



**BOW STREET
POLICE
MUSEUM**

BOW STREET POLICE MUSEUM

TRUSTEES' REPORT (Including Directors' Report)

FOR THE PERIOD ENDED 5 April 2022

Telling the story of the Bow Street Runners, London's first official law enforcement service, and the Metropolitan Police officers who walked the streets of Covent Garden in their footsteps. Located on the site of the 1881 Bow Street Magistrates' Court and Police Station, the Museum is filled with rich stories of investigations, arrests and justice being served. Former cells have become galleries where visitors can hear tales from those who once worked inside the station's walls and learn about the cases which brought international attention on Bow Street including Oscar Wilde, the Suffragettes and the Kray Twins.

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FOR THE PERIOD ENDED 5 April 2022

LEGAL AND ADMINISTRATIVE DETAILS

Registered Charity number	1191955
Company Number	CE 023071
Registered Office	Bow Street Police Museum 28 Bow Street London WC2E 7AW

Trustees

Teresa White	(Appointed 28/01/2022)
Phillip Gough	
Louise Hyams	
Leonora Baird-Smith	(Appointed 28/01/2022)
Katharine Alston	(Appointed 28/01/2022)
Jenny Ruddock	(Appointed 28/01/2022)
Chris Gilbert	(Appointed 19/12/2022)

Museum Manager

Vicki Pipe

Subsidiary Company

BSPM Trading Subsidiary Limited. Company number 13118194

Accountants

Allen Sykes, 5 Henson Close
South Church Enterprise Park
Bishop Auckland, DL14 6WA

Bankers

NatWest Bank, City of London Office,
PO Box 12258, 1 Princes Street,
London, EC2R 8BP

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CHAIR'S STATEMENT

The Bow Street Magistrates' Court and Police Station has a unique and powerful place in the history of London. The Bow Street Police Museum was launched in 2021 to preserve and share the many stories of Bow Street and to show that this area has been at the forefront of the development of policing, and law and order since the 18th century, in tandem with the changing social and political times. We tell fascinating stories that include the famous and the infamous, the privileged and the underprivileged. We take on often difficult subjects that resonate as much today as they did in their time and talk about them in new ways, from different perspectives, to enhance understanding, increase inclusivity and broaden perceptions.

When we opened at the end of May 2021 the country was still in the throes of the COVID-19 Pandemic. It was immensely challenging to open a new Museum in such circumstances, and it is testament to our skilled and enthusiastic team that the first public reviews focused on how well designed and curated the Museum is. The creativity, hard work and dedication of the Museum team continues to ensure that the visitor experience is positive and insightful.

Our first year was very busy as we developed relationships, built our programme of events, and welcomed over 3,500 visitors including former members of the Bow Street police and court community, local residents, history enthusiasts and curious tourists. We have heard so many interesting stories about this historic place from those who were here or who know the history, all of which help us add depth and provenance to our narratives. I would like to thank everyone who has supported us.

We are also, particularly grateful to the huge support provided by the freeholders of the building, BTC UK Limited as well as the team at Sydel and NoMad London Hotel who between them have developed and preserved the Bow Street building, and who helped establish the Museum. They have enabled us to open and operate during a challenging economic period, providing invaluable practical and financial support as we find our feet, develop our financial resilience and work to become an accredited Museum.

Now in our second year, we continue to develop our strategy, determine our priorities and identify new revenue opportunities. We have recruited new staff, strengthened the Board of Trustees and grown our reach. Financial sustainability remains a top priority, but despite the ongoing economic challenges facing our sector we approach the future with cautious optimism.

I wish to thank my fellow trustees for their dedication and support: together we wish to thank the Museum team for their unwavering commitment, and to acknowledge the leadership and guidance of the Museum Manager, Vicki Pipe, whose knowledge, dedication, and insight guides an outstanding team of staff and volunteers.



Teresa White
Chair

Date
31 January 2023

BOW STREET POLICE MUSEUM

TRUSTEE'S REPORT (Including Directors' Report)

FOR THE PERIOD ENDED 5 April 2022

The trustees present their annual report and financial statements for the Period ended 5 April 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing documents, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

We are a small charity located on the site of the former Bow Street Magistrates' Court and Police Station. The Museum comprises 75m² of exhibition space, plus seven original police cells. Through the delivery of exhibitions and events, we aim to communicate the importance of the history of Bow Street in terms of the development of law and order, and policing, in the context of social, political and economic change.

