, objets d'art, jewels, books and other artefacts held at the Museum and Library. These are primarily related to the history and development of Freemasonry and have all been donated to the Trust or to its predecessor organisations. An inventory of heritage assets is maintained but it is considered that the cost of their valuation would not give a commensurate benefit to the users of these financial statements and therefore they are not recognised in these financial statements.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 1 Accounting policies (continued)

#### 1.9 Tangible fixed assets

Tangible fixed assets owned by the Trust comprise fixtures and fittings used to store and display its heritage assets, together with furniture, equipment and improvements to its premises. These have either been donated or purchased and in the latter case it is the Trust's policy to write such expenditure off in the year it is incurred. Thus tangible fixed assets are not recognised in these financial statements.

#### 1.10 Financial instruments

The Trust only has financial assets and liabilities which qualify as basic financial instruments. These are stated at their initial transaction values, subsequently adjusted to their settlement values where appropriate.

#### 1.11 Debtors

Trade and other debtors are stated at their settlement amounts, net of any trade discounts. Prepayments are valued at the proportionate net amount prepaid.

#### 1.12 Cash at bank and in hand

Cash at bank and in hand comprises cash and bank balances maturing in one month or less.

#### 1.13 Liabilities

Liabilities are recognised when there is an obligation resulting from a prior event, it is probable that a transfer of economic benefit will be required in settlement and the amount of such settlement can be reliably estimated. They are stated at the amounts which the Trustees believe the Trust will eventually pay to settle such obligations.

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

	Restricted Funds (Church Bursary)		Unrestricted Funds		Total	
	2024 £	2023 £	2024 £	2023 £	2024 £	2023 £
<b>2 Income from donations received</b>						
Association of Patrons (AoP) donations	-	-	13,542	15,496	13,542	15,496
Other donations	1,667	-	5,466	3,477	7,133	3,477
	<b>1,667</b>	<b>-</b>	<b>19,008</b>	<b>18,973</b>	<b>20,675</b>	<b>18,973</b>
<b>Exceptional income / transfer between funds</b>						
Transfer of funds to Church Bursary	1,666	-	(1,666)	-	-	-
	<b>1,666</b>	<b>-</b>	<b>(1,666)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>3 Income from charitable activities</b>						
Lecture fees received	-	-	140	650	140	650
Commission from the East Kent Regalia S	-	-	-	1,000	-	1,000
Commission from On The Square Regalia	-	-	-	150	-	150
	<b>-</b>	<b>-</b>	<b>140</b>	<b>1,800</b>	<b>140</b>	<b>1,800</b>
<b>4 Expenditure on charitable activities</b>						
<b>Regular direct costs</b>						
Repairs and maintenance	-	-	5,093	4,235	5,093	4,235
Gas, electricity and water	-	-	3,851	3,390	3,851	3,390
Business rates	-	-	583	1,190	583	1,190
Cleaning	-	-	1,826	1,851	1,826	1,851
Telephone and broadband	-	-	490	489	490	489
IT costs	-	-	4,120	2,466	4,120	2,466
Development of new web site	-	-	4,663	-	4,663	-
Marketing, outreach and AoP costs	-	-	2,868	1,158	2,868	1,158
Health and safety costs	-	-	227	223	227	223
Book repairs & reprinting	-	-	380	2,795	380	2,795
Furniture & equipment	-	-	670	537	670	537
New map preservation cabinet	-	-	4,242	-	4,242	-
Gifts and presentations	-	-	280	-	280	-
Other costs	-	-	3,544	1,212	3,544	1,212
	<b>-</b>	<b>-</b>	<b>32,837</b>	<b>19,546</b>	<b>32,837</b>	<b>19,546</b>
<b>Exceptional direct costs</b>						
Rubbish removal	-	-	-	(250)	-	(250)
Refurbishment costs	-	-	-	2,520	-	2,520
	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,270</b>	<b>-</b>	<b>2,270</b>
<b>Support costs</b>						
Independent examiner's fee	-	-	26	850	26	850
<b>Total costs</b>	<b>-</b>	<b>-</b>	<b>32,863</b>	<b>22,666</b>	<b>32,863</b>	<b>22,666</b>

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

### 5 Trustees' expenses

No Trustees received any remuneration or benefits in kind in the current or previous year. During the year six Trustees were reimbursed expenses totalling £3,525.73 (2023: £1,071 to four Trustees).

	Restricted Funds (Church Bursary)		Unrestricted Funds		Total	
	2024 £	2023 £	2024 £	2023 £	2024 £	2023 £
<b>6 (Loss) from shop</b>						
Sale of masonic regalia, clothing and ritual book:	-	-	-	-	-	-
Sale of duplicate books	-	-	-	290	-	290
Total sales	-	-	-	290	-	290
Cost of sales and stock written off	-	-	-	(500)	-	(500)
Net (loss)	-	-	-	(210)	-	(210)
<b>7 Debtors</b>						
Prepayments and accrued income	-	-	1	1,563	1,563	1,563
Gift Aid recoverable	-	-	1,021	1,459	1,459	1,459
	-	-	1,022	3,022	3,022	3,022
<b>8 Creditors: amounts falling due within one year</b>						
Creditors	-	-	1,071	1,350	1,350	1,350
	-	-	1,071	1,350	1,350	1,350
<b>9 Analysis of charitable funds</b>						
Fund Brought Forward Balance	-	-	61,662	63,764	61,662	63,764
Income for the year	3,333	-	18,080	21,064	21,413	21,064
Expenditure for the year	-	-	(33,634)	(23,166)	(33,634)	(23,166)
Carried forward	3,333	-	46,108	61,662	49,441	61,662
<b>10 Analysis of net assets between funds</b>						
Current assets	3,333	-	47,179	63,012	50,512	63,012
Creditors due within one year	-	-	(1,071)	(1,350)	(1,071)	(1,350)
	3,333	-	46,108	61,662	49,441	61,662
<b>11 Related party transactions</b>						

The Trust did not enter into any related party transactions either during the financial year or the previous financial year and there were no balances outstanding with any related parties at either balance sheet date.

**KENT MASONIC MUSEUM AND LIBRARY TRUST**

England & Wales - Charity number 1163887

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# Accounts

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**Charity number: 1163887**

**Kent Masonic Museum and Library Trust**

**Trustees' report and financial statements**

**for the year ended 31 March 2023**

# **KENT MASONIC MUSEUM AND LIBRARY TRUST**

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023**

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<b>Reference and administrative information</b>	<b>2</b>
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# KENT MASONIC MUSEUM AND LIBRARY TRUST

## REFERENCE AND ADMINISTRATIVE INFORMATION

### General information

The Kent Masonic Museum and Library Trust is a Charitable Incorporated Organisation registered under Charity No. 1163887. It operates under the name of The Kent Museum of Freemasonry from premises at St Peter's Place, Canterbury, Kent CT1 2DA which are owned by the Masonic Province of East Kent. Under the terms of its lease, the Trust pays only a peppercorn rent and the landlord has covenanted to insure the property and keep its main structure and exterior in good repair.

### Trustees

The Trustees during the year ended 31 March 2023 were as follows:

Richard Wingett - appointed Chairman 16 May 2022

Charles Boxer

Charles Pottle

Charles Byford - Treasurer

Richard White - appointed Secretary 22 September 2022

(appointed 22 September 2022)

Peter Hazlewood

(appointed 22 September 2022)

Philip Zygmant

(appointed 22 September 2022)

John Andrews - former Secretary

(resigned 17 September 2022)

Roger Waltham - former Chairman

(resigned 16 May 2022)

David Tyler - former Deputy Chairman

(resigned 16 May 2022)

Peter West - former Chief Executive

(resigned 4 April 2022)

Following the year end:

On 25 May 2023 Charles Byford resigned as Treasurer and Peter O'Donnell was appointed as Treasurer.

At the forthcoming Annual General Meeting (AGM) on 16 September 2023, Peter O'Donnell will offer his resignation and will stand for re-election as a Trustee. Charles Byford and Charles Pottle will also offer their resignations as Trustees but will not be seeking re-election.

