

CUCKFIELD MUSEUM CIO

England & Wales · Charity number 1182604

Details

Other names	CUCKFIELD MUSEUM
Status	Registered
Legal form	CIO
Registered	2019-03-22
Register	View on the Charity Commission register

Contact

Address Queens Hall
High Street
Cuckfield
Haywards Heath
RH17 5EL

Phone 01444473630

Email info@cuckfieldmuseum.org

Website www.cuckfieldmuseum.org

Activities

Objects: A) THE ADVANCEMENT OF PUBLIC EDUCATION BY THE PROVISION OF A MUSEUM AT CUCKFIELD COMPRISING ITEMS OF LOCAL HISTORIC ARTISTIC OR OTHER SIGNIFICANCE INCLUDING THE COLLECTION AND SUCH OTHER ITEMS AS MAY FROM TIME TO TIME BE DONATED TO ACQUIRE BY OR LANED TO THE TRUSTEES.B) THE DISPLAY CONSERVATION STORAGE MAINTENANCE INSURANCE AND ENHANCEMENT OF THE ITEMS COMPRISING THE MUSEUM COLLECTION.C) THE ADVANCEMENT OF PUBLIC EDUCATION IN SUBJECTS RELEVANT TO THE ITEMS COMPRISING THE MUSEUM COLLECTION.D) THE PRODUCTION OF RESEARCH RELATING TO THE ITEMS COMPRISING THE MUSEUM COLLECTION AND THE PUBLICATION OF THE RESULTS THEREOF.

Activities: A museum with collections to show local history and events

Classification

- **How:** Provides Services, Other Charitable Activities
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£10,399	£10,260	-	-
2023-12-31	£7,261	£8,529	-	-
2022-12-31	£8,801	£8,976	-	-
2021-12-31	£4,360	£7,496	-	-
2020-12-31	£2,202	£8,693	-	-

Trustees

Name	Role	Appointed
Andrew Symonds FRICS	Chair	2020-01-20
Alisa Stephanie Burton		2025-01-20
Beth Richards		2025-01-20
JUDITH HODDER		2020-01-20
Phillipa Malins		2025-01-20
Richard StJohn Whidborne		2023-04-15
STEPHEN HENDERSON		2020-01-20
Stephen Horsfield		2025-01-20
Wendy Ann Rowark		2022-10-17

CUCKFIELD MUSEUM CIO

England & Wales - Charity number 1182604

Accounts

CUCKFIELD MUSEUM



Cuckfield Museum
Charitable Incorporated Organisation
(Registered Charity No. 1182604)

Accounts for the year

1st January 2024 to 31st December 2024

Trustees' Report for the period ended 31 December 2024

Objectives and activities

The objects of the CIO are:

- (a) The advancement of public education by the provision of a museum at Cuckfield comprising items of local historic, artistic or other significance including the collection and such other items as may from time to time be donated to, acquired by or loaned to the Trustees;
- (b) The display, conservation, storage, maintenance, insurance and enhancement of the items comprising the museum collection;
- (c) The advancement of public education in subjects relevant to the items comprising the museum collection;
- (d) The production of research relating to the items comprising the museum collection and the publication of the results thereof.

Achievements and performance

2024 has seen a return to normal activity for the museum although the opening hours are reduced compared with the period prior to the COVID 19 pandemic. In addition to our normal opening hours we have continued to support the local community by:

- (a) Maintaining an active presence on social media and the museum's website;
- (b) Continuing to provide loan boxes to local schools;
- (c) Answering queries from the public on local history;
- (d) Acquiring new exhibits for the museum's collection.

The Executive Committee continued to undertake the ongoing review of the collection in 2024 and a number of disposals are continuing to take place.

The new cataloguing system, MODES, has now been fully installed and implemented.

Financial review

The charity's financial statements and position have been scrutinised by an external examiner and the details are set out on pages 4 to 5 below.

The Trustees would like to draw attention to the following:

- Higher than usual level of donations were due mainly to a generous donation from the Cuckfield Society of £2,000;
- Sales figure was higher than anticipated due to the sale of a dagger that was found in our storage area but had never been taken into the collection (weapons are not allowed by our Collections policy);
- The Gift Aid claim for 2024 remains outstanding;
- There was a need to purchase a new alarm system (not budgeted for);

- Due to good sales and thus falling stock levels it was decided to invest in more stock in order to maintain the sales figures;
- The cost of restoring the 'Woodcroft' album came in higher than expected. We have subsequently taken the decision not to restore the hospital visitors' book at this time.

The Kleinwort Trust grant of £1,500 awarded in 2022 has been used to part pay for the restoration of the Gatland clock (in 2023) and the 'Woodcroft' album (in 2024). This grant project is now closed.

