



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	January	2021		31	December	2021

### Section A Reference and administration details

Charity name The Rifles Wardrobe and Museum Trust

Other names charity is known by

Registered charity number (if any) 1184091

Charity's principal address The Wardrobe

58, The Close

Salisbury

Postcode

SP1 2EX

#### Names of the charity trustee/directors who manage the charity

Ser	Trustee/Director name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	NJ Walker	Chairman		
2	JMC Rylands			
3	CJS Perkins			
4	A Johnson			
5	APK Fontana			
6	S Bailey			
7	E Cowell			
8	J Hadfield			
9	C Maconochie			
10	WS Sherman			

### Section B Structure, governance and management

#### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Trust deed

How the charity is constituted  
(eg. trust, association, company)

Charitable Trust and Private Limited Company (No 12003671)

Trustee selection methods  
(eg. appointed by, elected by)

Co-option of individuals in accordance with the Scheme criteria by a decision at a meeting of the Board of Trustee/Directors

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The objects of the charity in the following order of priority are:

- a. The administration and maintenance of the property belonging to the charity and known as The Wardrobe, at Salisbury, in the County of Wiltshire.
- b. The provision and maintenance of a public museum for the exhibition to the public, of documents, artefacts and other items connected with the former regiments (the Regimental Collection) so as to educate the public and members of the former regiments in the history of the former regiments and to promote military efficiency.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

This charity follows enduring objectives as shown above; main activities in relation to these objectives are the planning, financing and execution of rolling programmes of maintenance and improvement for the listed building and its grounds, of displays and exhibitions both in the museum and elsewhere in the Regimental Counties of Berkshire and Wiltshire, and of education and outreach aimed at educational groups.

In deciding on the main activities, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

Through this first reporting period, activities have been significantly curtailed by Coronavirus Health Emergency and Government decrees on lockdown and other restrictions on business practices.

The main achievement of the Trust during the reporting period was to provide a museum open for approx. 6 months to members of the public, following COVID-secure guidelines. During the periods of enforced closure, continued public access to the Collection was achieved to a limited degree through the Museum web site.

The Museum's temporary exhibition for 2020 was entitled "Medals".

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

The trustees regularly review the finances, budgets and expenditure against budget together with an analysis of cash flow.

**Reserves Policy.** The policy of the Trustees is to retain sufficient reserves in cash to enable the routine operation of The Wardrobe site and the museum to continue.

**Investments.** Investments are made for growth based largely on managed funds.

**Details of any funds materially in deficit**

None


**Section F****Other optional information**

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**Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	APK Fontana	
Position (eg Secretary, Chair, etc)	Managing Trustee	
Date	11 Mar 2022	

**THE RIFLES WARDROBE AND MUSEUM TRUST LIMITED  
ANNUAL REPORT AND ACCOUNTS FOR  
YEAR ENDING 31 DECEMBER 2021**

**Company Information**

Directors	JMC Rylands NJ Walker CJS Perkins A Johnson APK Fontana	SC Bailey EP Cowell J Hadfield CS Maconachie WH Sherman
Secretary		AJ Field
Charity Number		1184091
Registered Office		The Wardrobe 58, The Close Salisbury SP1 2EX
Independent Examiner		AD Brownhill 52, Kilford Close Amesbury SP4 7XS
Bankers		Lloyds Bank 16 Market Place Oldham OL1 1JG

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Receipts and Payments .....	5
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## **DIRECTORS' REPORT**

The directors present their report and financial statements for the year ended 31 December 2021.

### **Principal activities**

The principal activities of the company are to:

1. Administer and maintain the property belonging to the charity and known as The Wardrobe, at Salisbury, in the County of Wiltshire;
- and
2. Provide and maintain a public museum for the exhibition of regimental artefacts to the public.

