

REGISTERED CHARITY NUMBER: 1183526

Harpenden & District Local History Society  
Report of the Trustees and  
Financial Statements for the Year Ended 31st December 2023

**Harpenden & District Local History Society**

**Contents of the Financial Statements  
for the Year Ended 31st December 2023**

	Page
Report of the Trustees	3
Report of the Independent Examiner	13
Statement of Financial Activities	14
Statement of Financial Position	15
Notes to the Financial Statements	16

## **Harpenden & District Local History Society – Charity No 1183526**

### **Report of the Trustees for the Year Ended 31st December 2023**

The Trustees present their report with the financial statements of the charity for the year ended 31st December 2023. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### **OBJECTIVES**

The Society's objects as set out in its constitution are to educate the public in the local history of Harpenden and district and to undertake research into the origins and development of buildings, organisations, crafts, trades and other aspects of historical interest and to publish the results of such research.

The Society's key objective has been, since losing its former museum premises attached to Harpenden Hall in 2003, to open a permanent Harpenden Museum. The Society holds a collection of artefacts and documents relating to Harpenden's history totalling 1000s of documents; 100s of OS maps of different dates and scales; 1000s of artefacts, large and small; well over 16000 photos and over 100 original paintings. Many of these items were collected for a future museum of Harpenden from the early 1900s. This collection is growing and may well develop further now that the Harpenden Museum has opened.

The Society entered into a 25-year lease with St Albans City & District Council for rooms on the lower floor of the Eric Morecambe Centre in Rothamsted Park, Harpenden at a rent currently of £17.5k pa, plus service charge. After fitting out, at the cost of the Society, now completed, provides a Museum and Archive Room, which first opened to the public in December 2023. This is a major opportunity to increasing access to our collection, thereby providing a greater knowledge of local history.

The Society's aims, supplementing its objects, have not materially changed since the 2019 report and can be summarised (though this is not an order of priority) as:

**Aim 1:** To make a valuable contribution to the cultural life of Harpenden and the surrounding area

**Aim 2:** To provide an accessible facility for local history available to all.

**Aim 3:** To promote the Harpenden History website as a source for all types of learning for schools, groups, families and individuals

**Aim 4:** To encourage users to explore the archives for research. This will be greatly enhanced with the opening, of the museum

**Aim 5:** To encourage members and the public to be actively involved in all the Society's activities

**Aim 6:** To recruit and train volunteers to assist Trustees in achieving the Society's aims, particularly helping run the Museum and its archives

**Aim 7:** To continue to care for, preserve, add to and document the collection, to develop a digital version of significant items in the collection and to publish articles and photos on the Society's website and in the Society's Newsletter.

**Aim 8:** To maintain long-term financial sustainability



## **ACTIVITIES and PERFORMANCE**

### **Museum and archive**

The main tangible activity of 2023 has been preparing for the fitting out of the Harpenden Museum and archive in the Eric Morecambe Centre. David Keen, our curator, led the work on commissioning contractors to fit out the Museum, cataloguing and transferring artefacts from storage and arranging them for display. Rosemary Ross led volunteers on moving archives from Park Hall to the Les Casey Archive Room alongside the Museum.

We have continued our programme of monthly meetings talks and also our three times a year newsletter. Our website remains an admired source of local knowledge and our archives offer great potential for study.

The Society's long-term Business Plan centres on the development of a museum and archive now open to the public in the Eric Morecambe Centre. The legacy receipt of £673k in 2019 from the estate of the late Leslie Casey underpins the financial requirements of the Museum.

The Society signed a 25-year lease in late 2021 with St Albans District Council for the museum and archive space in the Eric Morecambe Centre. £207k has been spent on the fit out and start-up expenses. The balance will be available, as required, to fund the operation of the Society, the rent and service charges being, by far, the most significant expense. (see Financial Review below)

2023 was the 50<sup>th</sup> anniversary of the founding of the Society, and the Society has produced an account of the First 50 Years History of the Society written by Gavin Ross.

### **Governance review**

Roger Butterworth, a former local councillor with useful contacts and experience, was appointed as a new trustee and as Chairman mid-way through 2023. With the Society being on the verge of opening the new Museum, the Trustees took the opportunity, led by the new Chairman, to conduct a thorough review over a period of months of governance comprising:

