

Trustees' annual report (including directors' report) for the period



CHARITY COMMISSION
FOR ENGLAND AND WALES

Period

0 | 1 | 0 | 1 | 2 | 2

Period end date

3 | 1 | 1 | 2 | 2 | 2

start date

Braunton & District Museum

Charity reg
no:

1 | 1 | 7 | 4 | 8 | 6 | 0

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of the CIO are to provide the education of the public by providing and maintaining a museum of artefacts and specimens relating to the history, natural history and geology of Braunton and the surrounding area.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	To purchase or accept on loan artefacts for exhibition or research. To conserve or restore any artefact or specimen belonging to the Charity. To prepare or publish material that relates to the history of Braunton and surrounding area. To organise meetings or lectures on local matters. To do all such things to promote and enhance the object of the Charity.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	This can be confirmed.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>There was a noticeable increase in visitors to the Museum over the year compared with the previous year, but numbers are still down on pre-Covid years.</p> <p>A project on the Bulb Farm was instigated by some volunteers and put on show and was well received by many locals who once worked there between the Wars.</p> <p>We were able to source a Christmas Card company for the first time in 4 years which added footfall to the museum during the quieter winter months.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	The total reserves at the end of this period stand at £39,144. which is down on the previous year at £48,310. However shop sales were up 20% on the previous year and donations were about the same. No grants were received from the Parish Council again this year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to offset future expenses and ongoing fuel costs.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The cost of maintaining the building and day to day costs are of concern. There are sufficient funds for some years to come but we are mindful of how careful we have to be.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:	SORP reference	
Type of governing document (trust deed, memorandum and articles of association etc)	Para 1.25	CIO (Foundation Structure) CONSTITUTION
How is the charity constituted? (e.g limited company, unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed by the Committee of Trustees

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policies and procedures adopted for the induction and training of trustees	Para 1.51	New Trustees are advised to read the Charity Commission – The Essential Trustee (What you need to know) document from the Charity Commission website
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Trustees meet every 2 months, attended by the Trustees, The Treasurer and Administrator. A Management meeting is held every 2 months, generally 2 weeks before a Trustees meeting
Relationship with any related parties	Para 1.51	The Museum is part of the North Devon Museums Group whose director is Alison Mills.
Other		

Reference and Administrative details

Charity name	Braunton & District Museum
Other name the charity uses	
Registered charity number	1174860
Charity's principal address	The Bakehouse Centre Caen Street Braunton Devon EX33 1AA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	James Benning	Chair	From 2020	Braunton Museum Trustees
2	Gary West	Trustee	From 2017	Braunton Museum Trustees
3	Barry Hodgson	Trustee	From 2012	Braunton Museum Trustees
4	Les Squance	Trustee	From 2000	Braunton Museum Trustees
5	Pat Beevers	Trustee	From 2018	Braunton Museum Trustees
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Reference and Administrative details

(cont)

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

Signature(s)

<i>James Benning</i> <small>James Benning (Oct 25, 2023 12:20 GMT+1)</small>	<i>Gary West</i> <small>Gary West (Oct 25, 2023 13:24 GMT+2)</small>
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Full name(s)

James Benning	Gary West
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Position (eg Secretary,
Chair, etc)

Chair	Trustee
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Date

25/10/2023









Trustees' Annual Report

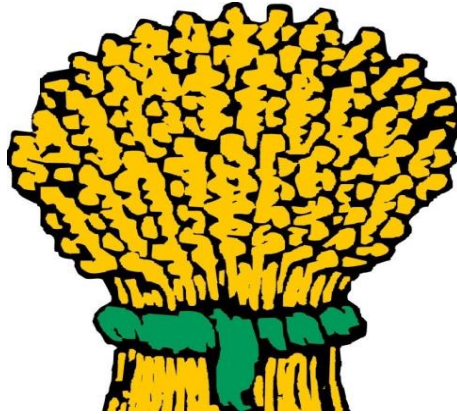
Final Audit Report

2023-10-25

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"Trustees' Annual Report" History

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BRAUNTON AND DISTRICT MUSEUM (CIO)

FINANCIAL ACCOUNTS

for the year ended

31ST DECEMBER 2022

BRAUNTON AND DISTRICT MUSEUM

LEGAL AND ADMINISTRATIVE INFORMATION

CONSTITUTION

The Braunton and District Museum is constituted under a Charitable Incorporated Organisation (CIO) dated 27th September 2017.

