

WARE MUSEUM CIO

England & Wales - Charity number 1181895

Details

Other names	WARE MUSEUM
Status	Registered
Legal form	CIO
Registered	2019-02-06
Register	View on the Charity Commission register

Contact

Address	Priory Lodge 89 High Street Ware Hertfordshire SG12 9AL
Phone	01920487848
Email	Manager@waremuseum.org.uk
Website	www.waremuseum.org.uk

Activities

Objects: (A)TO PROVIDE FOR THE ADVANCEMENT OF PUBLIC EDUCATION BY THE PROVISION OF THE MUSEUM COMPRISING THE EXISTING COLLECTION OF WARE MUSEUM TOGETHER WITH SUCH OTHER EXHIBITS OR ITEMS AS MAY FROM TIME TO TIME FORM PART OF THE COLLECTION AND TO PRESERVE THE SAME AS A COLLECTION. (B)TO FORM ESTABLISH AND SUPPORT AND TO AID IN THE FORMATION ESTABLISHMENT AND SUPPORT OF ANY OTHER CHARITABLE BODIES COMPANIES INSTITUTIONS ASSOCIATIONS TRUSTS OR SOCIETIES FORMED FOR OBJECTS SET OUT ABOVE.

Activities: INDEPENDENT MUSEUM COVERING THE HISTORY OF WARE AND ITS SURROUNDINGS. REGULARLY CHANGING PROGRAMME OF TEMPORARY EXHIBITIONS THROUGHOUT THE YEAR AND CHILDREN'S ACTIVITIES DURING MOST SCHOOL HOLIDAYS. VISITS FOR SCHOOLS.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£28,610	£59,037	-	-
2024-03-31	£36,904	£47,400	-	-
2023-03-31	£18,917	£31,949	-	-
2022-03-31	£25,961	£44,683	-	-
2021-03-31	£27,914	£8,805	-	-

Trustees

Name	Role	Appointed
Caroline Crook		2019-07-01
Dawn Cruse		2022-05-19
Diana Margaret Perkins		2019-01-30
Hannah Margaret Ibbotson		2023-04-24
Ian Channell		2023-04-24
JOHN FRANCIS WILLIAM WING		2019-01-30
Judi Thomson		2019-01-30
Laura Jennie Bedford		2023-04-24
Phyllis Rose Ballam		2019-01-30

WARE MUSEUM CIO

England & Wales - Charity number 1181895

Accounts

Charity Commission Narrative 1 April 2024 – 31 March 2025

Charity Name: Ware Museum CIO

Charity registration number: 1181895

Introduction

Founded in 1985, Ware Museum tells the story of life in the town from the Mesolithic period to the present day. The Museum is located in the Priory Lodge, a Grade 1 listed building at the entrance to Ware Priory, which dates back to the 14th century. In 2019 the Museum's governance changed from a Charitable Trust to a Charitable Incorporated Organisation (CIO). During the period of this report Ware Museum welcomed 8,394 visitors.

Objectives and Activities

The objects of the Charity are:

1. To provide for the advancement of public education by the provision of the museum comprising the existing collection of Ware Museum together with such other exhibits or items as may from time to time form part of the collection and to preserve the same as a collection.
2. To form establish and support and to aid in the formation establishment and support of any other charitable bodies companies institutions associations trusts or societies formed for objects set out above.

The main activities of the Charity are to provide a museum service for the benefit of all visitors, through maintaining permanent displays and through provision of temporary exhibitions, events and activities aimed at a range of audiences.

The trustees can confirm that they have had regard to the guidance issued by the Charity Commission on public benefit.

The museum is assisted by a team of approximately 40 volunteers who act as museum stewards, assist with collections care and documentation, carry out gardening and property maintenance and various other tasks. As well as long term volunteers, the museum also offers short term work experience placements to students and Duke of Edinburgh Award candidates.

Achievements and Performance

The museum aims to provide a friendly and welcoming environment for all visitors and to engage with its audiences through additional provision including activities and

events. During this period the museum has delivered five temporary exhibitions including exhibitions marking the 90th anniversary of Ware's Lido, the centenary of Ware Girlguiding, and an exhibition on local metal detecting, which was supported by an illustrated talk. The museum also hosted an exhibition curated by Ware Remembered Facebook Group which recorded and displayed memories of local individuals and businesses from Ware. Volunteer guides delivered tours of the town during the summer months. The museum also delivered regular family craft activity sessions during school holidays, as well as taking part in national initiatives such as Heritage Open Days and local events such as Ware Festival and the town's annual Dickensian evening. Over 300 children from 5 different schools visited the museum to take part in learning sessions on the Romans and World War II.

We continued to collect and analyse visitor data through a visitor survey. Museum consultant Pippa Smith carried out audience development research (funded by a grant from Share East) and delivered a report and recommendations which will inform future initiatives.

Structure, Governance and Management

Ware Museum operates as a Charitable Incorporated Organisation under charity number 1181895. Governance of the museum is held by the Board of Trustees who meet every two months. Up to twelve trustees are appointed for a term of three years, with a further two trustees nominated as representatives of Ware Town Council and the Ware Society. The trustees are all residents of or have strong connections to Ware and represent a diverse range of skills and backgrounds. The objectives of the museum are carried out by four committees which operate under a written scheme of delegation.

Ware Museum employs one member of staff as Museum Manager (0.6FTE). All other roles are carried out by volunteers.

Funding

The museum receives annual grants from Ware Town Council towards operating costs of the museum and for provision of a Tourist Information Point within the museum.

The museum generates income through shop and event sales and via donations and external funding. It also receives grant funding for collections care from GSK and the Martin Laing Foundation.

Staff are actively applying to various grant givers including Museum Development South East, Arts Council England, Art Fund and Hertfordshire Association of Museums for additional project-based funding. During this period a grant of £250 was received from Ware Town Council for replanting of the Museum's garden and a grant of £582 was received from Museums Development South East to commission a condition assessment of a wooden barge rudder in the collection to determine the need for further conservation work on this significant object.

Financial Review



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's report on the
accounts**

Section A

Independent Examiner's Report

Report to the trustees

Ware Museum CIO

On accounts for the year
ended

31-Mar-2025

Charity no
(if any)

1181895

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2025**.

**Responsibilities and
basis of report**

As the charity's 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 Trust'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.

**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 (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of 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.

Signed:

Lesley Godfrey

Date: 15-Jan-2026

Name:

Lesley Godfrey

Relevant professional
qualification(s) or body
(if any):

N/A

Address:

3, Royal Oak Close, Chipping
Buntingford, SG9 0PF

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A

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WARE MUSEUM CIO
End of Year Financial Statements

Year ending 31ST March 2025

Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	1,647	—	—	1,647	647
Income from charitable activities	4,076	—	—	4,076	3,880
Other income	9,704	3,000	—	12,704	16,382
Grants	10,182	—	—	10,182	15,998
Total income	25,610	3,000	—	28,610	36,910
Expenditure on:					
Raising funds	2,288	—	—	2,288	2,058
Expenditure on charitable activities	7,736	—	—	7,736	3,302
Other expenditure	23,625	—	—	23,625	22,479
Governance costs	24,963	—	—	24,963	18,237
Reserved Funds	—	—	—	—	884
Stewards & Trustee Costs	424	—	—	424	438
Total expenditure	59,037	—	—	59,037	47,400
Gains / losses on investment assets	—	—	—	—	—
Net income / (expenditure) resources before transfer	(33,426)	3,000	—	(30,426)	(10,490)
Transfers					
Gross transfers between funds - in	60,610	500	—	61,110	43,128
Gross transfers between funds - out	(48,137)	(12,972)	—	(61,110)	(43,128)
Other recognised gains / losses	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	(20,954)	(9,472)	—	(30,426)	(10,490)
Net movement in funds	126,162	29,226	—	155,389	165,880
Total funds brought forward	105,208	19,754	—	124,962	155,389
Total funds carried forward	24,325	—	—	24,325	24,725
Represented by					
Unrestricted					
General fund	24,325	—	—	24,325	24,725
Designated					
Conservation	1,053	—	—	1,053	1,053
Contingency Fund	16,000	—	—	16,000	8,000
Covid-19 costs	—	—	—	—	—
Curatorial - General	2,156	—	—	2,156	2,735
Displays & Exhibitions	1,899	—	—	1,899	3,899
Education	2,000	—	—	2,000	2,000
Future Developments	38,821	—	—	38,821	61,397
Goods for sale	2,561	—	—	2,561	2,561
Maintenance	7,084	—	—	7,084	7,084
Prepayments	—	—	—	—	—
Storage	—	—	—	—	—
Technology	5,500	—	—	5,500	3,000
Tourist Information Point	3,434	—	—	3,434	9,334
Training	372	—	—	372	372
Restricted					
Curatorial - restricted	—	1,000	—	1,000	635
Display Equipment	—	1,922	—	1,922	500
GlaxoSmithKline	—	15,315	—	15,315	11,282
Heritage Assets	—	1,517	—	1,517	15,315
Martin Laing Foundation	—	—	—	—	1,494
Office Equipment	—	—	—	—	—

