



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

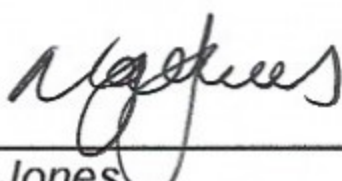
Basis of independent examiner's report

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

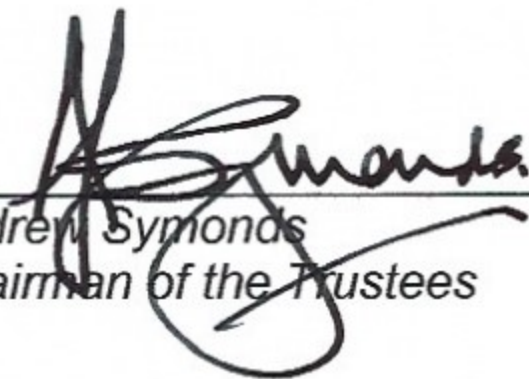


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Trustee Approval

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