

Colne Valley Museum
Registered Charity Number 1179231

Trustees' Annual Report and Unaudited Accounts
for the period ended 31 December 2020

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for the period ended 31 December 2020

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**Colne Valley Museum
Trustees' Annual Report
for the period ended 31 December 2020**

Reference and administration details

Charity name Colne Valley Museum

Registered charity number 1179231

Charity's principal address 22-28 Cliffe Ash
Golcar
Huddersfield
West Yorkshire
HD7 4PY

Names of the charity trustees who
manage the charity

Trustee name	Office (if any)
Melanie Williams	Chair
Janet Jobber	Secretary
Jane Bickerton	
Raymond Ellis	
Hilary Richards	
Jonathan Thornton	
E Roger Fielding	

Treasurer Stephen Cowell served as treasurer but is not a trustee.

Structure, governance and management

Description of the charity's trusts:

Type of governing document Association (registered 17 July 2018)

How the charity is constituted Charitable Incorporated Organisation

Trustee selection methods Election by members at the Annual General Meeting.

Objectives and activities

Summary of the objects of the charity set out in its governing document

To advance education, in particular but not exclusively the education of children, in the history and way of life in the Colne Valley (between 1800 and 1920); to promote the arts; and to conserve and preserve the items of historical importance by the provision and maintenance of a museum for the benefit of the public.

Summary of the main activities undertaken for the public benefit in relation to the objects

The museum is open to the public on Saturday, Sunday and Bank Holiday afternoons throughout the year and is open to individuals and groups by prior arrangement at other times. In addition to the permanent displays, a programme of temporary exhibitions takes place during the year on topics relevant to the work of the museum. Many of these are arranged by individuals and groups from the surrounding area.

Demonstrations of working skills connected with textiles, clog making and domestic tasks also take place.

School visits, mainly Key Stage 1 and 2 children, form a major part of our core work and continue to thrive with children spending their time with us living as Victorian children.

The trustees have had due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

Contribution made by volunteers

The charity is entirely run and managed by unpaid volunteers, from trustees to fire-lighters and maintenance. The education programme with schools is also run by volunteers.

Achievement and performance

Summary of the main achievements of the charity during the year

In common with every other charity, Colne Valley Museum faced enormous challenges in 2020. The Museum closed in March in the first 'lockdown, and preparations were made to reopen in September, only to find that necessary restrictions were again imposed.

The trustees main concern is the safety of visitors and volunteers, so risk assessments have been made and revised to take account of changes in regulations. Many of our volunteers are over 70 years of age so extra precautions are needed.

Closure inevitably meant that our income for the year was much reduced and a careful review of the financial position of the Museum was undertaken. Fortunately, the reserves set aside for emergencies was complete and the Museum was able to access grants that were put in place by the government. It was agreed that the Museum was still viable for some time but there should be no complacency.

Despite the closure some volunteers, working to Covid 19 regulations on social distancing and the use of PPE, were able to make regular and frequent checks on the building and the collection. The servicing of heating, emergency lighting and fire appliances was undertaken. The collection team was able to continue working, albeit in a much-reduced capacity. The Museum's involvement in the Meeting point 3 project, under the auspices of the Arts Council continued in volunteers' homes working on items for an exhibition that will take place as soon as possible in 2021. This represents a major achievement by the volunteers.

The Trustees and Management Team have been meeting together via the internet to put plans and procedures in place for when we are able to open again, hopefully in the near future.

Financial review

Charity's policy on reserves

It is the charity's policy to maintain a balance on Unrestricted Funds of £20,000 if possible, to cover the charity's anticipated future requirements. The balance of the Unrestricted Fund at 31 December 2020 was £47,299 is represented by net current assets of £47,299.

The balance of £3,500 in the General Restricted fund represents money from Arts & Heritage to be used in the commissioning of artwork. As at 31 December 2020, the fund was represented by net current assets of £3,500.

