

Signed Copy

CHARITY REGISTRATION NUMBER: 1176471

Malton Museum CIO

Unaudited Financial Statements

31 March 2021

Malton Museum CIO

Financial Statements

Year ended 31 March 2021

	Page
Trustees' annual report	3
Independent examiner's report to the trustees	7
Statement of financial activities (including income and expenditure account)	8
Statement of financial position	9
Notes to the financial statements	10

Malton Museum CIO

Trustees' Annual Report

Year ended 31 March 2021

The Trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

Reference and administrative details

Registered charity name Malton Museum CIO

Charity registration number 1176471

Principal office and registered office Cornwell House
Main Street
Amotherby
Malton
North Yorkshire
YO17 6UN

The Trustees

Mrs A Clark	Acting Chairman
Dr P V Addyman	(Resigned May 2020)
Mrs M Shaw	Vice-Chairman
Mr J H Gill	Hon Treasurer
Mrs M Carmichael	Hon Secretary
Dr S Wrathmell	
Dr R E F Jones	(Resigned August 2020)
Mrs J E Wilson	
Mr D Lloyd-Williams	
Ms H Barry	(Resigned August 2020)
Mr J Howard	
Mr C Turner	(Resigned February 2021)
Dr P Wilson	(Appointed September 2020)
Ms R Wilkin	(Appointed March 2021)

Independent examiner Stephen Douglas FCA

Structure, governance and management

The objects of Malton Museum CIO are the establishment and maintenance of a Museum for the benefit of the public within and near Malton and the acquisition, preservation and display of items of archaeological and historical interest relating to Malton and its hinterland and the promotion of understanding of these items and the history of Malton and its district. The CIO is administered by the Charity Trustees as shown above. The CIO's Registered Charity Number is 1176471. Its predecessor organisation, Malton Museum Foundation, (formerly registered as Charity number 508224) has merged with the CIO as from 27th July 2020.

Malton Museum CIO

Trustees' Annual Report *(continued)*

Year ended 31 March 2021

Objectives and activities

At the end of March 2020 the museum had postponed plans for opening and for most of its activities with the exception of negotiations over its occupancy of the Subscription Rooms. Although reopening has not been possible in the year covered by this report because of the pandemic, there has been a lot of activity. CIO and Executive meetings have continued sometimes using Zoom and other decisions have been made using email. Many of the aims in the Forward Plan 2017-21 have been affected by the pandemic and lockdown.

Achievements and performance

The Museum

Much has been achieved. A new two-year licence with the Milton Rooms has been drawn up and signed, and we are very grateful to Adam Youatt of Gately Legal, Solicitors, for his guidance and *pro bono* work. We have also recruited three new trustees whose appointment will be formally approved at the AGM. All are local, have skills in areas where the board was previously weak, and two of them considerably reduce the average age of trustees. Chris Turner who represented Malton Town Council has left Malton and we are grateful for his enthusiasm and hard work. We await a replacement for him and one of the Kirk Settlement trustees. Advertising for trustees was a new and successful experience for the museum.

Thanks to work by John Gill, our Treasurer, and Margaret Shaw, our Outreach Officer, successful grant applications were made to the National Lottery Heritage Fund (NLHF) towards emergency costs and overheads incurred during the pandemic and to Museum Development Yorkshire (MDY) towards equipment for the developing tours group. It was very pleasing to see Malton Museum praised in Current Archaeology for the childrens' activities on the website devised by Andy Nicholson, based on Lucius, a Roman soldier at Malton Fort and highlighting objects from the collections.

The museum is grateful to Pete Wilson and Stuart Wrathmell for responding on behalf of the museum to the Malton and Norton Neighbourhood Plan. It also thanks Pam James and Bob Fitter who first agreed to work on the Emergency Plan, from which developed in-depth work on security and other matters, including the essential Covid-based security. They have ensured that both people and buildings are and will continue to be safe, making regular checks, improving systems already in place and introducing new ones.

Museum in the Community and the Outreach Team

Under the leadership of Margaret Shaw, this group has grown in number and achieved an enormous amount during the last year, both in keeping the museum in the public eye through use of social media and in planning for events that will be possible even in Covid-restricted circumstances. Members have attended online training sessions, Louise Lewis has maintained a blog and a new one, Footprints Around Roman Malton, created by Nick Summerton, is proving popular. Margaret MacKinder has developed a series of tours and guides have received training. Work with schools has decreased but is ready to start again, and a project with York University students has begun. The Living History project, recording peoples' experiences during Covid, has been well received. Anne-Marie Heuck has arranged a series of lectures for 2021-22 to take place either face to face or by Zoom if necessary.