### Independent examiner

Susan Robinson BA FCA FCIE DChA

Kreston Reeves LLP, Chartered Accountants

Montague Place

Quayside

Chatham Maritime

Chatham ME4 4QU

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023

The Trustees are pleased to present their Annual Report and the Financial Statements of the Trust for the year ended 31 March 2023.

### **Structure, governance and management**

The Trust is a Charitable Incorporated Organisation, governed by its Constitution document dated 1 June 2015. Its objective is to advance public education of the history and benefits of Freemasonry in Kent through the maintenance of the Museum and Library. Membership is open to any Lodge of Freemasons in the Provinces of East Kent and West Kent which has appointed a Museum and Library Ambassador.

The Trustees manage the affairs of the Charity and meet regularly to discuss and review its financial and operational affairs. There are a maximum of nine Trustees and a minimum of three and at the Annual General Meeting a third must stand for re-election and may stand for re-election up to a maximum of three consecutive times.

### **Achievement and performance**

The Museum and Library operates to professional standards as an Arts Council England accredited museum. It is run entirely by volunteers and none of its Trustees or managers receive any remuneration. The day to day work of meeting visitors, showing them the Museum and answering their questions falls to our excellent team of voluntary stewards.

Following our closure during the Covid 19 pandemic, we re-opened the museum in the summer of 2022 and have been working hard to populate our cabinets with interesting exhibits. However, the disruption caused by the pandemic and by our enforced closure has meant that some of our volunteer stewards have not returned to work at the museum, and so, like many charities which are reliant on volunteers, we have only been able to open to the public on a limited number of days.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity' (PB2).

### **Financial review**

The Trust's Income and Expenditure Account showed a deficit of £2,102 for the year, resulting in Unrestricted Funds of £61,662 at 31 March 2023. There were no Restricted Funds.

Income to the Trust's Unrestricted Funds was £21,064, compared to £29,562 in the previous year, which included a £12,000 Covid-19 government grant. Donations from the Association of Patrons scheme were £15,496, very close to those in the previous year. However, following our re-opening, other donations, primarily from visitors to the museum, increased significantly to £3,477. Income from charitable activities, primarily lecture fees and commission received from the East Kent Regalia Scheme run by Brian Blake, totalled £1,800, slightly ahead of the previous year.

Expenditure on charitable activities was £22,666, down from £28,288 in the previous year due mainly to much reduced exceptional costs for the refurbishment and redecoration of our building. Most of the increase in regular direct costs from £13,657 to £19,546 was the a result of our re-opening but they also included £2,795 for the repair of about a dozen valuable mostly eighteenth century books.

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023 (continued)

### Financial review (continued)

We have finally written off the residual £500 stock of our former shop as this is unlikely to be realised in the foreseeable future.

### Going concern

The Trustees have a reasonable expectation that the Charity has adequate resources to operate for the foreseeable future and therefore have continued to adopt the going concern basis in preparing these financial statements. Further details regarding the adoption of the going concern basis are given in the Accounting Policies.

### Reserves policy

In order to cover both the coming year's regular expenses and any exceptional maintenance costs, the Trustees aim to maintain reserves of unrestricted funds of £40,000. Reserves in excess of this amount will be used to invest in the infrastructure of the museum and library and to purchase artefacts and books when appropriate.

### Future plans

The Trustees have established the following strategic objectives for the future of the Trust:-

- to ensure the continued Arts Council Accreditation
- to increase the number of Patrons
- to increase the number of volunteer stewards, to enable the Museum open more regularly
- to establish and maintain links with academic and other relevant institutions in Kent
- to set up systems to make the Library available to researchers

### Statement of the Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Report and the 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 Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its income and expenditure for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures 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;

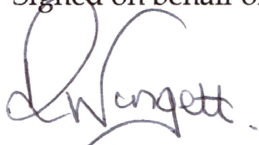
# KENT MASONIC MUSEUM AND LIBRARY TRUST

## TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023 (continued)

### Statement of the Trustees' responsibilities (continued)

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Memorandum of Association. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees

A handwritten signature in black ink, appearing to read 'Richard Wingett', with a small flourish at the end.

Richard Wingett

Chairman

25 May 2023

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2023

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2023 which are set out on pages 7 to 13.

### Responsibilities and basis of the report

As the charity's trustees you are responsible for the preparation of its accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity'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 2011 Act.

### Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared the accounts in accordance with 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 (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2019.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that, in any material respect:

- a. accounting records were not kept in respect of the charity, as required by section 130 of the 2011 Act, or
- b. the accounts do not accord with those records, or
- c. the accounts do 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 to enable a proper understanding of the accounts to be reached.

This report is made solely to the charity's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work or this report.



Susan Robinson BA FCA FCIE DChA MCMI  
Kreston Reeves LLP, Chartered Accountants  
Date: 25 May 2023

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

	Note	2023 £	2022 £
<b>INCOME FROM:</b>			
Donations received	2	18,973	15,691
Government Covid-19 grant		-	12,000
Charitable activities	3	1,800	1,750
Interest received		1	-
Shop sales	6	290	121
<b>Total income</b>		<b>21,064</b>	<b>29,562</b>
<b>EXPENDITURE ON:</b>			
Charitable activities	4	22,666	28,288
Shop cost of sales and write-offs	6	500	495
<b>Total expenditure</b>		<b>23,166</b>	<b>28,783</b>
<b>NET (DECREASE) / INCREASE IN FUNDS</b>		<b>(2,102)</b>	<b>779</b>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		63,764	62,985
Net (decrease) / increase in funds		(2,102)	779
<b>Total funds carried forward</b>		<b>61,662</b>	<b>63,764</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

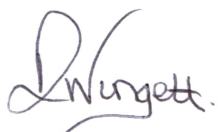
The notes on pages 9 to 13 form part of these financial statements.

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## BALANCE SHEET AS AT 31 MARCH 2023

	Note	2023 £	2022 £
<b>CURRENT ASSETS</b>			
Former shop stock		-	500
Debtors	7	3,022	2,589
Cash at bank and in hand		59,990	64,633
		<u>63,012</u>	<u>67,722</u>
<b>CREDITORS</b>			
Amounts falling due within one year	8	(1,350)	(3,958)
<b>NET ASSETS</b>		<u><b>61,662</b></u>	<u><b>63,764</b></u>
<b>CHARITY FUNDS</b>			
Unrestricted funds	9	61,662	63,764
<b>TOTAL FUNDS</b>		<u><b>61,662</b></u>	<u><b>63,764</b></u>

These financial statements were approved by the Board of Trustees on 25 May 2023 and are signed on behalf of the Board by:



**Richard Wingett**  
Chairman

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

### 1 Accounting policies

#### 1.1 Basis of preparation of the financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) 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 (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a "true and fair" view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a "true and fair" view. This departure has involved following the Charities SORP (FRS 102).

Kent Masonic Museum and Library Trust meets the definition of a public benefit entity under FRS 102 and its financial statements are presented in sterling. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

#### 1.2 Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of any of the Charity's purposes. Restricted funds are subject to specific restrictions on their use, either imposed by a donor or through the terms of an appeal. In both the current and the previous year all of the Charity's funds were unrestricted.

#### 1.3 Disclosure exemptions

The Trust is a small charity, as defined by FRS 102, and has taken advantage of the exemption available in paragraph 1.12 of FRS 102 not to present a cash flow statement.

#### 1.4 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern. Thus, taking into consideration the Charity's level of reserves, the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.5 Income

Income is recognised once the Trust is entitled to it, it is probable that it will be received and the amount can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

## 1 Accounting policies (continued)

### 1.6 Expenditure

Expenditure is recognised when there is a legal or constructive obligation to transfer an economic benefit to a third party, it is probable that such a transfer will be required in settlement and the amount can be measured reliably.

### 1.7 Interest receivable

Interest on funds held on deposit is recognised when it is receivable and when the amount can be measured reliably, which is normally when it has been notified by the bank.