### **Statement of director's responsibilities**

The directors are responsible for preparing the Director's Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Principles (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements the directors are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and accounting estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

By order of the Board



AJ Field  
Secretary

1<sup>st</sup> February 2022

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE RIFLES WARDROBE AND MUSEUM TRUST**

I report on the accounts of the Rifles Wardrobe and Museum Trust for the period from 1 Jan to 31 Dec 2021.

The museum was closed until 17 May 2021 due to the Corona Virus Health Emergency, which caused all indoor attractions to be closed by parliamentary decree. For the second year, the Corona Virus Health Emergency caused irregular trading conditions, and hence a reduction in takings in both museum entrance fees and shop takings, compared to years prior to the pandemic.

The accounts are set out on Pages 4 to 6.

### **Responsibilities and Basis of Report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under Section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

### **Independent Examiner's Statement**

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

- accounting records were not kept in accordance with Section 130 of the Act or
- the accounts do not accord with the accounting records.

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



A Brownhill  
MIAB

/s/ February 2022

52, Kilford Close  
Amesbury  
SP4 7XS

# THE RIFLES WARDROBE AND MUSEUM TRUST

## STATEMENT OF ASSETS AND LIABILITIES

	Notes	2021	2020
<u>Cash Funds</u>			
COIF Account		15,861	15,858
Savings Account (Nationwide)		42,686	26,671
Savings Account (WMSF/Patrons)		8,613	1,794
Current Account		36,442	23,478
Cash in hand		<u>741</u>	<u>798</u>
		104,343	68,469
<u>Other Monetary Assets</u>			
<u>Debtors</u>			
Trading Company		0	0
Others		<u>163</u>	<u>0</u>
		163	0
Total Assets		<u>104,506</u>	<u>68,469</u>
<u>Liabilities</u>			
Creditors		127	0
Total Cash and other Monetary Assets		<u>104,379</u>	<u>68,469</u>
<u>Other Assets</u>			
Shop stock	1	5,391	5,833
Investment Assets (at valuation)	2	840,785	776,962
Total Net Assets		<u>950,555</u>	<u>851,224</u>

Notes:

1. Shop stock take 14 Dec 21
2. Assessment as at 6 Jan 2022

Approved by the Board on 11 March 2022

Signed on behalf of the Board by the Managing Trustee



11 March 2022

# THE RIFLES WARDROBE AND MUSEUM TRUST

## RECEIPTS AND PAYMENTS

		2021	2020
Receipts			
	Notes		
Operating Activities to Further Charity's Objectives			
Museum ticket sales	1	15,112	11,339
Operating Activities to Generate Funds			
Museum Shop Sales		5,512	3,308
Post and Packing charges made for sales		789	496
Research		2,235	2,125
Talks at The Wardrobe		42	0
Schools Visit		610	299
Room Hire (not through WTC)		672	0
Royalties & Copyright		46	87
One Hundred Club		0	237
		9,906	6,552
Investment Income			
Proceeds from Sale of Investments		0	10,000
Bank interest (COIF account)		3	75
Bank interest (Nationwide)		15	210
Bank interest (WMSF/Patrons Account)		0	0
		18	10,285
Donations, Legacies and Other Similar Receipts			
Wardrobe Trading Company		45,160	36,045
Donations		1,779	1,206
Contactless Giving Device		75	0
Grants	2	48,068	43,987
Gift Aid		0	375
W and MSF/Patrons	3	6,819	3,812
		101,901	85,365
Other Receipts			
Total Receipts		<u>126,937</u>	<u>113,541</u>

### Notes:

1 Museum closed due to Corona Virus until 17 May 2021.

2	Grants Summary	Amount
	Corona Virus Retail, Hospitality and Leisure Business Grant	25,093
	Corona Job Retention (Furlough) Scheme	6,975
	RGBW Charities	16,000
	Total	48,068