Balance sheet

Class and code	Description	This year	Last year
Fixed assets			
8000	Gilpin Collection	5,500	5,500
8001	Roman Coffin	4,200	4,200
8003	Saxon Strap & Pendant	40	40
8004	Roman Ring	300	300
8005	Painting: Ware High Street	400	400
8006	Buckle	5,000	5,000
	Total Fixed assets	15,440	15,440
Current assets			
6010	Current Account - CAF Bank	3,890	1,589
6020	Deposit Account - CAF Bank	21,242	57,342
6035	Cambridge & Counties Bank	81,799	78,427
6050	Cash in Hand	30	30
6060	Stock items for resale	2,561	2,561
Z05	Accounts Receivable	—	—
	Total Current assets	109,522	139,949
Reserves			
	Excess / (deficit) to date	(30,426)	(10,490)
Z01	Starting balances	155,389	165,880
	Total Reserves	124,962	155,389
Represented by funds			
	Unrestricted	24,325	24,725
	Designated	80,882	101,436
	Restricted	19,754	29,226
	Endowment	—	—
	Total	124,962	155,389

Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
Fixed assets - Intangible assets						
	Gilpin Collection -	—	5,500	—	5,500	5,500
	Roman Coffin -	—	4,200	—	4,200	4,200
	Saxon Strap & Pendant -	—	40	—	40	40
	Roman Ring -	—	300	—	300	300
	Painting: Ware High Street -	—	400	—	400	400
	Buckle -	—	5,000	—	5,000	5,000
	Totals	—	15,440	—	15,440	15,440
Current assets - Cash at bank and in hand						
	Current Account - CAF Bank -	56,789	(58,071)	5,173	3,890	1,589
	Deposit Account - CAF Bank -	(43,294)	65,395	(859)	21,242	57,342
	Cambridge & Counties Bank -	11,799	70,000	—	81,799	78,427
	Cash in Hand -	30	—	—	30	30
	Totals	25,323	77,323	4,314	106,961	137,388
Current assets - Debtors						
	Accounts Receivable -	(998)	998	—	—	—
	Totals	(998)	998	—	—	—
Current assets - Stocks and work in progress						
	Stock items for resale -	—	2,561	—	2,561	2,561
	Totals	—	2,561	—	2,561	2,561
	Grand total	24,325	80,882	19,754	124,962	155,389

Analysis of income and expenditure

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
INCOME AND ENDOWMENTS						
Donations and legacies						
1130 - Other Donations	1,647	—	—	—	1,647	647
Total	1,647	—	—	—	1,647	647
Income from charitable activities						
1105 - Visitors	2,104	—	—	—	2,104	2,363
1110 - Groups	224	—	—	—	224	162
1115 - Lectures & Walks	360	—	—	—	360	332
1120 - Activities	405	—	—	—	405	699
1125 - Schools	983	—	—	—	983	324
1321 - Research Fees	—	—	—	—	—	—
Total	4,076	—	—	—	4,076	3,880
Other income						
1150 - Insurance Claim	—	—	—	—	—	636
1220 - GlaxoSmithKline	—	—	—	—	—	5,670
1250 - Sir Martin Laing Foundation	—	—	3,000	—	3,000	3,000
1280 - Deposition fees	—	—	—	—	—	—
1310 - Interest received	4,375	—	—	—	4,375	3,160
1315 - Shop Sales	3,729	—	—	—	3,729	2,821
1320 - Object copies	—	—	—	—	—	60
1325 - Rent received	865	—	—	—	865	907
1330 - Utilities refunds	—	—	—	—	—	36
1331 - Rent refund	—	—	—	—	—	—
1332 - Contents Insurance Claim	—	—	—	—	—	—
1335 - Archive receipts	—	—	—	—	—	—
1340 - Gift Aid	544	—	—	—	544	—
1345 - East Herts Lottery	189	—	—	—	189	65
1399 - Misc.	—	—	—	—	—	24
Total	9,704	—	3,000	—	12,704	16,382
Grants						
1140 - Grants	582	—	—	—	582	11,798
1205 - Ware Town Council	7,500	—	—	—	7,500	—
1206 - Ware Town Council - TIP	—	2,100	—	—	2,100	4,200
1210 - East Herts Council	—	—	—	—	—	—
1211 - Herts County Council	—	—	—	—	—	—
1255 - SHARE	—	—	—	—	—	—
1405 - Renewal Grant	—	—	—	—	—	—
Total	8,082	2,100	—	—	10,182	15,998
INCOME TOTAL	23,510	2,100	3,000	—	28,610	36,910

EXPENDITURE

Raising funds

4105 - Snoop Trading	2,191	—	—	—	—	—	2,191	2,010
4110 - Publicity	35	—	—	—	—	—	35	—
4740 - SumUp fees	61	—	—	—	—	—	61	47
Total	2,288	—	—	—	—	—	2,288	2,058

Expenditure on charitable activities

4205 - Curatorial - Accession	—	540	—	—	—	—	540	480
4210 - Curatorial - Conservation	—	632	—	—	—	—	632	437
4212 - Curatorial - Documentation	—	42	—	—	—	—	42	—
4215 - Curatorial - Storage	47	—	—	—	—	—	47	294
4217 - Curatorial - Collection Costs	—	—	—	—	—	—	—	—
4218 - Curatorial - Rationalisation	—	—	—	—	—	—	—	—
4219 - Curatorial - Digitisation	—	—	—	—	—	—	—	—
4220 - Display Costs	986	—	—	—	—	—	986	197
4222 - Curatorial object purchases	—	—	—	—	—	—	—	—
4225 - Children's Activities	146	—	—	—	—	—	146	434
4230 - Educational Activities	468	—	—	—	—	—	468	32
4422 - Covid-19 changes	—	—	—	—	—	—	—	—
4427 - Legal costs	—	—	—	—	—	—	—	489
4440 - Museum Store construction	—	—	—	—	—	—	—	—
4517 - Web Site	214	4,562	—	—	—	—	4,562	—
4755 - Adult Activities	35	—	—	—	—	—	214	754
4900 - Bank charges	60	—	—	—	—	—	35	110
Total	1,960	5,776	—	—	—	—	7,736	3,302

Other expenditure

4430 - Garden	—	—	—	—	—	—	—	—
4505 - Printing, Postage & Stationery	1,064	—	—	—	—	—	1,064	841
4525 - Other Office costs	—	—	—	—	—	—	—	404
4530 - Miscellaneous	634	—	—	—	—	—	634	178
4745 - Salary	21,275	—	—	—	—	—	21,275	20,405
4750 - CA Fees (salary)	650	—	—	—	—	—	650	650
4999 - Misc.	—	—	—	—	—	—	—	—
Total	23,625	—	—	—	—	—	23,625	22,479

Governance costs

4405 - Rent paid	3,000	—	—	—	—	—	3,000	3,000
4410 - Insurance	3,997	—	—	—	—	—	3,997	3,865
4412 - Security	2,277	—	—	—	—	—	2,277	1,468
4415 - Utilities - Water	247	—	—	—	—	—	247	262
4416 - Utilities - Electricity	5,569	—	—	—	—	—	5,569	5,346
4417 - Utilities - Telephone	—	—	—	—	—	—	—	93
4418 - Utilities - Broadband	800	—	—	—	—	—	800	737
4420 - Upkeep & Cleaning	2,488	—	—	—	—	—	2,488	1,745
4425 - Building Repair & Decoration	977	—	—	—	—	—	977	648
4515 - IT	2,600	—	—	—	—	—	2,600	910
4700 - Consultancy Fees	3,004	—	—	—	—	—	3,004	160
Total	24,963	—	—	—	—	—	24,963	18,237

Reserved Funds

4605 - Tourist Information Point costs	—	—	—	—	—	—	—	884
4610 - Education Fund	—	—	—	—	—	—	—	—
4615 - Hunsdon House	—	—	—	—	—	—	—	—
4630 - GSK	—	—	—	—	—	—	—	—

4760 - Grant Refund									
4765 - Renewal Grant									
Total									884

Stewards & Trustee Costs

4705 - Training									
4710 - Subscriptions Paid	282						282		278
4720 - Trustee Insurance									
4725 - Travel Costs									
4730 - Sundry cost									
4735 - Stewards	141						141		159
Total	424						424		438
EXPENDITURE TOTAL	53,260	5,776					59,037		47,400

GRAND TOTAL	(29,750)	(3,676)	3,000				(30,426)		(10,490)
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WARE MUSEUM CIO

England & Wales - Charity number 1181895

Accounts

Charity Commission Narrative 1 April 2023 – 31 March 2024

Charity Name: Ware Museum CIO

Charity registration number: 1181895

Introduction

Founded in 1985, Ware Museum tells the story of life in the town from the Mesolithic period to the present day. The Museum is located in the Priory Lodge, a Grade II listed building at the entrance to Ware Priory, which dates back to the 14th century. In 2019 the Museum's governance changed from a Charitable Trust to a Charitable Incorporated Organisation (CIO). Ware Museum attracts approximately 6-7,000 visitors per year.

Objectives and Activities

The objects of the Charity are:

1. To provide for the advancement of public education by the provision of the museum comprising the existing collection of Ware Museum together with such other exhibits or items as may from time to time form part of the collection and to preserve the same as a collection.
2. To form establish and support and to aid in the formation establishment and support of any other charitable bodies companies institutions associations trusts or societies formed for objects set out above.

The main activities of the Charity are to provide a museum service for the benefit of all visitors, through maintaining permanent displays and through provision of temporary exhibitions, events and activities aimed at a range of audiences.

All the charity trustees understand their duty to "have regard" to the Charity Commission's public benefit guidance when exercising power and duties to which the guidance is relevant.