The balance of £203,524 in the Building Development restricted fund represents accumulated grants and donations for the acquisition and long-term cyclical repairs and improvements of the charity's land and buildings. At 31 December 2020, the fund was represented by tangible fixed assets with a net book value of £203,524.

The balance of £485,831 in the Museum Development restricted fund represents accumulated grants and matched funding from the museum for the restoration and reconfiguration of the buildings and the extension of activities undertaken thus safeguarding the future of the museum. At 31 December 2020, the fund was represented by tangible fixed assets with a net book value of £484,268 and net current assets of £1,563.

Preparation of the accounts

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 the Financial Reporting Standard applicable in (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

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

Signed on behalf of the charity's trustees:

M Williams (Chair)

Melanie Williams

Date:

26 May 2021

Colne Valley Museum

**Independent examiner's report to the trustees of Colne Valley Museum
for the period ended 31 December 2020**

I report to the trustees on my examination of the accounts of Colne Valley Museum for the period ended 31 December 2020, which are set out on pages 6 to 14.

Responsibilities and basis of report

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

I report in respect of my examination of the accounts carried out under section 145 of the 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.

Independent examiner's statement

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

- 1 accounting records were not kept as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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



Mark Fielding FCA
Simpson Wood Limited
Chartered Accountants
Bank Chambers
Market Street
Huddersfield
HD1 2EW

Date: 26.5.21

Colne Valley Museum
Annual Accounts
Statement of Financial Activities
for the period ended 31 December 2020

		Unrestricted Funds		Restricted Funds			
		General	General	Building	Museum		
	Note	Fund	Fund	Development	Development	2020	2019
		£		Fund	Fund	£	£
Income and endowments from:							
Membership subscriptions		1,737	-	-	-	1,737	2,439
Museum	3	2,282	-	-	-	2,282	12,639
Shop and coffee bar sales		1,884	-	-	-	1,884	9,426
Donations and legacies	3	708	-	-	-	708	7,616
Grants		29,911	8,500	-	-	38,411	15,000
Bank interest		1	-	-	-	1	2
Gift aid		713	-	-	-	713	1,500
Other income	3	-	-	-	-	-	220
Transfer on conversion	1	-	-	-	-	-	805,529
Total income of the charity		37,236	8,500	0	0	45,736	854,371
Expenditure on:							
Shop and coffee bar costs		592	-	-	-	592	2,866
Building running costs	4	14,932	-	-	-	14,932	18,145
Depreciation	4	-	-	3,644	27,282	30,926	58,749
Finance costs	4	-	-	-	-	-	-
General expenses	4	4,913	17,000	-	-	21,913	11,829
Total expenditure of the charity		20,437	17,000	3,644	27,282	68,363	91,589
Net income/(expenditure)		16,799	(8,500)	(3,644)	(27,282)	(22,627)	762,782
Total funds brought forward		30,501	12,000	207,168	513,113	762,782	
Total funds carried forward		47,300	3,500	203,524	485,831	740,155	762,782

Colne Valley Museum
Annual Accounts
Balance Sheet
As at 31 December 2020

	Note	2020 £	2019 £
Tangible fixed assets - Heritage assets	6	687,792	718,718
Current assets			
Stock		3,065	3,165
Debtors	7	300	1,872
Cash at bank and in hand		50,444	42,613
Total current assets		53,809	47,650
Liabilities:			
Creditors: amounts falling due within one year	8	1,447	3,586
Net current assets		52,362	44,064
Total assets less current liabilities		740,154	762,782
The funds of the charity:			
Unrestricted funds			
General Fund	10	47,300	30,501
Restricted funds			
General restricted fund	10	3,500	12,000
Building Development Fund	10	203,524	207,168
Museum Development Fund	10	485,831	513,113
Total charity funds		740,155	762,782

Approved by the trustees on 26/5/21 and signed on their behalf by the following

M Williams (Chair)

Melanie Williams

J H Thornton (Trustee)

J H Thornton

S Cowell (Treasurer)

S Cowell

Colne Valley Museum
Annual Accounts
Notes to the Annual Accounts
for the year ended 31 December 2020

Note 1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared on the basis of historical cost in accordance with:

The Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) issued on 16 July 2014 (the Charities SORP (FRS 102));

the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland (FRS 102);
- and the Charities Act 2011.