Charitable Purpose

The Objects of the charity are, for the public benefit, to advance the education of the public in, and to promote good citizenship and a wider public appreciation of policing and the criminal justice system through an understanding of, the history and development of policing and the administration of criminal justice in London and elsewhere by:

- a) the maintenance and operation of a museum on the site of the former police station and magistrates' court in Bow Street, London or elsewhere; and
- b) the carrying out of such other activities as the charity trustees may determine.

Public Benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake to ensure the delivery of public benefit. Amongst our charitable activities are:

- Offering a learning environment for visitors through permanent displays and temporary exhibitions
- Delivering talks and educational events in the Museum for different audiences including school children, university students and families
- Walking tours in and around Covent Garden, taking our knowledge and expertise beyond the walls of the Museum
- Working collaboratively with the local community to establish a sense of place, and position the Museum as a useful and well-used new space
- Caring for a collection of unique and fascinating objects

Our diverse programming highlights the experiences of a range of different communities and voices, and we aim to make the Museum accessible to all by providing online material, off-site activities and a wide range of specialist resources for those visitors with particular needs.

For more information regarding our activities, see the 'Achievements and Performance' section below.

BOW STREET POLICE MUSEUM

TRUSTEE'S REPORT (Including Directors' Report)

FOR THE PERIOD ENDED 5 April 2022

ACHIEVEMENTS AND PERFORMANCE

Introduction

During the period in review, the trustees and Museum management were initially focused on getting the Museum established and operational. This was particularly challenging due to the intense disruption and uncertainty we faced as we dealt with the ongoing implications of Covid-19.

From an outline concept to a fully operational Museum, we achieved a huge amount since the incorporation of the charity in 2020. Preparing to open a new museum during an unprecedented global pandemic was not without its challenges, and we have had some setbacks along the way, but as at the date of this report we have been open to the public for over ten months, welcomed many visitors and established ourselves as a part of the local community. We are particularly pleased to be able to report that we ended the period with a net surplus of £31,380 thanks to the generous assistance of our key supporters at NoMad London, BTC UK and Bow Street Hotel Limited.

We still have a lot to do and will very much need to prioritise the improvement of our fundraising capacity and financial resilience to achieve a sustainable future, but nevertheless, we are able to celebrate a great deal of success in our first few months against a wide range of criteria including visitor numbers, visitor feedback, educational activity evaluation, benchmarking best practice in the sector, the level of website traffic, and social media activity.

Opening and Visitors

The Museum opened its doors to the public on Friday 28th May 2021 with opening hours of Friday to Sunday. In due course, when funding permits, we will increase our opening days. In the meantime, we use the closed days to develop our offer, engage local audiences, and host private tours.

We were open for 132 days in the review period, over ten months. During that period, much of which was still subject to Covid restrictions on numbers, we welcomed over 3,600 visitors, held 34 public events plus private tours and events, and provided activity trails for our younger visitors. We built our social media following to over 1,500 people, gained over 620 newsletter subscribers, and earned online review ratings of 4.7/5.0.

Visitor Feedback

It was rewarding to receive highly positive feedback from our visitors, giving us confidence that the admissions (and admissions income) have the potential to grow significantly as we get added to people's busy agendas.

"This Museum is beautifully curated, and the staff are very friendly and accommodating. A real pleasure to see this part of London's history brought to life."

"Great value for money, affordable entry/ticket, definitely recommend a visit."

"The staff were fantastic, friendly, and very knowledgeable! They answered all my questions about the station's history and were really on the ball with all access arrangements."

"If you don't think police Museums would normally be your thing don't let the name fool you. The contents include a fantastically refreshing look at the history of policing, with a particular focus on the station itself and its links to the surrounding area."

"This little Museum is amazing ... Learned so much and my 7 year old had a great time being a detective."

"A little hidden gem. This Museum is a little tucked away but well worth discovering."