### 1.8 Heritage assets

The Trust's heritage assets comprise its collection of paintings, objets d'art, jewels, books and other artefacts held at the Museum and Library. These are primarily related to the history and development of Freemasonry and have all been donated to the Trust or to its predecessor organisations. An inventory of heritage assets is maintained but it is considered that the cost of their valuation would not give a commensurate benefit to the users of these financial statements and therefore they are not recognised in these financial statements.

### 1.9 Tangible fixed assets

Tangible fixed assets owned by the Trust comprise fixtures and fittings used to store and display its heritage assets, together with furniture, equipment and improvements to its premises. These have either been donated or purchased and in the latter case it is the Trust's policy to write such expenditure off in the year it is incurred. Thus tangible fixed assets are not recognised in these financial statements.

### 1.10 Financial instruments

The Trust only has financial assets and liabilities which qualify as basic financial instruments. These are stated at their initial transaction values, subsequently adjusted to their settlement values where appropriate.

### 1.11 Debtors

Trade and other debtors are stated at their settlement amounts, net of any trade discounts. Prepayments are valued at the proportionate net amount prepaid.

### 1.12 Cash at bank and in hand

Cash at bank and in hand comprises cash and bank balances maturing in one month or less.

### 1.13 Liabilities

Liabilities are recognised when there is an obligation resulting from a prior event, it is probable that a transfer of economic benefit will be required in settlement and the amount of such settlement can be reliably estimated. They are stated at the amounts which the Trustees believe the Trust will eventually pay to settle such obligations.

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

### 2 Income from donations received

	2023	2022
	£	£
Association of Patrons (AoP) donations	15,496	15,669
Other donations	3,477	22
	<b>18,973</b>	<b>15,691</b>

### 3 Income from charitable activities

	2023	2022
	£	£
Lecture fees received	650	150
Commission from the East Kent Regalia Scheme	1,000	1,600
Commission from On The Square Regalia	150	-
	<b>1,800</b>	<b>1,750</b>

### 4 Expenditure on charitable activities

	2023	2022
	£	£
<b>Regular direct costs</b>		
Repairs and maintenance	4,235	2,009
Gas, electricity and water	3,390	2,696
Business rates	1,190	608
Cleaning	1,851	960
Telephone and broadband	489	478
IT costs	2,466	3,484
Marketing, outreach and AoP costs	1,158	1,539
Health and safety costs	223	1,554
Book repairs	2,795	-
Furniture & equipment	537	-
Other costs	1,212	329
	19,546	13,657
<b>Exceptional direct costs</b>		
Protection, removal and storage of artefacts	-	3,695
Security	-	1,260
Container rental	-	640
Redecoration of railings and gates	-	3,900
Rubbish removal	(250)	1,137
Refurbishment costs	2,520	3,165
	2,270	13,797
<b>Support costs</b>		
Independent examiner's fee	850	834
<b>Total costs</b>	<b>22,666</b>	<b>28,288</b>

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

### 5 Trustees' expenses

No Trustees received any remuneration or benefits in kind in the current or previous year. During the year four Trustees were reimbursed expenses totalling £1,071 (2022: £2,504 to three Trustees).

### 6 (Loss) from shop

	2023	2022
	£	£
Sale of masonic regalia, clothing and ritual books	-	21
Sale of duplicate books	290	100
Total sales	<u>290</u>	<u>121</u>
Cost of sales and stock written off	(500)	(495)
Net (loss)	<u>(210)</u>	<u>(374)</u>

### 7 Debtors

	2023	2022
	£	£
Prepayments and accrued income	1,563	1,620
Gift Aid recoverable	1,459	969
	<u>3,022</u>	<u>2,589</u>

### 8 Creditors: amounts falling due within one year

	2023	2022
	£	£
Accrued redecoration and damp proofing	-	2,220
Other accruals	1,350	1,738
	<u>1,350</u>	<u>3,958</u>

### 9 Analysis of charitable funds

	2023	2022
	£	£
<b>Unrestricted funds:</b>		
Brought forward	63,764	62,985
Income for the year	21,064	29,562
Expenditure for the year	(23,166)	(28,783)
Carried forward	<u>61,662</u>	<u>63,764</u>

There were no restricted funds in either year.

### 10 Analysis of net assets between funds

	2023	2022
	£	£
<b>Unrestricted funds:</b>		
Current assets	63,012	67,722
Creditors due within one year	(1,350)	(3,958)
	<u>61,662</u>	<u>63,764</u>

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

### **11 Related party transactions**

The Trust did not enter into any related party transactions either during the financial year or the previous financial year and there were no balances outstanding with any related parties at either balance sheet date.

**KENT MASONIC MUSEUM AND LIBRARY TRUST**

England & Wales - Charity number 1163887

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# Accounts

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**Charity number: 1163887**

**Kent Masonic Museum and Library Trust**

**Trustees' report and financial statements**

**for the year ended 31 March 2022**

# **KENT MASONIC MUSEUM AND LIBRARY TRUST**

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

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# **KENT MASONIC MUSEUM AND LIBRARY TRUST**

## **REFERENCE AND ADMINISTRATIVE INFORMATION**

### **General information**

The Kent Masonic Museum and Library Trust is a Charitable Incorporated Organization registered under Charity No. 1163887. It operates under the name of The Kent Museum of Freemasonry from premises at St Peter's Place, Canterbury, Kent CT1 2DA which are owned by the Masonic Province of East Kent. Under the terms of its lease, the Trust pays only a peppercorn rent and the landlord has covenanted to insure the property and keep its main structure and exterior in good repair.

### **Trustees**

The Trustees during the year ended 31 March 2022 were as follows:

Roger Waltham - Chairman	(resigned 16 May 2022)
David Tyler - Deputy Chairman	(resigned 16 May 2022)
Peter West - Chief Executive	(resigned 4 April 2022)
John Andrews - Secretary	
Charles Byford - Treasurer	
Richard Wingett	(appointed 27 March 2022)
Charles Boxer	
Charles Pottle	

Richard Wingett was appointed Chairman on 16 May 2022.

At the forthcoming Annual General Meeting (AGM) on 17 September 2022, John Andrews will offer his resignation and will not be standing for re-election, and Charles Byford will offer his resignation and will stand for re-election.

### **Independent examiner**

Kreston Reeves LLP  
Chartered Accountants  
Montague Place  
Quayside  
Chatham Maritime  
Chatham ME4 4QU

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022

The Trustees are pleased to present their Annual Report and the Financial Statements of the Trust for the year ended 31 March 2022.

### **Structure, governance and management**

The Trust is a Charitable Incorporated Organization, governed by its Constitution document dated 1 June 2015. Its objective is to advance public education of the history and benefits of Freemasonry in Kent through the maintenance of the Museum and Library. Membership is open to any Lodge of Freemasons in the Provinces of East Kent and West Kent which has appointed a Museum and Library Ambassador.

The Trustees manage the affairs of the Charity and meet regularly to discuss and review its financial and operational affairs. There are a maximum of nine Trustees and a minimum of three and at the Annual General Meeting a third must stand for re-election and may stand for re-election up to a maximum of three consecutive times.

### **Achievement and performance**

The Museum and Library operates to professional standards as an Arts Council England accredited museum. It is run entirely by volunteers and none of its Trustees or managers receive any remuneration. The day to day work of meeting visitors, showing them the Museum and answering their questions falls to our excellent team of voluntary stewards.

Since March 2020 the Museum and Library has been closed due to the Covid 19 pandemic which also delayed the major repairs to our roof. This work has now been carried out by our landlord, the Province of East Kent, and it has been confirmed that the roof and ceiling are now both safe and waterproof. We are therefore proceeding with our plan to re-open the museum around the end of June. All of our exhibits have now been brought back from storage and all of our cabinets have been populated with interesting exhibits. However, the disruption caused by the pandemic and by our enforced closure has meant that many of the volunteer stewards upon whom we rely will not be returning to work at the museum, and so, as a result it is unlikely that we will initially be able to open to the public for more than a few days a week.