- Acknowledgement that the loss of the first museum 20 years ago and since then the lack of an adequate base for public access has been a handicap, as was the pandemic, that it is no mean feat that the Society, with its artefacts and archive, has been kept intact over the 20 years and that, thanks to the generosity of the late Les Casey, the Society now has a Museum again, which underlines the imperative for the Society now to make the most of its opportunities;
- Strengthen the Trustee body, and its effectiveness with expanded operations, bringing in relevant experience and further enthusiasm for research, expand opportunities for networking in the local community and raise the profile of the Society:
  - Review of longevity of Trustees and offices held – succession planning;
  - Review of skills and expertise of Trustees or key volunteers;
  - Appointment as a Trustee of Jeff Phillips, chairman of the Harpenden Society;
  - Adopting criteria for appointment of Trustees, in essence being team players with complementary skills and experience, each with the ability to share in the overall governance role in relation to duties and responsibilities of a charity trustee and contributing towards having a fully functioning core team of Trustees;
  - Consequently, appointment of three further Trustees;
  - Review of the Constitution, with a small number of technical changes having been adopted, with more extensive changes proposed for 2024 AGM, to which, to the extent necessary, the Charity Commission have given their approval;



- The changes made enabling the Society to have invited Annie Brewster, High Sheriff of Hertfordshire in Nomination 2024-25 to be Patron and Fiona Gaskell, Mayor of Harpenden 2023-24 to be Honorary President, each of which having accepted such position – it is proposed that the position of Honorary President will be held by the Town Mayor from year to year; and
- With the expanded Trustee body, the opportunity has been taken to create an Audit, Finance and Risk Committee, to include Investment, Compliance and Insurance, to support the Treasurer and balancing the desire for good governance with need for pragmatism appropriate to a small charity;
- The Trustees re-explored its charitable object and its principal aim – namely, taking the essence of the object, ***“to educate the public in the local history of Harpenden and district”*** and of Aim 1 ***“To make a valuable contribution to the cultural life of Harpenden and the surrounding area”***, and in furtherance of those:
  - Accepting that the opening of the Museum should not be seen as an end in itself; the Society needs to plan, not only how to make the best of the Museum and archive, but also what more can be done by the Society and what should be done differently; and
  - Accordingly, the Trustees are relaunching the Society, in essence, to become more proactive in reaching out to the public and re-energising and extending the depth and range of our activities to benefit the community; and
- Though advances are necessarily dependent of suitably experienced volunteers coming forward, the Trustees have begun reviewing the operations of the Society seeking improvements and efficiencies in line with developments of best practice, including in IT and communications (website and social media).
- The Society has become a member of The National Council for Voluntary Organisations and has adopted the Code of Ethics for Museums of the Museums Association.

### **Local History Open Day – 20 April 2024**

In the autumn of 2023, extensive planning had begun for an official opening of the Museum on 20 April 2024, when, with the kind permission of the Eric Morecambe Centre management, the Society will be utilising the entire EMC in Rothamsted Park as a Local History Open Day, to announce the presence of the Society, including that of the Museum and archive, to residents and to broadcast the breadth of activities available to engage with our local history.

The official opening will be conducted by Annie Brewster, High Sheriff of Hertfordshire in Nomination. We aim to include activities encompassing a competition for children, exhibitions of historical artefacts, plans and documents, from a range of exhibitors, both the Society and other organisations, and talks on local history topics. The event, requiring a lot of organising, is a challenge for the Trustees and will only be a success with extensive volunteer help from members and others.

In addition to going towards the objective of educating the public, it is hoped that the event will lead to significantly increased number of members.

### **Medium term objectives**

Apart from the opening of the Museum, free to the public, and steps towards the 20 April Open Day, enhancements in the Society's regular activities may have to wait until after the 20 April Open Day, but the Trustees aspire over the next two years to:

- Usual, or possibly enhanced, monthly talks;
- Outreach to school children;
- Out of town visits;
- Augmenting our publications/leaflets/booklets;



- Use of video recordings;
- Enhanced navigation of our website, to include more current activities, and use of social media;
- Improved liaison with other Town societies, for example, Harpenden Society, TASHA and TASHE, as well as Rothamsted Research;
- Improved liaison with out-of-Town societies, for example, Wheathampstead Local History Society and Redbourn Museum; and
- Ideally, our own High Street guided walks, as currently led by St Albans Guided Walks team,

in addition, it is hoped, to significantly increased number of members, researchers and volunteers.

#### **Longer term objectives include:**

- Working towards regaining formal museum accreditation;
- Developing sponsorships as a source of income;
- Further Objects to be developed after, and in the light of, the 20 April Open Day

#### **Charitable status and public benefit**

The Society is a charitable incorporated organisation (CIO) registered on 22nd May 2019 with limited liability in England and Wales with the Charity Commission under the Charities Act 2011 with charity number 1183526. Its website is: [www.harpenden-history.org.uk](http://www.harpenden-history.org.uk)

The Society provides opportunities for the wider community to secure greater knowledge of local history, and the public outreach will extend as a key part of our educational and heritage-understanding role

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The Trustees consider that the Society is charitable both in its intention and practice and provides substantial public benefit to the local community and the public.

#### **Membership**

At the end of 2023, there were 240 (2022 - 236) members at 189 addresses (2022-186 addresses) - joint memberships being at a common address. 70 members attended the AGM in November 2023 (2022 - 44). It is proposed in 2024, and beyond, to hold the AGM earlier in the calendar year than previously.

