

**RECEIPTS AND PAYMENTS for year ended 31 October 2024**
**year end**
**12/08/25**

<b>Receipts</b>	Unrestricted	Designated	Restricted	<b>Total</b>	2022/23	2021/22	2020/21	2019/20
	£	£	£	£				
Donations general	372			372	943	683	1,852	20,630
Donations Blickling		1,489		1,489	2,561	1,901		
Donations Septagon			10,000	10,000	-	18,000		
Student residencies			300	300			8,089	12,900
County small grant			320	320				
Subscriptions	153			153	445	310	315	440
Merchandise (net)	38			38	155			
miscellaneous/interest	109			109	1		-	
Events, Study day	2,208			2,208	778		-	
<b>Total receipts</b>	<b>2,879</b>	<b>1,489</b>	<b>10,620</b>	<b>14,988</b>	<b>4,883</b>	<b>20,894</b>	<b>10,256</b>	<b>33,970</b>
<b>Payments</b>	Unrestricted	Designated	Restricted	<b>Total</b>	2022/23	2021/22	2020/21	2019/20
	£	£	£	£				
Project Management				-	-		-	4,940
Admin				-	-		-	4,029
Publicity	115			115	-		-	160
Printing & copying				-	-		27	126
Student residencies			300	300				
County small grant			67	67				
Stationery & post	-			-	36		86	
Rent and lease			12,000	12,000	12,000	18,275	-	3,390
Insurance	96			96	96			
Audit, professional fees	-			-	-			
Hardware & software				-	-		1,335	
Mulbarton				-	-		-	3,833
Mulbarton electrics				-	-	30	120	148
Blickling set-up /repairs		747		747	205	957	2,766	
IT & web	492			492	144	592	292	125
Sundry	73			73	141	182	300	246
Events	-			-	391		-	
<b>Total payments</b>	<b>776</b>	<b>747</b>	<b>12,367</b>	<b>13,890</b>	<b>13,013</b>	<b>20,036</b>	<b>4,925</b>	<b>16,997</b>
<b>Net receipts</b>	<b>2,103</b>	<b>742</b>	<b>(1,747)</b>	<b>1,097</b>	<b>(8,130)</b>	<b>858</b>	<b>5,331</b>	<b>16,973</b>
<b>Transfers between funds</b>				<b>-</b>	<b>0</b>			<b>-</b>
	<b>2,103</b>	<b>742</b>	<b>(1,747)</b>	<b>1,097</b>	<b>(8,130)</b>	<b>858</b>	<b>5,331</b>	<b>16,973</b>
<b>Cash at bank 1/11/23</b>	<b>2,493</b>	<b>9,540</b>	<b>3,000</b>	<b>15,033</b>	<b>23,163</b>	<b>22,305</b>	<b>16,973</b>	
<b>Cash at bank to date</b>	<b>4,596</b>	<b>10,282</b>	<b>1,253</b>	<b>16,130</b>	<b>15,033</b>	<b>23,163</b>	<b>22,305</b>	<b>16,973</b>

**ASSETS AND LIABILITIES as at 31 October 2024**
**year to date**

	Unrestricted	Designated	Restricted	<b>Total</b>				2019/20
	£	£	£	£				
<b>Cash Funds</b>								
cash at bank	4,596	10,282	1,253	16,130	15,033	23,163	22,305	16,973
	<b>4,596</b>	<b>10,282</b>	<b>1,253</b>	<b>16,130</b>	<b>15,033</b>	<b>23,163</b>	<b>22,305</b>	<b>16,973</b>

**Other monetary assets**
**FUNDS ANALYSIS**

	B/FWD	receipts	paid	movements	C/FWD			
<b>Cash funds</b>								
(1) <b>unrestricted fund</b>	<b>2,493</b>	<b>2,879</b>	<b>776</b>	<b>-</b>	<b>4,596</b>	<b>2,493</b>	<b>979</b>	
(2) <b>designated funds</b>	B/FWD	receipts	paid	movements	C/FWD			
Blickling donations	5,764	1,489			7,253	5,764	3,203	
Blickling project	3,776		747		3,029	3,776	3,981	
<b>total designated funds</b>	<b>9,540</b>	<b>1,489</b>	<b>747</b>	<b>-</b>	<b>10,282</b>	<b>9,549</b>	<b>22,184</b>	
(3) <b>restricted funds</b>								
Septagon donation	3,000	10,000	12,000		1,000	3000	15000	
County small grant	-	320	67		253			
Student residencies	-	300	300		-			
<b>total restricted funds</b>	<b>3,000</b>	<b>10,620</b>	<b>12,367</b>	<b>-</b>	<b>1,253</b>	<b>3,000</b>		
<b>total cash funds</b>	<b>15,033</b>	<b>14,988</b>	<b>13,890</b>	<b>-</b>	<b>16,130</b>	<b>15,033</b>	<b>23,163</b>	

# Norwich Printing Museum

Registered Charity No. 1184738

## Financial Statements

Year ended 31 October 2024

### Trustees Annual Report for the period 1 November 2023 to 31 October 2024

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

Website [norwichprintingmuseum.co.uk](http://norwichprintingmuseum.co.uk)

Charity Trustees Katherine Barbara Anetts  
Linda Caroline Jarrold  
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

The National Trust have notified that they wish to terminate the agreement with NPM and so the pop-up museum at Blickling will close at the end of October 2025.

#### Financial Review

Unrestricted income of £2,879 include general donations, subscriptions, merchandise and events..

Designated income of £1,489 is donations received from visitors to the Blickling pop-up.

Restricted income of £10,620 is a donation from Septagon and a small grant from Norfolk County Council.

Expenditure in the general fund, £776, covered publicity, the collection and maintenance of some items for the collection and membership of the Association of Independent Museums.

Designated expenditure, £747, covers the maintenance of the presence at Blickling.

Restricted expenditure, £12,367, is the rent on the Fransham Farm storage facility, with donations provided by the Septagon Trust

The net balance for the year is a surplus of £1,097

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*

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K B Anetts

date 12 August 2025