The museum is assisted by a team of approximately 40 volunteers who act as museum stewards, assist with collections care and documentation, carry out gardening and property maintenance and various other tasks. As well as long term volunteers, the museum also offers short term work experience placements to students and Duke of Edinburgh Award candidates.

Achievements and Performance

The museum aims to provide a friendly and welcoming environment for all visitors and to engage with its audiences through additional provision including activities and

events. During this period the museum has delivered five temporary exhibitions including exhibitions on Ware's literary connections and the history of music making in the town; the latter included collaborations with local music groups and organisations. The museum also hosted an exhibition by Thundridge Old Church Action Group, which aims to preserve and protect a nearby historic monument. Talks on subjects including literature in Ware, the history of the ukelele, and the Hertfordshire Barbastelle Project to map a rare bat species have attracted enthusiastic audiences. The museum has also delivered regular family craft activity sessions during school holidays, as well as taking part in national initiatives such as Heritage Open Days.

Positive feedback has been reported through our visitor book, and towards the end of this period a visitor survey was devised to measure and record visitor data more accurately. This data will be used to inform future audience development and engagement.

Structure, Governance and Management

Ware Museum operates as a Charitable Incorporated Organisation under charity number 1181895. Governance of the museum is held by the Board of Trustees who meet every two months. Up to twelve trustees are appointed for a term of three years, with a further two trustees nominated as representatives of Ware Town Council and the Ware Society. The trustees are all residents of or have strong connections to Ware and represent a diverse range of skills and backgrounds. The objectives of the museum are carried out by four committees which operate under a written scheme of delegation.

In November 2022 Cathy De'Freitas was appointed as Museum Manager, working three days per week. All other roles are carried out by volunteers.

Funding

The museum receives annual grants from Ware Town Council towards operating costs of the museum and for provision of a Tourist Information Point within the museum.

The museum generates income through shop and event sales and via donations and external funding. It also receives grant funding for collections care from GSK and the Martin Laing Foundation.

Staff are actively applying to various grant givers including Museum Development South East and the Hertfordshire Association of Museums for additional project-based funding. During this period a grant of £3899 was received from SHARE East (now MDSE) to commission a museum consultant to carry out an audience development report.

Trustees are as follows: Hannah Agass, Phyllis Ballam, Laura Bedford, Cllr Barney Bryant, Ian Channell, Caroline Crook, Dawn Cruse, Janet Parkin, Diana Perkins, Judi Thomson, and John Wing.

Elisabeth Barratt and Rob Gifford resigned from the board in summer 2024, outside the scope of this report, after many years of support for which the board is exceedingly grateful.

Financial Review

Ware Museum CIO

End Of Year Financial Statement

Year Ending 31st March 2024

Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	647	—	—	647	492
Income from charitable activities	3,880	—	—	3,880	3,040
Other income	7,712	8,670	—	16,382	7,584
Grants	15,998	—	—	15,998	7,800
Total income	28,240	8,670	—	36,910	18,917
Expenditure on:					
Raising funds	2,058	—	—	2,058	1,088
Expenditure on charitable activities	3,302	—	—	3,302	1,822
Other expenditure	22,479	—	—	22,479	7,329
Governance costs	18,237	—	—	18,237	20,737
Reserved Funds	884	—	—	884	—
Stewards & Trustee Costs	438	—	—	438	971
Total expenditure	47,400	—	—	47,400	31,949
Gains / losses on investment assets	—	—	—	—	—
Net income / (expenditure) resources before transfer	(19,160)	8,670	—	(10,490)	(13,031)
Transfers					
Gross transfers between funds - in	43,128	—	—	43,128	—
Gross transfers between funds - out	(33,773)	(9,355)	—	(43,128)	—
Other recognised gains / losses	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
Net movement in funds	(9,805)	(685)	—	(10,490)	(13,031)
Total funds brought forward	135,968	29,911	—	165,880	178,912
Total funds carried forward	126,162	29,226	—	155,389	165,880
Represented by					
Unrestricted					
General fund	24,725	—	—	24,725	8,112
Designated					
Conservation	1,053	—	—	1,053	1,053
Contingency Fund	8,000	—	—	8,000	8,000
Covid-19 costs	—	—	—	—	1,573
Curatorial - General	2,735	—	—	2,735	3,652
Displays & Exhibitions	3,899	—	—	3,899	3,899
Education	2,000	—	—	2,000	2,000
Future Developments	61,397	—	—	61,397	88,640
Goods for sale	2,561	—	—	2,561	2,561
Maintenance	7,084	—	—	7,084	7,084
Prepayments	—	—	—	—	—
Storage	—	—	—	—	—
Technology	3,000	—	—	3,000	3,000
Tourist Information Point	9,334	—	—	9,334	6,018
Training	372	—	—	372	372
Restricted					
Curatorial - restricted	—	635	—	635	635
Display Equipment	—	500	—	500	500
GlaxoSmithKline	—	11,282	—	11,282	5,612
Heritage Assets	—	15,315	—	15,315	15,315
Martin Laing Foundation	—	1,494	—	1,494	7,849
Office Equipment	—	—	—	—	—

Balance sheet

Class and code	Description	This year	Last year
Fixed assets			
8000	Gilpin Collection	5,500	5,500
8001	Roman Coffin	4,200	4,200
8003	Saxon Strap & Pendant	40	40
8004	Roman Ring	300	300
8005	Painting Ware High Street	400	400
8006	Buckle	5,000	5,000
	Total Fixed assets	15,440	15,440
Current assets			
6010	Current Account - CAF Bank	1,589	1,728
6020	Deposit Account - CAF Bank	57,342	69,456
6035	Cambridge & Counties Bank	78,427	76,664
6050	Cash in Hand	30	30
6060	Stock items for resale	2,561	2,561
Z05	Accounts Receivable	—	—
	Total Current assets	139,949	150,440
Reserves			
Z01	Excess / (deficit) to date	(10,490)	(13,031)
	Starting balances	165,880	178,912
	Total Reserves	155,389	165,880
Represented by funds			
	Unrestricted	24,725	8,112
	Designated	101,436	127,855
	Restricted	29,226	29,911
	Endowment	—	—
	Total	155,389	165,880

Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
Fixed assets - Intangible assets						
	Gilpin Collection -	—	5,500	—	5,500	5,500
	Roman Coffin -	—	4,200	—	4,200	4,200
	Saxon Strap & Pendant -	—	40	—	40	40
	Roman Ring -	—	300	—	300	300
	Painting Ware High Street -	—	400	—	400	400
	Buckle -	—	5,000	—	5,000	5,000
	Totals	—	15,440	—	15,440	15,440
Current assets - Cash at bank and in hand						
	Current Account - CAF Bank -	24,460	(37,517)	14,645	1,589	1,728
	Deposit Account - CAF Bank -	(7,193)	65,395	(859)	57,342	69,456
	Cambridge & Counties Bank -	8,427	70,000	—	78,427	76,664
	Cash in Hand -	30	—	—	30	30
	Totals	25,723	97,877	13,786	137,388	147,879
Current assets - Debtors						
	Accounts Receivable -	(998)	998	—	—	—
	Totals	(998)	998	—	—	—
Current assets - Stocks and work in progress						
	Stock items for resale -	—	2,561	—	2,561	2,561
	Totals	—	2,561	—	2,561	2,561
	Grand total	24,725	101,436	29,226	155,389	165,880

Analysis of income and expenditure

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
INCOME AND ENDOWMENTS						
Donations and legacies						
1130 - Other Donations	647	—	—	—	647	492
Total	647	—	—	—	647	492
Income from charitable activities						
1105 - Visitors	2,363	—	—	—	2,363	2,181
1110 - Groups	162	—	—	—	162	60
1115 - Lectures & Walks	332	—	—	—	332	40
1120 - Activities	699	—	—	—	699	310
1125 - Schools	324	—	—	—	324	447
1321 - Research Fees	—	—	—	—	—	—
Total	3,880	—	—	—	3,880	3,040
Other income						
1150 - Insurance Claim	636	—	—	—	636	—
1220 - GlaxoSmithKline	—	—	5,670	—	5,670	—
1250 - Sir Martin Laing Foundation	—	—	3,000	—	3,000	3,000
1260 - Deposition fees	—	—	—	—	—	—
1310 - Interest received	3,160	—	—	—	3,160	2,195
1315 - Shop Sales	2,821	—	—	—	2,821	1,575
1320 - Object copies	60	—	—	—	60	60
1325 - Rent received	907	—	—	—	907	810
1330 - Utilities refunds	36	—	—	—	36	—
1331 - Rent refund	—	—	—	—	—	—
1332 - Contents Insurance Claim	—	—	—	—	—	—
1335 - Archive receipts	—	—	—	—	—	—
1340 - Gift Aid	—	—	—	—	—	—
1345 - East Herts Lottery	65	—	—	—	65	—
1389 - Misc.	24	—	—	—	24	2
Total	7,712	—	8,670	—	16,382	7,584
Grants						
1140 - Grants	11,798	—	—	—	11,798	7,500
1205 - Ware Town Council	—	—	—	—	—	300
1206 - Ware Town Council - TIP	—	4,200	—	—	4,200	—
1210 - East Herts Council	—	—	—	—	—	—
1211 - Herts County Council	—	—	—	—	—	—
1255 - SHARE	—	—	—	—	—	—
Total	11,798	4,200	—	—	15,998	7,800
INCOME TOTAL	24,040	4,200	8,670	—	36,910	18,917

