

# Norwich Printing Museum

Registered Charity No. 1184738

## Financial Statements

Year ended 31 October 2021

### Trustees Annual Report for the period 1 November 2020 to 31 October 2021

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

Website under development

Charity Trustees Linda Caroline Jarrold  
Gerald Morris  
Anthony Durier  
Katherine Barbara Anetts  
Dr Paul Westcott Nash  
Julie Allen

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 bulk of the collection is currently stored in an industrial unit in Mulbarton while a search continues to find a permanent property. This lease will be terminated in the near future and the collection will move to a new storage facility at Fransham.

A pop-up museum has now been established in conjunction with the National Trust at Blickling Hall

This will 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.
- \* - subject to agreement with the National Trust, to 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.

## Financial Review

Income and expenditure have both been restricted during the year due to the limitations imposed by the Covid-19 pandemic.

Unrestricted income covered £2167 in subscriptions and donations.

Designated income is the transfer from Jarrolds of the proceeds held by the old John Jarrold printing Museum, to be used towards setting up and establishing the presence at Blickling Hall.

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

Designated expenditure is the purchase of hardware and software for cataloguing the collection, and the setting up of the presence at Blickling

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

## Independent Examiner

Income was less than £25,000 for the year and so, in line with the Charity Commission guidelines, no Independent Examination or full accounts are required to be submitted. The Annual Return will be submitted to the Charity Commission.

## 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 29 November 2021

**RECEIPTS AND PAYMENTS for year ended 31 October 2021**

30/11/21

Receipts	Unrestricted	Designated	Restricted	Total	2019/20
	£	£	£	£	
Donations	1,852			1,852	20,630
Donation from JJPM		8,089		8,089	
Jarrolds			-	-	12,900
Subscriptions	315			315	440
Gift Aid	-			-	
miscellaneous	-			-	
Events	-			-	
interest, dividends	-			-	
<b>Total receipts</b>	<b>2,167</b>	<b>8,089</b>	<b>-</b>	<b>10,256</b>	<b>33,970</b>

Payments	Unrestricted	Designated	Restricted	Total	2019/20
	£	£	£	£	
Project Management			-	-	4,940
Admin			-	-	4,029
Grants out	-			-	
Publicity	-			-	160
Printing & copying	27			27	126
Stationery & post	86			86	
Parmentergate				-	3,390
Hardware & software		1,335		1,335	
Mulbarton			-	-	3,833
Mulbarton electrics		120		120	148
Blickling set-up		3,001		3,001	
audit	-			-	
IT & web	292			292	125
Sundry	64			64	246
Events	-			-	
<b>Total payments</b>	<b>469</b>	<b>4,456</b>	<b>-</b>	<b>4,925</b>	<b>16,997</b>

<b>Net receipts</b>	1,698	3,633	-	5,331	16,973
<b>Transfers between funds</b>				-	-
	1,698	3,633	-	5,331	16,973
<b>Cash at bank 1/11/20</b>	364	16,610	-	16,973	
<b>Cash at bank 31/10/21</b>	2,062	20,243	-	22,305	16,973

**ASSETS AND LIABILITIES as at 31 October 2021**

	Unrestricted	Designated	Restricted	Total	2019/20
	£	£	£	£	
<b>Cash Funds</b>					
cash at bank	2,062	20,243	-	22,305	16,973
deposit/savings	-	-	-	-	
	2,062	20,243	-	22,305	16,973
<b>Other monetary assets</b>					
Gift Aid receivable	-	-	-	-	
<b>Liabilities</b>	-	-	-	-	
<b>SUMMARY</b>					
total assets less liabilities	2,062	20,243	-	22,305	16,973

FUNDS ANALYSIS	B/FWD	receipts	paid	movements	C/FWD	
Cash funds	£	£	£	£		
<b>unrestricted</b>	364	2,167	469	-	2,062	364
<b>(2) designated</b>						
donation Septagon	16,610		1,335	-	15,275	16,610
Blickling project		8,089	3,121		4,968	
	16,610	8,089	4,456	-	20,243	16,610
<b>(2) restricted</b>						
Jarrolds	-	-	-	-	-	0
	-	-	-	-	-	-
<b>total cash funds</b>	16,974	10,256	4,925	-	22,305	16,973