REGISTERED NUMBER

The registered number of the charity with the Charity Commission is 1174860.

TRUSTEES

The trustees at the year end were as follows:

James Benning
Leslie Squance
Gary West
Barry Hodgson
Pat Beevers

ADDRESS

The Bakehouse Centre
Caen Street
Braunton
Devon
EX33 1AA

INDEPENDENT EXAMINER

LCA Chartered Accountants
13 Sliver Street
Barnstaple
Devon
EX32 8HR

BRAUNTON AND DISTRICT MUSEUM
INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF BRAUNTON AND DISTRICT MUSEUM

I report on the accounts of The Branton and District Museum for the year ended 31 December 2022 set out on pages 3 to 7.

Respective responsibilities of trustees and independent examiner

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

It is my 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 Act;
- and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 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 connection with my examination, no matter has come to my attention:

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

Rebecca Williams
Rebecca Williams (Oct 25, 2023 18:20 GMT+1)

25/10/2023

Mrs Rebecca Williams FCA
LCA Chartered Accountants
Date:

BRAUNTON AND DISTRICT MUSEUM STATEMENT OF FINANCIAL ACTIVITIES
Year ended 31st December 2022

	Note	Unrestricted Funds 2022	Restricted Funds 2022	Total Funds 2022	Total Funds 2021
		£	£	£	£
INCOME					
Income from generated funds					
Voluntary Income					
Donations		1,217	-	1,217	1,570
Donations Gift Aid		101	-	101	55
Grants received	2	-	231	231	18,667
		<u>1,318</u>	<u>231</u>	<u>1,549</u>	<u>20,291</u>
Activities for generating funds					
Income from fund-raising activities	3	378	-	378	512
Shop sales	4	3,610	-	3,610	3,111
Information Service		305	-	305	690
Gift Aid HMRC		277	-	277	151
Commission		97	-	97	245
Royalties		-	-	-	20
Miscellaneous Income		1	-	1	1
		<u>4,668</u>	<u>-</u>	<u>4,668</u>	<u>4,730</u>
Investment income					
Interest received		77	-	77	1
		<u>77</u>	<u>-</u>	<u>77</u>	<u>1</u>
TOTAL INCOME		<u>6,063</u>	<u>231</u>	<u>6,294</u>	<u>25,022</u>
EXPENDITURE					
Cost of generating funds					
Fundraising expenses	3	69	-	69	81
Shop: cost of goods sold	4	1,539	-	1,539	1,642
		<u>1,608</u>	<u>-</u>	<u>1,608</u>	<u>1,723</u>
Charitable activities					
Museum running costs	6	13,097	755	13,852	19,080
TOTAL EXPENDITURE		<u>14,705</u>	<u>755</u>	<u>15,460</u>	<u>20,803</u>
Surplus/(deficit) for the year		(8,642)	(524)	(9,166)	4,220
Funds at beginning of year		45,179	3,131	48,310	44,090
Funds at the end of the year		<u>36,537</u>	<u>2,607</u>	<u>39,144</u>	<u>48,310</u>

All of the Charity's operations are classed as continuing
The Charity has no recognised gains or losses other than as shown above

BRAUNTON AND DISTRICT MUSEUM BALANCE SHEET
as at 31st December 2022

	Note	<u>2022</u> £	<u>2021</u> £
Fixed Assets			
Equipment at costs		24,948	24,948
Less: Accumulated depreciation		<u>21,703</u>	<u>20,479</u>
		3,245	4,469
Current assets			
Stock of goods for resale		3,463	3,238
Debtors/prepayments		649	526
Short-term deposits		7,952	7,875
Cash at bank and in hand		<u>27,476</u>	<u>33,123</u>
		<u>39,540</u>	<u>44,762</u>
Current liabilities			
Sundry creditors		<u>3,641</u>	<u>921</u>
Net current assets		<u>35,899</u>	<u>43,841</u>
Net total assets		<u><u>39,144</u></u>	<u><u>48,310</u></u>
Unrestricted General Fund		36,537	45,179
Restricted Fund:			
Stair lift & Other	8	<u>2,607</u>	<u>3,131</u>
		<u><u>39,144</u></u>	<u><u>48,310</u></u>

Approved by the trustees on and signed on their behalf by:

.....
James Benning
Chair of the Trustees

BRAUNTON AND DISTRICT MUSEUM
Year ended 31st December 2022

NOTES TO THE ACCOUNTS

1. Accounting Policies

Basis of accounting

These accounts have been prepared under historical cost convention with recognised at cost or transaction value unless otherwise stated.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, and with the Charities Act 2011.