EXPENDITURE

Raising funds

4105 - Shop Trading	2,010	—	—	—	—	2,010	959
4110 - Publicity	—	—	—	—	—	—	120
4740 - SumUp fees	47	—	—	—	—	47	9
Total	2,058	—	—	—	—	2,058	1,098

Expenditure on charitable activities

4205 - Curatorial - Accession	—	480	—	—	—	480	445
4210 - Curatorial - Conservation	—	437	—	—	—	437	—
4212 - Curatorial - Documentation	—	—	—	—	—	—	—
4215 - Curatorial - Storage	294	—	—	—	—	294	32
4217 - Curatorial - Collection Costs	—	—	—	—	—	—	—
4218 - Curatorial - Rationalisation	—	—	—	—	—	—	—
4219 - Curatorial - Digitisation	—	—	—	—	—	—	—
4220 - Display Costs	197	—	—	—	—	197	758
4222 - Curatorial object purchases	—	—	—	—	—	—	—
4225 - Children's Activities	434	—	—	—	—	434	232
4230 - Educational Activities	32	—	—	—	—	32	20
4422 - Covid-19 changes	—	—	—	—	—	—	—
4427 - Legal costs	489	—	—	—	—	489	20
4440 - Museum Store construction	—	—	—	—	—	—	—
4517 - Web Site	254	500	—	—	—	754	265
4755 - Adult Activities	110	—	—	—	—	110	—
4900 - Bank charges	71	—	—	—	—	71	48
Total	1,884	1,417	—	—	—	3,302	1,822

Other expenditure

4430 - Garden	—	—	—	—	—	—	108
4505 - Printing, Postage & Stationery	841	—	—	—	—	841	616
4525 - Other Office costs	404	—	—	—	—	404	99
4530 - Miscellaneous	178	—	—	—	—	178	167
4745 - Salary	20,405	—	—	—	—	20,405	5,688
4750 - CA fees (salary)	650	—	—	—	—	650	650
4999 - Misc	—	—	—	—	—	—	—
Total	22,479	—	—	—	—	22,479	7,329

Governance costs

4405 - Rent paid	3,000	—	—	—	—	3,000	3,075
4410 - Insurance	3,865	—	—	—	—	3,865	3,598
4412 - Security	1,468	—	—	—	—	1,468	1,746
4415 - Utilities - Water	262	—	—	—	—	262	176
4416 - Utilities - Electricity	5,346	—	—	—	—	5,346	5,008
4417 - Utilities - Telephone	93	—	—	—	—	93	184
4418 - Utilities - Broadband	737	—	—	—	—	737	164
4420 - Upkeep & Cleaning	1,745	—	—	—	—	1,745	1,698
4425 - Building Repair & Decoration	648	—	—	—	—	648	1,416
4515 - IT	910	—	—	—	—	910	2,668
4700 - Consultancy Fees	160	—	—	—	—	160	1,000
Total	18,237	—	—	—	—	18,237	20,737

Reserved Funds

4605 - Tourist Information Point costs	—	884	—	—	—	884	—
4610 - Education Fund	—	—	—	—	—	—	—
4615 - Hunsdon House	—	—	—	—	—	—	—
4630 - GSK	—	—	—	—	—	—	—
Total	—	884	—	—	—	884	—

Stewards & Trustee Costs

4705 - Training	—	—	—	—	—	—	365
4710 - Subscriptions Paid	278	—	—	—	—	278	285
4720 - Trustee Insurance	—	—	—	—	—	—	—
4725 - Travel Costs	—	—	—	—	—	—	—
4730 - Sundry cost	159	—	—	—	—	159	189
4735 - Stewards	438	—	—	—	—	438	132
EXPENDITURE TOTAL	45,098	2,301	—	—	—	47,400	31,949
GRAND TOTAL	(21,058)	1,898	8,670	—	(10,490)	(13,031)	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the
accounts

Section A

Independent Examiner's Report

Report to the trustees

Ware Museum CIO

On accounts for the year ended

31-March-2024

Charity no
(if any)

1181895

Set out on pages

1-6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2024**.

Responsibilities and basis of report

As the charity's 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 Trust'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.

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 (other than that disclosed below *) which gives me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of 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.

Signed:

Date: 19-JAN-2025

Name: Lesley Godfrey

Relevant professional qualification(s) or body (if any):

N/A

Address:

3, Royal Oak Close, Chipping
Buntingford
SG9 0PF

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A



WARE MUSEUM CIO

England & Wales - Charity number 1181895

Accounts



Section A

Independent Examiner's Report

Report to the trustees

WARE MUSEUM

On accounts for the year ended

31st March 2023

Charity no (if any)

1181895

Set out on pages

1-5

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

As the charity's 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 Trust'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.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Malcolm High

Date:

4th October 2023

Name:

MALCOLM HIGH

Relevant professional qualification(s) or body

Chartered Accountant (England & Wales)

(if any):

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Ware Museum CIO

End of Year Financial Statements

Year ending 31st March 2023

Statement of Financial Activities 1st April 2022 to 31st March 2023

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	492	—	—	492	1,000
Income from charitable activities	3,040	—	—	3,040	915
Other income	4,584	3,000	—	7,584	5,319
Grants	7,800	—	—	7,800	18,726
Total income	15,917	3,000	—	18,917	25,961
Expenditure on:					
Raising funds	1,088	—	—	1,088	171
Expenditure on charitable activities	1,822	—	—	1,822	4,390
Other expenditure	7,329	—	—	7,329	394
Governance costs	20,737	—	—	20,737	39,236
Stewards & Trustee Costs	971	—	—	971	491
Total expenditure	31,949	—	—	31,949	44,683
Net income / (expenditure) resources before transfer	(16,031)	3,000	—	(13,031)	(18,722)
Transfers					
Gross transfers between funds - in	—	—	—	—	1,836
Gross transfers between funds - out	—	—	—	—	(1,836)
Other recognised gains / losses					
Net movement in funds	(16,031)	3,000	—	(13,031)	(18,722)
Total funds brought forward	152,000	26,911	—	178,912	197,634
Total funds carried forward	135,968	29,911	—	165,880	178,912
Represented by					
Unrestricted					
General fund	8,112	—	—	8,112	23,224
Designated					
Conservation	1,053	—	—	1,053	1,053
Contingency Fund	8,000	—	—	8,000	8,000
Covid-19 costs	1,573	—	—	1,573	1,573
Curatorial - General	3,652	—	—	3,652	4,097
Displays & Exhibitions	3,899	—	—	3,899	3,899
Education	2,000	—	—	2,000	2,000
Future Developments	88,640	—	—	88,640	88,640
Goods for sale	2,561	—	—	2,561	2,561
Maintenance	7,084	—	—	7,084	7,084
Technology	3,000	—	—	3,000	3,000
Tourist Information Point	6,018	—	—	6,018	6,018
Training	372	—	—	372	847
Restricted					
Curatorial - restricted	—	635	—	635	635
Display Equipment	—	500	—	500	500

GlaxoSmithKline	—	5,612	—	5,612	5,612
Heritage Assets	—	15,315	—	15,315	15,315
Martin Laing Foundation	—	7,849	—	7,849	4,849

Balance sheet

Class and code	Description	This year	Last year
Fixed assets			
8000	Gilpin Collection	5,500	5,500
8001	Roman Coffin	4,200	4,200
8003	Saxon Strap & Pendant	40	40
8004	Roman Ring	300	300
8005	Painting: Ware High Street	400	400
8006	Buckle	5,000	5,000
	Total Fixed assets	15,440	15,440
Current assets			
6010	Current Account - CAF Bank	1,728	10,447
6020	Deposit Account - CAF Bank	69,456	75,452
6035	Cambridge & Counties Bank	76,664	74,981
6050	Cash in Hand	30	30
6060	Stock items for resale	2,561	2,561
Z05	Accounts Receivable	—	—
	Total Current assets	150,440	163,472
Reserves			
Z01	Excess / (deficit) to date	(13,031)	11,411
	Starting balances	178,912	167,500
	Total Reserves	165,880	178,912
Represented by funds			
	Unrestricted	8,112	23,224
	Designated	127,855	128,775
	Restricted	29,911	26,911
	Endowment	—	—
	Total	165,880	178,912

Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
Fixed assets - Intangible assets						
Gilpin Collection -	—	—	5,500	—	5,500	5,500
Roman Coffin -	—	—	4,200	—	4,200	4,200
Saxon Strap & Pendant -	—	—	40	—	40	40
Roman Ring -	—	—	300	—	300	300
Painting: Ware High Street -	—	—	400	—	400	400
Buckle -	—	—	5,000	—	5,000	5,000
Totals	—	—	15,440	—	15,440	15,440
Current assets - Cash at bank and in hand						
Current Account - CAF Bank -	(2,504)	(11,098)	15,330	—	1,728	10,447
Deposit Account - CAF Bank -	4,919	65,395	(859)	—	69,456	75,452
Cambridge & Counties Bank -	6,664	70,000	—	—	76,664	74,981
Cash in Hand -	30	—	—	—	30	30
Totals	9,110	124,296	14,471	—	147,879	160,911
Current assets - Debtors						
Accounts Receivable -	(998)	998	—	—	—	—
Totals	(998)	998	—	—	—	—

Current assets - Stocks and work in progress						
Stock items for resale -	—	2,561	—	—	2,561	2,561
Totals	—	2,561	—	—	2,561	2,561
Grand total	8,112	127,855	29,911	—	165,880	178,912

Analysis of income and expenditure

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	<u>This year</u>	<u>Last year</u>
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INCOME AND ENDOWMENTS