The Trustees believe that the annual membership fee for 2024 at £15 for an individual and £20 for joint members, represents excellent value for money for the evening meeting talks and newsletter and, of course, membership income goes towards funding the Society; the Museum and website being available to the public without charge. The Society does not have any employees, so it wholly dependent on its Trustees, members and other volunteers.

#### **FINANCIAL REVIEW**

##### **Financial position**

The financial results for the year are shown on pages 13 to 22.

Having converted to a CIO and, although gross income has not exceeded £250k in the year, Trustees have chosen to continue to prepare the accounts for the current year on an accruals basis. As the Society is no longer a 'larger charity' (income over £500k), annual accounts are accompanied by this Trustees Annual Report, but not a cash flow statement as this is not required. The accounts have been independently examined, but no audit is required.



Total Income for the year amounted to £21,043 (2022 - £17,577) of which; £15,238 (2022 - £14,273) was generated by investment income (see note 4) and £5,536 from membership subscriptions (2022 - £3,170).

Realised gains on disposal of investments were £Nil during the year (2022- £1,258) which, with the surplus on revaluation of investments at 31<sup>st</sup> December 2023 of £22,630 (2022 – deficit of £72,389), resulted in an overall net surplus on investments of £22,630 (2022 - deficit of £71,131) as shown on the Statement of Financial Activities.

Overall unrestricted expenditure for the year amounted to £36,640 (2022 - £14,365). Of this total, £3,534 (2022 - £3,744) related to investment management fees, £20,941 to the museum operating costs, including rent and service charges (2022- £4,647) and £7,351 to the depreciation of Museum assets (2022- £2,572). See Notes 6 and 7 for a further breakdown of costs expended.

Trustees acknowledge the impacts of continuing global and national economic pressures and, more significantly, the commencement of rental and service charges under the lease of the Museum and note that operational financial status of the Society has deteriorated during 2023 with an operating deficit for the year of £15,597 (2022- surplus of £3,212). Membership income has improved markedly primarily as a result of member donations in support of the opening of the new Museum with little membership loss. Expenditure has risen markedly (and as expected) by £22,275 due to the commencement of property cost payments and depreciation as a result of entering into the new lease for the Museum (see Note 6). Such deficits are in line with the Society's recently revised longer-term finance plan.

Most importantly, and in line with the global reductions in investment valuations, our long-term investments have recovered some of the deficit experienced in 2022 and Trustees are monitoring the position regularly while market conditions remain highly volatile.

It is to be noted that to date, investment income generated by the longer-term portfolios has been re-invested but, by Spring 2024, the Society will need to drawdown this income to help pay for the fixed costs of the Museum. Additionally, small and manageable amounts of capital will need to be drawn down to ensure that the new expenditures can be financed. Trustees are comfortable with these underlying assumptions which will be embodied in a new long-term finance plan to be discussed by Trustees in the early part of 2024.

The overall surplus for the year was £7,033 (2022- deficit £67,918).

### **Reserves policy**

The Society's Financial Reserves Policy deals with the unrestricted General Fund. Other Funds, detailed in these accounts, but which do not form part of Reserves for purposes of measurement of the Financial Reserves Policy below are:

Museum Development Fund (Designated)

Balances and movements (including transfers) on all these Funds are shown in Note 18.

### **General Fund**

As a charity with a range of activities, the Society aims to hold sufficient liquid reserves in the unrestricted General Fund to cover up to six month's expenditure of a non-discretionary nature (excluding depreciation). Any significant reduction in gross income, that the Trustees considered likely to be permanent, will activate cost reduction measures. Trustees remain comfortable with a policy that establishes a range of cover between 25% and 50% of the annual expenditure levels as defined above.

In framing this policy, Trustees are mindful of establishing the correct balance between financial prudence and properly expending funds raised for the Society's charitable objectives.

Forward forecasting is very difficult at present due to ongoing global uncertainties but the Society is currently, as mentioned above, preparing a new longer-term finance plan which Trustees are confident will show that the Society is more than capable, by using its considerable reserves, of ensuring that the forward liabilities under the new Museum lease can and will be satisfied.



At 31 December 2023, the unrestricted General Fund balance (after transfers) at £29,472 (see note 18), is in line with that required by the Financial Reserves Policy with no requirement this year to transfer funds to the General Fund from the Museum Development Fund.

### **Designated Funds**

As mentioned above, the Society opened its new modern and exciting museum in the new Eric Morecambe Centre.

At 31st December 2023, the Society has circa £500,301 (2022 - £522,388) of longer-term investments, short term liquid investments and free cash reserves, having expended £36,5065 on the acquisition of tangible fixed assets during the year.

The support of the museum community, such as Herts Association of Museums and the St Albans Museum Service, will be important in assisting the Society in the process of establishing the museum.