On a more positive note, we have recruited a new communications team headed by Peter Hazlewood who are currently revamping our website. We have also been looking more closely at our research library of over 14,000 items. We have sold a number of duplicate books and are planning to restore some of the 16th and 17th century gems in our Masonic collection. Our objective is that soon after we reopen, the whole library will be available for potential visitors to search titles on-line prior to visiting and that the museum and library will re-establish itself as both an educational resource and a favourite on the Canterbury tourist trail.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity' (PB2).

### **Financial review**

The Charity's Income and Expenditure Account showed a surplus of £779 for the year, resulting in Unrestricted Funds of £63,764 at 31 March 2022. There were no Restricted Funds.

# **KENT MASONIC MUSEUM AND LIBRARY TRUST**

## **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (continued)**

### **Financial review (continued)**

Income to the Trust's Unrestricted Funds was £29,562, compared to £41,840 in the previous year. For the second year running, the government's Covid grant of £12,000 was a very significant contribution to income. Despite the closure of the Museum and Library for the whole year due to Covid restrictions, donations from the Association of Patrons scheme increased slightly to £15,669 and commission received from the East Kent Regalia Scheme run by Brian Blake increased to £1,600. However, as was to be expected, other sources of income were minimal.

Expenditure on charitable activities was £28,288, up from £12,457 in the previous year due mainly to £13,797 of exceptional costs relating to the refurbishment and redecoration, as detailed in note 4. Regular direct costs increased from £9,552 to £13,657, mostly due to increased marketing, IT, cleaning and health and safety costs prior to re-opening and the re-introduction of business rates.

Due to our continued closure we have not been able to realise the residual stock of the former museum shop. This stock has therefore been written down by a further £495 to £500. As stated previously, the Trustees hope to realise this through private sales and auctions.

### **Going concern**

The Trustees have a reasonable expectation that the Charity has adequate resources to operate for the foreseeable future and therefore have continued to adopt the going concern basis in preparing these financial statements. Further details regarding the adoption of the going concern basis are given in the Accounting Policies.

### **Reserves policy**

The Trustees aim to maintain free reserves in unrestricted funds at a level which is sufficient to enable the Charity to continue in operation for the foreseeable future.

### **Future plans**

The Trustees will continue to support the activities of the Charity for the foreseeable future.

### **Statement of the Trustees' responsibilities**

The Trustees are responsible for preparing the Trustees' Report and the 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 Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its income and expenditure for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;

# KENT MASONIC MUSEUM AND LIBRARY TRUST

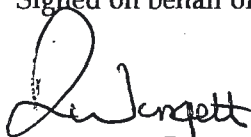
## TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022 (continued)

### Statement of the Trustees' responsibilities (continued)

- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures 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 adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Memorandum of Association. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees



Richard Wingett

Chairman

13 June 2022

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2022

I report to the Trustees of the Charity on my examination of the accounts of the Trust for the year ended 31 March 2022.

### Responsibilities and basis of the report

As the Trustees of the Charity you are responsible for the preparation of its accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act). I report upon my independent examination of the Charity'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 2011 Act.

### Independent examiner's statement

The Charity's accounts have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, 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 in October 2019.

I have completed my examination and can confirm that no matters have come to my attention in connection with the examination which give me cause to believe that, in any material respect:

- a. Accounting records were not maintained in respect of the Charity, as required by section 130 of the 2011 Act, or
- b. The accounts do not accord with those accounting records, or
- c. The accounts do not comply with the requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008, other than the requirement that such accounts give a 'true and fair view' which is not a matter considered in 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 to enable a proper understanding of the accounts to be reached.



Susan Robinson BA FCA FCIE DChA MCMI  
Kreston Reeves LLP  
Chartered Accountants  
Chatham Maritime  
Date: 17/06/2022

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

	Note	2022 £	2021 £
<b>INCOME FROM:</b>			
Donations received	2	15,691	15,477
Government Covid-19 grant		12,000	25,000
Charitable activities	3	1,750	1,275
Museum shop sales	5	121	88
<b>Total income</b>		<b>29,562</b>	<b>41,840</b>
<b>EXPENDITURE ON:</b>			
Charitable activities	4	28,288	12,457
Museum shop cost of sales and write-offs	5	495	2,043
<b>Total expenditure</b>		<b>28,783</b>	<b>14,500</b>
<b>NET INCREASE IN FUNDS</b>		<b>779</b>	<b>27,340</b>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		62,985	35,645
Net increase in funds		779	27,340
<b>Total funds carried forward</b>		<b>63,764</b>	<b>62,985</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 9 to 12 form part of these financial statements.

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## BALANCE SHEET AS AT 31 MARCH 2022

	Note	2022 £	2021 £
<b>CURRENT ASSETS</b>			
Former shop stock		500	995
Debtors	6	2,589	2,941
Cash at bank and in hand		64,633	60,393
		<u>67,722</u>	<u>64,329</u>
<b>CREDITORS</b>			
Amounts falling due within one year	7	(3,958)	(1,344)
<b>NET ASSETS</b>		<u>63,764</u>	<u>62,985</u>
<b>CHARITY FUNDS</b>			
Unrestricted funds	8	63,764	62,985
<b>TOTAL FUNDS</b>		<u>63,764</u>	<u>62,985</u>

These financial statements were approved by the Board of Trustees on 13 June 2022 and are signed on behalf of the Board by:



Richard Wingett  
Chairman

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### 1 Accounting policies

#### 1.1 Basis of preparation of the financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) 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 (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a "true and fair" view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a "true and fair" view. This departure has involved following the Charities SORP (FRS 102).

Kent Masonic Museum and Library Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

#### 1.2 Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of any of the Charity's purposes. Restricted funds are subject to specific restrictions on their use, either imposed by a donor or through the terms of an appeal. In both the current and the previous year all of the Charity's funds were unrestricted.

#### 1.3 Disclosure exemptions

The Trust is a small charity, as defined by FRS 102, and has taken advantage of the exemption available in paragraph 1.12 of FRS 102 not to present a cash flow statement.

#### 1.4 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern. Thus, taking into consideration the Charity's level of reserves, the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.5 Income

Income is recognised once the Trust is entitled to it, it is probable that it will be received and the amount can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### 1 Accounting policies (continued)

#### 1.6 Expenditure

Expenditure is recognised when there is a legal or constructive obligation to transfer an economic benefit to a third party, it is probable that such a transfer will be required in settlement and the amount can be measured reliably.

#### 1.7 Interest receivable

Interest on funds held on deposit is recognised when it is receivable and when the amount can be measured reliably, which is normally when it has been notified by the bank.

#### 1.8 Heritage assets

The Trust's heritage assets comprise its collection of paintings, objets d'art, jewels, books and other artefacts held at the Museum and Library. These are primarily related to the history and development of Freemasonry and have all been donated to the Trust or to its predecessor organisations. An inventory of heritage assets is maintained but it is considered that the cost of their valuation would not give a commensurate benefit to the users of these financial statements and therefore they are not recognised in these financial statements.

#### 1.9 Tangible fixed assets

Tangible fixed assets owned by the Trust comprise fixtures and fittings used to store and display its heritage assets, together with furniture, equipment and improvements to its premises. These have either been donated or purchased and in the latter case it is the Trust's policy to write such expenditure off in the year it is incurred. Thus tangible fixed assets are not recognised in these financial statements.

#### 1.10 Financial instruments

The Trust only has financial assets and liabilities which qualify as basic financial instruments. These are stated at their initial transaction values, subsequently adjusted to their settlement values where appropriate.

#### 1.11 Former shop stock

The remaining stock of the former shop, which comprises books, masonic regalia, clothing and other items, is held at the lower of cost and estimated net realisable value.

#### 1.12 Debtors

Trade and other debtors are stated at their settlement amounts, net of any trade discounts. Prepayments are valued at the proportionate net amount prepaid.

#### 1.13 Cash at bank and in hand

Cash at bank and in hand comprises cash and bank balances maturing in one month or less.