Donations and legacies

1130 - Other Donations	492	—	—	—	492	1,000
Total	492	—	—	—	492	1,000

Income from charitable activities

1105 - Visitors	2,181	—	—	—	2,181	660
1110 - Groups	60	—	—	—	60	160
1115 - Lectures & Walks	40	—	—	—	40	50
1120 - Activities	310	—	—	—	310	—
1125 - Schools	447	—	—	—	447	45
Total	3,040	—	—	—	3,040	915

Other income

1250 - Sir Martin Laing Foundation	—	—	3,000	—	3,000	3,000
1310 - Interest received	2,195	—	—	—	2,195	1,290
1315 - Shop Sales	1,576	—	—	—	1,576	443
1325 - Rent received	810	—	—	—	810	475
1399 - Misc.	2	—	—	—	2	110
Total	4,584	—	3,000	—	7,584	5,319

Grants

1140 - Grants	7,500	—	—	—	7,500	18,726
1205 - Ware Town Council	300	—	—	—	300	—
Total	7,800	—	—	—	7,800	18,726
INCOME TOTAL	15,917	—	3,000	—	18,917	25,961

EXPENDITURE

Raising funds

4105 - Shop Trading	959	—	—	—	959	171
4110 - Publicity	120	—	—	—	120	—
4740 - SumUp fees	9	—	—	—	9	—

Total	1,088	—	—	—	1,088	171
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Expenditure on charitable activities

4205 - Curatorial - Accession	—	445	—	—	445	—
4210 - Curatorial - Conservation	—	—	—	—	—	778
4212 - Curatorial - Documentation	—	—	—	—	—	438
4215 - Curatorial - Storage	32	—	—	—	32	100
4220 - Display Costs	758	—	—	—	758	125
4225 - Children's Activities	232	—	—	—	232	—
4230 - Educational Activities	20	—	—	—	20	—
4422 - Covid-19 changes	—	—	—	—	—	208
4427 - Legal costs	20	—	—	—	20	1,455
4517 - Web Site	265	—	—	—	265	1,284
4900 - Bank charges	48	—	—	—	48	0
Total	1,377	445	—	—	1,822	4,390

Other expenditure

4430 - Garden	108	—	—	—	108	180
4505 - Printing, Postage & Stationery	616	—	—	—	616	164
4525 - Other Office costs	99	—	—	—	99	—
4530 - Miscellaneous	167	—	—	—	167	50
4745 - Salary	5,688	—	—	—	5,688	—
4750 - CA fees (salary)	650	—	—	—	650	—
4999 - Misc.	—	—	—	—	—	0
Total	7,329	—	—	—	7,329	394

Governance costs

4405 - Rent paid	3,075	—	—	—	3,075	3,075
4410 - Insurance	3,598	—	—	—	3,598	4,194
4412 - Security	1,746	—	—	—	1,746	769
4415 - Utilities - Water	176	—	—	—	176	112
4416 - Utilities - Electricity	5,008	—	—	—	5,008	3,981
4417 - Utilities - Telephone	184	—	—	—	184	184
4418 - Utilities - Broadband	164	—	—	—	164	149
4420 - Upkeep & Cleaning	1,698	—	—	—	1,698	1,530
4425 - Building Repair & Decoration	1,416	—	—	—	1,416	21,321
4515 - IT	2,668	—	—	—	2,668	822
4700 - Consultancy Fees	1,000	—	—	—	1,000	3,094
Total	20,737	—	—	—	20,737	39,236

Stewards & Trustee Costs

4705 - Training	—	365	—	—	365	—
4710 - Subscriptions Paid	285	—	—	—	285	232
4730 - Sundry cost	79	110	—	—	189	209
4735 - Stewards	132	—	—	—	132	50
Total	496	475	—	—	971	491
EXPENDITURE TOTAL	31,029	920	—	—	31,949	44,683

GRAND TOTAL	(15,111)	(920)	3,000	—	(13,031)	(18,722)
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WARE MUSEUM CIO

England & Wales - Charity number 1181895

Accounts

Third Annual Report for Ware Museum CIO April 2021 - March 2022

Ware Museum Hon. President's Report 2021-2022

In last year's report I said that it was hoped that the Museum would be able to open again in May 2021. I am pleased to say that the Museum did re-open in May 2021, albeit with the shorter hours and all Covid precautions still in place. I ended the report on the intention to hold a special exhibition on Town Twinning to celebrate fifty years of twinning with Wulfrath and twenty years of twinning with Cormeilles-en-Parisis. An excellent exhibition was mounted, but, sadly, continuing Covid restrictions prevented Ware receiving visitors from France or Germany and the joint celebration was held on Zoom.

The Management Committee has continued to meet monthly, all meetings being held on Zoom until March this year. Despite this, the Committee has pressed ahead with the Forward Plan 2022 - 2025 for the sustainability of the Museum, accessioning, an inventory, cataloguing, digitalization and the need to employ a professional manager. To progress this a freelance Museum Development Consultant, Tracey McGeagh, was appointed on a short-term contract. Tracey had several meetings with the committee which were helpful. Her final report is awaited. An IT Consultant has been employed. Consideration has also been given to the perceived need for the Museum to have a card reader as many people now do not carry cash but expect to pay with a debit or credit card.

Diana Perkins, with some assistance, entered and erected a Christmas tree in Leaside Christmas Tree Festival. The tree was at Leaside for the two days of the Festival and then in the Museum. Thank you, Diana.

Anticipating the Platinum Jubilee of Her Majesty Queen Elizabeth II, plans were in progress for a Ware and Royalty Exhibition from April to June.

I cannot end without mentioning that Graham Watson has resigned as Treasurer and from the committee after many years of invaluable service to the Museum. Prior to taking on the position as Treasurer he was Secretary for some years. We all wish to thank him for his devotion to the Museum. He will be missed. I should also like to thank all the members of the committee, stewards and those who work behind the scenes for their continued work to help us move forward. Strange as it may seem, to look after our history we have to keep up to date.

Ware Museum Secretary's Report 2021-2022

We felt as though things were becoming a bit more normal when we were able to reopen from 17th May 2021 although under a restricted system and times. We had hoped to be able to open to full pre-Covid times but we have not yet been able to do so.

The Museum was open to the Public on 172 days with a footfall of 1807 visitors. The website continues to be used regularly. Between 1st April 2021 and 31st March 2022 there were 13,963 visits to the website.

We are grateful to our volunteer stewards, who give their time and talents to the Museum and enable us to remain open for the public. But we are always looking for more stewards.

We reopened with a new short exhibition *Digging up History* and this was followed by *50 years of Town Twinning* and then *Toys Games and Pastimes*.

There were two days of children's activities during school holidays and another two days of activities for the Heritage Days.

Outside Groups were able to make visits again to the Museum during this period. Three groups came in from Cubs and Beavers. The u3a also resumed meetings.

We received 65 specific enquiries from the public during the year of which 32 were via email.

Trustees are as follows: Phyllis Ballam, Elisabeth Barratt, Caroline Crook, Rob Gifford, Janet Parkin, Diana Perkins, Sean Shaw, Judi Thomson, John Wing. Graham Watson resigned in January 2022 on the completion of his three-year appointment.

Ware Museum Hon. Curator's Report 2021-2022

The re-opening of the Ware Museum in May 2021 presented the Documentation team with both bad news and good news. Two of the older members of the group, who had been stalwart supporters for many years, found it difficult to return to the museum under the Covid restrictions. They reluctantly resigned, not only from the Documentation group but also as Museum Stewards. We would like to thank Mrs. Josie Fish and Mrs. Beryl Gafney for their energetic support and hard work over the past decades. The good news was that there were new volunteers to help with documentation, which allowed us to re-assess our systems and start a full inventory of the collections.

Over the past thirty years since the Museum's foundation, museum documentation has undergone many changes. Card indexes have given way to computer databases and changes in staffing have provided many different ways of work and, in particular, changes in terminology. The inventory is giving us an ideal chance to make certain the current database is accurate and to reconcile the differing terminology that has developed over the years. This is an ongoing process that will provide us with a firm foundation for future work dependant on the accuracy of our technological resources.

Many people took advantage of Lockdown to turn out their attics and cupboards, offering the results to the museum. Some of these offerings were of benefit to

the museum while others provided museum staff with an opportunity of honing their tact in refusing them. As the museum is running out of storage space, this provided us with, at least, one valid, diplomatic excuse. As a result of the acceptable gifts donated to the museum since Lockdown, accessioning continues apace.

We are very grateful to our Documentation team for their hard work and enthusiasm. They are helping us make sure that our Documentation systems are accurate and provide a firm foundation for the future.