The grant of a 25-year lease from 24<sup>th</sup> November 2021 from St Albans District Council ensures protection of the Society's capital investment and the ongoing service provision to the Town.

### **Ongoing revenue funding**

As mentioned above, the now agreed property costs for the museum reflect the 'community value' of the new facility and the Society is confident in committing to such a level of annual charges by utilising the Museum Development Fund.

Crucially, the balance of liquid resources from the 2019 legacy prompted the introduction of an Investment Policy. Annual returns in the region of 3.25% (gross of charges) are anticipated in the longer term from the remaining investments having paid for the Museum Fit-out. It is believed that this is realistic based on targets agreed with our investment managers.

### **Investment Policy**

The bequeathed funds have now been invested and their application has been needed in 2023 and onwards to finance the remaining initial capital costs of developing the Museum but also funding the ongoing additional revenue obligations of the Museum. The receipt of these funds in 2019 required the Society to develop an Investment Policy to secure appropriate returns on the capital not immediately required but with a similarly appropriate level of investment risk.

The developed and approved policy is as follows:

Under the constitution of the Society the Trustees have the power to: -

- (i) deposit or invest funds;
- (ii) employ a professional fund manager; and
- (iii) arrange for investments or other property of the charity to be held in the name of a nominee.

The basic principle governing Trustees' decisions about investing the Society's funds is that a prudent approach must be taken and that Trustees seek to strike the right balance between: -

1. providing an income to help the Society to carry out its purposes effectively in the short term to medium term and
2. maintaining and, if possible, enhancing, the value of the invested funds, so as to enable the Society to effectively carry out its purposes in the longer term.

The approved investment policy seeks to address the following considerations: -

1. the need for enough resources for the Society to carry out its present and future activities effectively;
2. the level of acceptable risk and how to manage it.



The Society wishes to maintain financial resources that provide a stable foundation for its current and future operational activities and support the related cash flow requirements. In addition, the Society has requirements from time to time for capital for ad-hoc projects that fall within its strategic objectives.

It is to be noted that the Society entered into a discretionary client agreement with Sarasin Partners in July 2019 to appoint Sarasin to manage the bulk of the Society's investments in accordance with this investment policy. Trustees undertake regular reviews with Sarasin to ensure that the agreed investment parameters are being met over the longer term.

#### **Short-term funds (up to 2 years)**

Financial resources should be maintained in cash or equivalents at a level equivalent to the working capital required for the current year.

The Treasurer will prepare a revenue/capital budget and cash flow calculation in December prior to the start of each financial year, based on relevant operational and financial information developed by the Trustees; with due regard to any higher risk forecast cash flows. This calculation will cover unrestricted (including designated) activities for the period. As mentioned above, a new long-term finance plan has been prepared and does not expose any material financial risks that cannot be adequately covered by the Society's existing financial resources.

The Society holds £6,200 of bank deposits at 31st December 2023 (2022 - £62,677). See notes 13 and 15.

#### **Medium-term funds (2-5 years)**

Funds required for the medium-term is to be held primarily in bonds/gilts or investment vehicles designed to hold medium term funds.

The medium-term requirements are to be reviewed on at least an annual basis by Trustees to ensure that sufficient funds are in place to meet strategic plans and to ensure a level of buffer for risks considered by the Society as part of its regular review of risks.

£225,000 of the monies received from the estate of the late Leslie Casey were placed, in August 2019, into the Sarasin Income and Reserves Fund, which has investment parameters matching those outlined above. Current investment value £174,891 (31st December 2022 - £ 165,861) - see note 12. After a material drop in investment value in 2022, this improvement is welcome but the longer-term trend reflects what is happening in the global bond markets and this is being very closely monitored by Trustees.

#### **Long-term funds (5+ years)**

Remaining financial resources should be invested in a spread of asset classes (primarily equities) to generate an income for the Society plus a level of capital appreciation in the longer term.

These financial reserves would be exposed to volatility in the financial markets. However, as they would not be required in the short to medium-term, the Society will not be forced into a sale in a difficult market.

£225,000 of the monies received from the estate of the late Leslie Casey was placed, in August 2019, into the Sarasin Endowment Fund which has investment parameters matching those outlined above. The current investment value is £319,210 (31st December 2022 - £293,850) -see note 12. this improvement is welcome.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is governed by its constitution as a CIO last amended on 28 November 2023, available at <https://www.harpenden-history.org.uk/our-society/legal-and-reporting/constitution>

### **Organisational structure and management**

The Society's principal office and correspondence address is The Eric Morecambe Centre, Rothamsted Park, Harpenden, Herts AL5 3FR

Trustees are appointed and re-appointed by the Annual General Meeting as required by the constitution and between times by the Trustees.