#### 1.14 Liabilities

Liabilities are recognised when there is an obligation resulting from a prior event, it is probable that a transfer of economic benefit will be required in settlement and the amount of such settlement can be reliably estimated. They are stated at the amounts which the Trustees believe the Trust will eventually pay to settle such obligations.

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### 2 Income from donations received

	2022	2021
	£	£
Association of Patrons (AoP) donations	15,669	15,164
Other donations	22	313
	<u>15,691</u>	<u>15,477</u>

### 3 Income from charitable activities

	2022	2021
	£	£
Lecture fees received	150	25
Commission from the East Kent Regalia Scheme	1,600	1,250
	<u>1,750</u>	<u>1,275</u>

### 4 Expenditure on charitable activities

	2022	2021
	£	£
<b>Regular direct costs</b>		
Repairs and maintenance	2,009	2,464
Gas, electricity and water	2,696	3,310
Business rates	608	-
Cleaning	960	356
Telephone and broadband	478	781
IT costs	3,484	1,813
Marketing, outreach and AoP costs	1,539	372
Health and safety	1,554	-
Other costs	329	456
	<u>13,657</u>	<u>9,552</u>
<b>Exceptional direct costs</b>		
Protection, removal and storage of artefacts	3,695	467
Security	1,260	-
Container rental	640	-
Redecoration of railings and gates	3,900	-
Rubbish removal	1,137	-
Storeroom dehumidifier, damp proofing and redecoration	3,165	-
Replacement of IT equipment	-	1,718
	<u>13,797</u>	<u>2,185</u>
<b>Support costs:</b>		
Independent examiner's fee	834	720
<b>Total costs</b>	<u>28,288</u>	<u>12,457</u>

No Trustees received any remuneration or benefits in kind in the current or previous year. During the year three Trustees were reimbursed expenses totalling £2,504 (2021: £437, to four Trustees).

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### 5 (Loss) from museum shop

	2022	2021
	£	£
Sale of masonic regalia, clothing and ritual books	21	38
Sale of other books	100	50
<b>Total sales</b>	<b>121</b>	<b>88</b>
Cost of sales and stock written off	(495)	(2,043)
<b>Net (loss)/surplus</b>	<b>(374)</b>	<b>(1,955)</b>

### 6 Debtors

	2022	2021
	£	£
Prepayments and accrued income	1,620	1,957
Gift Aid recoverable	969	984
	<b>2,589</b>	<b>2,941</b>

### 7 Creditors: amounts falling due within one year

	2022	2021
	£	£
Accrued redecoration and damp proofing	2,220	-
Other accruals	1,738	1,344
	<b>3,958</b>	<b>1,344</b>

### 8 Analysis of charitable funds

	2022	2021
	£	£
<b>Unrestricted funds:</b>		
Brought forward	62,985	35,645
Income for the year	29,562	41,840
Expenditure for the year	(28,783)	(14,500)
Carried forward	<b>63,764</b>	<b>62,985</b>

There were no restricted funds in either year.

### 9 Analysis of net assets between funds

	2022	2021
	£	£
<b>Unrestricted funds:</b>		
Current assets	67,722	64,329
Creditors due within one year	(3,958)	(1,344)
	<b>63,764</b>	<b>62,985</b>

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

### 10 Related party transactions

The Trust did not enter into any related party transactions either during the financial year or the previous financial year and there were no balances outstanding with any related parties at either balance sheet date.

**KENT MASONIC MUSEUM AND LIBRARY TRUST**

England & Wales - Charity number 1163887

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# Accounts

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**Charity number: 1163887**

**Kent Masonic Museum and Library Trust**

**Trustees' report and financial statements**

**for the year ended 31 March 2021**

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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Trustees' annual report	3 - 4
Independent examiner's report	5
Statement of financial activities incorporating income and expenditure account	6
Balance sheet	7
Notes to the financial statements	8 - 11

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## REFERENCE AND ADMINISTRATIVE INFORMATION

### General information

The Kent Masonic Museum and Library Trust is a Charitable Incorporated Organization registered under Charity No. 1163887. It operates under the name of The Kent Museum of Freemasonry from premises at St Peter's Place, Canterbury, Kent CT1 2DA which are owned by the Masonic Province of East Kent. Under the terms of its lease, the Trust pays only a peppercorn rent and the landlord has covenanted to insure the property and keep its main structure and exterior in good repair.

### Trustees

The Trustees during the year ended 31 March 2021 were as follows:

Roger Waltham - Chairman

David Tyler - Deputy Chairman

Peter West - Chief Executive

John Andrews - Secretary

Charles Byford - Treasurer

Charles Boxer

Charles Pottle

Robin Evans

(resigned 19 September 2020)

Mark Estaugh

(resigned 19 September 2020)

At the forthcoming Annual General Meeting (AGM) on 18 September 2021 David Tyler, John Andrews and Charles Boxer will offer their resignations and will stand for re-election.

### Accountants

Kreston Reeves LLP

Chartered Accountants

Montague Place

Quayside

Chatham Maritime

Chatham ME4 4QU

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

The Trustees are pleased to present their Annual Report and the Financial Statements of the Trust for the year ended 31 March 2021.

### Structure, governance and management

The Trust is a Charitable Incorporated Organization, governed by its Constitution document dated 1 June 2015. Its objective is to advance public education of the history and benefits of Freemasonry in Kent through the maintenance of the Museum and Library. Membership is open to any Lodge of Freemasons in the Provinces of East Kent and West Kent which has appointed a Museum and Library Ambassador.

The Trustees manage the affairs of the Charity and meet regularly to discuss and review its financial and operational affairs. There are a maximum of nine Trustees and a minimum of three and at the Annual General Meeting a third must stand for re-election and may stand for re-election up to a maximum of three consecutive times.

### Achievement and performance

The Museum and Library operates to professional standards as an Arts Council England accredited museum. It is run entirely by volunteers and none of its Trustees or managers receive any remuneration. The day to day work of meeting visitors, showing them the Museum and answering their questions falls to our excellent team of voluntary stewards.

Since March 2020 the Museum and Library has been closed due to the Covid 19 pandemic which has also delayed the major repairs required to our roof. After discussions with our landlord, the Province of East Kent, and various professional agencies to determine the budget, timescale and funding, we now expect this remedial work to be carried out in mid-2021. The cost of this work will be borne by the Province of East Kent but we will bear the cost of removing and safeguarding our artefacts. Apart from a few preparatory costs already incurred, no provision for the future cost of this work is included in these accounts. When the work has been completed and the exhibitions have been restored, we anticipate re-opening in autumn 2021, subject to and in compliance with UK Government regulations and guidelines, to re-establish ourselves as both an educational resource and a favourite on the Canterbury tourist trail.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

### Financial review

The Charity's Income and Expenditure Account showed a surplus of £27,340 for the year, resulting in Unrestricted Funds of £62,985 at 31 March 2021. There were no Restricted Funds.

Income to the Trust's Unrestricted Funds was £41,840, compared to £24,439 in the previous year. A very significant contribution to this increase was the £25,000 Government Covid grant received in April 2020. Despite the closure of the Museum and Library for the whole year due to Covid restrictions, donations from the Association of Patrons scheme increased by 16% to £15,164. The contribution from the East Kent Regalia Scheme held steady, but as was to be expected, other sources of income were minimal.

Expenditure on charitable activities was £12,457, down from £29,290 in the previous year. Within this, regular direct costs fell from £15,048 to £9,552, most of the savings resulting from our closure during the pandemic and the business rates holiday. As there was little capital expenditure, exceptional direct costs were down from £13,522 last year to only £2,185 this year; the latter figure comprised the replacement of some IT equipment and some initial costs for the removal and safeguarding of artefacts prior to the forthcoming roof repairs.

## KENT MASONIC MUSEUM AND LIBRARY TRUST

### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021 (continued)

#### Financial review (continued)

The Trustees have concluded that it will not be viable to run the shop when the Museum and Library re-opens and so the shop's remaining stock, comprising books, masonic regalia, clothing and other items, has been written down by about two-thirds to £995, which the Trustees believe can be realised through private sales and auctions over the coming year. This has resulted in a shop cost of sales and write-offs of £2,043, even though sales were minimal.