WARE MUSEUM CIO

CHARITY NUMBER 1181895

END OF YEAR FINANCIAL STATEMENT

YEAR ENDING 31ST MARCH 2022

Statement of Financial Activities – 1st April 2021 to 31st March 2022

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	1,000	—	—	1,000	140
Income from charitable activities	915	—	—	915	200
Other income	2,319	3,000	—	5,319	3,272
Grants	18,726	—	—	18,726	27,340
Total income	22,961	3,000	—	25,961	30,954
Expenditure on:					
Raising funds	171	—	—	171	134
Expenditure on charitable activities	4,390	—	—	4,390	1,665
Other expenditure	394	—	—	394	171
Governance costs	39,236	—	—	39,236	6,275
Reserved Funds	—	—	—	—	—
Stewards & Trustee Costs	491	—	—	491	559
Total expenditure	44,683	—	—	44,683	8,805
Gains / losses on investment assets	—	—	—	—	—
Net income / (expenditure) resources before transfer	(21,722)	3,000	—	(18,722)	22,149
Transfers					
Gross transfers between funds - in	630	1,206	—	1,836	38,664
Gross transfers between funds - out	(1,206)	(630)	—	(1,836)	(38,664)
Other recognised gains / losses					
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
Net movement in funds	(22,298)	3,576	—	(18,722)	22,149
Total funds brought forward	174,298	23,335	—	197,634	175,485
Total funds carried forward	152,000	26,911	—	178,912	197,634
Represented by					
Unrestricted					
General fund	23,224	—	—	23,224	43,906
Designated					
Conservation	1,053	—	—	1,053	1,053
Contingency Fund	8,000	—	—	8,000	8,000
Covid-19 costs	1,573	—	—	1,573	1,781
Curatorial - General	4,097	—	—	4,097	5,505
Displays & Exhibitions	3,899	—	—	3,899	3,899
Education	2,000	—	—	2,000	2,000
Future Developments	88,640	—	—	88,640	88,640
Goods for sale	2,561	—	—	2,561	2,561
Maintenance	7,084	—	—	7,084	7,084
Prepayments	—	—	—	—	—
Storage	—	—	—	—	—
Technology	3,000	—	—	3,000	3,000
Tourist Information Point	6,018	—	—	6,018	6,018
Training	847	—	—	847	847
Restricted					
Curatorial - restricted	—	635	—	635	635
Display Equipment	—	500	—	500	500
GlaxoSmithKline	—	5,612	—	5,612	5,612
Heritage Assets	—	15,315	—	15,315	15,315
Martin Laing Foundation	—	4,849	—	4,849	1,849
Office Equipment	—	—	—	—	(576)

Balance sheet

Class and code	Description	This year	Last year
Fixed assets			
8000	Gilpin Collection	5,500	5,500
8001	Roman Coffin	4,200	4,200
8003	Saxon Strap & Pendant	40	40
8004	Roman Ring	300	300
8005	Painting: Ware High Street	400	400
8006	Buckle	5,000	5,000
	Total Fixed assets	15,440	15,440
Current assets			
6010	Current Account - CAF Bank	10,447	30,460
6020	Deposit Account - CAF Bank	75,452	75,439
6035	Cambridge & Counties Bank	74,981	73,703
6050	Cash in Hand	30	30
6060	Stock items for resale	2,561	2,561
Z05	Accounts Receivable	—	—
	Total Current assets	163,472	182,194
Reserves			
Z01	Excess / (deficit) to date	(18,722)	30,133
	Starting balances	197,634	167,500
	Total Reserves	178,912	197,634
Represented by funds			
	Unrestricted	23,224	43,906
	Designated	128,775	130,392
	Restricted	26,911	23,335
	Endowment	—	—
	Total	178,912	197,634

Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
Fixed assets - Intangible assets						
Gilpin Collection -	—	—	5,500	—	5,500	5,500
Roman Coffin -	—	—	4,200	—	4,200	4,200
Saxon Strap & Pendant -	—	—	40	—	40	40
Roman Ring -	—	—	300	—	300	300
Painting: Ware High Street -	—	—	400	—	400	400
Buckle -	—	—	5,000	—	5,000	5,000
Totals	—	—	15,440	—	15,440	15,440
Current assets - Cash at bank and in hand						
Current Account - CAF Bank -	8,295	(10,178)	12,330	—	10,447	30,460
Deposit Account - CAF Bank -	10,916	65,395	(859)	—	75,452	75,439
Cambridge & Counties Bank -	4,981	70,000	—	—	74,981	73,703
Cash in Hand -	30	—	—	—	30	30
Totals	24,222	125,216	11,471	—	160,911	179,633
Current assets - Debtors						
Accounts Receivable -	(998)	998	—	—	—	—
Totals	(998)	998	—	—	—	—
Current assets - Stocks and work in progress						
Stock items for resale -	—	2,561	—	—	2,561	2,561
Totals	—	2,561	—	—	2,561	2,561

Grand total	23,224	128,775	26,911	—	178,912	197,634
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Analysis of income and expenditure

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
INCOME AND ENDOWMENTS						
Donations and legacies						
1130 - Other Donations	1,000	—	—	—	1,000	140
Total	1,000	—	—	—	1,000	140
Income from charitable activities						
1105 - Visitors	660	—	—	—	660	120
1110 - Groups	160	—	—	—	160	—
1115 - Lectures & Walks	50	—	—	—	50	50
1120 - Activities	—	—	—	—	—	—
1125 - Schools	45	—	—	—	45	—
1321 - Research Fees	—	—	—	—	—	30
Total	915	—	—	—	915	200
Other income						
1150 - Insurance Claim	—	—	—	—	—	—
1220 - GlaxoSmithKline	—	—	—	—	—	—
1250 - Sir Martin Laing Foundation	—	—	3,000	—	3,000	3,000
1260 - Deposition fees	—	—	—	—	—	40
1310 - Interest received	1,290	—	—	—	1,290	34
1315 - Shop Sales	443	—	—	—	443	36
1320 - Object copies	—	—	—	—	—	—
1325 - Rent received	475	—	—	—	475	162
1330 - Utilities refunds	—	—	—	—	—	—
1331 - Rent refund	—	—	—	—	—	—
1332 - Contents Insurance Claim	—	—	—	—	—	—
1335 - Archive receipts	—	—	—	—	—	—
1340 - Gift Aid	—	—	—	—	—	—
1399 - Misc.	110	—	—	—	110	—
Total	2,319	—	3,000	—	5,319	3,272
Grants						
1140 - Grants	18,726	—	—	—	18,726	25,240
1205 - Ware Town Council	—	—	—	—	—	—
1206 - Ware Town Council - TIP	—	—	—	—	—	2,100
1210 - East Herts Council	—	—	—	—	—	—
1211 - Herts County Council	—	—	—	—	—	—
1255 - SHARE	—	—	—	—	—	—
Total	18,726	—	—	—	18,726	27,340
INCOME TOTAL	22,961	—	3,000	—	25,961	30,954

EXPENDITURE

Raising funds

4105 - Shop Trading	171	—	—	—	171	134
4110 - Publicity	—	—	—	—	—	—
Total	171	—	—	—	171	134

Expenditure on charitable activities

4205 - Curatorial - Accession	—	—	—	—	—	4
4210 - Curatorial - Conservation	—	778	—	—	778	17
4212 - Curatorial - Documentation	438	—	—	—	438	438
4215 - Curatorial - Storage	100	—	—	—	100	100
4217 - Curatorial - Collection Costs	—	—	—	—	—	—
4218 - Curatorial - Rationalisation	—	—	—	—	—	—
4219 - Curatorial - Digitisation	—	—	—	—	—	—
4220 - Display Costs	125	—	—	—	125	135
4222 - Curatorial object purchases	—	—	—	—	—	—
4225 - Children's Activities	—	—	—	—	—	—
4230 - Educational Activities	—	—	—	—	—	—
4422 - Covid-19 changes	—	208	—	—	208	718
4427 - Legal costs	1,455	—	—	—	1,455	—
4440 - Museum Store construction	—	—	—	—	—	—
4517 - Web Site	1,284	—	—	—	1,284	252
4900 - Bank charges	0	—	—	—	0	—
Total	3,403	986	—	—	4,390	1,665

Other expenditure

4430 - Garden	180	—	—	—	180	—
4505 - Printing, Postage & Stationery	164	—	—	—	164	166
4525 - Other Office costs	—	—	—	—	—	—
4530 - Miscellaneous	50	—	—	—	50	4
4999 - Misc.	0	—	—	—	0	—
Total	394	—	—	—	394	171

Governance costs

4405 - Rent paid	3,075	—	—	—	3,075	1,080
4410 - Insurance	4,194	—	—	—	4,194	—
4412 - Security	769	—	—	—	769	696
4415 - Utilities - Water	112	—	—	—	112	120
4416 - Utilities - Electricity	3,981	—	—	—	3,981	3,048
4417 - Utilities - Telephone	184	—	—	—	184	185
4418 - Utilities - Broadband	149	—	—	—	149	144
4420 - Upkeep & Cleaning	1,530	—	—	—	1,530	686
4425 - Building Repair & Decoration	21,321	—	—	—	21,321	195
4515 - IT	822	—	—	—	822	120
4700 - Consultancy Fees	3,094	—	—	—	3,094	—
Total	39,236	—	—	—	39,236	6,275

Reserved Funds

4605 - Tourist Information Point costs	—	—	—	—	—	—
4610 - Education Fund	—	—	—	—	—	—
4615 - Hunsdon House	—	—	—	—	—	—
4630 - GSK	—	—	—	—	—	—
Total	—	—	—	—	—	—

Stewards & Trustee Costs

4705 - Training	—	—	—	—	—	—
4710 - Subscriptions Paid	232	—	—	—	232	201
4720 - Trustee Insurance	—	—	—	—	—	—
4725 - Travel Costs	—	—	—	—	—	—
4730 - Sundry cost	209	—	—	—	209	69
4735 - Stewards	50	—	—	—	50	288
Total	491	—	—	—	491	559
EXPENDITURE TOTAL	43,696	986	—	—	44,683	8,805
GRAND TOTAL	(20,735)	(986)	3,000	—	(18,722)	22,149