Notwithstanding these issues the Trustees are confident that, given the current level of reserves, the CIO's financial position is stable.

Structure, governance and management

On 6 March 2019 a new organisation, The Cuckfield Museum Charitable Incorporated Organisation (the CIO) was registered with the Charity Commission to take over the running of the museum from the Cuckfield Museum Trust. The charity's registered number is 1182604. As a result, all activities are now conducted through the new organisation and the Trust was wound up formally during 2022.

The CIO operates in accordance with its constitution which has been approved and adopted by the CIO Trustees. Policy decisions are taken by the Board of Trustees while the day to day running of the museum is delegated to an Executive Committee. The CIO is managed by nine Trustees, as at 31 December 2024, who are identified and appointed according to their skills and abilities in relation to the effective direction of the museum's activities.

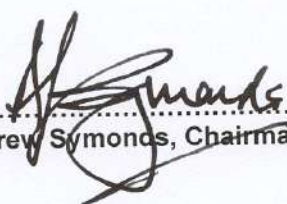
Public benefit

The trustees confirm that they have complied with the guidance published by the Charity Commission. All our activities are planned in line with our Charitable Objectives and the use of museum facilities is free to all members of the public.

Declarations

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

Signed on behalf of the charity's trustees



 Andrew Symonds, Chairman

Date 28/4/25

Receipts and Payments Account for the year ended 31st December 2024

	---- Designated Funds ----			2024 Total £	2023 Total £
	Acquisition Fund £	Children's Fund £	Unrestricted £		
Total funds B/Fwd	4,672	387	13,119	18,178	19,446
RECEIPTS:					
Donations / grants	-	-	4,707	4,707	1,720
Charitable activities	-	-	603	603	571
Interest	-	-	197	197	162
Subscriptions	-	-	2,347	2,347	2,479
Raising funds	717	-	1,828	2,545	2,329
Total Receipts:	717	0	9,682	10,399	7,261
PAYMENTS:					
Charitable activities	375	-	8,195	8,570	7,699
Raising funds	-	-	1,690	1,690	830
Total Payments:	375	0	9,885	10,260	8,529
Net Receipts / (Payments)	342	0	-203	139	(1,268)
Total funds C/Fwd	5,014	387	12,916	18,317	18,178

Notes:

- On 6 March 2019 a new organisation, The Cuckfield Museum Charitable Incorporated Organisation (the CIO) was registered with the Charity Commission to take over the running of the museum from the Cuckfield Museum Trust. As a result, all subsequent activities have been conducted through the CIO. The Trust was formally wound up in 2022.

BALANCE SHEET AS AT 31 DECEMBER 2024

Current Assets

	2024 £	2023 £
Current Account	3,194	251
Deposit Account	15,073	17,877
Cash in hand	50	50
TOTAL	18,317	18,178

Funds:

Unrestricted Fund	12,916	13,119
Designated Funds:		
Children's Fund	387	387
Acquisition Fund	5,014	4,672
Total Funds	18,317	18,178

Independent examiner's report to the trustees of The Cuckfield Museum Charitable Incorporated Organisation (CIO)

I report on the accounts of the CIO for the year ended 31 December 2024, which are set out on pages 1 to 5.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report


My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me cause to believe that, in any material respect:

- a. accounting records were not kept in accordance with section 130 of the 2011 Act and
- b. the accounts do not comply with the accounting records and comply with the accounting requirements of the 2011 Act.

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.



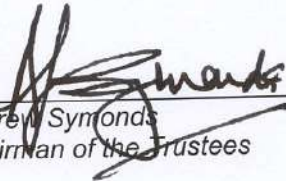
Charles Sayer
Chartered Tax Adviser
11 Mytten Close
Cuckfield
West Sussex

13/2/25

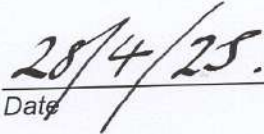
Date

Trustee Approval

The Receipts and Payments Account and the Balance Sheet for the year ended 31st December 2024 was approved by the Trustees and signed on their behalf by:



Andrew Symonds
Chairman of the Trustees



Date

CUCKFIELD MUSEUM CIO

England & Wales - Charity number 1182604

Accounts



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Cuckfield, West Sussex
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Cuckfield Museum
Charitable Incorporated Organisation
(Registered Charity No. 1182604)

Accounts for the year

1st January 2023 to 31st December 2023

Cuckfield Museum

Charitable Incorporated Organisation

Trustees' Report for the period ended 31 December 2023

Objectives and activities

The objects of the CIO are:

(a) The advancement of public education by the provision of a museum at Cuckfield comprising items of local historic, artistic or other significance including the collection and such other items as may from time to time be donated to, acquired by or loaned to the Trustees;

(b) The display, conservation, storage, maintenance, insurance and enhancement of the items comprising the museum collection; and

(c) The advancement of public education in subjects relevant to the items comprising the museum collection

(d) The production of research relating to the items comprising the museum collection and the publication of the results thereof.

