



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st January 2023
2023

Period start date To

31st December

Period end date

Charity name: Braunton and District Museum

Charity registration number: 1174860

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 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	

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>Visitor numbers are still somewhat subdued but there continues to be modest increased footfall into the museum since Covid days.</p> <p>A high profile fund raising campaign was launched to celebrate the museum's 50 years in existence and culminating in a reception party with invited guests.</p> <p>Effort has been made to enhance the efficiency of the archivist's department with a new person taking on the lead role.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

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

Review of the charity's financial position at the end of the period	Para 1.21	Total reserves at the end of this financial period stand at £31,720 compared to £39,163.00 the previous year. During the year deposits held at Lloyds and NatWest were consolidated and transferred to the COIF Charities Deposit Fund. The reason was to streamline our deposits into one account and to gain a better rate of interest.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to offset future expenses and ongoing 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	Again costs are drawing down our reserves; the trustees are forever mindful how frugal we have to be.

Additional information (optional)

You may choose to include further statements where relevant about:

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:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO (Foundation Structure) CONSTITUTION
How is the charity constituted? (e.g 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:

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 approximately every 2 – 3 months. A Management meeting is also held every 2 – 3 months. Minutes are circulated on the staff board.
Relationship with any related parties	Para 1.51	The Museum is part of the North Devon Museums Group.
Other		

Reference and Administrative details

Charity name	Braunton & District Museum
Other name the charity uses	
Registered charity number	117480
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 Trustee
3	Les Squance	Trustee	From 2012	Braunton Museum Trustee
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

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)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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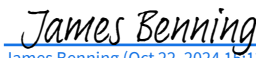

Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	 <small>James Benning (Oct 22, 2024 15:12 GMT+1)</small>	 <small>Gary West (Oct 22, 2024 15:43 GMT+1)</small>
Full name(s)	James Benning	Gary West
Position (eg Secretary, Chair, etc)	Chair	Trustee
Date	22/10/24	









Trustee Annual Report 2023

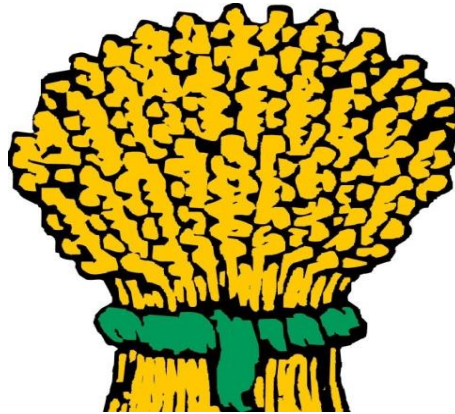
Final Audit Report

2024-10-22

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"Trustee Annual Report 2023" History

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BRAUNTON AND DISTRICT MUSEUM (CIO)

FINANCIAL ACCOUNTS

for the year ended

31ST DECEMBER 2023

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
Patricia Beevers
Barry Hodgson

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 2023 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. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 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 2011 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 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 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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, 2024 10:48 GMT+1).....

Signed

25/10/24

.....
Date:

BRAUNTON AND DISTRICT MUSEUM STATEMENT OF FINANCIAL ACTIVITIES
Year ended 31st December 2023

	Note	Unrestricted Funds 2023	Restricted Funds 2023	Total Funds 2023	Total Funds 2022
INCOME		£	£	£	£
Income from generated funds					
Voluntary Income					
Donations		2,374	-	2,374	1,217
Donations Gift Aid		5	-	5	101
Grants received	2	-	544	544	231
		<u>2,379</u>	<u>544</u>	<u>2,923</u>	<u>1,549</u>
Activities for generating funds					
Income from fund-raising activities	3	1,150	-	1,150	378
Shop sales	4	3,285	-	3,285	3,610
Information Service		5	-	5	305
Gift Aid HMRC		14	-	14	277
Commission		62	-	62	97
Royalties		28	-	28	-
Miscellaneous Income		-	-	-	1
		<u>4,544</u>	<u>-</u>	<u>4,544</u>	<u>4,668</u>
Investment income					
Interest received		348	-	348	77
		<u>348</u>	<u>-</u>	<u>348</u>	<u>77</u>
Other incoming resources					
		-	-	-	-
TOTAL INCOME		<u>7,271</u>	<u>544</u>	<u>7,815</u>	<u>6,294</u>
EXPENDITURE					
Cost of generating funds					
Fundraising expenses	3	41	-	41	69
Shop: cost of goods sold	4	1,479	-	1,479	1,539
		<u>1,520</u>	<u>-</u>	<u>1,520</u>	<u>1,608</u>
Charitable activities					
Museum running costs	5	12,706	1,013	13,719	13,852
TOTAL EXPENDITURE		<u>14,226</u>	<u>1,013</u>	<u>15,239</u>	<u>15,460</u>
Surplus/(deficit)for the year		(6,955)	(469)	(7,424)	(9,166)
Funds at beginning of year		36,537	2,607	39,144	48,310
Funds at the end of the year		<u>29,582</u>	<u>2,138</u>	<u>31,720</u>	<u>39,144</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 2023

