

EAST GRINSTEAD MUSEUM

England & Wales · Charity number 1171561

Details

Status Registered

Legal form CIO

Registered 2017-02-09

Register [View on the Charity Commission register](#)

Contact

Address East Grinstead Museum
Old Market Yard
Cantelupe Road
East Grinstead
RH19 3BJ

Phone 01342302233

Email info@eastgrinsteadmuseum.org.uk

Website www.eastgrinsteadmuseum.org.uk

Activities

Objects: TO PROVIDE FOR THE ADVANCEMENT OF PUBLIC EDUCATION BY THE PROVISION OF THE MUSEUM COMPRISING THE EXISTING COLLECTION TOGETHER WITH SUCH OTHER EXHIBITS OR ITEMS AS MAY FROM TIME TO TIME BE COMPRISED IN THE TRUST FUND AND TO PRESERVE THE SAME AS A COLLECTION. TO EDUCATE THE PUBLIC IN THE GEOGRAPHY HISTORY AND NATURAL HISTORY OF THE AREA OF THE TOWN OF EAST GRINSTEAD AND ITS NEIGHBOURHOOD.

Activities: The Museum holds a collection of records and artefacts related to the town of East Grinstead and its surrounding villages, and to the Queen Victoria Hospital and the WW2 Guinea Pig Club, much of which is on display to the general public at its premises in East Grinstead.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- East Sussex
- Surrey
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£28,567	£67,064	-	-
2024-03-31	£62,387	£80,942	-	-
2023-03-31	£41,035	£61,249	-	-
2022-03-31	£41,257	£61,165	-	-
2021-03-31	£200,030	£57,900	-	-

Trustees

Name	Role	Appointed
Andrew Bliss	Chair	2026-01-28
ANDREW NORMAN BROCK		2017-02-09
Amy Elizabeth Stone		2026-01-28
Dr Heather Hollins		2024-01-03
Hugh Kelly		2020-03-23
James William Baldwin		2026-01-28
LESTER WILLIAM MORLEY PORTER		2018-05-21
Lucy Buckland		2023-11-28
Nyssa Danae Mildwaters		2024-01-03
Peter Simon Smith		2026-01-28
Stephen Chandler		2023-11-28
Stephen Ody		2020-07-28

Accounts

Charity Incorporated Organisation (CIO) Number: 1171561

EAST GRIMSTEAD MUSEUM

TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR 2025

East Grinstead Museum CIO

Annual Report of the Trustees for the year ended 31st March 2025

The Trustees of East Grinstead Museum CIO present their annual report for the period from 1st April 2024 to the 31st March 2025 which has been prepared in accordance with the accounting and reporting statements of recommended practices issued by the Charity Commission.

East Grinstead Museum is a Charitable Incorporated Organisation ["CIO"] registered under charity number 1171561. It was created and is governed by a constitution dated 9th February 2017.

Trustees

During the year the Trustees were

- Lester Porter [Chair of Trustees]
- Andrew Brock
- Bob Marchant – resigned September 2024
- Hugh Kelly
- Stephen Ody [Town Council Representative]
- Dave Moore – resigned October 2024
- Heather Hollins
- Lucy Buckland
- Nyssa Mildwaters
- Stephen Chandler

Public Benefit

The Trustees confirm that the Charity Commission's general guidance on public benefit has been considered in relation to the objectives of the Charity. The report below sets out those objectives and describes how they have been met in the current year.

Charitable Objects

The charitable objects, as set out in the Constitution are: "To provide for the advancement of public education by the provision of the Museum comprising the Existing Collection together with such other items as may from time to time be comprised in the Trust Fund and to preserve the same as a collection ("the Collection"). To educate the public in the geography, history and natural history of the area of the town of East Grinstead and its neighbourhood."

Mission and Strategic Aims

To achieve these objects the Trustees have agreed a Mission where:-

"East Grinstead Museum collects, safeguards and interprets collections to tell the stories of local people and local events for the interest, enjoyment and education of all"

Its Strategic Aims are to:

- Engage with audiences within East Grinstead and its surrounding villages, and both nationally and internationally.
- Tailor and improve our stories to engage a broader and more diverse audience.
- Value and improve the volunteer experience so that they assume a key role in delivering the Mission.
- Be financially self-sustainable and organisationally resilient.

Activities during the year

The Museum attracted 3217 visitors across the year. The Museum's manager resigned in October 2024 which led to a significant downturn in the level of activities for the remainder of 2024/25. A new manager was recruited in January 2025 and it is anticipated that her appointment will lead to a steady increase in activities, and hence income, during the 2025/26 financial year.

The Museum's bid to the National Lottery Heritage Fund (NLHF) was unsuccessful. Had the bid been successful the Museum would have started a major expansion programme based on an extension to the existing building. In subsequent discussions with representatives from the NLHF the Museum has been encouraged to submit a new bid on a reduced scale to help broaden the Museum's appeal to a wider audience. This, combined with the appointment of a new manager, should lead to a situation where the Museum is on a sustainable financial basis for the foreseeable future

In addition to a full time Manager, the Trustees continued to rely on our volunteers to act as Stewards at the Museum and to support the Museum carrying out a range of specialist tasks, from helping to manage the collections, to delivering public talks, children's activities and a wide variety of other activities and projects. The Trustees are hugely grateful for the support provided by over 70 dedicated volunteers without whom the Museum could not survive. The Trustees remain committed to the training and development of both staff and volunteers.

The Heritage and its Use

The original Collection comprises an extensive range of local history and craft material relevant to the history and culture of the ancient parish of East Grinstead and the immediate surrounding areas. It includes artefacts, domestic items, memorabilia, ephemera and images of the town, its people, trades, professions and institutions.

The Queen Victoria Hospital Collection, which was acquired in 2009, comprises over three thousand items of archival material, books, photographs and objects including prosthetics, models, instruments, equipment, and personal memorabilia of both staff and patients telling the story of this internationally renowned hospital and the surgeon Sir Archibald McIndoe and his famous Second World War Guinea Pigs.

In March 2016, the Heritage Lottery Fund approved support for our Rebuilding Bodies and Souls exhibition which originally opened in November of that year. The exhibition, now a permanent feature of the Museum, has continued to attract visitors, including a number of family members of the Guinea Pigs, and a steady flow of online enquiries.

The Museum serves the people who live in East Grinstead and the surrounding villages and the large numbers of tourists who visit the town each year, as well as special interest groups, groups of local children and researchers into local history and genealogy.

In addition to the permanent displays, the Museum hosts a series of regular activities which includes:

- a programme of activities for children during school holidays
- talks and presentations to local community organisations
- online talks on subjects of local interest
- temporary exhibitions.

Governance and Museum Management

Standard Opening Hours:

The Museum is normally open from Wednesday to Sundays 10 - 4pm.

Admission is free.

The Museum has full accreditation under the Arts Council England scheme for Museums. It meets all requirements for

- Operational health
- Collections
- Users and their experiences

Organisational Structure

The Trustees acting as the Board meet bi-monthly and are responsible for

- Ensuring compliance with the Museum's Trust Deed
- Developing strategy
- Agreeing and monitoring plans to implement the strategy
- Setting and agreeing policies
- Maintaining proper financial oversight
- Funding issues and fundraising activity
- Ensuring compliance with the law
- Encouraging diversity
- Ensuring openness and accountability

Financial Review

The accounts for the year ended 31 March 2025 show a net loss of £38,497 (2024: -£18,555).

As noted in the review of annual activities the Museum will be embarking on a project to increase visitors which we aim to do in a way which will increase income. The Museum has net cash at the year-end of £114,565

1. Receipts

The Museum recorded receipts for the year of £28,567 (2024: £62,387) with the decrease due to the reduction in activity levels referred to above. The receipts relate primarily to:

- Grants from local authorities
- Donations from the visiting general public
- Ongoing financial support from the Friends of the Museum
- Funds raised from the sales of merchandise from the Museum shop
- Events held at the Museum and elsewhere

- Sales of image licences

2. Payments

Total expenditure was £67,064 (202: £81,436) relating primarily to:

- Salary and pension costs for staff employed by the Museum
- Costs of running the Museum building including insurance, maintenance, light and heat, etc.
- Costs of fundraising events including purchases of stock for the Museum shop
- Technology and professional support

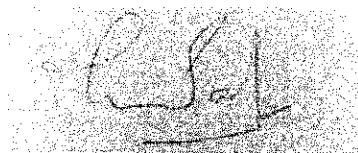
Reserves Policy

The Trustees consider it prudent for the Museum to maintain free cash reserves equivalent to approximately six months budgeted non-discretionary spend to deal with short-term fluctuations in income, unexpected repairs and to provide adequate working capital. In the event that forecast cashflows indicated free cash reserves could fall below this level, the trustees would consider what additional steps needed to be taken to improve the financial position of the Museum.