Achievements and performance

2023 has seen a return to normal activity for the museum although the opening hours are reduced compared with the period prior to the COVID 19 pandemic. In addition to our normal opening hours we have continued to support the local community by:

(a) Maintaining an active presence on social media and the museum's website;

(b) Continuing to provide loan boxes to local schools;

(c) Answering queries from the public on local history;

(d) Acquiring new exhibits for the museum's collection.

The Executive Committee completed an extensive review of the collection in 2022 and a number of disposals are continuing to take place. Following the review a decision was taken to replace the museum's catalogue system with a more comprehensive system and this was acquired in December 2023. The full implementation of the new system, Modes, will take place in 2024.

Financial review

The charity's financial statements and position have been scrutinised by an external examiner and the details are set out on pages 4 to 6 below. The Trustees would like to draw attention to the high level of sales (£2,102) in 2023 while other receipts are broadly in line with the original budget. Despite the additional expenditure on the new catalogue system and an increase in our insurance premium, payments were below budget. This was due to the difficulty in finding conservation specialists to restore two rare books in our collection, the cost of which was included in the 2023 budget. We have now commissioned a specialist firm to carry out the work in 2024 which means that we are committed to a payment of approximately £2,100 in 2024. Notwithstanding these issues the Trustees are confident that, given the current level of reserves, the CIO's financial position is stable.

Structure, governance and management

On 6 March 2019 a new organisation, The Cuckfield Museum Charitable Incorporated Organisation (the CIO) was registered with the Charity Commission to take over the running of the museum from the Cuckfield Museum Trust. The charity's registered number is 1182604. As a result, all activities are now conducted through the new organisation and the Trust was wound up formally during 2022.

The CIO operates in accordance with its constitution which has been approved and adopted by the CIO Trustees. Policy decisions are taken by the Board of Trustees while the day to day running of the museum is delegated to an Executive Committee. The CIO is managed by nine Trustees, as at 31 December 2023, who are identified and appointed according to their skills and abilities in relation to the effective direction of the museum's activities.

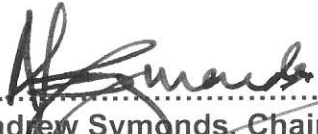
Public benefit

The trustees confirm that they have complied with the guidance published by the Charity Commission. All our activities are planned in line with our Charitable Objectives and the use of museum facilities is free to all members of the public.

Declarations

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

Signed on behalf of the charity's trustees


.....
Andrew Symonds, Chairman

Date... 15/4/24

Cuckfield Museum

Receipts and Payments Account for the year ended 31st December 2023

	Designated Funds			2023 Total £	2022 £
	Acquisition Fund £	Children's Fund £	Unrestricted £		
Receipts					
Donations/grants			1,720	1,720	4,667
Charitable activities			571	571	568
Interest			162	162	21
Subscriptions			2,479	2,479	2,614
Raising Funds			2,329	2,329	931
TOTAL			7,261	7,261	8,801
Payments					
Charitable Activities	2,977		4,722	7,699	7,689
Raising Funds			830	830	1,287
TOTAL	2,977	0	5,552	8,529	8,976
PAYMENTS:					
Net Receipts /(Payments)	(2,977)	0	1,709	(1,268)	(175)
Total funds brought forward	7,649	387	11,410	19,446	19,621
Total funds carried forward	4,672	387	13,119	18,178	19,446

Notes

1. On 6 March 2019 a new organisation, The Cuckfield Museum Charitable Incorporated Organisation (the CIO) was registered with the Charity Commission to take over the running of the museum from the Cuckfield Museum Trust. As a result, all subsequent activities have been conducted through the CIO. The Trust was formally wound up in 2022.
2. Although the CIO accounts are prepared on a receipts and payments basis it should be noted that there is a substantial financial commitment outstanding at the end of 2023 which is part funded by a grant from the Ernest Kleinwort Charitable Trust. The grant amounts to £1,500 and it was included as a receipt in the 2022 accounts. The forward commitment is approximately £2,100 in respect of the conservation of two books. The cost of the conservation measures will be included in the 2024 accounts.