Section A

Independent Examiner's Report

Report to the trustees/ members of

Ware Museum

On accounts for the year ended

31st March 2022

Charity no (if any)

1181895

Set out on pages

1-4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do 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 order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Malcolm High *Malcolm High*

Date:

14th October

Name:

Malcolm High

Relevant professional qualification(s) or body (if any):

Institute of Chartered Accountants of England and Wales

Address:

4 Quin Court

Braughing

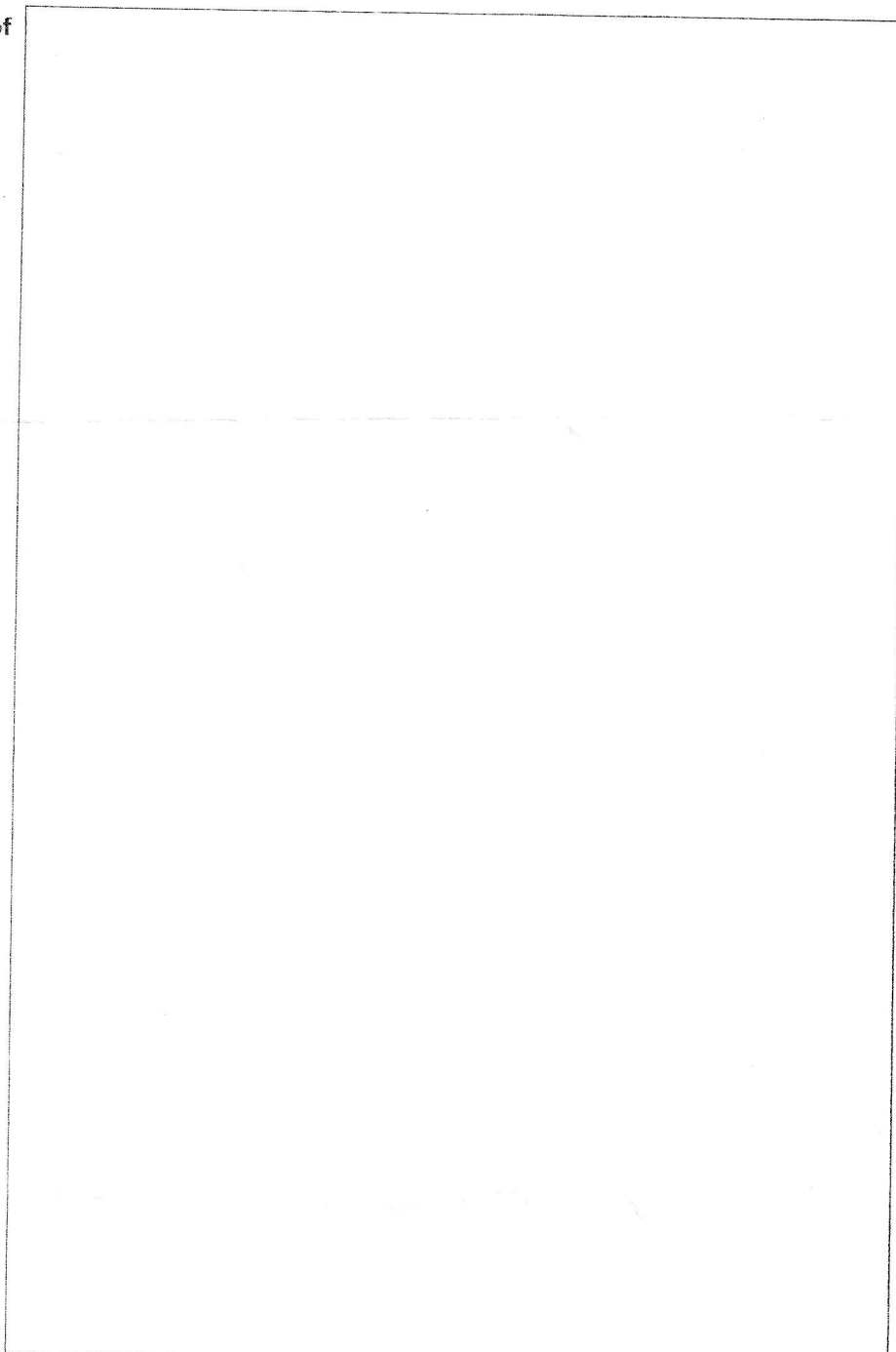
Ware Hertfordshire SG11 2PY

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



WARE MUSEUM CIO

England & Wales - Charity number 1181895

Accounts



(Registered Charity No. 1181895)
The Priory Lodge, 89, High Street, Ware, Herts SG12 9AL
Telephone: 01920 487848
www.waremuseum.org.uk

Second Annual Report for Ware Museum CIO April 2020 - March 2021

Ware Museum Chairman's Report 2020 - 2021

Obviously this is going to be a somewhat strange report as it covers the period, April last year until March this year, when, owing to the restrictions imposed by the government in its efforts to combat the spread of the Covid virus, the Museum was closed for almost the entire year. I will not go into detail as to the exact periods for which the Museum was open, as our Secretary, Diana Perkins, has kept a note of these and the conditions under which the Museum opened when this was allowed.

Together with the Mayor of Ware, Councillor Alexander Curtis, I was pleased to be able to be present for the first permitted re-opening on 15th September. It was heartening that during the process of re-opening - putting out the flag, putting up notices, etc., passers-by were so pleased to see the activity and became our first visitors. There have been visitors whenever we have been open. At the time of writing it is anticipated that the Museum will open again on 17th May.

Our Secretary and Curator have expressed their thanks to everyone involved in looking after the Museum in any way during this strange and difficult period, but my thanks go to them for their magnificent efforts in putting in place safety procedures for re-opening. This was an incredibly time-consuming task, and for training our stewards in how to interact safely with each other and members of the public. I would also like to add my thanks to Keith Batchelor for giving freely of his time and expertise in relation to safety. Thanks to our stewards for their loyalty and willingness to return when the Museum was allowed to be open and to absolutely everyone who has done anything - either up front or behind the scenes - to deal with such issues as the theft of lead and problems with the building.

We all look forward to being able to re-open in May and hope that opening times will be able to return to normal from then on.

To end on a cheerful note, I should like to flag up an exhibition which we intend to mount in September to celebrate a very special event for our town. 2021 is the year that sees the 50th anniversary of Ware becoming twinned with Wulfrath in Germany and the 20th year of our twinning with Corneilles-en-Parisis in France. All being well, Ware will be hosting visitors from both these towns.

Ware Museum Secretary's Report 2020 - 2021

We started the year with high hopes and set up the first exhibition of the year "Educating Ware", which, because of the Covid Crisis, turned out to be the last exhibition of the year, as we had to close the Museum from 17th March 2020.





(Registered Charity No. 1181895)
The Priory Lodge, 89, High Street, Ware, Herts SG12 9AL
Telephone: 01920 487848
www.waremuseum.org.uk

A Trustee would check the Museum most weeks and there were no problems initially. We were able to have the regular check from Cove Security. The outside of the Museum has been re-decorated.

The Museum was open to the public on 19 days during 2020/21, attracting a total of 153 visitors, of which a third were children. The re-opening on Tuesday 15th September was done under Covid Secure rules and we had considerable assistance from Keith Batchelor setting all the safety procedures in place. We had to remove some items and cover others to prevent touching. The Stewards received a short training session for the new conditions. We had to close again on the 3rd of November, although we were allowed to re-open briefly between 6th and 15th December 2020.

There were no children's activities during school holidays and outside groups were unable to use the Museum during this period. There were no uniformed groups or school visits during this time, although some schools were able to borrow Roman school loans boxes for class use.

The "Educating Ware" exhibition remained in place until January 2021 when it was removed to prepare for a new exhibition for our re-opening, which should be allowed from 17th May 2021.

We are very grateful to our volunteer stewards who give their time and talents to the Museum, enabling us to remain open to the public. We are always looking for more stewards.

The website continues to be used regularly. Between 1st April 2020 and 31st March 2021 there were 2147 visits with 5583 page views. There were international visits to the site, the third most numerous being from China. We received 30 enquiries from the public, of which 27 were via email. These were dealt with as circumstances allowed.

Ware Museum Hon. Curator's report April 2020 - March 2021

Due to Covid-19, Museum work behind the scenes was severely curtailed during this year. However, as the museum was able to re-open from 15th September 2020, a certain amount of documentation took place between then and 5th November 2020. The volunteers that returned on Friday mornings worked under strict Covid conditions. We are very grateful to the volunteers that helped us keep the museum ticking over during this strange year.