### **Risk management**

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Trustees regularly examine the principal areas of the Society's operations and consider the major risks faced in each of these areas.

The Society believes that it has addressed the four key areas of risk and sustainability:

- Funding of the capital and revenue costs of the new facility
- Succession planning for key personnel
- Volunteer development more generally
- Increased access to the collection by the community without charge, particularly younger residents.

Progress on continuing to implement these programmes will be constantly monitored by Trustees.

At the Trustee meeting on 12<sup>th</sup> December 2023, it was resolved that an Audit, Finance and Risk Committee be established for ongoing financial governance with its chairman being J Phillips, who is also chairman of the Harpenden Society. See below for membership of the Committee

## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Registered Charity number**

1183526

### **Principal address**

Harpenden & District Local History Society  
The Eric Morecambe Centre,  
Rothamsted Park  
Harpenden  
Herts AL5 3FR



The details of principal officers and Trustees are shown below

### Principal Officers

Annie Brewster*	Patron, High Sheriff of Hertfordshire in Nomination, 2024-25
Cllr Fiona Gaskell*	Honorary President, Mayor of Harpenden, 2023
Roger Butterworth	Chairman (appointed Chairman 19 <sup>th</sup> September 2023)
Roger Butterworth	Acting Secretary (appointed Acting Secretary 10 <sup>th</sup> October 2023)
John Bristow	Treasurer

• The Patron and Honorary President are not Trustees. It is expected that the Mayor of Harpenden from year to year will be Honorary President, so the Honorary President would change in May of each year.

### Trustees serving during 2023 or up to the date of this report

Roger Butterworth	Chairman and Acting Secretary (appointed Trustee 4th July 2023)
Christine Bristow	
John Bristow **	Treasurer
Pamela Doran	(appointed 12 <sup>th</sup> December 2023)
David Keen	
Janet Keen	(deceased 30 <sup>th</sup> October 2023)
David Kendall **	(appointed 12 <sup>th</sup> December 2023)
Jeffrey Phillips **	(appointed 19 <sup>th</sup> September 2023)
Gavin Ross	(Chairman to 19 <sup>th</sup> September 2023)
Rosemary Ross	
Philip Smith **	(appointed 12 <sup>th</sup> December 2023)
John Wassell	

\*\* Member of the Audit, Finance & Risk Committee

### Bankers

Lloyds Bank plc  
Business Banking  
BX1 1LT

### Investment Managers

Sarasin Partners LLP  
Juxon House  
100, St. Paul's Churchyard  
London  
EC4M 8BU

### TRUSTEES RESPONSIBILITY STATEMENT

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

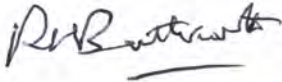
The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the constitution requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the Trustees 13<sup>th</sup> February 2024 and signed on its behalf by:

A handwritten signature in dark ink, appearing to read 'R H Butterworth', with a horizontal line underneath.

R H Butterworth, Chairman



**Report of the Independent Examiner to the Trustees of  
Harpenden and District Local History Society**

I report to the trustees on my examination of the accounts of the Harpenden and District Local History Society for the year ended 31st December 2023.

As the trustees of the charity, 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 Society'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.

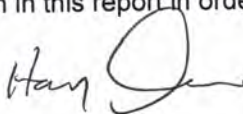
The charity's gross income did not exceed £250,000 in the period but I can confirm that I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants of Scotland

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that, in any material respect:

1. the accounting records were not kept in respect of the Society as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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:

 20 February 2024

Name: Harry Stalker Downie  
Institute of Chartered Accountants of Scotland:  
Address: 66, Eastmoor Park  
Harpenden,  
Herts  
AL5 1BW

HARPENDEN AND DISTRICT LOCAL HISTORY SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR TO 31st DECEMBER 2023

	Notes	31/12/2023 Total Unrestricted funds £	31/12/2022 Total Unrestricted funds £
<b>Income and endowments from:</b>			
Donations and legacies	2	5,536	3,170
Other trading activities	3	269	134
Investment Income and Interest	4	15,238	14,273
Other income		-	-
<b>Total incoming resources</b>		<u>21,043</u>	<u>17,577</u>
<b>Expenditure on Charitable Activities</b>			
Charitable activities	5	36,640	14,365
<b>Total expenditure</b>		<u>36,640</u>	<u>14,365</u>
<b>Net income/(expenditure) for the period</b>		<u>(15,597)</u>	<u>3,212</u>
Net gains/(losses) on investments	14	22,630	(71,131)
<b>Net income/(expenditure)</b>		<u>7,033</u>	<u>(67,918)</u>
<b>Reconciliation of funds:</b>			
<b>Total funds brought forward</b>		694,826	762,744
<b>Total funds carried forward</b>		<u>701,859</u>	<u>694,826</u>

The statement of financial activities includes all gains and losses recognised in the period.