Income

Grants and donations are brought into account when received. Investment income is accounted for in the year in which the charity is entitled to the receipt.

Gift Aid receivable is included in income when there is a valid declaration from the donor, and is treated as an addition to the same fund as the initial donation.

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

Purchase of goods for resale

Where books are produced by the museum, they are brought into stock at cost. Where books are printed as the result of a grant, the cost is written off and the full income is taken into account on sale.

Resources expended

Expenditure is included on an accruals basis.

Depreciation

Depreciation is provided at a rate of 15% per annum using the reducing balance basis for any assets purchased before 01 January 2018.

Fixed Asset purchases after 01 January 2018 are provided at a rate of 25% using the straight line basis.

2. Grants received

	Unrestricted funds 2022	Restricted funds 2022	Total funds 2022	Total funds 2021
	£	£	£	£
Braunton Parish Council	-	231	231	1,472
North Devon Council	-	-	-	16,335
HMRC (CJRS)	-	-	-	859
	-	231	231	18,666

2a Further information regarding some of the grants received

	£
Refund for alarm cost	231

BRAUNTON AND DISTRICT MUSEUM
Year ended 31st December 2022

NOTES TO THE ACCOUNTS continued...

3	Income from Fundraising Events	2022	2021
		£	£
	Fundraising events	378	512
	Fundraising expense	69	81
		<u>309</u>	<u>431</u>
4	Income from Shop	2022	2021
		£	£
	Income		
	Shop Sales	3,377	3,094
	Postage	18	18
	Cards for good causes commission	215	-
		<u>3,610</u>	<u>3,111</u>
	Information Services	305	690
	Total income from Shop	<u>3,915</u>	<u>3,801</u>
	Cost of Sales		
	Opening stock	3,238	3,361
	Purchases of goods for resale	1,764	1,520
	Lundy Company	-	-
		<u>5,002</u>	<u>4,881</u>
	Closing stock	3,463	3,238
		<u>1,539</u>	<u>1,642</u>
	Profit from shop sales	<u>2,376</u>	<u>2,159</u>
5	Staff costs	2022	2021
		£	£
	Salaries and wages	4,377	4,138
	Other employee benefits	-	-
	Total staff costs	<u>4,377</u>	<u>4,138</u>
	Average number of employees in the year	1	1
	Employed in charitable activities		

No employees received employee benefits of more than £60,000 in the reporting period
No employees are accruing benefits under a retirement scheme.

BRAUNTON AND DISTRICT MUSEUM
Year ended 31st December 2022

NOTES TO THE ACCOUNTS continued...

6 Museum running costs

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Administrators salaries	4,377	-	4,377	4,148
Rent	1,366	-	1,366	1,366
Light and Heat	2,833	-	2,833	1,548
Water	305	-	305	219
Insurance	539	-	539	512
Maintenance, replacements and alarm costs	924	231	1,155	8,432
Telephone	441	-	441	366
Museum and office running expenses	230	-	230	294
Streamline charges	152	155	307	66
Website Hosting	-	209	209	119
Depreciation	1,224	-	1,224	1,407
Accountant	720	-	720	600
Stair lift	-	160	160	-
Till difference	(14)	-	(14)	3
	13,097	755	13,852	19,080

6a Museum refurbishment is included in maintenance, replacements and alarm cost amounting to £Nil (2021 - £6,449).

7 Payments to trustees

No remuneration or expenses have been paid, nor have any gifts or benefits been provided, to any trustee.

8 Commitments and contingent liabilities

At the year end the trustees had not authorised any capital expenditure and were not aware of any contingent liabilities.

9 Restricted Funds

All restricted funds are cash in the bank.

Signature: James Benning
James Benning (Oct 27, 2023 14:20 GMT+1)

Email: jbenning@jbenning.co.uk







Braunton District Museum 2022 Final accounts (17.10.23) - unsigned

Final Audit Report

2023-10-27

Created:	2023-10-27
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