Connected party transactions and Trustee benefits

There was no connected party transaction, and no trustee received any remuneration or other benefits from the Trust.

Signed by:

A handwritten signature in dark ink, appearing to read 'Lester Porter', is written over a light grey, textured rectangular background.

Lester Porter, Chair of Trustees Date: 30 July 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

EAST GRINSTEAD MUSEUM CIO

CC16a

Receipts and payments accounts

For the	Period start	To
	01/04/2024	31/03/2025

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations and Legacies	4,607	-	-	4,607	34,768
Grants	9,500	-	-	9,500	9,750
Fundraising events	8,435	-	-	8,435	12,538
Interest income	3,145	-	-	3,145	4,317
Other incoming resources	2,880	-	-	2,880	1,014
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	28,567	-	-	28,567	62,387
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	28,567	-	-	28,567	62,387
A3 Payments					
Costs of charitable activities	61,156	-	-	61,156	58,032
Fundraising costs	5,908	-	-	5,908	4,660
Project costs	-	-	-	-	18,250
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	67,064	-	-	67,064	80,942
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	67,064	-	-	67,064	80,942
Net of receipts/(payments)	- 38,497	-	-	- 38,497	- 18,555
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	153,062	-	-	153,062	171,617
Cash funds this year end	114,565	-	-	114,565	153,062

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Accounts	44,315	-	-
	Hinckley & Rugby BS	70,000	-	-
	Cash Floats	250	-	-
	Total cash funds (agree balances with receipts and payments account(s))	114,565	-	-
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	HMRC	Unrestricted	-	
	Trade Payments	Unrestricted	-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		LESTER PORTER	20-Jun-25	

Brenda Peers-Ross
29 Drift Road
Selsey
Chichester
West Sussex
PO20 0PW

To the Trustees:
EAST GRINSTEAD MUSEUM
Registered CIO Number: 1171561

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INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Responsibilities and basis of report.

I have Independently Examined the Financial Statements (CC16a) for the financial year ending 31st March 2025.

Respective responsibilities of Trustees and Examiner

As the charity's trustees, you are responsible for the preparations of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act"). The charity's Trustees consider an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

I report on 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 Act.

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission and in accordance with section 145 of the Charities Act 2011. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view', and the report is limited to those matters set out in the next statement.

Independent Examiner's Statement

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

- the accounting records were not kept in accordance with section 130 of the 2011 Act: or
- the accounts did not accord with the accounting records.

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

Brenda Peers-Ross

Brenda Peers-Ross FMAAT ACIE
9th August 2025

Accounts

East Grinstead Museum CIO

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Trustees

During the year the Trustees were

- Lester Porter [Chair of Trustees]
- Andrew Brock
- Bob Marchant
- Ruth Scrase - resigned March 2024
- Christina Bradstreet - resigned November 2023
- Hugh Kelly
- Stephen Ody [Town Council Representative]
- Dave Moore
- Heather Hollins - appointed November 2023
- Lucy Buckland - appointed November 2023
- Nyssa Mildwater - appointed November 2023
- Steve Chandler - appointed November 2023

Public Benefit

The Trustees confirm that the Charity Commission's general guidance on public benefit has been considered in relation to the objectives of the Charity. The report below sets out those objectives and describes how they have been met in the current year.

Charitable Objects

The charitable objects, as set out in the Constitution are: "To provide for the advancement of public education by the provision of the Museum comprising the Existing Collection together with such other items as may from time to time be comprised in the Trust Fund and to preserve the same as a collection ("the Collection"). To educate the public in the geography, history and natural history of the area of the town of East Grinstead and its neighbourhood."

Mission and Strategic Aims

To achieve these objects the Trustees have agreed a Mission where:-

"East Grinstead Museum collects, safeguards and interprets collections to tell the stories of local people and local events for the interest, enjoyment and education of all"

Its Strategic Aims are to:-

- Engage with audiences within East Grinstead and its surrounding villages, and both nationally and internationally.
- Tailor and improve our stories to engage a broader and more diverse audience.
- Value and improve the volunteer experience so that they assume a key role in delivering the Mission.
- Be financially self-sustainable and organisationally resilient.

Activities during the year

The Museum attracted 2909 visitors across the year. It also saw a steady growth across all its activities, including visits from primary schools, community groups, adult education groups and from care homes.

The Museum's various other revenue generating activities – school holiday events, walking tours, talks at the Museum ran throughout the year, and as a result provided a steady stream of income for the organisation, and helped engage the local community.

The Audience Development project which was started in the previous year was completed in this financial year, and has provided the basis for future planned development of the Museum designed to build visitor volume and thereby donation and shop income. A substantial piece of work was undertaken by the Museum, supported by an external consultant, preparing a funding bid to the National Lottery Heritage Fund which was sadly rejected in the summer of 2024. A further modified bid is currently under consideration by the Trustees.

In addition to a full time Manager, the Trustees continued to rely on our volunteers to act as Stewards at the Museum and to support the Museum carrying out a range of specialist tasks, from helping to manage the collections, to delivering public talks, children's activities and a wide variety of other activities and projects. The Trustees are hugely grateful for the support provided by over 70 dedicated volunteers without whom the Museum could not survive. The Trustees remain committed to the training and development of both staff and volunteers.

The Heritage and its use

The original Collection comprises an extensive range of local history and craft material relevant to the history and culture of the ancient parish of East Grinstead and the immediate surrounding areas. It includes artefacts, domestic items, memorabilia, ephemera and images of the town, its people, trades, professions and institutions.

The Queen Victoria Hospital Collection, which was acquired in 2009, comprises over three thousand items of archival material, books, photographs and objects including prosthetics, models, instruments, equipment, and personal memorabilia of both staff and patients telling the story of this internationally renowned hospital and the surgeon Sir Archibald McIndoe and his famous Second World War Guinea Pigs.

In March 2016, the Heritage Lottery Fund approved support for our Rebuilding Bodies and Souls exhibition which originally opened in November of that year. The exhibition, now a permanent feature of the Museum, has continued to attract visitors including a number of family members of the Guinea Pigs, and a steady flow of online enquiries...

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In addition to the permanent displays, the Museum hosts a series of regular activities which includes:

- a programme of activities for children during school holidays
- talks and presentations to local community organisations

- online talks of subjects of local interest
- temporary exhibitions.

Governance and Museum Management

Standard Opening Hours:

The Museum is normally open from Wednesday to Sundays 10 - 4pm. Admission is free.

The Museum has full accreditation under the Arts Council England scheme for Museums. It meets all requirements for

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- Collections
- Users and their experiences

Organisational Structure

The Trustees acting as the Board meet bi-monthly and are responsible for

- Ensuring compliance with the Museum's Trust Deed
- Developing strategy
- Agreeing and monitoring plans to implement the strategy
- Setting and agreeing policies
- Maintaining proper fiscal oversight
- Funding issues and fundraising activity
- Ensuring compliance with the law
- Encouraging diversity
- Ensuring openness and accountability

Financial Review

The accounts for the year ended 31 March 2024 show a net loss of £18,555 (2023: -£20,213). As noted in the review of annual activities the Museum has embarked on a project to increase visitors which we aim to do in a way which will increase income. The Museum has net cash at the year-end of £152,945.

1. Receipts

The Museum recorded receipts for the year of £62,387 (2023: £41,035) relating primarily to:

- Bequests
- Grants from local authorities
- Donations from the visiting general public
- Ongoing financial support from the Friends of the Museum
- Funds raised from the sales of merchandise from the Museum shop
- Events held at the Museum and elsewhere
- Sales of image licences

2. Payments

Total expenditure was £80,942 (2023: £61,249) relating primarily to:

- Salary and pension costs for staff employed by the Museum
- Costs of running the Museum building including insurance, maintenance, light and heat, etc
- Costs of fundraising events including purchases of stock for the Museum shop

- Technology and professional support
- Consulting costs of preparing bid for National Lottery Heritage Fund grant

3. Statement of Assets and Liabilities

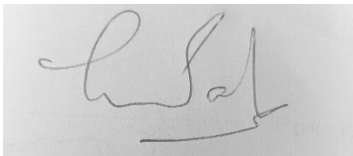
As at 31 March 2024 the net assets of the CIO were £153,062 (2023: £171,617).

Reserves Policy

The Trustees consider it prudent for the Museum to maintain free cash reserves equivalent to approximately six months budgeted non-discretionary spend to deal with short-term fluctuations in income, unexpected repairs and to provide adequate working capital. In the event that forecast cashflows indicated free cash reserves could fall below this level, the trustees would consider what additional steps needed to be taken to improve the financial position of the museum.

Connected party transactions and Trustee benefits

There were no connected party transactions and no trustee received any remuneration or other benefits from the Trust.

A handwritten signature in dark ink, appearing to read 'Lester Porter', is shown within a rectangular box.