These accounts have been prepared for the period 1 January 2020 to 31 December 2020. The comparative period is from 17 July 2018 to 31 December 2019 following the conversion of all the trade and assets from the previous name of the same name with charity number 1106550.

Note 2 Accounting policies

Incoming resources

Recognition of incoming resources	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none">- the charity becomes entitled to the resources;- it is probable that the resources will be received; and- the monetary value can be measured with sufficient reliability.
Incoming resources with related expenditure	Where incoming resources have related expenditure the incoming resources and related expenditure are reported gross in the SoFA.
Grants, donations and legacies	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources. Grants imposing performance -related conditions are recognised as income only when the performance-related conditions are met.
Tax reclaims on donations and gifts	Incoming resources from tax reclaims are included in the SoFA at the time that the tax reclaims are received.
Volunteer help	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

**Colne Valley Museum
Annual Accounts
Notes to the Annual Accounts
for the year ended 31 December 2020**

Note 2 Accounting policies (continued)

Expenditure and liabilities

Liability recognition and expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources. Expenditure includes VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Financial instruments

Financial instruments are recognised in the balance sheet when the charity becomes party to the contractual provisions of an instrument.

Basic financial assets

These, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Financial liabilities are classified according to the substance of the contractual arrangements entered into.

These, including creditors and loans, are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

**Colne Valley Museum
Annual Accounts
Notes to the Annual Accounts
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Note 2 Accounting policies (continued)

Assets

**Tangible assets for use by charity
(Including Heritage Assets)**

These are capitalised if they have a useful life of more than one year.

Tangible fixed assets are initially measured at cost and subsequently measured at cost net of depreciation and any impairment losses.

**Tangible assets for use by charity
(Including Heritage Assets) (continued)**

Depreciation is recognised so as to write off the cost of assets less their residual values over their useful lives on the following bases:

Freehold buildings	2% straight line
Fixtures, fittings & equipment	25% straight line

Freehold land is not depreciated.

Stocks

These are valued at the lower of cost or market value.

Current asset investments

These comprise bank deposit accounts.

Funds

Unrestricted and restricted

Unrestricted funds consist of the general fund.

Restricted funds are funds subject to specific restrictions imposed by donors or by the purpose of an appeal. The purpose and use of restricted funds is set out in the notes to the annual accounts.

Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

Public benefit entity

The charity is a public benefit entity.

Colne Valley Museum
Annual Accounts
Notes to the Annual Accounts
for the year ended 31 December 2020

Note 3 Analysis of Incoming resources

Unrestricted Funds	2020	2019
	£	£
Income		
General admissions	582	3,825
Special events	425	4,367
Party visits	150	997
School parties	1,125	3,450
	<u>2,282</u>	<u>12,639</u>
Donations and legacies	<u>708</u>	<u>7,616</u>
Other income		
Insurance claim	-	220
	<u>-</u>	<u>220</u>
Restricted Funds - General Fund	2020	2019
	£	£
Grants		
Museum Development Yorkshire	3,000	14,000
Arts & Heritage	5,500	1,000
	<u>8,500</u>	<u>15,000</u>

Note 4 Analysis of resources expended

Unrestricted Funds	2020	2019
	£	£
Building running costs		
Water	163	321
Electricity	1,709	1,954
Gas	5,454	4,170
Coal	114	594
Insurance	1,870	2,045
Cleaning	1,843	2,766
Repairs and maintenance	3,779	6,295
	<u>14,932</u>	<u>18,145</u>

Colne Valley Museum
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for the year ended 31 December 2020

Note 4 Analysis of resources expended (continued)