Malton Museum CIO

Trustees' Annual Report *(continued)*

Year ended 31 March 2021

Collections Team

As the layout of the stores does not allow for social distancing the team has been unable to meet this year. We have however kept in regular touch and members have been greatly involved in various projects to do with the collections and wider aspects of the museum. We have been very pleased to receive 73 boxes of objects and paper archive from the Brooklyn House excavations, an interesting group of posters relating to the 1807 Election, and material from the Wragham Hardy family.

Other enquiries have continued, particularly as people cleared their attics during lockdown! The team looks forward to resuming its regular sessions in the near future. The Brooklyn deposition provided welcome funds to cover the rent payable to the Milton Rooms for the next two years.

Acknowledgements

Malton Museum would like to thank NLHF and MDY for the grants mentioned above and also Norton Town Council for its continued financial support.

We have continued to receive constant and helpful support from our Mentor, Christine McDonnell and from Dieter Hopkin of MDY despite the difficulties lockdown inflicted on their own working conditions.

Without its wonderful volunteers there could be no museum and it is very fortunate to have such a loyal and enthusiastic group, some of whom have been working so hard towards re-opening, whilst others will enable opening by welcoming visitors.

We are very grateful to Maurag Carmichael for her hard work as Secretary and for keeping in touch with the volunteers during this difficult year, and to John Gill who has continued to manage our finances and has given a lot of wise advice in relation to the new licence and other legal matters.

The museum has, as usual been supported by The Friends of Malton Museum who were able to fulfil their annual lecture series on Zoom this year. This has kept the museum in the public eye and introduced it to people from a much wider geographical area than ever before.

Financial review

The accompanying financial statements show the financial position of the Charity.

Plans for future periods

Work has been concentrating on re-opening planned for Saturday May 29th, and plans are being made for regular changes to the displays to allow some of the new acquisitions to be seen.

It will open only on Saturdays to start with but this will be reviewed periodically. A full programme of events that can take place in accordance to Covid restrictions is already in place and will be added to. Andy Nicholson is close to finalising a system for online booking via our website and processing of online payments.

Plans to apply for re-Accreditation were well advanced when the scheme was postponed nationally but we will be checking and preparing for the expected new date in 2022. An urgent part of this is work on the Forward Plan which was slowed in this year by lockdown and other factors.

Malton Museum CIO

Trustees' Annual Report *(continued)*

Year ended 31 March 2021

Despite so much being achieved, the museum is in a critical state in terms of both location and finance, and consideration of and action on this must be an urgent priority for trustees.

The Trustees' annual report was approved on 27th May 2021 and signed on behalf of the board of Trustees by:

E. Ann Clark

Mrs A Clark
Trustee

Malton Museum CIO

Independent Examiner's Report to the Trustees of Malton Museum CIO

Year ended 31 March 2021

I report to the Trustees on my examination of the financial statements of Malton Museum CIO ('the charity') for the year ended 31 March 2021.

Responsibilities and basis of report

As Trustees you are responsible for the preparation of the financial statements.

Having satisfied myself that the financial statements are not required to be audited and are eligible for independent examination, I report in respect of my examination of the charity's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.



Stephen Douglas FCA
Independent Examiner

Cornwell House Amotherby Malton YO17 6UN

11 May 2021

Malton Museum CIO

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2021

		Unrestricted funds £	2021 Restricted funds £	Total funds £	2020 Total funds £
	Note				
Income and endowments					
Donations and legacies	4	1,305	5,567	6,872	25,098
Other trading activities	5	6,455	-	6,455	4,866
Investment income	6	11	-	11	39
Total income		<u>7,771</u>	<u>5,567</u>	<u>13,338</u>	<u>30,003</u>
Expenditure					
Expenditure on charitable activities	7,8	(5,407)	(6,866)	(12,273)	38,696
Total expenditure		<u>(5,407)</u>	<u>(6,866)</u>	<u>(12,273)</u>	<u>38,696</u>
Net expenditure and net movement in funds		<u>2,364</u>	<u>(1,299)</u>	<u>1,065</u>	<u>(8,693)</u>
Reconciliation of funds					
Total funds brought forward		36,292	1,299	37,591	46,284
Total funds carried forward		<u>38,656</u>	<u>-</u>	<u>38,656</u>	<u>37,591</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Malton Museum CIO