#### Going concern

The Trustees have a reasonable expectation that the Charity has adequate resources to operate for the foreseeable future and therefore have continued to adopt the going concern basis in preparing these financial statements. Further details regarding the adoption of the going concern basis are given in the Accounting Policies.

#### Reserves policy

The Trustees aim to maintain free reserves in unrestricted funds at a level which is sufficient to enable the Charity to continue in operation for the foreseeable future.

#### Future plans

The Trustees will continue to support the activities of the Charity for the foreseeable future.

#### Statement of the Trustees' responsibilities

The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Signed on behalf of the Trustees



Roger Waltham  
Chairman  
12 July 2021

## KENT MASONIC MUSEUM AND LIBRARY TRUST

### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

I report to the Trustees of the Charity on my examination of the accounts of the Trust for the year ended 31 March 2021.

#### Responsibilities and basis of the report

As the Trustees of the Charity you are responsible for the preparation of its accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act). I report upon my independent examination of the Charity'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 2011 Act.

#### Independent examiner's statement

The Charity's accounts have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, 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 in October 2019.

I have completed my examination and can confirm that no matters have come to my attention in connection with the examination which give me cause to believe that, in any material respect:

- a. Accounting records were not maintained in respect of the Charity, as required by section 130 of the 2011 Act, or
- b. The accounts do not accord with those accounting records, or
- c. The accounts do not comply with the requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008, other than the requirement that such accounts give a 'true and fair view' which is not a matter considered in 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 to enable a proper understanding of the accounts to be reached.



Susan Robinson BA FCA FCIE DChA MCFI  
Kreston Reeves LLP  
Chartered Accountants  
Chatham Maritime  
Date: 13 July 2021

## KENT MASONIC MUSEUM AND LIBRARY TRUST

### STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>INCOME FROM:</b>					
Donations received	2	15,477	-	15,477	15,199
Government Covid-19 grant		25,000	-	25,000	-
Charitable activities	3	1,275	-	1,275	1,650
Museum shop sales	5	88	-	88	7,578
Investment income		-	-	-	12
<b>Total income</b>		<b>41,840</b>	<b>-</b>	<b>41,840</b>	<b>24,439</b>
<b>EXPENDITURE ON:</b>					
Charitable activities	4	12,457	-	12,457	29,290
Museum shop cost of sales and write-offs	5	2,043	-	2,043	7,164
<b>Total expenditure</b>		<b>14,500</b>	<b>-</b>	<b>14,500</b>	<b>36,454</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>27,340</b>	<b>-</b>	<b>27,340</b>	<b>(12,015)</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		35,645	-	35,645	47,660
Net increase/(decrease) in funds		27,340	-	27,340	(12,015)
<b>Total funds carried forward</b>		<b>62,985</b>	<b>-</b>	<b>62,985</b>	<b>35,645</b>

The notes on pages 8 to 11 form part of these financial statements.

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## BALANCE SHEET AS AT 31 MARCH 2021

	Note	2021 £	2021 £	2020 £	2020 £
<b>CURRENT ASSETS</b>					
Former shop stock		995		3,043	
Debtors	6	2,941		2,269	
Cash at bank and in hand		60,393		31,539	
			64,329		36,851
<b>CREDITORS</b>					
Amounts falling due within one year	7		(1,344)		(1,206)
<b>NET CURRENT ASSETS</b>			<b>62,985</b>		<b>35,645</b>
<b>CHARITY FUNDS</b>					
Unrestricted funds	8		62,985		35,645
<b>TOTAL FUNDS</b>			<b>62,985</b>		<b>35,645</b>

These financial statements were approved by the Board of Trustees on 12 July 2021 and are signed on behalf of the Board by:



Roger Waltham  
Chairman

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

#### 1.1 Basis of preparation

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The preparation of the financial statements requires the Trustees to make judgements, estimates and assumptions that affect the amounts reported, based on their experience and on their reasonable expectation of future events.

#### 1.2 Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of any of the Charity's purposes.

Restricted funds are subject to specific restrictions on their use, either imposed by a donor or through the terms of an appeal. However, the Charity no longer has any restricted funds.

#### 1.3 Disclosure exemptions

The Trust is a small charity, as defined by FRS 102, and has taken advantage of the exemption available in paragraph 1.12 of FRS 102 not to present a cash flow statement.

#### 1.4 Going concern

The Trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the Charity to continue as a going concern. The Trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Charity has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Charity's ability to continue as a going concern, thus they continue to adopt the *going concern basis of accounting in preparing the financial statements*.

Whilst the impact of the Covid-19 pandemic has been assessed by the Trustees, so far as is reasonably possible, due to its unprecedented impact on the worldwide economy it is difficult to evaluate with any certainty the potential outcomes on the Charity's future activities. However, taking into consideration the Charity's level of reserves, the Trustees believe that the Charity will be able to continue in operational existence for the foreseeable future.

#### 1.5 Income

Income is recognised once the Trust is entitled to it, it is probable that it will be received and the amount can be measured reliably.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

#### 1.6 Expenditure

Expenditure is recognised when there is a legal or constructive obligation to transfer an economic benefit to a third party, it is probable that such a transfer will be required in settlement and the amount can be measured reliably.

#### 1.7 Interest receivable

Interest on funds held on deposit is recognised when it is receivable and when the amount can be measured reliably, which is normally when it has been notified by the bank.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies (continued)

#### 1.8 Heritage assets

The Trust's heritage assets comprise its collection of paintings, objets d'art, jewels, books and other artefacts held at the Museum and Library. These are primarily related to the history and development of Freemasonry and have all been donated to the Trust or to its predecessor organisations. An inventory of heritage assets is maintained but it is considered that the cost of their valuation would not give a commensurate benefit to the users of these financial statements and therefore they are not recognised in these financial statements.

#### 1.9 Tangible fixed assets

Tangible fixed assets owned by the Trust comprise fixtures and fittings used to store and display its heritage assets, together with furniture, equipment and improvements to its premises. These have either been donated or purchased and in the latter case it is the Trust's policy to write such expenditure off in the year it is incurred. Thus tangible fixed assets are not recognised in these financial statements.

#### 1.10 Financial instruments

The Trust only has financial assets and liabilities which qualify as basic financial instruments. These are stated at their initial transaction values, subsequently adjusted to their settlement values where appropriate.

#### 1.11 Former shop stock

The remaining stock of the former shop, which comprises books, masonic regalia, clothing and other items, is held at the lower of cost and estimated net realisable value.

#### 1.12 Debtors

Trade and other debtors are stated at their settlement amounts, net of any trade discounts. Prepayments are valued at the proportionate net amount prepaid.

#### 1.13 Cash at bank and in hand

Cash at bank and in hand comprises cash and bank balances maturing in one month or less.

#### 1.14 Liabilities

Liabilities are recognised when there is an obligation resulting from a prior event, it is probable that a transfer of economic benefit will be required in settlement and the amount of such settlement can be reliably estimated. They are stated at the amounts which the Trustees believe the Trust will eventually pay to settle such obligations.

### 2 Income from donations received

	2021	2020
	£	£
Unrestricted funds:		
Association of Patrons (AoP) donations	15,164	12,977
Other donations	313	2,222
	<u>15,477</u>	<u>15,199</u>

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

### 3 Income from charitable activities

	2021	2020
	£	£
Unrestricted funds:		
Lecture fees received	25	400
Commission from the East Kent Regalia Scheme	1,250	1,250
	<u>1,275</u>	<u>1,650</u>

### 4 Expenditure on charitable activities

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Regular direct costs</b>				
Repairs and maintenance	2,464	-	2,464	3,005
Gas, electricity and water	3,310	-	3,310	3,875
Business rates	-	-	-	2,418
Cleaning	356	-	356	1,604
Telephone and broadband	781	-	781	1,106
IT costs	1,813	-	1,813	1,754
Marketing, outreach and AoP costs	372	-	372	668
Other costs	456	-	456	618
	9,552	-	9,552	15,048
<b>Exceptional direct costs</b>				
New alarm systems and CCTV	-	-	-	11,575
Installation of new security gates	-	-	-	1,947
Refurbishment costs	467	-	467	-
Replacement of IT equipment	1,718	-	1,718	-
	2,185	-	2,185	13,522
<b>Support costs:</b>				
Independent examiner's fee	720	-	720	720
<b>Total costs</b>	<u>12,457</u>	<u>-</u>	<u>12,457</u>	<u>29,290</u>
<i>Total costs 2020</i>	<u>29,290</u>	<u>-</u>	<u>29,290</u>	

No Trustees received any remuneration or benefits in kind in the current or previous year. During the year four Trustees were reimbursed expenses totalling £437 (2020: £624, to three Trustees).