BALANCE SHEET AS AT 31 DECEMBER 2023

Current Assets

	2023 £	2022 £
Current Account	251	181
Deposit Account	17,877	19,215
Cash in hand	50	50
TOTAL	18,178	19,446

Funds:

Unrestricted Fund	13,119	11,410
Designated Funds:		
Children's Fund	387	387
Acquisition Fund	4,672	7,649
Total Funds	18,178	19,446

Independent examiner's report to the trustees of The Cuckfield Museum Charitable Incorporated Organisation (CIO)

I report on the accounts of the CIO for the year ended 31 December 2023, which are set out on pages 1 to 6.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report


My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me cause to believe that, in any material respect:

- a. accounting records were not kept in accordance with section 130 of the 2011 Act and
- b. the accounts do not comply with the accounting records and comply with the accounting requirements of the 2011 Act.

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.



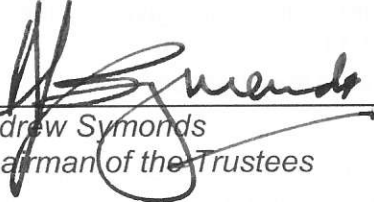
Charles Sayer
Chartered Tax Adviser
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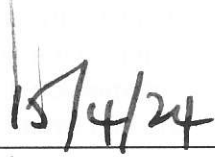
Date

Trustee Approval

The Receipts and Payments Account and the Balance Sheet for the year ended 31st December 2023 was approved by the Trustees and signed on their behalf by:



Andrew Symonds
Chairman of the Trustees



Date

CUCKFIELD MUSEUM CIO

England & Wales - Charity number 1182604

Accounts

**CUCKFIELD
MUSEUM**



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Cuckfield Museum
Charitable Incorporated Organisation
(Registered Charity No. 1182604)

Accounts for the year

1st January 2022 to 31st December 2022

Cuckfield Museum

Charitable Incorporated Organisation

Trustees' Report for the period ended 31 December 2022

Objectives and activities

The objects of the CIO are:

- (a) The advancement of public education by the provision of a museum at Cuckfield comprising items of local historic, artistic or other significance including the collection and such other items as may from time to time be donated to, acquired by or loaned to the Trustees;
- (b) The display, conservation, storage, maintenance, insurance and enhancement of the items comprising the museum collection; and
- (c) The advancement of public education in subjects relevant to the items comprising the museum collection
- (d) The production of research relating to the items comprising the museum collection and the publication of the results thereof.

Achievements and performance

2022 has seen a return to normal activity for the museum although the opening hours are reduced compared with the period prior to the COVID 19 pandemic. In addition to our normal opening hours we have continued to support the local community by:

- (a) Maintaining an active presence on social media and the museum's website;
- (b) Continuing to provide loan boxes to local schools;
- (c) Answering queries from the public on local history;
- (d) Acquiring new exhibits for the museum's collection.

The Executive Committee has completed an extensive review of the collection and a number of disposals have taken place. The review has also involved updating the museum's catalogue system.

Financial review

The charity's financial statements and position have been scrutinised by an external examiner and the details are set out on pages 4 to 6 below. The Trustees would like to

note that the Covid pandemic had a major impact on the level of regular subscriptions with many Friends in particular, not renewing their subscriptions. Notwithstanding the impact of Covid we have received substantial, one-off donations which have been used to fund conservation work on the collection. Conversely payments could not be reduced due to the number of recurring annual payments such as insurance premiums. However, given the level of reserves the CIO's financial position is stable.

Structure, governance and management

On 6 March 2019 a new organisation, The Cuckfield Museum Charitable Incorporated Organisation (the CIO) was registered with the Charity Commission to take over the running of the museum from the Cuckfield Museum Trust. The charity's registered number is 1182604. As a result, all activities are now conducted through the new organisation and the Trust was wound up formally during 2022.

The CIO operates in accordance with its constitution which has been approved and adopted by the CIO Trustees. Policy decisions are taken by the Board of Trustees while the day to day running of the museum is delegated to an Executive Committee. The CIO is managed by ten Trustees, as at 31 December 2022, who are identified and appointed according to their skills and abilities in relation to the effective direction of the museum's activities.

Public benefit

The trustees confirm that they have complied with the guidance published by the Charity Commission. All our activities are planned in line with our Charitable Objectives and the use of museum facilities is free to all members of the public.

Declarations

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

Signed on behalf of the charity's trustees


.....
Andrew Symonds, Chairman

Date 24/1/23.....