All of the above relate to continuing activities

The notes on pages 16-22 form part of these financial statements



HARPENDEN AND DISTRICT LOCAL HISTORY SOCIETY

STATEMENT OF FINANCIAL POSITION  
AT 31st DECEMBER 2023

	Notes	31/12/2023 Total Unrestricted funds £	31/12/2022 Total Unrestricted funds £
<b>Fixed assets</b>			
Tangible assets	11	197,161	168,006
Heritage assets		-	-
Investments held for more than one year	12	494,101	459,711
<b>Total fixed assets</b>		<u>691,262</u>	<u>627,717</u>
<b>Current assets</b>			
Debtors	16	5,763	5,516
Investments held for less than one year	13	0	-
Cash at bank and in hand	15	6,200	62,677
<b>Total current assets</b>		<u>11,963</u>	<u>68,193</u>
<b>Creditors: amounts falling due within one year</b>	17	1,366	1,084
<b>Net current assets/(liabilities)</b>		<u>10,597</u>	<u>67,109</u>
<b>Total assets less current liabilities</b>		<u>701,859</u>	<u>694,826</u>
<b>Funds of the Charity</b>			
Unrestricted funds	18	701,859	694,826
<b>Total funds</b>		<u>701,859</u>	<u>694,826</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 13th February 2024 were signed on its behalf by:

R H Butterworth - Trustee and Chairman 

N J Bristow - Trustee and Treasurer 

The notes on pages 16-22 form part of these financial statements

## **1. ACCOUNTING POLICIES**

### **Basis of preparing the financial statements**

Harpenden and District Local History Society was registered with the Charity Commission of England and Wales on 22<sup>nd</sup> May 2019 as a Charitable Incorporated Organisation – Association (No. 1183526) and these accounts are prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) (effective 1st January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention. Harpenden and District Local History Society is a public benefit entity under FRS 102.

### **Income and expenditure**

Income is accounted in the accounting period to which it relates providing that any unpaid income at the end of each accounting period is considered by Trustees to be fully recoverable.

Income from interest and dividends is included in the accounts when certain and the amount receivable can be measured reliably. Income from gains and losses includes any realised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the accounting period

Expenditure is accounted for on an accruals basis.

Income tax is recoverable from the HM Revenue and Customs on Gift Aided donations, and is accounted for on an accruals basis.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

The trustees have reviewed the disclosure of charitable activities costs in the accounts. In their opinion, the Society has only one overall activity for accounts disclosure purposes.

### **Allocation of costs**

Costs are allocated to the specific fund to which they relate.

### **Tangible fixed assets (see note 11)**

#### **Museum Leasehold Property**

The Society has entered into a long-term lease for 25 years with St Albans District Council commencing on 24<sup>th</sup> November 2021 for 1100 square feet of space in the Eric Morecambe Centre in Rothamsted Park, Harpenden. The initial rent under this lease is £17,500 per annum until the first review in November 2031 at which time the rent will increase by a maximum of 3%. Additionally, an annual service charge is payable under the terms of the lease commencing at £2,500 with annual reviews linked to movements in the Consumer Price Index.

Expenditure incurred, since 2021, on acquiring and improving the leasehold premises has been capitalised in the sum of £38,298. Of this amount, £24,417 represents improvements undertaken and £13,881 represents legal fees and disbursements incurred in negotiating and completing the legal documentation required. Depreciation on leasehold premises is being provided at 4% per annum on a straight-line basis



## **1 ACCOUNTING POLICIES (CONTINUED)**

### **Tangible fixed assets (continued)**

#### **Fixtures, fittings and equipment**

Expenditure on fixtures and fittings is being capitalised and, since 2021, a total of £158,205 has been expended on the contract to fit-out the Museum and to install a roller racking system in the Archive Room for the Museum. This expenditure is being depreciated from the date the Museum came into use (23<sup>rd</sup> February 2023) to the end the Lease on a straight-line basis

Depreciation on expenditure on equipment is being provided at 10% per annum on a straight-line basis.

#### **Taxation**

The Society's surpluses are derived from, and are applied towards, the maintenance of charitable activities and as such are not subject to taxation.

#### **Fund accounting**

Details of the nature and purpose of each fund is set out in note 18.

#### **Investments**

Fixed asset investments in quoted shares, traded bonds and similar investments are valued initially at cost and subsequently at market value at the year end.

Investments held for resale and cash or cash equivalents with a maturity date of less than one year are listed as current asset investments.