### 5 (Loss)/surplus from Museum shop

	2021	2020
	£	£
Sale of masonic regalia, clothing and ritual books	38	5,855
Sale of guide books	45	550
Sale of Cornwallis books	5	1,173
Total sales	<u>88</u>	<u>7,578</u>
Cost of sales and stock written off	(2,043)	(7,164)
Net (loss)/surplus	<u>(1,955)</u>	<u>414</u>

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

### 6 Debtors

	2021	2020
	£	£
Prepayments and accrued income	1,957	1,250
Gift Aid recoverable	984	1,019
	<u>2,941</u>	<u>2,269</u>

### 7 Creditors: amounts falling due within one year

	2021	2020
	£	£
Accruals	1,344	1,206
	<u>1,344</u>	<u>1,206</u>

### 8 Analysis of charitable funds

	Brought forward	Income for year	Expenditure for year	Carried forward
	£	£	£	£
Current year ended 31.03.21				
Unrestricted funds	35,645	41,840	(14,500)	62,985
	<u>35,645</u>	<u>41,840</u>	<u>(14,500)</u>	<u>62,985</u>
Previous year ended 31.03.20				
Unrestricted funds	47,660	24,439	(36,454)	35,645
	<u>47,660</u>	<u>24,439</u>	<u>(36,454)</u>	<u>35,645</u>

### 9 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Current year ended 31.03.21			
Current assets	64,329	-	
		-	(1,344)
	<u>62,985</u>	<u>-</u>	<u>62,985</u>
Previous year ended 31.03.20			
Current assets	36,851	-	36,851
Creditors due within one year	(1,206)	-	(1,206)
	<u>35,645</u>	<u>-</u>	<u>35,645</u>

### 10 Related party transactions

The Trust did not enter into any related party transactions during the financial year (2020: £Nil) and there were no balances outstanding with any related parties at the Balance Sheet date (2020: £Nil).

**Charity number: 1163887**

**Kent Masonic Museum and Library Trust**

**Trustees' report and financial statements**

**for the year ended 31 March 2021**

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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Trustees' annual report	3 - 4
Independent examiner's report	5
Statement of financial activities incorporating income and expenditure account	6
Balance sheet	7
Notes to the financial statements	8 - 11

## **KENT MASONIC MUSEUM AND LIBRARY TRUST**

### **REFERENCE AND ADMINISTRATIVE INFORMATION**

#### **General information**

The Kent Masonic Museum and Library Trust is a Charitable Incorporated Organization registered under Charity No. 1163887. It operates under the name of The Kent Museum of Freemasonry from premises at St Peter's Place, Canterbury, Kent CT1 2DA which are owned by the Masonic Province of East Kent. Under the terms of its lease, the Trust pays only a peppercorn rent and the landlord has covenanted to insure the property and keep its main structure and exterior in good repair.

#### **Trustees**

The Trustees during the year ended 31 March 2021 were as follows:

Roger Waltham - Chairman

David Tyler - Deputy Chairman

Peter West - Chief Executive

John Andrews - Secretary

Charles Byford - Treasurer

Charles Boxer

Charles Pottle

Robin Evans

(resigned 19 September 2020)

Mark Estaugh

(resigned 19 September 2020)

At the forthcoming Annual General Meeting (AGM) on 18 September 2021 David Tyler, John Andrews and Charles Boxer will offer their resignations and will stand for re-election.

#### **Accountants**

Kreston Reeves LLP

Chartered Accountants

Montague Place

Quayside

Chatham Maritime

Chatham ME4 4QU

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

The Trustees are pleased to present their Annual Report and the Financial Statements of the Trust for the year ended 31 March 2021.

### Structure, governance and management

The Trust is a Charitable Incorporated Organization, governed by its Constitution document dated 1 June 2015. Its objective is to advance public education of the history and benefits of Freemasonry in Kent through the maintenance of the Museum and Library. Membership is open to any Lodge of Freemasons in the Provinces of East Kent and West Kent which has appointed a Museum and Library Ambassador.

The Trustees manage the affairs of the Charity and meet regularly to discuss and review its financial and operational affairs. There are a maximum of nine Trustees and a minimum of three and at the Annual General Meeting a third must stand for re-election and may stand for re-election up to a maximum of three consecutive times.

### Achievement and performance

The Museum and Library operates to professional standards as an Arts Council England accredited museum. It is run entirely by volunteers and none of its Trustees or managers receive any remuneration. The day to day work of meeting visitors, showing them the Museum and answering their questions falls to our excellent team of voluntary stewards.

Since March 2020 the Museum and Library has been closed due to the Covid 19 pandemic which has also delayed the major repairs required to our roof. After discussions with our landlord, the Province of East Kent, and various professional agencies to determine the budget, timescale and funding, we now expect this remedial work to be carried out in mid-2021. The cost of this work will be borne by the Province of East Kent but we will bear the cost of removing and safeguarding our artefacts. Apart from a few preparatory costs already incurred, no provision for the future cost of this work is included in these accounts. When the work has been completed and the exhibitions have been restored, we anticipate re-opening in autumn 2021, subject to and in compliance with UK Government regulations and guidelines, to re-establish ourselves as both an educational resource and a favourite on the Canterbury tourist trail.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

### Financial review

The Charity's Income and Expenditure Account showed a surplus of £27,340 for the year, resulting in Unrestricted Funds of £62,985 at 31 March 2021. There were no Restricted Funds.

Income to the Trust's Unrestricted Funds was £41,840, compared to £24,439 in the previous year. A very significant contribution to this increase was the £25,000 Government Covid grant received in April 2020. Despite the closure of the Museum and Library for the whole year due to Covid restrictions, donations from the Association of Patrons scheme increased by 16% to £15,164. The contribution from the East Kent Regalia Scheme held steady, but as was to be expected, other sources of income were minimal.

Expenditure on charitable activities was £12,457, down from £29,290 in the previous year. Within this, regular direct costs fell from £15,048 to £9,552, most of the savings resulting from our closure during the pandemic and the business rates holiday. As there was little capital expenditure, exceptional direct costs were down from £13,522 last year to only £2,185 this year; the latter figure comprised the replacement of some IT equipment and some initial costs for the removal and safeguarding of artefacts prior to the forthcoming roof repairs.

## KENT MASONIC MUSEUM AND LIBRARY TRUST

### TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021 (continued)

#### Financial review (continued)

The Trustees have concluded that it will not be viable to run the shop when the Museum and Library re-opens and so the shop's remaining stock, comprising books, masonic regalia, clothing and other items, has been written down by about two-thirds to £995, which the Trustees believe can be realised through private sales and auctions over the coming year. This has resulted in a shop cost of sales and write-offs of £2,043, even though sales were minimal.

#### Going concern

The Trustees have a reasonable expectation that the Charity has adequate resources to operate for the foreseeable future and therefore have continued to adopt the going concern basis in preparing these financial statements. Further details regarding the adoption of the going concern basis are given in the Accounting Policies.

#### Reserves policy

The Trustees aim to maintain free reserves in unrestricted funds at a level which is sufficient to enable the Charity to continue in operation for the foreseeable future.