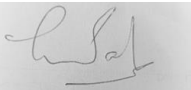
Signed by:

Lester Porter, Chair of Trustees Date: 28 January 2025

	EAST GRINSTEAD MUSEUM				Charity No (if any)	1171561	CC17a
	Annual accounts for the period						
	Period start date		1 April 2023	To	Period end date	31 March 2024	

Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
Incoming resources (Note 3)						
Incoming resources from generated funds						
Donations and Legacies		34,768	-	-	34,768	17,719
Grants		9,750	-	-	9,750	8,392
Fundraising events		12,538	-	-	12,538	12,160
Interest income		4,317	-	-	4,317	1,764
Other incoming resources		1,014	-	-	1,014	1,000
Total incoming resources		62,387	-	-	62,387	41,035
Resources expended (Notes 4-5)						
Costs of Generating Funds					-	-
Wages, pensions and NI		29,281	-	-	29,281	32,627
Cost of fundraising events		4,660	-	-	4,660	4,938
Insurance		2,127	-	-	2,127	1,988
Repairs and maintenance		10,546	-	-	10,546	8,385
Light and Heat		4,749			4,749	2,839
Telephone, postage & stationery		48			48	322
Legal and professional		641			641	463
Technology costs		7,107			7,107	1,735
Bank charges and interest		523			523	409
Sundry		3,008			3,008	4,363
Project Costs		18,250	-	-	18,250	3,180
Total resources expended		80,942	-	-	80,942	61,249
Net incoming/(outgoing) resources before transfers		-18,555	-	-	-18,555	-20,213
Gross transfers between funds		-	-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)		-18,555	-	-	-18,555	-20,213
Other recognised gains/(losses)						
Gains and losses on revaluation of fixed assets for the charity's own use		-	-	-	-	-
Gains and losses on investment assets		-	-	-	-	-
Transfer of funds from Charity Reg 1047505					-	-
Net movement in funds		-18,555	-	-	-18,555	-20,213
Total funds brought forward		171,617	-	-	171,617	191,830
Total funds carried forward		153,062	-	-	153,062	171,617

Section B Balance sheet						
		Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
Fixed assets						
Tangible assets	(Note 6)	-	-	-	-	-
		-	-	-	-	-
Investments			-	-	-	-
<i>Total fixed assets</i>		-	-	-	-	-
Current assets						
Stock and work in progress		2,597	-	-	2,597	2,597
Debtors		2,131	-	-	2,131	1,215
(Short term) investments		-	-	-	-	-
Cash at bank and in hand		152,945	-	-	152,945	173,727
<i>Total current assets</i>		157,673	-	-	157,673	177,539
Creditors: amounts falling due within one year	(Note 7)	4,611	-	-	4,611	5,923
<i>Net current assets/(liabilities)</i>		153,062	-	-	153,062	171,617
<i>Total assets less current liabilities</i>		153,062	-	-	153,062	171,617
Creditors: amounts falling due after one year	(Note 7)	-	-	-	-	-
Provisions for liabilities and charges		-	-	-	-	-
<i>Net assets</i>		153,062	-	-	153,062	171,617
Funds of the Charity						
Unrestricted funds		153,062			153,062	171,617
		-			-	-
Restricted income funds			-		-	-
Endowment funds				-	-	-
<i>Total funds</i>		153,062	-	-	153,062	171,617
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval		
		Lester Porter		28/01/2025		

Section C Notes to the accounts (continued)

Note 3 Analysis of incoming resources			
	Analysis	This year	Last year
		£	£
Donations and Legacies	Friends of the Museum	-	435
	Corporate donations	-	-
	Patrons	-	-
	Donations - Gift Aid eligible	2,564	4,403
	Donations - General	3,025	2,881
	Legacies	29,160	10,000
		-	-
	Total	34,749	17,719
Grants	Local Authority grants	6,750	8,337
	Furlough Scheme Grants	-	-
	Other	3,000	-
	Total	9,750	8,337
Fundraising events	Museum shop sales	4,937	5,332
	Image sales	450	725
	Museum services	6,408	4,169
	Other Income	6,093	4,753
	Total	17,888	14,979
Note 4 Analysis of resources expended			
	Analysis	This year	Last year
		£	£
Wages, pensions and National Insurance	Employment Costs	29,281	32,701
	Training and travel	-	-
		-	-
	Total	29,281	32,701
Cost of fundraising events	Museum shop	2,032	1,802
	Museum services costs	640	462
	Temporary exhibitions and collections	-	-
	Marketing	1,617	751
	Other Expenses	511	2,106
	Total	4,800	5,120
Repairs and maintenance	Building maintenance and service contracts	4,381	3,675
	Cleaning	6,165	5,734
		-	-
	Total	10,546	9,409
Light and heat	Utilities	4,749	2,839
		-	-
	Total	4,749	2,839
Office Costs	Telephone and internet	644	635
	Stationery, Office supplies and postage	48	322
	Computer	6,463	1,100
	Insurance	2,127	1,988
	Office Costs	288	355
	Total	9,570	4,401
Legal and professional	Professional services	3,222	3,190
	Bank Fees	523	409
	Total	3,745	3,599
Project Costs	Museum Development Project	18,250	3,180
	Going Green Project	-	-
	Total	18,250	3,180

Section C Notes to the accounts (continued)

Note 5 Staff costs

5.1 Staff Costs

	This year £	Last year £
Gross wages, salaries and benefits in kind	29,090	31,934
Pension costs	685	693
Staff expenses		74
Total staff costs	29,775	32,701

5.2 Average headcount

The average head count of employees during the year was 75 (2018: 79) analysed as follows:

	This year Number	Last year Number
Employed staff	1	1
Volunteers	65	65
Trustees	10	10
Total	76	76

5.3 Defined contribution pension scheme

	This year £	Last year £
The costs of the scheme to the charity for the year	685	693
The amount of any contributions outstanding at the year end	-	-
The amount of any contributions prepaid at the year end	nil	nil

Section C Notes to the accounts (continued)

Note 6 Tangible fixed assets

6.1 Cost or valuation

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	-	-	-
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

6.2 Accumulated depreciation and impairment provisions

Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	-	-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

6.3 Net book value

Brought forward	-	-	-	-	-	-
Carried forward	-	-	-	-	-	-

Note 7 Creditors and accruals

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Other creditors	3,753	5,305	-	-
Accruals and deferred income	858	618	-	-
Total	4,611	5,923	-	-

Brenda Peers-Ross
29 Drift Road
Selsey
Chichester
West Sussex
PO20 0PW

To the Trustees:
EAST GRINSTEAD MUSEUM
Registered CIO Number: 1171561

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Responsibilities and basis of report.

I have Independently Examined the Financial Statements for the financial year ending 31st March 2024.

Respective responsibilities of Trustees and Examiner

As the charity's trustees, you are responsible for the preparations of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act"). The charity's Trustees consider an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

I report on 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 Act.

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission and in accordance with section 145 of the Charities Act 2011. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view', and the report is limited to those matters set out in the next statement.

Independent Examiner's Statement

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

- the accounting records were not kept in accordance with section 130 of the 2011 Act: or
- the accounts did not accord with the accounting records.

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

Brenda Peers-Ross

Brenda Peers-Ross FMAAT ACIE
30th January 2025

Accounts

East Grinstead Museum CIO

Annual Report of the Trustees for the year ending 31st March 2023

The Trustees of East Grinstead Museum CIO present their annual report for the period from 1st April 2022 to the 31st March 2023 which have been prepared in accordance with the accounting and reporting statements of recommended practices issued by the Charity Commission.

East Grinstead Museum is a Charitable Incorporated Organisation ["CIO"] registered under charity number 1171561. It was created and is governed by a Constitution dated 9th February 2017.

Trustees

During the year the Trustees were

Lester Porter [Chair of Trustees]

Andrew Brock

Bob Marchant

Ruth Scrase

Christina Bradstreet

Hugh Kelly

Stephen Ody [Town Council Representative]

Dave Moore

Public Benefit

The Trustees confirm that the Charity Commission's general guidance on public benefit has been considered in relation to the objectives of the Charity. The report below sets out those objectives and describes how they have been met in the current year.

Charitable Objects

The charitable objects, as set out in the Constitution are: "To provide for the advancement of public education by the provision of the Museum comprising the Existing Collection together with such other items as may from time to time be comprised in the Trust Fund and to preserve the same as a collection ("the Collection"). To educate the public in the geography, history and natural history of the area of the town of East Grinstead and its neighbourhood."

Mission and Strategic Aims

To achieve these objects the Trustees have agreed a Mission where:-

"East Grinstead Museum collects, safeguards and interprets collections to tell the stories of local people and local events for the interest, enjoyment and education of all"

Its Strategic Aims are to:-

- Engage with audiences within East Grinstead and its surrounding villages, and both nationally and internationally.
- Tailor and improve our stories to engage a broader and more diverse audience.