Cuckfield Museum

Receipts and Payments Account for the year ended 31st December 2022

	Designated Funds			2022 Total £	2021 £
	Acquisition Fund £	Children's Fund £	Unrestricted £		
Receipts					
Donations/grants	3,375		1,292	4,667	669
Charitable activities			568	568	149
Interest			21	21	2
Subscriptions			2,614	2,614	2,503
Raising Funds			931	931	1,035
TOTAL	3,375		5,426	8,801	4,358
Payments					
Charitable Activities	3,319		4,370	7,689	6,287
Raising Funds			1,287	1,287	1,207
TOTAL PAYMENTS:	3,319	0	5,657	8,976	7,494
Net Receipts /(Payments)	56	0	(231)	(175)	(3,136)
Total funds brought forward	7,593	387	11,641	19,621	21,557
Transfer from Trust	0	0	0	0	1,200
Total funds carried forward	7,649	387	11,410	19,446	19,621

Notes:

1. On 6 March 2019 a new organisation, The Cuckfield Museum Charitable Incorporated Organisation (the CIO) was registered with the Charity Commission to take over the running of the museum from the Cuckfield Museum Trust. As a result, all subsequent activities have been conducted through the CIO. The Trust was formally wound up in 2022.
2. Although the CIO accounts are prepared on a receipts and payments basis it should be noted that there is a substantial financial commitment outstanding at the end of 2022 which is approximately 50% funded by a grant from the Ernest Kleinwort Charitable Trust. The grant amounts to £1,500 and it has been included as a receipt in the 2022 accounts. The forward commitment is approximately £3,000 in respect of the conservation of a long case clock and two books. The cost of the conservation measures will be included in the 2023 accounts.

BALANCE SHEET AS AT 31 DECEMBER 2022

Current Assets

	2022 £	2021 £
Current Account	181	877
Deposit Account	19,215	18,694
Cash in hand	50	50
TOTAL	19,446	19,621

Funds:

Unrestricted Fund	11,410	11,640
Designated Funds:		
Children's Fund	387	387
Acquisition Fund	7,649	7,594
Total Funds	19,446	19,621

Independent examiner's report to the trustees of The Cuckfield Museum Charitable Incorporated Organisation (CIO)

I report on the accounts of the CIO for the year ended 31 December 2022, which are set out on pages 1 to 6.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report


My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me cause to believe that, in any material respect:

- a. accounting records were not kept in accordance with section 130 of the 2011 Act and
- b. the accounts do not comply with the accounting records and comply with the accounting requirements of the 2011 Act.

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.



Charles Sayer
Chartered Tax Adviser
11 Mytten Close
Cuckfield
West Sussex



Date

Trustee Approval

The Receipts and Payments Account and the Balance Sheet for the year ended 31st December 2022 was approved by the Trustees and signed on their behalf by:



Andrew Symonds
Chairman of the Trustees

24/4/23

Date

CUCKFIELD MUSEUM CIO

England & Wales - Charity number 1182604

Accounts

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Accounts for the year

1st January 2021 to 31st December 2021

Cuckfield Museum Charitable Incorporated Organisation

Trustees' Report for the period ended 31 December 2021

Objectives and activities

The objects of the CIO are:

- (a) The advancement of public education by the provision of a museum at Cuckfield comprising items of local historic, artistic or other significance including the collection and such other items as may from time to time be donated to, acquired by or loaned to the Trustees;
- (b) The display, conservation, storage, maintenance, insurance and enhancement of the items comprising the museum collection; and
- (c) The advancement of public education in subjects relevant to the items comprising the museum collection
- (d) The production of research relating to the items comprising the museum collection and the publication of the results thereof.

Achievements and performance

2021 has been a year of limited activity for the museum due to the COVID 19 pandemic. The museum closed its doors to the public in early March 2020 and did not reopen until 31 July 2021. Despite the closure we were able to provide a limited service by:

- (a) Maintaining an active presence on social media and the museum's website;
- (b) Continuing to provide loan boxes to local schools;
- (c) Answering queries from the public on local history;
- (d) Acquiring new exhibits for the museum's collection.

The Executive Committee was also very busy in carrying out a detailed review of the collection with a view to rationalisation. This has also involved updating the museum's catalogue system.

Financial review

The charity's financial statements and position have been scrutinised by an external examiner and the details are set out on pages 4 to 8 below. The Trustees would like to

note the negative impact of the Covid pandemic on the receipts of the museum. As a result of the closure of the museum from March 2020 the receipts from donations are reduced. Similarly talks and events were cancelled resulting in reduced levels of receipts. Conversely payments could not be reduced due to the number of recurring annual payments such as insurance premiums. However, given the level of reserves the CIO's financial position is stable.

With regard to reserves the Trustees have retained the split of funds established for the Trust i.e. a General Fund and the designated Acquisition and Children's Funds

Structure, governance and management

On 6 March 2019 a new organisation, The Cuckfield Museum Charitable Incorporated Organisation (the CIO) was registered with the Charity Commission to take over the running of the museum from the Cuckfield Museum Trust. The charity's registered number is 1182604. As a result, all activities in 2020 and 2021 have been conducted through the new organisation. By the end of 2021 all remaining balances in the Trust were transferred to the CIO and the Trust's two bank accounts are now closed.

