

# **Norwich Printing Museum**

Registered Charity No. 1184738

## **Financial Statements**

**Year ended 31 October 2020**

### **Trustees Annual Report for the period 5 December 2019 to 31 October 2020**

**Charity's principal address** 10 Ninham's Court, Norwich NR2 1NX

**Website** under development

**Charity Trustees** Linda Caroline Jarrold  
Anthony Durier  
Katherine Barbara Anetts  
Roger Newman  
Dr Paul Westcott Nash  
Carl William Rowe  
Katie Rose Newman

**Bankers** Lloyds Bank plc, Gentleman's Walk, Norwich

**Independent Examiner** Nicola Morris

## **Structure, Governance and Management**

### **Governing Document**

Norwich Printing Museum is constituted as a CIO-Foundation with the Charity Commission under charity number 1156762. It is governed by a CIO constitution dated 11 October 2019.

### **Organisation Structure**

The charity trustees are responsible for the general control and management of the charity. They give their time freely and receive no remuneration or other financial benefits other than reimbursement for expenditure on behalf of the Museum. The trustees are responsible for all the decisions taken in relation to the running of the charity.

### **Risk Management**

The trustees have assessed the risks the charity faces and are implementing systems to mitigate these. The trustees are satisfied that systems are in place, or arrangements are in hand, to manage the risks that have been identified. In particular, the finances are kept under regular review and insurance cover is actively under review.

## **Objectives and Activities**

Norwich Printing Museum aims to advance the education of the public in the history and processes of printing, bookbinding and allied skills with special emphasis on the endangered craft of Letterpress, in particular by

- (a) the provision and maintenance of a museum for the history of printing, bookbinding and allied skills
- (b) the preservation of historic printing machinery, type collection, a printing-related library and archive of printing ephemera
- (c) the provision of a working hub to develop printing and bookbinding skills and training in heritage skills.

The trustees have given due regard to the Charity Commission's guidance on public benefit and have complied with their duties as detailed in the Charities Act 2011 with regard to public benefit. Careful consideration has been given to the accessibility of Norwich Printing Museum to as wide a community as possible.

## **Achievements and Performance**

The Museum needed to move out of Jarrold's premises in Whitefriars and it was planned to move into St Peter Parmentergate church in King Street. However the plans finally fell through following uncertainties about the suitability of the venue for heavy machinery.

The collection is currently stored in an industrial unit in Mulbarton while a search continues to find a permanent property.

Good progress has been made with setting up a pop-up museum in conjunction with a national conservation and restoration body.

This could help to –

- \* - keep Norwich Printing Museum in the public eye whilst the search continues for a permanent base
- \* - make good use of volunteers' skills and reinforce/renew relationships built over many years at the John Jarrold Printing Museum
- \* - begin the process of in-house training for trainers – the next generation of printers, compositors and bookbinders to take the skills forward into the future
- \* - display and make good use of a selection of hand-operated machinery in the public domain
- \* - gain insight into the viability of future courses and events
- \* - increase NPM's membership and volunteer database.
- \* - generate sales from printed merchandise through a small shop area, and also the restoration of old and damaged books

All arrangements are subject to any local and national restrictions relating to the Covid-19 pandemic.

Thanks are due to Paul Nash nominating us to have Honorary membership of the Printing Historical Society

### **Financial Review**

Income and expenditure have been steady during the year since charity status was granted on 5 December 2019.

We are very grateful to Jarrolds for meeting the admin and project management cost so the proposed move to St Peter Parmentergate, also the admin, lease and rent for the move to the Mulbarton storage unit.

We were very pleased to receive a grant of £20,000 from Septagon.

Unrestricted income covered £1070 in subscriptions and donations.

Expenditure in the general fund covered publicity and newsletters, the collection of some items and membership of the Association of Independent Museums

No capital purchases were made and no payments were made to Trustees.

As we have been granted charitable status, we are in the process of registering with HMRC so that we will be able claim Gift Aid on membership subscriptions and donations.

### **Reserves Policy**

A Reserves Policy is being developed.

Restricted fund reserves are maintained in accordance with the benefactor's wishes

### **Declaration**

The trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity's trustees

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K B Anetts

date 3 November 2020

# RECEIPTS AND PAYMENTS for year ended 31 October 2020

Receipts	Unrestricted	Designated	Restricted	Total	2019
	£	£	£	£	
Donations	630	20,000		20,630	
Jarrolds			12,900	12,900	
Subscriptions	440			440	
Gift Aid	-			-	
miscellaneous	-			-	
Events	-			-	
interest, dividends	-			-	
Total receipts	1,070	20,000	12,900	33,970	
Payments	Unrestricted	Designated	Restricted	Total	2019
	£	£	£	£	
Project Management			4,940	4,940	
Admin			4,029	4,029	
Grants out	-			-	
Publicity	160			160	
Printing & copying	126			126	
Stationery & post	-			-	
Parmentergate		3,390		3,390	
Mulbarton			3,833	3,833	
Mulbarton electrics			148	148	
audit	-			-	
IT & web	125			125	
Sundry	246			246	
Events	-			-	
Total payments	656	3,390	12,950	16,997	
Net receipts	414	16,610	(50)	16,973	-
Transfers between funds	(50)	-	50	-	-
	364	16,610	(0)	16,973	-
Cash at bank 1/11/19	-	-	-	-	
Cash at bank 31/10/20	364	16,610	(0)	16,973	-

## ASSETS AND LIABILITIES as at 31 October 2020

	Unrestricted	Designated	Restricted	Total	2018
	£	£	£	£	
<b>Cash Funds</b>					
cash at bank	364	16,610	(0)	16,973	
deposit	-	-	-	-	
	364	16,610	(0)	16,973	-
<b>Other monetary assets</b>					
Gift Aid receivable	-	-	-	-	
<b>Liabilities</b>	-	-	-	-	
<b>SUMMARY</b>					
total assets less liabilities	364	16,610	(0)	16,973	
<b>FUNDS ANALYSIS</b>	B/FWD	receipts	paid	movements	C/FWD
<b>Cash funds</b>	£	£	£	£	
unrestricted	-	1,070	656	(50)	364
(2) <b>designated</b>					
donation Septagon	-	20,000	3,390	-	16,610
	-	20,000	3,390	-	16,610
(2) <b>restricted</b>					
Jarrolds	-	12,900	12,950	50	(0)
	-	12,900	12,950	50	(0)
<b>total cash funds</b>	-	33,970	16,997	-	16,973

**Norwich Printing Museum**  
**Year ended 31 October 2020**

**Independent Examiner's report**

I report on the accounts of the Norwich Printing Museum for the year ended 31 October 2020 which are set out on the preceding pages.

**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 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- state whether particular matters have come to my attention.

**Basis of the Independent Examiner's report**

My examination was carried out in accordance with 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 the 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 statement below.

**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

- to keep accounting records in accordance with section 130 of the 2011 Act and
- 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.

**Independent Examiner**

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date 10 December 2020

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