# HARPENDEN AND DISTRICT LOCAL HISTORY SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR TO 31st DECEMBER 2023

	Notes	31/12/2023 Total Unrestricted funds £	31/12/2022 Total Unrestricted funds £
<b>2. DONATIONS AND LEGACIES</b>			
Membership subscriptions		2,654	2,202
Income tax refunds		890	533
Gifts and donations		1,992	435
Legacies received		-	-
		<b>5,536</b>	<b>3,170</b>
Gifts and donations			
		<b>31/12/2023 Total Unrestricted funds</b>	<b>31/12/2022 Total Unrestricted funds</b>
<b>3. OTHER TRADING ACTIVITIES</b>			
Sales of literature and publications		269	134
		<b>269</b>	<b>134</b>
		<b>31/12/2023 Total Unrestricted funds £</b>	<b>31/12/2022 Total Unrestricted funds £</b>
<b>4. INVESTMENT INCOME</b>			
Interest receivable on Sarasin Endowment Fund	12	103	53
Interest receivable on Sarasin Income and Reserves Fund	12	114	37
Interest receivable on Blackrock Liquidity Income	13	-	41
Bank deposit interest		-	34
Dividends and other investment income - Sarasin long term funds	12	15,021	14,108
		<b>15,238</b>	<b>14,273</b>
<b>5. CHARITABLE ACTIVITIES COSTS</b>			
	Direct Costs note 6 £	Support Costs Note 7 £	Total Costs £
Charitable Activities	31,514	5,126	36,640
	<b>31514</b>	<b>5126</b>	<b>36640</b>

The notes on pages 16-22 form part of these financial statements



HARPENDEN AND DISTRICT LOCAL HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR TO 31st DECEMBER 2023

	31/12/2023 Total Unrestricted funds £	31/12/2022 Total Unrestricted funds £
<b>6. DIRECT COSTS OF CHARITABLE ACTIVITIES</b>		
Museum operating costs (including rent and service charges)	20,941	4,647
Museum assets depreciation	7,351	2,572
Meetings expenses	1,439	1,476
Website costs	240	240
Costs of maintaining the collection	509	-
Publications costs	432	-
Newsletter costs	602	537
	<b>31,514</b>	<b>9,472</b>

**7. SUPPORT COSTS**

	Admin.	Finance	Investment Management	Support Costs £
Charitable activities	456	1,136	3,534	5,126
	<b>456</b>	<b>1,136</b>	<b>3,534</b>	<b>5,126</b>

**8. TRUSTEES' REMUNERATION AND BENEFITS**

No trustee received any remuneration or benefits during the period

There were no trustees' expenses paid during the period

**9. STAFF COSTS**

There were no employees during the period

**10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

As funds are all unrestricted, comparative figures are shown on the face of the statement of financial activities above

The notes on pages 16-22 form part of these financial statements

# HARPENDEN AND DISTRICT LOCAL HISTORY SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR TO 31st DECEMBER 2023

### 11. TANGIBLE FIXED ASSETS

	Leasehold Property	Museum Equipment	Fixtures & Fittings	Total
<b>COST</b>				
at 1st January 2023	38,298	10,401	122,026	170,725
Additions	-	327	36,179	36,506
at 31st December 2023	<u>38,298</u>	<u>10,728</u>	<u>158,205</u>	<u>207,231</u>
<b>DEPRECIATION</b>				
at 1st January 2023	1,679	1,040	-	2,719
Charge for the year	1,532	1,073	4,746	7,351
at 31st December 2023	<u>3211</u>	<u>2113</u>	<u>4,746</u>	<u>10070</u>
<b>NET BOOK VALUE</b>				
at 31st December 2023	<u>35,087</u>	<u>8,615</u>	<u>153,459</u>	<u>197,161</u>
at 31st December 2022	<u>36,619</u>	<u>9,361</u>	<u>122,026</u>	<u>168,006</u>

The Society entered into a lease with St Albans District Council on 24th November 2021 for a period of 25 years at an initial rent of £17,500 per annum plus an initial service charge of £2,500. The rental payment will next be reviewed in November 2031 and any increase limited to 3%. A rent free period of 12 months was agreed with the landlord so rental liabilities commenced on 24th November 2022 and are now being paid. The service charge will be reviewed annually to an agreed formula linked to national inflation rates.

Expenditure on leasehold property represents the costs financed by the Society of improvements to the premises plus the legal fees incurred in completing the transaction. These costs are being depreciated over the term of the lease.

Expenditure on Museum Equipment relates to storage and computer equipment and this is being depreciated over ten years.

During the year, the Society will be completed the Fit-Out of the Museum and to date £122,026 has been expended and the asset so developed was brought into use on 25th February 2023. The assets have been capitalised as Fixtures and Fittings and are being depreciated from 28th February 2023 over the remaining term of the lease.