The CIO operates in accordance with its constitution which has been approved and adopted by the CIO Trustees. Policy decisions are taken by the Board of Trustees while the day to day running of the museum is delegated to an Executive Committee. The CIO is managed by ten Trustees, as at 31 December 2021, who are identified and appointed according to their skills and abilities in relation to the effective direction of the museum's activities.

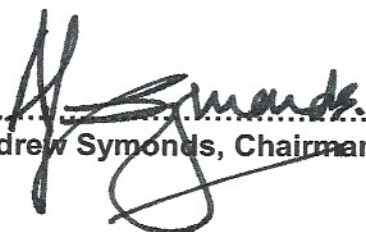
Public benefit

The trustees confirm that they have complied with the guidance published by the Charity Commission. All our activities are planned in line with our Charitable Objectives and the use of museum facilities is free to all members of the public.

Declarations

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

Signed on behalf of the charity's trustees


.....
Andrew Symonds, Chairman

Date 25/4/22.....

Receipts and Payments for the year ended 31st December 2021

RECEIPTS:

	2021 £	2020 £
Donations from organisations	490	600
Donations from visitors	179	313
Events	0	25
Interest	2	56
Loan Boxes	149	85
Sales	1,035	316
Subscriptions – Enterprise patrons (1)	0	0
Subscriptions – Friends (1)	1,068	134
Subscriptions – Patrons (1)	1,435	595
Talks	0	78
TOTAL RECEIPTS:	4,358	2,202

Receipts and Payments for the year ended 31st December 2021

PAYMENTS:

	2021 £	2020 £
Administration	1,020	415
Advertising & Promotion	0	0
Building and Maintenance	925	908
Collection – acquisitions	913	264
Collection – repairs	229	98
Enhancement items	583	1,306
Events	111	27
Handling items	0	0
Insurance	2,283	2,152
Legal costs	0	3,259
Loan Box items	0	0
Stock (items for sale)	1,096	53
Talks	0	106
Telephone	336	105
TOTAL PAYMENTS:	7,496	8,693
SURPLUS / (DEFICIT) of Receipts over Payments:	(3,138)	(6,491)

Notes:

- On 6 March 2019 a new organisation, The Cuckfield Museum Charitable Incorporated Organisation (the CIO) was registered with the Charity Commission to take over the running of the museum from the Cuckfield Museum Trust. As a result, all activities in 2020 and 2021 have been conducted through the CIO. Some receipts (£1,191 for subscriptions and £5 for interest) were recorded in the Trust's bank accounts and these have been shown in the Trust's accounts for 2021. Cash balances were transferred to the CIO during the year and both the Trust's bank accounts have been closed. The total amount transferred is £1,200.

FUNDS

General Fund

	2021 £	2020 £
Opening Balance	12,713	0
Receipts:		
From Receipts and Payments Account	4,311	2,202
Transfer from the Trust	1,200	17,634
Payments:		
From Receipts and Payments	6,583	7,123
Closing Balance	11,641	12,713

Ring Fenced Funds:

Children's Fund

	2021 £	2020 £
Opening Balance	387	0
Receipts:		
From Receipts and Payments Account	0	0
Transfer from the Trust		1,693
Payments:		
For dinosaur diorama	0	1,306
Closing Balance	387	387

Acquisition Fund

	2021 £	2020 £
Opening Balance	8,457	0
Receipts:		
From Receipts and Payments Account	49	0
Transfer from the Trust	0	8,721
Payments:		
From Receipts and Payments Account	913	264
Closing Balance	7,593	8,457

Notes:

1. The Trustees have maintained the split of funds established for the Trust i.e. a General Fund and the designated Acquisition and Children's Funds.

Statement of Assets and Liabilities as at 31st December 2021

	2021 £	2020 £
Santander Current Account number 43758083	877	1,315
Plus uncleared deposits	0	0
Less uncleared cheques	0	0
Plus cash kept as floats	50	50
Plus Santander Deposit Account number 43769823	18,694	20,192
TOTAL	19,621	21,557

Other Assets:

No account is taken of the stock of books, toys, postcards, other memorabilia or conservation materials held for sale or future use.

The museum-owned artefacts have been either donated or purchased, with the cost treated as an expense in the year of purchase. The museum may not sell artefacts unless in exceptional circumstances.