- Value and improve the volunteer experience so that they assume a key role in delivering the Mission.
- Be financially self-sustainable and organisationally resilient.

Activities during the year

The Museum had a successful year, attracting 2909 visitors across the year. It also saw a steady growth across all its activities, including visits from primary schools reflecting the first stable year of operations since the COVID 19 Pandemic.

The Museum's various other revenue generating activities – school holiday events, walking tours, talks at the Museum ran throughout the year, and as a result provided a steady stream of income for the organisation, and helped engage the local community.

Following receipt of two significant legacies in 2020, the Trustees agreed to undertake an Audience Development research project to help plan an increase in visitor numbers and income..

The Trustees retained the services of a museum design company to help evaluate possible development options. Based on their recommendations, and subsequent conversations on how the museum spaces could be developed, the trustees have decided to explore a possible modest extension, in order to house the museum's welcome desk and shop, and enable more space to be dedicated to exhibitions and events.. This project will be progressed during the current financial year.

In addition to a fulltime Manager, the Trustees continue to rely on our volunteers to act as Stewards at the Museum and to support the Museum carrying out a range of specialist tasks, from helping to manage the collections, to delivering public talks, children's activities and a wide variety of other activities and projects. The Trustees are hugely grateful for the support provided by over 70 dedicated volunteers without whom the Museum could not survive. The Trustees remain committed to the training and development of both staff and volunteers

The Heritage and its use

The original Collection comprises an extensive range of local history and craft material relevant to the history and culture of the ancient parish of East Grinstead and the immediate surrounding areas. It includes artefacts, domestic items, memorabilia, ephemera and images of the town, its people, trades, professions and institutions.

The Queen Victoria Hospital Collection, which was acquired in 2009, comprises over three thousand items of archival material, books, photographs and objects including prosthetics, models, instruments, equipment, and personal memorabilia of both staff and patients telling the story of this internationally renowned hospital and the surgeon Sir Archibald McIndoe and his famous Second World War Guinea Pigs.

In March 2016, the Heritage Lottery Fund approved support for our Rebuilding Bodies and Souls exhibition which originally opened in November of that year. The exhibition, now a permanent feature of the Museum, has continued to attract visitors including a number of family members of the Guinea Pigs, and a steady flow of online enquiries...

The Museum serves the people who live in East Grinstead and the surrounding villages and the large numbers of tourists who visit the town each year, as well as special interest groups, groups of local children and researchers into local history and genealogy.

In addition to the permanent displays, the Museum hosts a series of regular activities which includes:

- a programme of activities during school holidays focussed on children aged between six and nine
- talks and presentations to local community organisations
- online talks of subjects of local interest
- temporary exhibitions.

Governance and Museum Management

Standard Opening Hours:

The Museum is normally open from Wednesday to Sundays 10 - 4pm. Admission is free. Opening times from March 2021 during the Covid-19 pandemic have been consistent with Government lock-down guidelines.

The Museum was awarded Full Accreditation in 2017 for a five-year period under the Arts Council England scheme for Museums. It meets all requirements for

- Operational health
- Collections
- Users and their experiences

Organisational Structure

The Trustees acting as the Board meet bi-monthly and are responsible for

- Ensuring compliance with the Museum's Trust Deed
- Developing strategy
- Agreeing and monitoring plans to implement the strategy
- Setting and agreeing policies
- Maintaining proper fiscal oversight
- Funding issues and fundraising activity
- Ensuring compliance with the law
- Encouraging diversity
- Ensuring openness and accountability

Financial Review

The accounts for the year ended 31 March 2023 show a net reduction in funds of £20,213 as income did not cover expenses. As noted in the review of annual activities the Museum has embarked on a project to increase visitors which we aim to do in a way which will increase income. The overall financial position of the Museum remains healthy with net cash at the year-end of £173,727.

1. Receipts

The Museum recorded receipts for the year of £41,035 (2022: £41,257) relating primarily to:

- Bequests
- Grants from local authorities
- Donations from the visiting general public
- Ongoing financial support from the Friends of the Museum
- Funds raised from the sales of merchandise from the Museum shop
- Events held at the Museum and elsewhere
- Sales of image licenses

2. Payments

Total expenditure was £61,249 (2022: £61,165) relating primarily to::

- Salary and pension costs for staff employed by the Museum.
- Costs of running the Museum building including insurance, maintenance, light and heat, etc.

- Costs of fundraising events including purchases of stock for the Museum shop; and
- Technology and professional support

3. Statement of Assets and Liabilities

As at 31 March 2022 the net assets of the CIO were £171,617 (2022: £191,830) comprising Cash at bank and in hand of £173,727 (2022: £197,521), museum shop stock of £2,597 (2022: £2,597), and net creditors of -£4,708 (2022: -£8,288).

Reserves Policy

The Trustees consider it prudent for the Museum to maintain free cash reserves equivalent to approximately six months budgeted non-discretionary spend to deal with short-term fluctuations in income, unexpected repairs and to provide adequate working capital. In the event that forecast cashflows indicated free cash reserves could fall below this level, the trustees would consider what additional steps needed to be taken to improve the financial position of the museum.

Connected party transactions and Trustee benefits

There were no connected party transactions and no trustee received any remuneration or other benefits from the Trust.



Signed by:

Lester Porter, Chair of Trustees Date: 30 January 2024

Independent Examiners Report



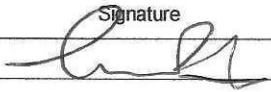
EAST GRINSTEAD MUSEUM			Charity No (if any)	1171561	CC17a
Annual accounts for the period					
Period start date	1 April 2022	To	Period end date	31 March 2023	

Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
Incoming resources (Note 3)						
Incoming resources from generated funds						
Donations and Legacies		17,719	-	-	17,719	4,050
Grants		8,392	-	-	8,392	27,674
Fundraising events		12,160	-	-	12,160	8,975
Interest income		1,764	-	-	1,764	509
Other incoming resources		1,000	-	-	1,000	50
Total incoming resources		41,035	-	-	41,035	41,257
Resources expended (Notes 4-5)						
Costs of Generating Funds						
Wages, pensions and NI		32,627	-	-	32,627	27,975
Cost of fundraising events		4,938	-	-	4,938	9,451
Insurance		1,988	-	-	1,988	2,631
Repairs and maintenance		8,385	-	-	8,385	6,156
Light and Heat		2,839	-	-	2,839	1,957
Telephone, postage & stationery		322	-	-	322	-
Legal and professional		463	-	-	463	813
Technology costs		1,735	-	-	1,735	2,670
Bank charges and interest		409	-	-	409	108
Sundry		4,363	-	-	4,363	3,165
Project Costs		3,180	-	-	3,180	6,240
Total resources expended		61,249	-	-	61,249	61,165
Net incoming/(outgoing) resources before transfers		-20,213	-	-	-20,213	-19,908
Gross transfers between funds		-	-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)		-20,213	-	-	-20,213	-19,908
Other recognised gains/(losses)						
Gains and losses on revaluation of fixed assets for the charity's own use		-	-	-	-	-
Gains and losses on investment assets		-	-	-	-	-
Transfer of funds from Charity Reg 1047505						
Net movement in funds		-20,213	-	-	-20,213	-19,908
Total funds brought forward		191,830	-	-	191,830	211,738
Total funds carried forward		171,617	-	-	171,617	191,830

Section B

Balance sheet

	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
Fixed assets					
Tangible assets (Note 6)	-	-	-	-	-
Investments	-	-	-	-	-
Total fixed assets	-	-	-	-	-
Current assets					
Stock and work in progress	2,597	-	-	2,597	2,597
Debtors	1,215	-	-	1,215	3,014
(Short term) investments	-	-	-	-	-
Cash at bank and in hand	173,727	-	-	173,727	197,521
Total current assets	177,539	-	-	177,539	203,133
Creditors: amounts falling due within one year (Note 7)	5,923	-	-	5,923	11,302
Net current assets/(liabilities)	171,617	-	-	171,617	191,830
Total assets less current liabilities	171,617	-	-	171,617	191,830
Creditors: amounts falling due after one year (Note 7)	-	-	-	-	-
Provisions for liabilities and charges	-	-	-	-	-
Net assets	171,617	-	-	171,617	191,830
Funds of the Charity					
Unrestricted funds	171,617			171,617	191,830
Restricted income funds	-	-		-	-
Endowment funds			-	-	-
Total funds	171,617	-	-	171,617	191,830
Signed by one or two trustees on behalf of all the trustees	Signature 		Print Name Lester Porter	Date of approval 30/01/2024	

Section C Notes to the accounts (continued)

