

Norwich Printing Museum

Registered Charity No. 1184738

Financial Statements

Year ended 31 October 2023

Trustees Annual Report for the period 1 November 2022 to 31 October 2023

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

Website norwichprintingmuseum.co.uk

Charity Trustees Katherine Barbara Anetts
Linda Caroline Jarrold
Lyndsay Knight
Suzanne Morris
Dr Paul Westcott Nash
Florence Okoye
Daniel Press
Gillian Margaret Renouf

Bankers Lloyds Bank plc, Gentleman's Walk, Norwich

Structure, Governance and Management

Governing Document

Norwich Printing Museum is constituted as a CIO-Foundation with the Charity Commission under charity number 1186762. 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 a storage facility at Fransham Farm while a search continues to find a permanent property.

A pop-up museum continues to operate in conjunction with the National Trust at Blickling Hall

This is helping 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

Unrestricted income of £2,322 include general donations, subscriptions, merchandise and events..

Designated income is donations received from visitors to the Blickling pop-up.

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

Designated expenditure covers the maintenance of the presence at Blickling.

Restricted expenditure is the rent on the Fransham Farm storage facility, with donations provided by the Septagon Trust

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

The process of registering with HMRC so that we will be able claim Gift Aid on membership subscriptions and donations, is ongoing.

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

K B Anetts

K B Anetts

date 19 June 2024

RECEIPTS AND PAYMENTS for year ended 31 October 2023 year end 18/06/24

Receipts	Unrestricted	Designated	Restricted	Total	2021/22	2020/21	2019/20
	£	£	£	£			
Donations general	943			943	683	1,852	20,630
Donations Blickling		2,561		2,561	1,901		
Donations Septagon		-		-	18,000		
Jarrolds				-		8,089	12,900
Subscriptions	445			445	310	315	440
Merchandise (net)	155			155			
miscellaneous	1			1		-	
Events	778			778		-	
Total receipts	2,322	2,561	-	4,883	20,894	10,256	33,970
Payments	Unrestricted	Designated	Restricted	Total	2021/22	2020/21	2019/20
	£	£	£	£			
Project Management				-		-	4,940
Admin				-		-	4,029
Publicity				-		-	160
Printing & copying				-		27	126
Stationery & post	36			36		86	
Rent and lease			12,000	12,000	18,275	-	3,390
Insurance	96			96			
Audit, professional fees	0			-			
Hardware & software				-		1,335	
Mulbarton				-		-	3,833
Mulbarton electrics				-	30	120	148
Blickling set-up		205		205	957	2,766	
IT & web	144			144	592	292	125
Sundry	141			141	182	300	246
Events	391			391		-	
Total payments	808	205	12,000	13,013	20,036	4,925	16,997
Net receipts	1,514	2,356	(12,000)	(8,130)	858	5,331	16,973
Transfers between funds				-			-
	1,514	2,356	(12,000)	(8,130)	858	5,331	16,973
Cash at bank 1/11/22	979	7,184	15,000	23,163	22,305	16,973	
Cash at bank 31/10/23	2,493	9,540	3,000	15,033	23,163	22,305	16,973
ASSETS AND LIABILITIES as at 31 October 2023	year to date						2019/20
	Unrestricted	Designated	Restricted	Total			
	£	£	£	£			
Cash Funds							
cash at bank	2,493	9,540	3,000	15,033	23,163	22,305	16,973
deposit/savings	-	-	-	-			
	2,493	9,540	3,000	15,033	23,163	22,305	16,973
Other monetary assets							
Liabilities							
Rent to 30/11/24			(13,700)	-13,700	25700		
year 3 Aug23-Jul24		9,000					
Aug24-Nov24		4,667					
SUMMARY							
total assets less liabilities	2,493	9,540	(10,700)	1,333	(1,337)	22,305	16,973
FUNDS ANALYSIS	B/FWD	receipts	paid	movements	C/FWD		
Cash funds							
(1) unrestricted fund	979	2,322	808	-	2,493	979	
(2) designated funds	B/FWD	receipts	paid	movements	C/FWD		
Blickling donations	3,203	2,561			5,764	3,203	
Blickling project	3,981		205		3,776	3,981	
total designated funds	7,184	2,561	205	-	9,540	22,184	
(3) restricted funds							
Septagon donation	15,000	-	12,000		3,000	15000	
Jarrolds	-	-		-	-		
total restricted funds	15,000	-	12,000	-	3,000		
total cash funds	23,163	4,883	13,013	-	15,033	23,163	