Statement of Financial Position

31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible fixed assets	13	4,439	5,073
Current assets			
Stocks	14	4,342	4,571
Debtors	15	2,992	4,466
Cash at bank and in hand		26,883	23,481
		<u>34,217</u>	<u>32,518</u>
Creditors: amounts falling due within one year	16	-	-
Net current assets		<u>38,656</u>	<u>32,518</u>
Total assets less current liabilities		<u>38,656</u>	<u>37,591</u>
Net assets		<u>38,656</u>	<u>37,591</u>
Funds of the charity			
Restricted funds		-	1,299
Unrestricted funds		38,656	36,292
Total charity funds	17	<u>38,656</u>	<u>37,591</u>

These financial statements were approved by the board of trustees and authorised for issue on 27th May 2021, and are signed on behalf of the board by:

E. Ann Clark

Mrs A Clark
Trustee

Malton Museum CIO

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

1. General information

The charity is a public benefit entity and a registered charity in England and Wales. The address of the charity is Cornwell House, Main Street, Amotherby, Malton, North Yorkshire, YO17 6UN.

2. Statement of compliance

These financial statements have been prepared 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 applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)).

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires Trustees to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Depreciation

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

Fixtures and fittings	- 12.5% reducing balance
-----------------------	--------------------------

Malton Museum CIO

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Donations				
Museum development Yorkshire	-	2,367	2,367	1,260
Association of Independent Museums	-	-	-	1,220
Arts Council England	-	-	-	15,000
Norton Town Council	500	-	500	300
Malton Town Council	-	-	-	250
National Lottery Heritage Fund	-	3,200	3,200	-
Ryedale District Council	-	-	-	-
Other Donations	805	-	805	7,068
	<u>1,305</u>	<u>5,567</u>	<u>6,872</u>	<u>25,098</u>

5. Other trading activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Education, displays & events	380	-	380	2,803
Pop-up shop income	-	-	-	-
Archive services	5,920	-	5,920	-
Other charitable trading receipts	155	-	155	2,063
	<u>6,455</u>	<u>-</u>	<u>6,455</u>	<u>4,866</u>

6. Investment income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Bank interest receivable	11	-	11	39
	<u>11</u>	<u>-</u>	<u>11</u>	<u>39</u>

7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Charitable activity	3,264	4,344	7,608	33,845
Administrative expenses	2,143	2,522	4,665	4,851
	<u>5,407</u>	<u>6,866</u>	<u>12,273</u>	<u>38,696</u>

Malton Museum CIO

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

8. Expenditure on charitable activities by activity type

	Grant funding of activities	Support costs	Total funds 2021	Total fund 2020
	£	£	£	£
Charitable activity	7,608	—	7,608	33,845
Administrative costs	—	4,665	4,665	4,851
	<u>7,608</u>	<u>4,665</u>	<u>12,273</u>	<u>38,696</u>

9. Net expenditure

Net expenditure is stated after charging:

	2021	2020
	£	£
Depreciation of tangible fixed assets	634	725

10. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	1,964	14,818

The average head count of employees during the year was 1 (2020: 1).

Gross wage costs were £4,739 for the year against which furlough grants of £2,775 were received.

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

11. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity were received by the trustees.

12. Independent Examiner Fees

Fees of £150 were payable to the independent examiner for payroll services and employment law advice for the year.

Malton Museum CIO

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

13. Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2020	16,547
At 31 March 2021	<u>16,547</u>
Depreciation	
At 1 April 2020	11,474
Charge for the year	634
At 31 March 2021	<u>12,108</u>
Carrying amount	
At 31 March 2021	<u>4,439</u>
At 31 March 2020	<u>5,073</u>

14. Stocks

	2021 £	2020 £
Stock	<u>4,342</u>	<u>4,571</u>

15. Debtors

	2021 £	2020 £
Pre-payments & accrued income	<u>2,992</u>	<u>4,466</u>

16. Creditors: amounts falling due within one year

	2021 £	2020 £
Accrued expenses	<u>-</u>	<u>-</u>

Malton Museum CIO

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

17. Analysis of charitable funds

Unrestricted funds

	At 1 April 20	Income	Expenditure	At 31 March 21
	£	£	£	£
General funds	<u>36,292</u>	<u>7,771</u>	<u>(5,407)</u>	<u>38,656</u>

Restricted funds

	At 1 April 20	Income	Expenditure	At 31 March 21
	£	£	£	£
Arts Council England	1,299	-	(1,299)	-
National Lottery Heritage Fund	-	3,200	(3,200)	-
Museum Development Yorkshire	-	2,367	(2,367)	-
	<u>1,299</u>	<u>5,567</u>	<u>(6,866)</u>	<u>-</u>