Note 3 Analysis of incoming resources

		This year	Last year
		£	£
Donations and Legacies	Analysis		
	Friends of the Museum	435	-
	Corporate donations	-	-
	Patrons	-	310
	Donations - Gift Aid eligible	4,403	2,725
	Donations - General	2,881	765
	Legacies	10,000	250
	Total	17,719	4,050
Grants	Local Authority grants	8,337	1,500
	Furlough Scheme Grants	-	315
	Other	-	25,858
	Total	8,337	27,674
Fundraising events	Museum shop sales	5,332	3,149
	Image sales	725	535
	Museum services	4,169	3,354
	Other Income	4,753	1,937
	Total	14,979	8,975

Note 4 Analysis of resources expended

		This year	Last year
		£	£
Wages, pensions and National Insurance	Analysis		
	Employment Costs	32,701	27,975
	Training and travel	-	-
	Total	32,701	27,975
Cost of fundraising events	Museum shop	1,802	1,313
	Museum services costs	462	2,599
	Temporary exhibitions and collections	-	790
	Marketing	751	1,029
	Other Expenses	2,106	3,720
	Total	5,120	9,451
Repairs and maintenance	Building maintenance and service contracts	3,675	1,618
	Cleaning	5,734	4,538
		-	-
	Total	9,409	6,156
Light and heat	Utilities	2,839	1,957
		-	-
	Total	2,839	1,957
Office Costs	Telephone and internet	635	-
	Stationery, Office supplies and postage	322	-
	Computer	1,100	-
	Insurance	1,988	-
	Office Costs	355	-
	Total	4,401	-
Legal and professional	Professional services	3,190	813
	Bank Fees	409	-
	Total	3,599	813
Museum Development Project	Museum Development Project	3,180	-
		-	-
	Total	3,180	-

Section C**Notes to the accounts (continued)****Note 5****Staff costs****5.1 Staff Costs**

	This year £	Last year £
Gross wages, salaries and benefits in kind	31,934	27,333
Pension costs	693	1,268
Staff expenses	74	363
Total staff costs	32,701	28,601

5.2 Average headcount

The average head count of employees during the year was 75 (2018: 79) analysed as follows:

	This year Number	Last year Number
Employed staff	1	1
Volunteers	65	65
Trustees	10	10
Total	76	76

5.3 Defined contribution pension scheme

	This year £	Last year £
The costs of the scheme to the charity for the year	693	623
The amount of any contributions outstanding at the year end	-	645
The amount of any contributions prepaid at the year end	nil	nil

Section C

Notes to the accounts (continued)

Note 6

Tangible fixed assets

6.1 Cost or valuation

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	-	-	-
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

6.2 Accumulated depreciation and impairment provisions

Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	-	-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

6.3 Net book value

Brought forward	-	-	-	-	-	-
Carried forward	-	-	-	-	-	-

Note 7

Creditors and accruals

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Other creditors	5,305	10,793	-	-
Accruals and deferred income	618	510	-	-
Total	5,923	10,886	-	-

Brenda Peers-Ross
29 Drift Road
Selsey
Chichester
West Sussex
PO20 0PW

To the Trustees:
EAST GRINSTEAD MUSEUM
Registered CIO Number: 1171561

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Responsibilities and basis of report.

I have Independently Examined the Financial Statements for the financial year ending 31st March 2023.

Respective responsibilities of Trustees and Examiner

As the charity's trustees, you are responsible for the preparations of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act"). The charity's Trustees consider an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

I report on 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 Act.

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission and in accordance with section 145 of the Charities Act 2011. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view', and the report is limited to those matters set out in the next statement.

Independent Examiner's Statement

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

- the accounting records were not kept in accordance with section 130 of the 2011 Act: or
- the accounts did not accord with the accounting records.

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

Brenda Peers-Ross

Brenda Peers-Ross FMAAT ACIE
Date: 29th January 2024

Accounts

East Grinstead Museum CIO

Annual Report of the Trustees for the year ending 31st March 2022

The Trustees of East Grinstead Museum CIO present their annual report for the period from 1st April 2021 to the 31st March 2022 which have been prepared in accordance with the accounting and reporting statements of recommended practices issued by the Charity Commission.

East Grinstead Museum is a Charitable Incorporated Organisation ["CIO"] registered under charity number 1171561. It was created and is governed by a Constitution dated 9th February 2017.

Trustees

During the year the Trustees were

Lester Porter [Chair of Trustees]

Andrew Brock

Dorothy Hatswell [Died 4th February 2022]

Bob Marchant

Amy Dillman [Resigned 25th May 2021]

Ruth Scrase

Christina Bradstreet

Hugh Kelly

Stephen Ody [Town Council Representative]

Dave Moore [Appointed 28th September 2021]

Public Benefit

The Trustees confirm that the Charity Commission's general guidance on public benefit has been considered in relation to the objectives of the Charity. The report below sets out those objectives and describes how they have been met in the current year.

Trust Objects

The charitable objects, as set out in the Constitution are: "To provide for the advancement of public education by the provision of the Museum comprising the Existing Collection together with such other items as may from time to time be comprised in the Trust Fund and to preserve the same as a collection ("the Collection"). To educate the public in the geography, history and natural history of the area of the town of East Grinstead and its neighbourhood."

Mission and Strategic Aims

To achieve these objects the Trustees have agreed a Mission where:-

"East Grinstead Museum collects, safeguards and interprets collections to tell the stories of local people and local events for the interest, enjoyment and education of all"

Its Strategic Aims are to:-

- Engage with audiences within East Grinstead and its surrounding villages, and both nationally and internationally.
- Tailor and improve our stories to engage a broader and more diverse audience.
- Value and improve the volunteer experience so that they assume a key role in delivering the Mission.
- Be financially self-sustainable and organisationally resilient.

Activities during the year

The Museum finally reopened again after the end of the pandemic lockdown on the 5th May 2021, and therefore losing a full month's trading early in the year. Due to public concerns relating to the COVID 19 pandemic, footfall built very slowly again during the year, and therefore overall visitor levels and income from the shop and donations were significantly lower than pre pandemic levels.

The Museum's various other revenue generating activities – school holiday events, walking tours, talks at the Museum - also could not attract sufficient support early in the year and so were only available again from the summer of 2021. However, since then a full programme of events has been offered again.

In November 2021, the Museum completed an Audience Development project, which aimed to better understand the existing and potential audiences of the museum, and how, especially after the pandemic, the museum might be able to engage these audiences. The findings from the report identified a number of areas for improvement, from marketing to developing a proposition which encourages people to return. This was further supported with some detailed work with focus groups in March 2022, consisting of both people who did engage with the museum and those who did not

Following receipt of two significant legacies in 2020, the Trustees agreed to use the findings of the Audience Development project to help plan an upgrade to the Museum to increase visitor numbers. The Trustees have subsequently retained the services of a museum design company to help evaluate possible development options. This important project is now well under way but is not expected to be completed until 2024.

In addition to a fulltime Manager, the Trustees continue to rely on our volunteers to act as Stewards at the Museum and to support the Museum carrying out a range of specialist tasks, from helping to manage the collections, to delivering public talks, children's activities and a wide variety of other activities and projects. The Trustees are hugely grateful for the support provided by over 70 dedicated volunteers without whom the Museum could not survive. The Trustees remain committed to the training and development of both staff and volunteers

The Heritage and its use

The original Collection comprises an extensive range of local history and craft material relevant to the history and culture of the ancient parish of East Grinstead and the immediate surrounding areas. It includes artefacts, domestic items, memorabilia, ephemera and images of the town, its people, trades, professions and institutions.

The Queen Victoria Hospital Collection, which was acquired in 2009, comprises over three thousand items of archival material, books, photographs and objects including prosthetics, models, instruments, equipment, and personal memorabilia of both staff and patients telling the story of this internationally renowned hospital and the surgeon Sir Archibald McIndoe and his famous Second World War Guinea Pigs.

In March 2016, the Heritage Lottery Fund approved support for our Rebuilding Bodies and Souls exhibition which originally opened in November of that year. The exhibition, now a permanent feature of the Museum, has continued to attract visitors including a number of family members of the Guinea Pigs, and a steady flow of online enquiries...

The Museum serves the people who live in East Grinstead and the surrounding villages and the large numbers of tourists who visit the town each year, as well as special interest groups, groups of local children and researchers into local history and genealogy.

In addition to the permanent displays, the Museum hosts a series of regular activities which includes:

- a programme of activities during school holidays focussed on children aged between six and nine
- talks and presentations to local community organisations
- online talks of subjects of local interest
- temporary exhibitions.

Governance and Museum Management

Standard Opening Hours:

The Museum is normally open from Wednesday to Saturday 10 - 4pm., [and with effect from Sunday 4th December 2022 will also be open again on Sundays from 10 - 4pm]. Admission is free. Opening times from March 2021 during the Covid-19 pandemic have been consistent with Government lock-down guidelines.

