

**CUCKFIELD
MUSEUM**



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

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.

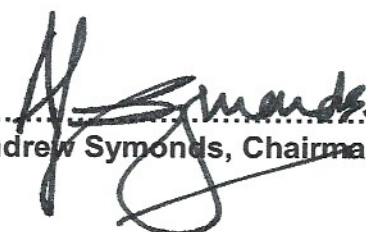
Public benefit

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:

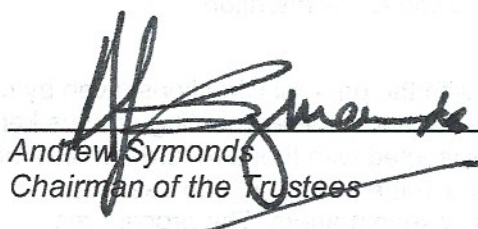
- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - a. to keep accounting records in accordance with section 130 of the 2011 Act and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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

25/4/22
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