Other Liabilities:

NIL

Independent examiner's report to the trustees of The Cuckfield Museum Charitable Incorporated Organisation (CIO)

I report on the accounts of the CIO for the year ended 31 December 2021, which are set out on pages 1 to 8.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention


Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

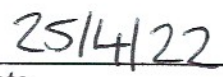
Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - a. to keep accounting records in accordance with section 130 of the 2011 Act and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



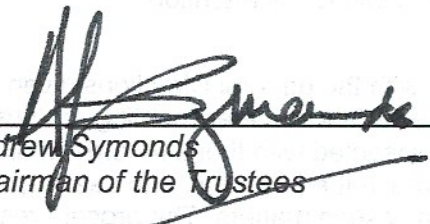
Nigel Jones
Chartered Accountant
Bylanes Close
Cuckfield
West Sussex



Date

Trustee Approval

The Receipts and Payments Account and the Statement of Assets and Liabilities for the year ended 31st December 2021 was approved by the Trustees and signed on their behalf by:



Andrew Symonds
Chairman of the Trustees

25/4/22
Date



CUCKFIELD MUSEUM CIO

England & Wales - Charity number 1182604

Accounts



The Cuckfield Museum CIO
Registered Charity No.
1182604

Queen's Hall, High Street
CUCKFIELD,
West Sussex RH17 5EL
01444 473630
info@cuckfieldmuseum.org
www.cuckfieldmuseum.org

Cuckfield Museum
Charitable Incorporated Organisation
(Registered Charity No. 1182604)

Accounts for the year

1st January 2020 to 31st December 2020



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Cuckfield Museum Charitable Incorporated Organisation

Trustees' Report for the period ended 31 December 2020

Objectives and activities

The objects of the CIO are:

- (a) The advancement of public education by the provision of a museum at Cuckfield comprising items of local historic, artistic or other significance including the collection and such other items as may from time to time be donated to, acquired by or loaned to the Trustees;
- (b) The display, conservation, storage, maintenance, insurance and enhancement of the items comprising the museum collection; and
- (c) The advancement of public education in subjects relevant to the items comprising the museum collection
- (d) The production of research relating to the items comprising the museum collection and the publication of the results thereof.

Achievements and performance

2020 has been a year of limited activity for the museum due to the COVID 19 pandemic. The museum closed its doors to the public in early March 2020 and is not planning to reopen until April 2021 at the earliest. Despite the closure we have continued to provide a limited service by:

- (a) Maintaining an active presence on social media and the museum's website;
- (b) Continuing to provide loan boxes to local schools;
- (c) Answering queries from the public on local history;
- (d) Acquiring new exhibits for the museum's collection.

The Executive Committee has also been very busy in carrying out a detailed review of the collection with a view to rationalisation. This has also involved updating the museum's catalogue system.

Financial review

The charity's financial statements and position have been scrutinised by an external examiner and the details are set out on pages 4 to 8 below. The Trustees would like to note the negative impact of the Covid pandemic on the receipts of the museum. As a result of the closure of the museum from March 2020 the receipts from donations are



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reduced. Similarly talks and events were cancelled resulting in reduced levels of receipts. Conversely payments could not be reduced due to the number of recurring annual payments such as insurance premiums. The CIO also incurred significant legal costs in the renegotiation of the lease of the museum's premises from Cuckfield Parish Council. However, given the level of reserves the CIO's financial position is stable.

With regard to reserves the Trustees have retained the split of funds established for the Trust i.e. a General Fund and the designated Acquisition and Children's Funds

Structure, governance and management

On 6 March 2019 a new organisation, The Cuckfield Museum Charitable Incorporated Organisation (the CIO) was registered with the Charity Commission to take over the running of the museum from the Cuckfield Museum Trust. The charity's registered number is 1182604. As a result, all activities in 2020 have been conducted through the new organisation.

The CIO operates in accordance with its constitution which has been approved and adopted by the CIO Trustees. Policy decisions are taken by the Board of Trustees while the day to day running of the museum is delegated to an Executive Committee. The CIO is managed by ten Trustees, as at 31 December 2020, who are identified and appointed according to their skills and abilities in relation to the effective direction of the museum's activities.

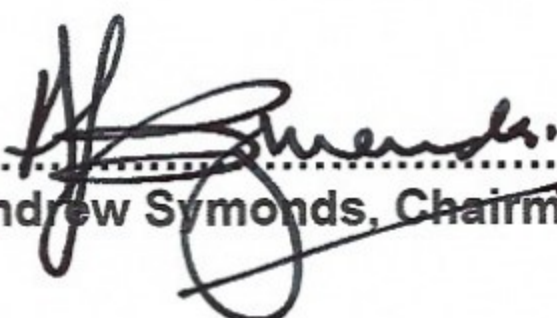
Public benefit

The trustees confirm that they have complied with the guidance published by the Charity Commission. All our activities are planned in line with our Charitable Objectives and the use of museum facilities is free to all members of the public.

Declarations

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

Signed on behalf of the charity's trustees


.....
Andrew Symonds, Chairman

Date 19.4.21.....