### 12. INVESTMENTS HELD FOR MORE THAN 1 YEAR

	31/12/2023 Sarasin Endowment Fund £	31/12/2023 Sarasin Income & Reserves £	31/12/2023 Sarasin Total Funds £	31/12/2022 Sarasin Total Funds £
Opening valuation	293,850	165,861	459,711	521,542
Transfer to Blackrock ICS Sterling Fund (Note 13)	-	-	-	-
Investment charges levied	(2,247)	(1,232)	(3,478)	(3,640)
Interest received	103	114	217	90
Realised Gain/Losses (see note 14)	-	-	-	-
Investment income	8,645	6,377	15,022	14,108
Surplus on valuation (see note 14)	18,858	3,772	22,630	(72,389)
<b>Closing valuation at market value</b>	<u>319,210</u>	<u>174,891</u>	<u>494,101</u>	<u>459,711</u>

The notes on pages 16-22 form part of these financial statements



HARPENDEN AND DISTRICT LOCAL HISTORY SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR TO 31st DECEMBER 2023

13. INVESTMENTS HELD FOR LESS THAN 1 YEAR

	31/12/2023 Blackrock ICS Sterling Fund £	31/12/2022 Blackrock ICS Sterling Fund £
Opening valuation	(0)	170,930
Transfer to Sarasin Funds (see Note 12)	-	-
Transfer to Lloyds Bank current account	-	(171,918)
Interest received (see note 4)	-	41
Charges taken from fund	-	(312)
Realised gains/(losses)	-	1,258
Surplus on valuation (see note 14)	-	-
<b>Closing valuation at market value</b>	<b>0</b>	<b>0</b>

14. NET/GAINS/(LOSSES) ON INVESTMENTS

Surplus on valuation at 31/12/2023 of long term funds (gross of charges)  
Realised gains/(losses) from long term funds  
Realised gains/(losses) from short term funds

	31/12/2023 Total Unrestricted funds £	31/12/2022 Total Unrestricted funds £
	22,630	(72,389)
	-	-
	-	1,258
	<b>22,630</b>	<b>(71,131)</b>

15. CASH AT BANK AND IN HAND

Lloyds Bank current account

	31/12/2023 Total Funds £	31/12/2022 Total Funds £
	6,200	62,677
	<b>6,200</b>	<b>62,677</b>

16. DEBTORS:AMOUNTS FALLING DUE WITHIN ONE YEAR

Prepayments

	31/12/2023 Total Funds £	31/12/2022 Total Funds £
	5,763	5,516
	<b>5,763</b>	<b>5,516</b>

17. CREDITORS:AMOUNTS FALLING DUE WITHIN ONE YEAR

Accruals and deferred income

	31/12/2023 Total Funds £	31/12/2022 Total Funds £
	1,366	1,084
	<b>1,366</b>	<b>1,084</b>

The notes on pages 16-22 form part of these financial statements

# HARPENDEN AND DISTRICT LOCAL HISTORY SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR TO 31st DECEMBER 2023

18. MOVEMENT IN FUNDS	at 01.01.23	Net Movement in Funds	Transfers between funds	at 31.12.23
<b>Unrestricted Funds</b>				
General Fund	22,439	7,033	-	29,472
Designated Fund - Museum Development	672,387	-	-	672,387
<b>Total Unrestricted Funds</b>	<u>694,826</u>	<u>7,033</u>	<u>0</u>	<u>701,859</u>

Net movements in funds, included in the above are as follows

Unrestricted Funds	Incoming Resources	Resources Expended	Movement in Funds
General Fund	43,673	(36,640)	7,033
Designated Fund - Museum Development	-	-	-
<b>Total Unrestricted Funds</b>	<u>43,673</u>	<u>(36,640)</u>	<u>7,033</u>

Comparatives for movements in funds

	at 01.01.22	Net Movement in Funds	Transfers between funds	at 31.12.22
<b>Unrestricted Funds</b>				
General Fund	50,357	(67,918)	40,000	22,439
Designated Fund - Museum Development	712,387	-	(40,000)	672,387
<b>Total Unrestricted Funds</b>	<u>762,744</u>	<u>(67,918)</u>	<u>0</u>	<u>694,826</u>

Net movements in funds, included in the above are as follows

Unrestricted Funds	Incoming Resources	Resources Expended	Movement in Funds
General Fund	(53,553)	(14,365)	(67,918)
Designated Fund - Museum Development	-	-	-
<b>Total Unrestricted Funds</b>	<u>(53,553)</u>	<u>(14,365)</u>	<u>(67,918)</u>

The Museum Development Fund was established in 2019 by transferring, during the previous period, the £659,437 received from the Estate of L Casey (deceased 25/11/2017) in relation to the sale of the house bequeathed to the Society on his death plus £12,950 being the Museum Development Fund established in the old Society unincorporated charity and transferred hereto in 2019. It has been used to finance the initial and (where required) ongoing costs of the new Museum in the Eric Morecambe Centre and transfer will be made annually as required

## 19. CAPITAL COMMITMENTS

There are no other liabilities, contingent or otherwise, that are not provided in these accounts

## 20. RELATED PARTY TRANSACTIONS

There were no related party transactions during the period

The notes on pages 16-22 form part of these financial statements