The Museum was awarded Full Accreditation in 2017 for a five-year period under the Arts Council England scheme for Museums. It meets all requirements for

- Operational health
- Collections
- Users and their experiences

Organisational Structure

The Trustees acting as the Board meet bi-monthly and are responsible for

- Ensuring compliance with the Museum's Trust Deed
- Developing strategy
- Agreeing and monitoring plans to implement the strategy
- Setting and agreeing policies
- Maintaining proper fiscal oversight
- Funding issues and fundraising activity
- Ensuring compliance with the law
- Encouraging diversity
- Ensuring openness and accountability

Financial Review

The accounts for the year ended 31 March 2022 show a net reduction in funds of £19,040 as income did not cover expenses. As noted in the review of annual activities the Museum has embarked on a project to increase visitors which we aim to do in a way which will increase income. The overall financial position of the Museum remains healthy with net cash at the year-end of £197,521.

1. Receipts

The Museum recorded receipts for the year ended 31 March 2022 of £41,257 (2021: £200,030) relating primarily to:

- Bequests
- Grants from local authorities
- Donations from the visiting general public
- Ongoing financial support from the Friends of the Museum
- Funds raised from the sales of merchandise from the Museum shop
- Events held at the Museum and elsewhere
- Sales of image licenses

2. Payments

Total expenditure was £61,165 (2021: £57,900) relating primarily to:

- Salary and pension costs for staff employed by the Museum.
- Costs of running the Museum building including insurance, maintenance, light and heat, etc.
- Costs of fundraising events including purchases of stock for the Museum shop; and
- Technology and professional support
- Funding for Phase 2 of the Museums Audience Development Plan.

3. Statement of Assets and Liabilities

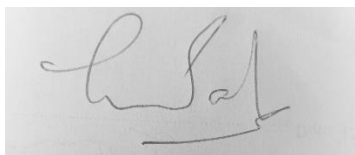
As at 31 March 2022 the net assets of the CIO were £191,830 (2021: £211,738) comprising Cash at bank and in hand of £197,521 (2021: £215,570), museum shop stock of £2,597 (2021: £2,723), and net creditors of -£8,288 (2021: -£6,555).

Reserves Policy

The Trustees consider it prudent for the Museum to maintain free cash reserves equivalent to approximately six months budgeted non-discretionary spend to deal with short-term fluctuations in income, unexpected repairs and to provide adequate working capital. In the event that forecast cashflows indicated free cash reserves could fall below this level, the trustees would consider what additional steps needed to be taken to improve the financial position of the museum.

Connected party transactions and Trustee benefits

There were no connected party transactions and no trustee received any remuneration or other benefits from the Trust.



Signed by:

Lester Porter, Chair of Trustees Date: 24 January 2023

	EAST GRINSTEAD MUSEUM			Charity No (if any)	1171561	CC17a
	Annual accounts for the period					
	Period start date	1 April 2021	To	Period end date	31 March 2022	

Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
Incoming resources (Note 3)						
Incoming resources from generated funds						
Donations and Legacies		4,050	-	-	4,050	142,654
Grants		27,674	-	-	27,674	52,620
Fundraising events		8,975	-	-	8,975	3,937
Interest income		509	-	-	509	818
Other incoming resources		50	-	-	50	-
Total incoming resources		41,257	-	-	41,257	200,030
Resources expended (Notes 4-5)						
Costs of Generating Funds					-	
Wages, pensions and NI		27,975	-	-	27,975	31,796
Cost of fundraising events		9,451	-	-	9,451	2,708
Insurance		2,631	-	-	2,631	2,171
Repairs and maintenance		6,156	-	-	6,156	3,591
Light and Heat		1,957			1,957	2,236
Telephone, postage & stationery		-			-	-
Legal and professional		813			813	-
Technology costs		2,670			2,670	2,876
Bank charges and interest		108			108	69
Sundry		3,165			3,165	5,852
Project Costs		6,240	-	-	6,240	6,600
Total resources expended		61,165	-	-	61,165	57,900
Net incoming/(outgoing) resources before transfers		-19,908	-	-	-19,908	142,130
Gross transfers between funds		-	-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)		-19,908	-	-	-19,908	142,130
Other recognised gains/(losses)						
Gains and losses on revaluation of fixed assets for the charity's own use		-	-	-	-	-
Gains and losses on investment assets		-	-	-	-	-
Transfer of funds from Charity Reg 1047505					-	-
Net movement in funds		-19,908	-	-	-19,908	142,130
Total funds brought forward		211,738	-	-	211,738	69,608
Total funds carried forward		191,830	-	-	191,830	211,738

Section B Balance sheet						
		Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
Fixed assets						
Tangible assets	(Note 6)	-	-	-	-	-
		-	-	-	-	-
Investments		-	-	-	-	-
	<i>Total fixed assets</i>	-	-	-	-	-
Current assets						
Stock and work in progress		2,597	-	-	2,597	2,723
Debtors		3,014	-	-	3,014	4,331
(Short term) investments		-	-	-	-	-
Cash at bank and in hand		197,521	-	-	197,521	215,570
	<i>Total current assets</i>	203,133	-	-	203,133	222,624
Creditors: amounts falling due within one year	(Note 7)	11,302	-	-	11,302	10,886
	<i>Net current assets/(liabilities)</i>	191,830	-	-	191,830	211,738
	<i>Total assets less current liabilities</i>	191,830	-	-	191,830	211,738
Creditors: amounts falling due after one year	(Note 7)	-	-	-	-	-
Provisions for liabilities and charges		-	-	-	-	-
	<i>Net assets</i>	191,830	-	-	191,830	211,738
Funds of the Charity						
Unrestricted funds		191,830			191,830	211,738
		-			-	-
Restricted income funds			-		-	-
Endowment funds				-	-	-
	<i>Total funds</i>	191,830	-	-	191,830	211,738

Section C	Notes to the accounts
------------------	------------------------------

Note 1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared on the historical cost basis and in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

1.2 Change in basis of accounting

The method of accounting has been changed in the current year to an accruals basis from a 'receipts and payments' basis in the prior year. There has been no change to the accounting policies.

1.3 Changes to previous accounts

No changes have been made to accounts for the previous year.

1.4 Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Restricted funds are subject to restrictions on their expenditure as laid down by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Note 2 Accounting policies

2.1 Incoming resources

All incoming resources are included in the Statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

2.1.1 Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

2.1.2 Legacy income is recognised when receipt is probable and entitlement is established.

2.1.3 Income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of the general volunteers.

2.1.4 Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Section C Notes to the accounts (continued)

Note 2 Accounting policies (continued)

2.2 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is classified under headings of the statement of financial activities to which it relates:

2.2.1 Expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities and the sale of donated goods.

2.2.2 Expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

2.2.3 Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

2.3 Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment loss. Any tangible assets carried at revalued amounts are recorded at fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

2.4 Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less any residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	25% straight line
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2.5 Stocks

Stocks are measured at the lower of cost and estimated selling price less any costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

2.6 Pension costs

The charity operates a defined contribution workplace pension scheme. The pension cost in relation to this scheme is based on the employers' contributions payable in the year.

Section C Notes to the accounts (continued)			
Note 3	Analysis of incoming resources		
		This year	Last year
	Analysis	£	£
Donations and Legacies	Friends of the Museum		812
	Corporate donations		
	Patrons	310	310
	Donations - Gift Aid eligible	2,725	
	Donations - General	765	1,532
	Legacies	250	140,000
		-	-
	Total	4,050	142,654
Grants	Local Authority grants	1,500	43,045
	Furlough Scheme Grants	315	3,550
	Other	25,858	6,025
	Total	27,674	52,620
Fundraising events	Museum shop sales	3,149	593
	Image sales	535	204
	Museum services	3,354	1,280
	Other	1,937	1,861
	Total	8,975	3,937
Note 4	Analysis of resources expended		
		This year	Last year
	Analysis	£	£
Wages, pensions and National Insurance	Employment Costs	27,975	31,796
	Training and travel		
		-	-
	Total	27,975	31,796
Cost of fundraising events	Museum shop	1,313	57
	Museum services costs	2,599	
	Temporary exhibitions and collections	790	923
	Marketing	1,029	164
	Other	3,720	1,564
	Total	9,451	2,708
Repairs and maintenance	Building maintenance and service contracts	1,618	1,631
	Cleaning	4,538	1,960
		-	-
	Total	6,156	3,591
Light and heat	Utilities	1,957	1,780
		-	-
	Total	1,957	1,780
Telephone, postage and stationery	Telephone and internet		789
	Stationery, Office supplies and postage		563
	Total	-	1,351
Legal and professional	Professional services	813	2,940
		-	-
	Total	813	2,940