Trustees

Trustees are as follows: Phyllis Ballam, Judi Thomson, Elisabeth Barrett, Graham Watson, Diana Perkins, Rob Gifford, John Wing, Janet Parkin, Caroline Crook, Sean Shaw





(Registered Charity No. 1181895)
The Priory Lodge, 89, High Street, Ware, Herts SG12 9AL
Telephone: 01920 487848
www.waremuseum.org.uk





Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Ware Museum

**On accounts for the year
ended**

31st March 2021

**Charity no
(if any)**

1181895

Set out on pages

1-4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do 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 order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Malcolm High

Date:

21-01-2022

Name:

MALCOLM HIGH

**Relevant professional
qualification(s) or body
(if any):**

Chartered Accountant

Address:

H QUIN COURT, BRAUGHING

WARE

HERTFORDSHIRE SG11 2PY

Ware Museum CIO
Charity No. 1181895

End of Year Financial Statements

Year ending 31st March 2021

• Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	310	—	—	310	2,543
Income from charitable activities	30	—	—	30	—
Other income	232	3,040	—	3,272	11,646
Grants	27,340	—	—	27,340	7,100
Total income	27,914	3,040	—	30,954	21,290
Expenditure on:					
Raising funds	134	—	—	134	328
Expenditure on charitable activities	1,665	—	—	1,665	9,273
Other expenditure	171	—	—	171	298
Governance costs	6,275	—	—	6,275	11,646
Reserved Funds	—	—	—	—	252
Stewards & Trustee Costs	559	—	—	559	447
Total expenditure	8,805	—	—	8,805	22,247
Net income / (expenditure) resources before transfer	19,109	3,040	—	22,149	(957)
Transfers					
Gross transfers between funds - in	38,664	—	—	38,664	133,649
Gross transfers between funds - out	(36,069)	(2,595)	—	(38,664)	(133,649)
Other recognised gains / losses					
Gains / losses on investment assets	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
Net movement in funds	21,704	445	—	22,149	(957)
Total funds brought forward	152,594	22,890	—	175,485	176,442
Total funds carried forward	174,298	23,335	—	197,634	175,485
Represented by					
Unrestricted					
General fund	43,906	—	—	43,906	27,589
Designated					
Conservation	1,053	—	—	1,053	1,053
Contingency Fund	8,000	—	—	8,000	8,000
Covid-19 costs	1,781	—	—	1,781	—
Curatorial - General	5,505	—	—	5,505	4,000
Displays & Exhibitions	3,899	—	—	3,899	3,899
Education	2,000	—	—	2,000	2,000
Future Developments	88,640	—	—	88,640	88,640
Goods for sale	2,561	—	—	2,561	2,561
Maintenance	7,084	—	—	7,084	7,084
Prepayments	—	—	—	—	—
Storage	—	—	—	—	—
Technology	3,000	—	—	3,000	3,000
Tourist Information Point	6,018	—	—	6,018	3,918
Training	847	—	—	847	847
Restricted					
Curatorial - restricted	—	635	—	635	595
Display Equipment	—	500	—	500	500
GlaxoSmithKline	—	5,612	—	5,612	5,612
Heritage Assets	—	15,315	—	15,315	15,315
Martin Laing Foundation	—	1,849	—	1,849	1,444
Office Equipment	—	(576)	—	(576)	(576)

Balance sheet

	Total funds	Prior year funds
Fixed assets		
Intangible assets	15,440	15,440
	15,440	15,440
Current assets		
Stocks and work in progress	2,561	2,561
Cash at bank and in hand	179,633	157,484
	182,194	160,045
Net current assets less current liabilities	182,194	160,045
Total assets less current liabilities	197,634	175,485
Total net assets less liabilities	197,634	175,485
Represented by		
Unrestricted		
General fund	43,906	27,589
Designated		
Covid-19 costs	1,781	—
Technology	3,000	3,000
Training	847	847
Storage	—	—
Contingency Fund	8,000	8,000
Tourist Information Point	6,018	3,918
Curatorial - General	5,505	4,000
Future Developments	88,640	88,640
Prepayments	—	—
Goods for sale	2,561	2,561
Displays & Exhibitions	3,899	3,899
Conservation	1,053	1,053
Maintenance	7,084	7,084
Education	2,000	2,000
Restricted		
Curatorial - restricted	635	595
Display Equipment	500	500
Heritage Assets	15,315	15,315
Office Equipment	(576)	(576)
GlaxoSmithKline	5,612	5,612
Martin Laing Foundation	1,849	1,444
Funds of the charity	197,634	175,485

Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
Fixed assets - Intangible assets						
Details removed for security	—	—	5,500	—	5,500	5,500
	—	—	4,200	—	4,200	4,200
	—	—	40	—	40	40
	—	—	300	—	300	300
	—	—	400	—	400	400
	—	—	5,000	—	5,000	5,000
Totals	—	—	15,440	—	15,440	15,440
Current assets - Cash at bank and in hand						
Current Account - CAF Bank -	30,267	(8,561)	8,754	—	30,460	8,345
Deposit Account - CAF Bank -	10,903	65,395	(859)	—	75,439	75,405
Cambridge & Counties Bank -	3,703	70,000	—	—	73,703	73,703
Cash in Hand -	30	—	—	—	30	30
Totals	44,904	126,833	7,895	—	179,633	157,484
Current assets - Debtors						
Accounts Receivable -	(998)	998	—	—	—	—
Totals	(998)	998	—	—	—	—
Current assets - Stocks and work in progress						
Stock items for resale -	—	2,561	—	—	2,561	2,561
Totals	—	2,561	—	—	2,561	2,561
Grand total	43,906	130,392	23,335	—	197,634	175,485

Conclusion

- Income from visitors and other users has been severely reduced due to Covid -19 restrictions.
- Business support grants have been received to offset this.



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Ware Museum

**On accounts for the year
ended**

31st March 2021

**Charity no
(if any)**

1181895

Set out on pages

1-4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do 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 order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Malcolm High

Date:

21-01-2022

Name:

MALCOLM HIGH

**Relevant professional
qualification(s) or body
(if any):**

Chartered Accountant

Address:

H QUIN COURT, BRAUGHING

WARE

HERTFORDSHIRE SG11 2PY

Ware Museum CIO
Charity No. 1181895

End of Year Financial Statements

Year ending 31st March 2021

• Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	310	—	—	310	2,543
Income from charitable activities	30	—	—	30	—
Other income	232	3,040	—	3,272	11,646
Grants	27,340	—	—	27,340	7,100
Total income	27,914	3,040	—	30,954	21,290
Expenditure on:					
Raising funds	134	—	—	134	328
Expenditure on charitable activities	1,665	—	—	1,665	9,273
Other expenditure	171	—	—	171	298
Governance costs	6,275	—	—	6,275	11,646
Reserved Funds	—	—	—	—	252
Stewards & Trustee Costs	559	—	—	559	447
Total expenditure	8,805	—	—	8,805	22,247
Net income / (expenditure) resources before transfer	19,109	3,040	—	22,149	(957)
Transfers					
Gross transfers between funds - in	38,664	—	—	38,664	133,649
Gross transfers between funds - out	(36,069)	(2,595)	—	(38,664)	(133,649)
Other recognised gains / losses					
Gains / losses on investment assets	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
Net movement in funds	21,704	445	—	22,149	(957)
Total funds brought forward	152,594	22,890	—	175,485	176,442
Total funds carried forward	174,298	23,335	—	197,634	175,485
Represented by					
Unrestricted					
General fund	43,906	—	—	43,906	27,589
Designated					
Conservation	1,053	—	—	1,053	1,053
Contingency Fund	8,000	—	—	8,000	8,000
Covid-19 costs	1,781	—	—	1,781	—
Curatorial - General	5,505	—	—	5,505	4,000
Displays & Exhibitions	3,899	—	—	3,899	3,899
Education	2,000	—	—	2,000	2,000
Future Developments	88,640	—	—	88,640	88,640
Goods for sale	2,561	—	—	2,561	2,561
Maintenance	7,084	—	—	7,084	7,084
Prepayments	—	—	—	—	—
Storage	—	—	—	—	—
Technology	3,000	—	—	3,000	3,000
Tourist Information Point	6,018	—	—	6,018	3,918
Training	847	—	—	847	847
Restricted					
Curatorial - restricted	—	635	—	635	595
Display Equipment	—	500	—	500	500
GlaxoSmithKline	—	5,612	—	5,612	5,612
Heritage Assets	—	15,315	—	15,315	15,315
Martin Laing Foundation	—	1,849	—	1,849	1,444
Office Equipment	—	(576)	—	(576)	(576)

Balance sheet

	Total funds	Prior year funds
Fixed assets		
Intangible assets	15,440	15,440
	15,440	15,440
Current assets		
Stocks and work in progress	2,561	2,561
Cash at bank and in hand	179,633	157,484
	182,194	160,045
Net current assets less current liabilities	182,194	160,045
Total assets less current liabilities	197,634	175,485
Total net assets less liabilities	197,634	175,485
Represented by		
Unrestricted		
General fund	43,906	27,589
Designated		
Covid-19 costs	1,781	—
Technology	3,000	3,000
Training	847	847
Storage	—	—
Contingency Fund	8,000	8,000
Tourist Information Point	6,018	3,918
Curatorial - General	5,505	4,000
Future Developments	88,640	88,640
Prepayments	—	—
Goods for sale	2,561	2,561
Displays & Exhibitions	3,899	3,899
Conservation	1,053	1,053
Maintenance	7,084	7,084
Education	2,000	2,000
Restricted		
Curatorial - restricted	635	595
Display Equipment	500	500
Heritage Assets	15,315	15,315
Office Equipment	(576)	(576)
GlaxoSmithKline	5,612	5,612
Martin Laing Foundation	1,849	1,444
Funds of the charity	197,634	175,485

Statement of assets and liabilities

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	—	—	40	—	40	40
	—	—	300	—	300	300
	—	—	400	—	400	400
	—	—	5,000	—	5,000	5,000
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Totals	44,904	126,833	7,895	—	179,633	157,484
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Totals	(998)	998	—	—	—	—
Current assets - Stocks and work in progress						
Stock items for resale -	—	2,561	—	—	2,561	2,561
Totals	—	2,561	—	—	2,561	2,561
Grand total	43,906	130,392	23,335	—	197,634	175,485

Conclusion

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