	Note	<u>2023</u>	<u>2022</u>
Fixed Assets			
Equipment at costs		24,948	24,948
Less: Accumulated depreciation		<u>22,459</u>	<u>21,703</u>
		2,489	3,245
Current assets			
Stock of goods for resale		3,158	3,463
Debtors/prepayments		1,499	649
Short-term deposits		21,300	7,952
Cash at bank and in hand		<u>6,314</u>	<u>27,476</u>
		<u>32,271</u>	<u>39,540</u>
Current liabilities			
Sundry creditors		<u>3,040</u>	<u>3,641</u>
Net current assets		<u>29,230</u>	<u>35,899</u>
Net total assets		<u>31,720</u>	<u>39,144</u>
Unrestricted General Fund		29,582	36,537
Restricted Fund -			
Stair lift & Other	8	<u>2,138</u>	<u>2,607</u>
		<u>31,720</u>	<u>39,144</u>

Approved by the trustees on

22/10/24

.....
Date:

and signed on their behalf by:

James Benning
James Benning (Oct 22, 2024 16:48 GMT+1)
.....

BRAUNTON AND DISTRICT MUSEUM
Year ended 31st December 2023

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 is provided at a rate of 25% using the straight line basis.

2. Grants received

	Unrestricted funds 2023	Restricted funds 2023	Total funds 2023	Total funds 2022
Braunton Parish Council	-	544	544	231
	-	544	544	231

2a Further information regarding some of the grants received

Refund for alarm cost	544
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BRAUNTON AND DISTRICT MUSEUM
Year ended 31st December 2023

NOTES TO THE ACCOUNTS continued...

3	Income from Fundraising Events	2023	2022
		£	£
	Fundraising events	1,150	378
	Fundraising expense	41	69
		<u>1,109</u>	<u>309</u>
	Income from Shop		
		2023	2022
		£	£
4	Income		
	Shop Sales	3,059	3,377
	Postage	19	18
	Cards for good causes commission	207	215
		<u>3,285</u>	<u>3,610</u>
	Information Services	5	305
	Total income from Shop	<u>3,290</u>	<u>3,915</u>
	Cost of Sales		
	Opening stock	3,463	3,238
	Purchases of goods for resale	1,174	1,764
		<u>4,637</u>	<u>5,002</u>
	Closing stock	<u>3,158</u>	<u>3,463</u>
		<u>1,479</u>	<u>1,539</u>
	Profit from shop sales	<u>1,811</u>	<u>2,376</u>
5	Staff costs	2023	2022
		£	£
	Salaries and wages	4,769	4,377
	Other employee benefits	-	-
	Total staff costs	<u>4,769</u>	<u>4,377</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 2023

NOTES TO THE ACCOUNTS continued...

6 Museum running costs

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	
Administrators salaries	4,769	-	4,769	4,377
Rent	1,366	-	1,366	1,366
Light and Heat	1,883	-	1,883	2,833
Water	389	-	389	305
Insurance	596	-	596	539
Maintenance, replacements and alarm costs	1,203	894	2,097	1,155
Telephone	585	-	585	441
Museum and office running expenses	288	-	288	230
Streamline charges	56	-	56	307
Website Hosting	-	119	119	209
Depreciation	755	-	755	1,224
Accountant	834	-	834	720
Stair lift	-	-	-	160
Till difference	(19)	-	(19)	(14)
	12,706	1,013	13,719	13,852

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









Braunton Museum accounts 2023 Draft - RW amended v2

Final Audit Report

2024-10-25

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