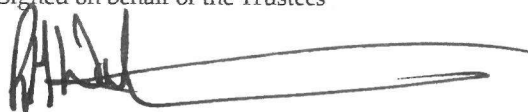
#### Future plans

The Trustees will continue to support the activities of the Charity for the foreseeable future.

#### Statement of the Trustees' responsibilities

The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Signed on behalf of the Trustees



Roger Waltham  
Chairman  
12 July 2021

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2021

I report to the Trustees of the Charity on my examination of the accounts of the Trust for the year ended 31 March 2021.

### Responsibilities and basis of the report

As the Trustees of the Charity you are responsible for the preparation of its accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act). I report upon my independent examination of the Charity'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 2011 Act.

### Independent examiner's statement

The Charity's accounts have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, 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 in October 2019.

I have completed my examination and can confirm that no matters have come to my attention in connection with the examination which give me cause to believe that, in any material respect:

- a. Accounting records were not maintained in respect of the Charity, as required by section 130 of the 2011 Act, or
- b. The accounts do not accord with those accounting records, or
- c. The accounts do not comply with the requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008, other than the requirement that such accounts give a 'true and fair view' which is not a matter considered in 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 to enable a proper understanding of the accounts to be reached.

Susan Robinson BA FCA FCIE DChA MCFI  
Kreston Reeves LLP  
Chartered Accountants  
Chatham Maritime  
Date:

## KENT MASONIC MUSEUM AND LIBRARY TRUST

### STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>INCOME FROM:</b>					
Donations received	2	15,477	-	15,477	15,199
Government Covid-19 grant		25,000	-	25,000	-
Charitable activities	3	1,275	-	1,275	1,650
Museum shop sales	5	88	-	88	7,578
Investment income		-	-	-	12
<b>Total income</b>		<b>41,840</b>	<b>-</b>	<b>41,840</b>	<b>24,439</b>
<b>EXPENDITURE ON:</b>					
Charitable activities	4	12,457	-	12,457	29,290
Museum shop cost of sales and write-offs	5	2,043	-	2,043	7,164
<b>Total expenditure</b>		<b>14,500</b>	<b>-</b>	<b>14,500</b>	<b>36,454</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>27,340</b>	<b>-</b>	<b>27,340</b>	<b>(12,015)</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		35,645	-	35,645	47,660
Net increase/(decrease) in funds		27,340	-	27,340	(12,015)
<b>Total funds carried forward</b>		<b>62,985</b>	<b>-</b>	<b>62,985</b>	<b>35,645</b>

The notes on pages 8 to 11 form part of these financial statements.

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## BALANCE SHEET AS AT 31 MARCH 2021

	Note	2021 £	2021 £	2020 £	2020 £
<b>CURRENT ASSETS</b>					
Former shop stock		995		3,043	
Debtors	6	2,941		2,269	
Cash at bank and in hand		60,393		31,539	
			64,329		36,851
<b>CREDITORS</b>					
Amounts falling due within one year	7		(1,344)		(1,206)
<b>NET CURRENT ASSETS</b>			<u>62,985</u>		<u>35,645</u>
<b>CHARITY FUNDS</b>					
Unrestricted funds	8		62,985		35,645
<b>TOTAL FUNDS</b>			<u>62,985</u>		<u>35,645</u>

These financial statements were approved by the Board of Trustees on 12 July 2021 and are signed on behalf of the Board by:



Roger Waltham  
Chairman

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

#### 1.1 Basis of preparation

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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 (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

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Whilst the impact of the Covid-19 pandemic has been assessed by the Trustees, so far as is reasonably possible, due to its unprecedented impact on the worldwide economy it is difficult to evaluate with any certainty the potential outcomes on the Charity's future activities. However, taking into consideration the Charity's level of reserves, the Trustees believe that the Charity will be able to continue in operational existence for the foreseeable future.

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Interest on funds held on deposit is recognised when it is receivable and when the amount can be measured reliably, which is normally when it has been notified by the bank.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies (continued)

#### 1.8 Heritage assets

The Trust's heritage assets comprise its collection of paintings, objets d'art, jewels, books and other artefacts held at the Museum and Library. These are primarily related to the history and development of Freemasonry and have all been donated to the Trust or to its predecessor organisations. An inventory of heritage assets is maintained but it is considered that the cost of their valuation would not give a commensurate benefit to the users of these financial statements and therefore they are not recognised in these financial statements.

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Trade and other debtors are stated at their settlement amounts, net of any trade discounts. Prepayments are valued at the proportionate net amount prepaid.

#### 1.13 Cash at bank and in hand

Cash at bank and in hand comprises cash and bank balances maturing in one month or less.

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Unrestricted funds:		
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Other donations	313	2,222
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# KENT MASONIC MUSEUM AND LIBRARY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

### 3 Income from charitable activities

	2021	2020
	£	£
Unrestricted funds:		
Lecture fees received	25	400
Commission from the East Kent Regalia Scheme	1,250	1,250
	<u>1,275</u>	<u>1,650</u>

### 4 Expenditure on charitable activities

	Unrestricted funds 2021	Restricted funds 2021	Total funds 2021	Total funds 2020
	£	£	£	£
<b>Regular direct costs</b>				
Repairs and maintenance	2,464	-	2,464	3,005
Gas, electricity and water	3,310	-	3,310	3,875
Business rates	-	-	-	2,418
Cleaning	356	-	356	1,604
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Marketing, outreach and AoP costs	372	-	372	668
Other costs	456	-	456	618
	9,552	-	9,552	15,048
<b>Exceptional direct costs</b>				
New alarm systems and CCTV	-	-	-	11,575
Installation of new security gates	-	-	-	1,947
Refurbishment costs	467	-	467	-
Replacement of IT equipment	1,718	-	1,718	-
	2,185	-	2,185	13,522
<b>Support costs:</b>				
Independent examiner's fee	720	-	720	720
<b>Total costs</b>	<u>12,457</u>	<u>-</u>	<u>12,457</u>	<u>29,290</u>
<i>Total costs 2020</i>	<u>29,290</u>	<u>-</u>	<u>29,290</u>	

No Trustees received any remuneration or benefits in kind in the current or previous year. During the year four Trustees were reimbursed expenses totalling £437 (2020: £624, to three Trustees).

### 5 (Loss)/surplus from Museum shop

	2021	2020
	£	£
Sale of masonic regalia, clothing and ritual books	38	5,855
Sale of guide books	45	550
Sale of Cornwallis books	5	1,173
Total sales	88	7,578
Cost of sales and stock written off	(2,043)	(7,164)
Net (loss)/surplus	<u>(1,955)</u>	<u>414</u>

# KENT MASONIC MUSEUM AND LIBRARY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

### 6 Debtors

	2021	2020
	£	£
Prepayments and accrued income	1,957	1,250
Gift Aid recoverable	984	1,019
	<u>2,941</u>	<u>2,269</u>

### 7 Creditors: amounts falling due within one year

	2021	2020
	£	£
Accruals	1,344	1,206
	<u>1,344</u>	<u>1,206</u>

### 8 Analysis of charitable funds

	Brought forward	Income for year	Expenditure for year	Carried forward
	£	£	£	£
Current year ended 31.03.21				
Unrestricted funds	35,645	41,840	(14,500)	62,985
	<u>35,645</u>	<u>41,840</u>	<u>(14,500)</u>	<u>62,985</u>
Previous year ended 31.03.20				
Unrestricted funds	47,660	24,439	(36,454)	35,645
	<u>47,660</u>	<u>24,439</u>	<u>(36,454)</u>	<u>35,645</u>

### 9 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Current year ended 31.03.21			
Current assets	64,329	-	
		-	(1,344)
	<u>62,985</u>	<u>-</u>	<u>62,985</u>
Previous year ended 31.03.20			
Current assets	36,851	-	36,851
Creditors due within one year	(1,206)	-	(1,206)
	<u>35,645</u>	<u>-</u>	<u>35,645</u>

### 10 Related party transactions

The Trust did not enter into any related party transactions during the financial year (2020: £Nil) and there were no balances outstanding with any related parties at the Balance Sheet date (2020: £Nil).