Section C		Notes to the accounts (continued)	
Note 5	Staff costs		
5.1 Staff Costs			
		This year £	Last year £
Gross wages, salaries and benefits in kind		27,333	28,828
Pension costs		1,268	593
Staff expenses		363	
	Total staff costs	28,964	29,421
5.2 Average headcount			
The average head count of employees during the year was 75 (2018: 79) analysed as follows:			
		This year Number	Last year Number
	Employed staff	1	1
	Volunteers	65	70
	Trustees	10	9
	Total	76	80
5.3 Defined contribution pension scheme			
		This year £	Last year £
The costs of the scheme to the charity for the year		623	481
The amount of any contributions outstanding at the year end		645	nil
The amount of any contributions prepaid at the year end		nil	nil

Section C Notes to the accounts (continued)

Note 6 Tangible fixed assets

6.1 Cost or valuation

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	-	-	-
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

6.2 Accumulated depreciation and impairment provisions

Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	-	-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

6.3 Net book value

Brought forward	-	-	-	-	-	-
Carried forward	-	-	-	-	-	-

Note 7 Creditors and accruals

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year	Last year	This year	Last year
	£	£	£	£
Loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Other creditors	10,793	7,957	-	-
Accruals and deferred income	510	2,929	-	-
Total	11,302	10,886	-	-

Brenda Peers-Ross
29 Drift Road
Selsey
Chichester
West Sussex
PO20 0PW

To the Trustees:
EAST GRINSTEAD MUSEUM
Registered CIO Number: 1171561

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Responsibilities and basis of report.

I have Independently Examined the Financial Statements for financial year ending 31st March 2022.

Respective responsibilities of Trustees and Examiner

As the charity's trustees, you are responsible for the preparations of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act"). The charity's Trustees consider an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

I report on 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 Act.

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission and in accordance with section 145 of the Charities Act 2011. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view', and the report is limited to those matters set out in the next statement.

Independent Examiner's Statement

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

- the accounting records were not kept in accordance with section 130 of the 2011 Act: or
- the accounts did not accord with the accounting records.

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

|

Brenda Peers-Ross

Brenda Peers-Ross FMAAT ACIE
Date: 27th January 2023

Accounts

East Grinstead Museum CIO

Annual Report of the Trustees for the year ending 31st March 2021

The Trustees of East Grinstead Museum CIO present their annual report for the period from 1st April 2020 to the 31st March 2021 which have been prepared in accordance with the accounting and reporting statements of recommended practices issued by the Charity Commission.

East Grinstead Museum is a Charitable Incorporated Organisation ["CIO"] registered under charity number 1171561. It was created and is governed by a Constitution dated 9th February 2017.

Trustees

During the year the Trustees were

Lester Porter [Chair of Trustees]

Andrew Brock

Dorothy Hatswell

Bob Marchant

Amy Dillman

Ruth Scrase

Christina Bradstreet

Hugh Kelly

Stephen Ody [Appointed as Town Council Representative 28 July 2020]

Public Benefit

The Trustees confirm that the Charity Commission's general guidance on public benefit has been considered in relation to the objectives of the Charity. The report below sets out those objectives and describes how they have been met in the current year.

Trust Objects

The charitable objects, as set out in the Constitution are: "To provide for the advancement of public education by the provision of the Museum comprising the Existing Collection together with such other items as may from time to time be comprised in the Trust Fund and to preserve the same as a collection ("the Collection"). To educate the public in the geography, history and natural history of the area of the town of East Grinstead and its neighbourhood."

Mission and Strategic Aims

To achieve these objects the Trustees have agreed a Mission where:-

“ East Grinstead Museum collects, safeguards and interprets collections to tell the stories of local people and local events for the interest, enjoyment and education of all”

Its Strategic Aims are to:-

- Engage with audiences within East Grinstead and its surrounding villages, and both nationally and internationally.
- Tailor and improve our stories to engage a broader and more diverse audience.
- Value and improve the volunteer experience so that they assume a key role in delivering the Mission.
- Be financially self-sustainable and organisationally resilient.

Activities during the year

As a result of the pandemic the Museum was closed and unable to operate for significant parts of the year i.e. from 23rd March to the 5th August; from 5th November to 4th December; and again from 18th December through to 19th May 2021. Many of the normal activities of the Museum were unable to be undertaken at all during the year. During the lockdowns the one permanent member of staff, the Museum Manager, was placed on furlough working reduced hours to provide essential maintenance to the Museum and answering online and telephone enquiries. The Trustees are extremely grateful to the Manager for carrying out this lonely but vital role at such a challenging time.

During the lockdowns Museum income consisted primarily of a series of Covid related grants provided by Mid Sussex District Council which were hugely helpful in protecting the Museum from additional financial losses.

In addition to a fulltime Manager, in normal times the Trustees continue to rely on volunteers to act as Stewards at the Museum and to support the Museum carrying out a range of specialist tasks, from helping to manage the collections, to delivering public talks, children's activities and a wide variety of other activities and projects. The Trustees are hugely grateful for the support provided by over 70 dedicated volunteers [many of whom have returned to support the Museum after the lockdowns] without whom the Museum could not survive. The Trustees remain committed to the training and development of both staff and volunteers

It is however pleasing to be able to report that, as at November 2021, trading is slowly recovering, and both the children's and adult activities have now started again.

The Heritage and its use

The original Collection comprises an extensive range of local history and craft material relevant to the history and culture of the ancient parish of East Grinstead and the immediate surrounding areas. It includes artefacts, domestic items, memorabilia, ephemera and images of the town, its people, trades, professions and institutions.

The Queen Victoria Hospital Collection, which was acquired in 2009, comprises over three thousand items of archival material, books, photographs and objects including prosthetics, models, instruments, equipment, and personal memorabilia of both staff and patients telling the story of this internationally renowned hospital and the surgeon Sir Archibald McIndoe and his famous Second World War Guinea Pigs.

In March 2016, the Heritage Lottery Fund approved support for our Rebuilding Bodies and Souls exhibition which originally opened in November of that year. The exhibition, now a permanent feature of the Museum, has continued to attract visitors including a number of family members of the Guinea Pigs, and a steady flow of online enquiries...

The Museum serves the people who live in East Grinstead and the surrounding villages and the large numbers of tourists who visit the town each year, as well as special interest groups, groups of local children and researchers into local history and genealogy.

In addition to the permanent displays, the Museum hosts a series of regular activities which includes:

- a programme of activities during school holidays focussed on children aged between six and nine
- talks and presentations to local community organisations
- online talks on subjects of local interest
- temporary exhibitions.

Governance and Museum Management

Standard Opening Hours:

The Museum is normally open from Wednesday to Saturday 10 - 4pm., and Sundays from 1 - 4pm. Admission is free.

Opening times from March 2020 during the Covid-19 pandemic have been consistent with Government lock-down guidelines, but a decision was made not to open on Sundays during this period.

The Museum was awarded Full Accreditation in 2017 for a five-year period under the Arts Council England scheme for Museums. It meets all requirements for

- Operational health
- Collections
- Users and their experiences

Organisational Structure

The Trustees acting as the Board meet bi-monthly and are responsible for

- Ensuring compliance with the Museum's Trust Deed
- Developing strategy
- Agreeing and monitoring plans to implement the strategy
- Setting and agreeing policies
- Maintaining proper fiscal oversight
- Funding issues and fundraising activity
- Ensuring compliance with the law
- Encouraging diversity
- Ensuring openness and accountability

Financial Review

The accounts for the year ended 31 March 2021 reflect an exceptional year in which the Museum's operations were adversely affected by the Covid pandemic and lockdowns. However, the Museum's overall financial position improved as a result of an unusually high level of bequests, Covid related grant funding and the Government's Coronavirus Job Retention Scheme.

1. Receipts

The Museum recorded receipts for the year ended 31 March 2021 of £200,030 (2020: £33,986) relating primarily to:

- Bequests
- Grants from local authorities (including Covid related grants)
- Payments from the Government's Coronavirus Job Retention Scheme
- Donations from the visiting general public
- Ongoing financial support from the Friends of the Museum
- Funds raised from the sales of merchandise from the Museum shop
- Events held at the Museum and elsewhere
- Sales of image licenses

2. Payments

Total expenditure was £57,900 (2020: £48,434) relating primarily to::

- Salary and pension costs for staff employed by the Museum.
- Costs of running the Museum building including insurance, maintenance, light and heat, etc.
- Costs of fundraising events including purchases of stock for the Museum shop.
- Technology and professional support.
- Funding for Phase 1 of the Museum's Audience Development Plan.

3. Statement of Assets and Liabilities

As at 31 March 2021 the net assets of the CIO were £211,738 (2020: £69,608) comprising Cash at bank and in hand of £215,570 (2020: £65,970), museum shop stock of £2,723 (2020: £2,654), and net debtors and creditors of -£6,555 (2020: £2,984).