Unrestricted Funds	2020	2019
	£	£
General expenses		
Administration	3,399	6,623
Telecommunications	1,514	2,206
	<u>4,913</u>	<u>8,829</u>
Restricted Funds - General Fund	2020	2019
	£	£
General expenses		
Artists awards	17,000	3,000
	<u>17,000</u>	<u>3,000</u>
Restricted Funds - Building Development Fund	2020	2019
	£	£
Depreciation	3,644	3,644
	<u>3,644</u>	<u>3,644</u>
Restricted Funds - Museum Development Fund	2020	2019
	£	£
Depreciation	27,282	55,105
	<u>27,282</u>	<u>55,105</u>

Note 5 Detail of certain items of expenditure

5.1 Employee benefits

The trustees and key management personnel received no remuneration, benefits or expenses in the year.

5.2 Independent examiner's fees

No fees were paid to the Independent Examiner for the examination of the accounts.

5.3 Employees

There were no employees during the year.

Colne Valley Museum
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Notes to the Annual Accounts
for the year ended 31 December 2020

Note 6 Tangible fixed assets - Heritage Assets

	Freehold land & buildings £	Fixtures fittings & equipment £	Total £
Cost			
Balance brought forward	770,870	215,027	985,897
Additions	-		
Balance carried forward	<u>770,870</u>	<u>215,027</u>	<u>985,897</u>
Accumulated depreciation	£	£	£
Balance brought forward	70,899	196,280	267,179
Charge for the period	14,318	16,608	30,926
Balance carried forward	<u>85,217</u>	<u>212,888</u>	<u>298,105</u>
Net book value			
Balance brought forward	699,971	18,747	718,718
Carried forward	<u>685,653</u>	<u>2,139</u>	<u>687,792</u>

Property with a carrying value of £685,653 is pledged as security under the terms of the grant awarded by the Heritage Lottery Fund.

Contractual commitments at 31 December 2020 for the acquisition of property, plant and equipment amounted to £nil.

The museum's tangible fixed assets comprise Heritage Assets. These assets are open to the public during museum opening times.

The museum is accredited by the Arts Council accreditation scheme and has a collection development policy that meets the standard. There is also a conservation management plan for both the property and the collection.

Certain property at Cliffe Ash was gifted to the museum in the 1970s. As a result, this property does not form part of the cost and depreciation summary provided above. It is not thought that the cost of obtaining a valuation is justified by the usefulness of the information to the users of the accounts or to the charity for its own stewardship purposes.

Note 7 Debtors	2020 £	2019 £
Heritage Lottery Fund grant	-	
Other debtors	300	1,872
	<u>300</u>	<u>1,872</u>

**Colne Valley Museum
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Notes to the Annual Accounts
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Note 8	Creditors: amounts falling due within one year	2020	2019
		£	£
	Accruals	<u>1,477</u>	<u>3,586</u>

Note 9	Financial instruments	2020	2019
		£	£
	Carrying amount of basic financial assets	<u>50,744</u>	<u>44,485</u>
	Carrying amount of basic financial liabilities	<u>1,477</u>	<u>3,586</u>

Note 10 Analysis of assets between funds

	Unrestricted	General	Restricted income funds		Total
	Fund	Fund	Building Development Fund	Museum Development Fund	£
	£		£	£	£
Fixed assets	-	-	203,524	484,268	687,792
Net current assets	47,299	3,500	-	1,563	52,362
Total net assets	<u>47,299</u>	<u>3,500</u>	<u>203,524</u>	<u>485,831</u>	<u>740,154</u>

General Fund

The purpose of the fund depends on the donors restrictions imposed. The fund currently holds money from Arts & Heritage to be used in the commissioning of artwork.

Building Development Fund

The purpose of the fund is the purchase and long-term cyclical repair and improvement of the museum buildings.

Museum Development Fund ('Sustaining the Dream')

The purpose of the fund is to enable the restoration and reconfiguration of the buildings, the extension of activities undertaken and thus safeguard the future of the museum.

Such funds are subject to restrictions imposed by the donors concerning their use.

Note 11 Transactions with related parties

There were no such transactions.

Note 12 Post balance sheet events

There were no such events.