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Receipts and Payments for the year ended 31st December 2020

RECEIPTS:

	2020 £	2019 £
Donations from organisations	600	0
Donations from visitors	313	0
Events	25	0
Interest	56	0
Loan Boxes	85	0
Sales	316	0
Subscriptions – Enterprise patrons (3)	0	0
Subscriptions – Friends (3)	134	0
Subscriptions – Patrons (3)	595	0
Talks	78	0
TOTAL RECEIPTS:	2,202	0



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Receipts and Payments for the year ended 31st December 2020

PAYMENTS:

	2020 £	2019 £
Administration	415	0
Advertising & Promotion	0	0
Building and Maintenance	908	0
Collection – acquisitions	264	0
Collection – repairs	98	0
Enhancement items (1)	1,306	0
Events	27	0
Handling items	0	0
Insurance	2,152	0
Legal costs (2)	3,259	0
Loan Box items	0	0
Stock (items for sale)	53	0
Talks	106	0
Telephone	105	0
TOTAL PAYMENTS:	8,693	0
SURPLUS / (DEFICIT) of Receipts over Payments:	(6,491)	0

Notes:

1. The museum commissioned the construction of a new dinosaur diorama.
2. Substantial one-off legal costs were incurred in the transition from a Trust to a Charitable Incorporated Organisation. See note 3 below.
3. On 6 March 2019 a new organisation, The Cuckfield Museum Charitable Incorporated Organisation (the CIO) was registered with the Charity Commission to take over the running of the museum from the Cuckfield Museum Trust. As a result, all activities in 2020 have been conducted through the CIO. Some receipts (£2,506 for subscriptions and £150 for interest) and payments (£56) were recorded in the Trust's bank accounts and these have been shown in the Trust's accounts for 2020. Cash balances were transferred to the CIO during the year apart from a residual amount of £4.08 which has been retained, for operational reasons, in the Trust's current account. The total amount transferred is £28,048.



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FUNDS

General Fund

	2020 £	2019 £
Opening Balance	0	0
Receipts:		
From Receipts and Payments Account	2,202	0
Transfer from the Trust	17,634	
Payments:		
From Receipts and Payments	7,123	0
Closing Balance	12,713	0

Ring Fenced Funds:

Children's Fund

	2020 £	2019 £
Opening Balance	0	0
Receipts:		
From Receipts and Payments Account	0	0
Transfer from the Trust	1,693	0
Payments:		
For dinosaur diorama	1,306	0
Closing Balance	387	0



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Acquisition Fund

	2020 £	2019 £
Opening Balance	0	0
Receipts:		
From Receipts and Payments Account	0	0
Transfer from the Trust	8,721	0
Payments:		
From Receipts and Payments Account	264	0
Closing Balance	8,457	0

Notes:

1. The Trustees have maintained the split of funds established for the Trust i.e. a General Fund and the designated Acquisition and Children's Funds.



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Statement of Assets and Liabilities as at 31st December 2020

	2020 £	2019 £
Santander Current Account number 43758083	1,315	0
Plus uncleared deposits	0	0
Less uncleared cheques	0	0
Plus cash kept as floats	50	0
Plus Santander Deposit Account number 43769823	20,192	0
TOTAL	21,557	0

Other Assets:

No account is taken of the stock of books, toys, postcards, other memorabilia or conservation materials held for sale or future use.

The museum-owned artefacts have been either donated or purchased, with the cost treated as an expense in the year of purchase. The museum may not sell artefacts unless in exceptional circumstances.

Other Liabilities:

NIL



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Independent examiner's report to the trustees of The Cuckfield Museum Charitable Incorporated Organisation (CIO)

I report on the accounts of the CIO for the year ended 31 December 2020, which are set out on pages 1 to 8.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - a. to keep accounting records in accordance with section 130 of the 2011 Act and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Nigel Jones
Chartered Accountant
Bylanes Close
Cuckfield
West Sussex

19/4/2021

Date

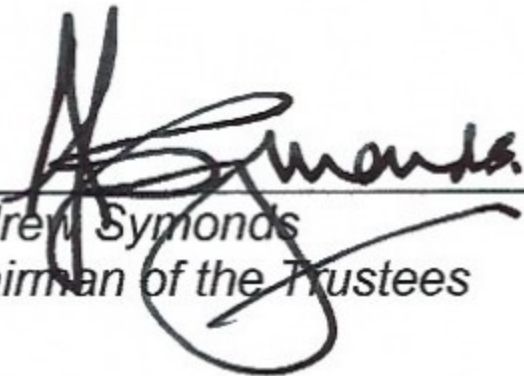


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Trustee Approval

The Receipts and Payments Account and the Statement of Assets and Liabilities for the year ended 31st December 2020 was approved by the Trustees and signed on their behalf by:



Andrew Symonds
Chairman of the Trustees

19.4.2021

Date