

# CUCKFIELD MUSEUM



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

**Accounts for the year**

**1<sup>st</sup> January 2024 to 31<sup>st</sup> 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.

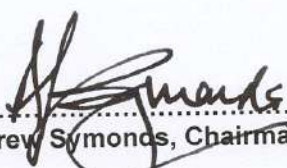
### **Public benefit**

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 31<sup>st</sup> December 2024

	---- Designated Funds ----				
	Acquisition Fund £	Children's Fund £	Unrestricted £	2024 Total £	2023 Total £
<b>Total funds B/Fwd</b>	<b>4,672</b>	<b>387</b>	<b>13,119</b>	<b>18,178</b>	<b>19,446</b>
<b>RECEIPTS:</b>					
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
<b>Total Receipts:</b>	<b>717</b>	<b>0</b>	<b>9,682</b>	<b>10,399</b>	<b>7,261</b>
<b>PAYMENTS:</b>					
Charitable activities	375	-	8,195	8,570	7,699
Raising funds	-	-	1,690	1,690	830
<b>Total Payments:</b>	<b>375</b>	<b>0</b>	<b>9,885</b>	<b>10,260</b>	<b>8,529</b>
Net Receipts / (Payments)	342	0	-203	139	(1,268)
<b>Total funds C/Fwd</b>	<b>5,014</b>	<b>387</b>	<b>12,916</b>	<b>18,317</b>	<b>18,178</b>

### 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
<b>TOTAL</b>	<b>18,317</b>	<b>18,178</b>

### Funds:

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



## **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.

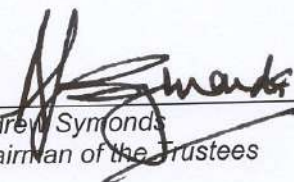
I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

  
\_\_\_\_\_  
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 31<sup>st</sup> December 2024 was approved by the Trustees and signed on their behalf by:

  
\_\_\_\_\_  
Andrew Symonds  
Chairman of the Trustees

28/4/25.  
Date