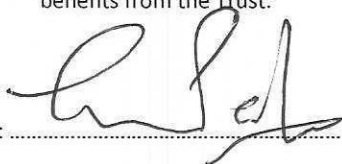
Reserves Policy

The Trustees consider it prudent to maintain reserves (excluding restricted funds which can only be used for the purpose for which they were given) of nine months of non-discretionary expenses. Trustees are aware of increasing building and systems maintenance and renewal costs arising from their age and will want to designate some of the reserves for this purpose.

Connected party transactions and Trustee benefits

There were no connected party transactions and no trustee received any remuneration or other benefits from the Trust.

Signed by:



Lester Porter, Chair of Trustees

Date:

23rd November 2021



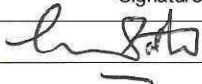
EAST GRINSTEAD MUSEUM			Charity No (if any)	1171561	CC17a
Annual accounts for the period					
Period start date	1 April 2020	To	Period end date	31 March 2021	

Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
Incoming resources (Note 3)						
Incoming resources from generated funds						
Donations and Legacies		142,654	-	-	142,654	8,377
Grants		52,620	-	-	52,620	11,755
Fundraising events		3,937	-	-	3,937	13,177
Interest income		818	-	-	818	676
Other incoming resources		-	-	-	-	-
Total incoming resources		200,030	-	-	200,030	33,986
Resources expended (Notes 4-5)						
Costs of Generating Funds						
Wages, pensions and NI		31,796	-	-	31,796	28,584
Cost of fundraising events		2,708	-	-	2,708	5,089
Insurance		2,171	-	-	2,171	3,485
Repairs and maintenance		3,591	-	-	3,591	1,828
Light and Heat		2,236	-	-	2,236	1,780
Telephone, postage & stationery		-	-	-	-	1,351
Legal and professional		-	-	-	-	2,940
Technology costs		2,876	-	-	2,876	1,790
Bank charges and interest		69	-	-	69	64
Sundry		5,852	-	-	5,852	1,523
Project Costs		6,600	-	-	6,600	-
Total resources expended		57,900	-	-	57,900	48,434
Net incoming/(outgoing) resources before transfers		142,130	-	-	142,130	14,448
Gross transfers between funds		-	-	-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)		142,130	-	-	142,130	14,448
Other recognised gains/(losses)						
Gains and losses on revaluation of fixed assets for the charity's own use		-	-	-	-	-
Gains and losses on investment assets		-	-	-	-	-
Transfer of funds from Charity Reg 1047505		-	-	-	-	-
Net movement in funds		142,130	-	-	142,130	14,448
Total funds brought forward		69,608	-	-	69,608	84,055
Total funds carried forward		211,738	-	-	211,738	69,608

Section B

Balance sheet

	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
Fixed assets					
Tangible assets (Note 6)	-	-	-	-	-
Investments	-	-	-	-	-
Total fixed assets	-	-	-	-	-
Current assets					
Stock and work in progress	2,723	-	-	2,723	2,654
Debtors	4,331	-	-	4,331	3,959
(Short term) investments	-	-	-	-	-
Cash at bank and in hand	215,570	-	-	215,570	63,970
Total current assets	222,624	-	-	222,624	70,583
Creditors: amounts falling due within one year (Note 7)	10,886	-	-	10,886	975
Net current assets/(liabilities)	211,738	-	-	211,738	69,608
Total assets less current liabilities	211,738	-	-	211,738	69,608
Creditors: amounts falling due after one year (Note 7)	-	-	-	-	-
Provisions for liabilities and charges	-	-	-	-	-
Net assets	211,738	-	-	211,738	69,608
Funds of the Charity					
Unrestricted funds	211,738			211,738	69,608
	-			-	-
Restricted income funds		-		-	-
Endowment funds			-	-	-
Total funds	211,738	-	-	211,738	69,608
Signed by one or two trustees on behalf of all the trustees	Signature		Print Name		Date of approval
			Lester Porter		23/11/2021

Note 1 Basis of preparation**1.1 Basis of accounting**

These accounts have been prepared on the historical cost basis and in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

1.2 Change in basis of accounting

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1.3 Changes to previous accounts

No changes have been made to accounts for the previous year.

1.4 Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Restricted funds are subject to restrictions on their expenditure as laid down by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Note 2 Accounting policies**2.1 Incoming resources**

All incoming resources are included in the Statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

2.1.1 Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

2.1.2 Legacy income is recognised when receipt is probable and entitlement is established.

2.1.3 Income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of the general volunteers.

2.1.4 Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Note 2 Accounting policies (continued)**2.2 Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is classified under headings of the statement of financial activities to which it relates:

2.2.1 Expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities and the sale of donated goods.

2.2.2 Expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

2.2.3 Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

2.3 Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment loss. Any tangible assets carried at revalued amounts are recorded at fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

2.4 Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less any residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	25% straight line
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2.5 Stocks

Stocks are measured at the lower of cost and estimated selling price less any costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

2.6 Pension costs

The charity operates a defined contribution workplace pension scheme. The pension cost in relation to this scheme is based on the employers' contributions payable in the year.

Section C Notes to the accounts (continued)

Note 3 Analysis of incoming resources

	Analysis	This year £	Last year £
Donations and Legacies	Friends of the Museum	812	2,600
	Corporate donations		0
	Patrons	310	448
	Donations - Gift Aid eligible		27
	Donations - General	1,532	5,303
	Legacies	140,000	
		-	-
	Total	142,654	8,377
Grants	Local Authority grants	43,045	11,755
	Furlough Scheme Grants	3,550	-
	Other	6,025	
	Total	52,620	11,755
Fundraising events	Museum shop sales	593	4,384
	Image sales	204	535
	Museum services	1,280	3,476
	Other	1,861	4,782
	Total	3,937	13,177

Note 4 Analysis of resources expended

	Analysis	This year £	Last year £
Wages, pensions and National Insurance	Employment Costs	31,796	28,272
	Training and travel		311
		-	-
	Total	31,796	28,584
Cost of fundraising events	Museum shop	57	923
	Museum services costs		1,000
	Temporary exhibitions and collections	923	
	Marketing	164	3,166
	Other	1,564	-
	Total	2,708	5,089
Repairs and maintenance	Building maintenance and service contracts	1,631	920
	Cleaning	1,960	907
		-	-
	Total	3,591	1,828
Light and heat	Utilities	2,236	1,780
		-	-
	Total	2,236	1,780
Telephone, postage and stationery	Telephone and internet	-	789
	Stationery, Office supplies and postage		563
		-	-
	Total	-	1,351
Legal and professional	Professional services	-	2,940
		-	-
	Total	-	2,940

Section C**Notes to the accounts (continued)****Note 5****Staff costs****5.1 Staff Costs**

	This year £	Last year £
Gross wages, salaries and benefits in kind	31,204	27,792
Pension costs	593	481
Staff expenses		
Total staff costs	31,796	28,272

5.2 Average headcount

The average head count of employees during the year was 75 (2018: 79) analysed as follows:

	This year Number	Last year Number
Employed staff	1	2
Volunteers	70	65
Trustees	9	8
Total	80	75

5.3 Defined contribution pension scheme

	This year £	Last year £
The costs of the scheme to the charity for the year	593	481
The amount of any contributions outstanding at the year end	nil	nil
The amount of any contributions prepaid at the year end	nil	nil

Section C

Notes to the accounts (continued)

Note 6

Tangible fixed assets

6.1 Cost or valuation

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	-	-	-
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

6.2 Accumulated depreciation and impairment provisions

Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	-	-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

6.3 Net book value

Brought forward	-	-	-	-	-	-
Carried forward	-	-	-	-	-	-

Note 7

Creditors and accruals

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	-	536	-	-
Other creditors	7,957	1	-	-
Accruals and deferred income	2,929	439	-	-
Total	10,886	2,070	-	-

Brenda Peers-Ross

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Selsey

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West Sussex

PO20 0PW

To: **THE MEMBERS**
EAST GRINSTEAD MUSEUM
Charity Incorporated Organisation (CIO) No:1171561

INDEPENDENT EXAMINER'S REPORT

I have examined the accounts of the Charity set out on pages 6 to 12, which have been prepared on the accrual concept for financial year ending 31st March 2021.

Respective Responsibilities of Trustees and Examiner

The trustees of the charity are responsible for the preparation of accounts. They consider that the audit requirement under Section 144 (2) of the Charities Act 2011 (The 2011 Act) does not apply and that an independent examination is needed.

It is our responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- To follow the procedures laid down in the general Directions given by the Charity Commission under Section 145 (5) (b) of the 2011 Act
- to state whether any particular matter has come to our attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of accounting records kept by the charity trustees and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connections with our examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts that accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met or:
- 2 to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

B Peers-Ross

Brenda Peers-Ross FMAAT, ACIE
13th December 2021