3 Actual income was £11,610 but £4,791 was spent on Patron Projects.



**THE RIFLES WARDROBE AND MUSEUM TRUST**

Payments	2021	2020
Payments for Generating Funds		
Coach House Maintenance	0	87
Research costs	316	297
Museum Shop Operating Costs	1359	1,387
Museum Shop Stock Purchases	<u>2217</u>	<u>942</u>
	3,892	2713
Charitable Payments		
Tourism related Subscriptions	533	934
Museum related Subscriptions	0	255
Fire & Security	0	101
Contents Insurance	2,179	2,309
Trust Manager (was Manager Curator)	27,649	32,819
Curator (was Assistant Curator)	26,031	20,507
Weekend Desk Manning	2,968	1,994
Paid Staff Expenses	0	38
Volunteer Expenses	2,345	873
Building/Garden Maintenance	3,433	3858
General Museum Purchases	236	74
Museum Artefact Acquisitions	861	0
Conservation	1,503	449
Exhibition costs	1,557	1,095
Schools Visit Costs	0	29
Advertising	401	982
Publicity (incl Printing)	92	435
Web Site and IT Equipment	<u>8,085</u>	<u>4,644</u>
	77,873	71,396
Management and Administration		
Management Costs	130	48
Training	239	0
Office Equipment	703	321
Postage	29	116
Office Consumables (Incl COVID-19)	902	1,899
Bank Charges/ Investment Administration	98	7
WTC Costs	<u>13</u>	<u>13</u>
	2,114	2,404
Other Payments		
Lease Reassignment costs	0	12,525
New Legal Entity costs	0	1,164
Grant For Growth Project	<u>7,148</u>	<u>4,319</u>
	7,148	18,008
Total Payments	<u>91,027</u>	<u>94,521</u>
Net Receipts/Payments	35,910	19,020
Cash and Other Monetary Funds as at 1 <sup>st</sup> Jan	<u>68,469</u>	<u>49,449</u>
Cash and other Monetary Funds as at 31 <sup>st</sup> Dec	<u>104,379</u>	<u>68,469</u>

## THE SHOP

	2021	2020
Shop Sales	5,512	3,308
Cost of Sales		
Opening Stock	5,833	6,129
Shop Purchases	<u>2,217</u>	<u>942</u>
	8,050	7,071
Closing Stock	5,391	5,833
	<u>2,659</u>	<u>1,238</u>
Shop Profit before operating costs	2,853	2,070
Operating Costs		
Card payment device	187	204
Postage	373	168
Cardnet Charges	293	251
EPOS Till	360	486
Website Transaction Fees	125	97
Shop Consumables	22	150
Total	<u>1,360</u>	<u>1,356</u>
Shop profit	1,493	714

### Percentage Profit Calculator

	2021		2020
<u>Cost of Goods Sold</u>			
Opening Stock + Stock In + Operating Costs	9,410	A	8,427
Value of goods Disposed of at Cost (gifts, write-offs)	0		0
Add value of Closing Stock at cost	5,391		5,833
	<u>5,391</u>	B	<u>5,833</u>
<u>Cost of Goods Sold (A – B)</u>	<u>4,019</u>	C	<u>2,594</u>
<u>Income from Sales</u>			
Sales Income+ Closing Stock	10,903		9,141
Deduct figure at B above	5,391		5,833
<u>Income from Sales</u>	<u>5,512</u>	D	<u>3,308</u>
<u>Profit</u>			
Income from Sales (Fig D)	<u>5,512</u>		<u>3,308</u>
Deduct cost of goods sold (Fig C)	<u>4,019</u>		<u>2,594</u>
<u>Profit</u>	<u>1,493</u>	E	<u>714</u>
Percentage Profit is:	$\frac{E \times 100}{C}$		$\frac{E \times 100}{C}$
	37%		27.5%



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Secretary

1<sup>st</sup> February 2022

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<u>Profit</u>	<u>1,493</u>	E	<u>714</u>
Percentage Profit is:	$\frac{E \times 100}{C}$		$\frac{E \times 100}{C}$
	37%		27.5%