BOW STREET POLICE MUSEUM

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FOR THE PERIOD ENDED 5 April 2022

Exhibitions

Our permanent exhibition comprises items specific to Bow Street, on loan from the Metropolitan Police Heritage Service, along with items on loan from retired police officers. We thank our Curator, Jen Kavanagh for the selection and interpretation of the collection.

A very popular exhibit, and the main part of our own collection, is the original dock from Court No 2, where many well-known defendants stood and which we now know to be the dock where Oscar Wilde stood for his much-publicised trial. Visitors appreciated being able to stand in the dock and we are now looking into how we deepen this experience with a greater understanding of the history it holds. This involves interpretation, restoration and protection and is a key project with significant potential.

We are also looking at how we can add temporary exhibitions and events to our small space, each focusing on one of our key stories and aiming to capture the attention of our target audiences, be they the public or potential donors/supporters.

Public Events

During these inaugural months we delivered our first events within (and beyond) the Museum space. Each of our public events explored a different narrative connected to the story of Bow Street, expanding on the content displayed within our exhibitions.

Henry Fielding as a Magistrate - Robert Whelan

An evening talk delivered by historian Robert Whelan about Henry Fielding and his unusual transition from Playwright to Magistrate on Bow Street. The event was delivered both in person and streamed live online.

Of Mollies & Men - A Queer History of Bow Street and Beyond

This walking tour of Covent Garden explored the relationship between the LGBTQ+ Community and the law from the 1700's to present day. Specific events connected to Bow Street were highlighted, including information about the rise and fall of Molly Houses; the arrest and trials of Oscar Wilde and Fanny and Steller; the contribution of Queer people to the Suffragette movement; as well as the experiences of openly gay officers within the Metropolitan Police today. We delivered a total of 17 tours during the period.

Curating Coppers (in collaboration with the Metropolitan Police Heritage Service)

An in-conversation event between the Museum Manager, Vicki Pipe and her peers at MPHS about the experience of working with collections related to policing. This event was delivered both in person and streamed live online.

Stages and Cells of Covent Garden

Produced in collaboration with the Royal Opera House this walking tour explored the historic connection between theatre and crime on Bow Street. Delivered during October Half-Term, the tour had a Halloween twist with an emphasis on crimes associated with later 'spirited sightings' and exploration into the myths and superstitions of the stage. We delivered the tour five times and its success has enabled us to develop further tours with our neighbours.

Catch That Crook! - Workshop

A fun and interactive workshop aimed at families with children aged 7-11 years. The workshop, based around a self-led scavenger hunt, involves the use of critical thinking and visual skills to hunt down a set of stolen books. Families are encouraged to work together to solve the clues and return the missing items to Museum staff. During October half-term the workshop was adapted to fit in with a Halloween theme, retitled 'Catch That Ghost!'.

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In Pursuit of the Truth: An Evening with Clive Driscoll

An evening talk delivered by former Detective Chief Inspector, Clive Driscoll. Most well-known for securing two convictions for the murder of Stephen Lawrence, Clive's illustrious career saw him relentlessly campaigning for justice in many different apparently "unsolvable" cases and shedding a light on issues of discrimination and racism through his good work.

An Evening with Matthew Sturgis

Matthew Sturgis is an historian and biographer. His latest book 'Oscar: A Life' is the first major biography of Oscar Wilde for over 30 years. Nominated for the Wolfson History Prize in 2019, it includes analysis of new material and research which gives a fresh look into the characters, social context and events that shaped Wilde's life, including his trial in the Dock at Bow Street Magistrates' Court.

Covent Garden Mum

In October half-term we were invited to take part in a 'trick or treat trail' of the local area curated by Instagram influencer Covent Garden Mum. Participating families were given a bespoke activity pack and stickers. In total 160 individuals stopped at the Museum as part of the trail, the majority of whom had never been to or heard of the Museum before.

Kids in Museums Manifesto

We have signed up to the 'Kids in Museums manifesto', which aims to support and encourage organisations to become welcoming and accessible for families.

Private Events

As well as public events, the Museum team delivered bespoke experiences and private events.

Private Tours

These tours for up to 20 people include exclusive access to the Museum, guided by a member of the team, as well as object handling, and a look inside the Magistrates' Ballroom (originally Court No.1) of The NoMad London Hotel

Tour Guide Open Day

We delivered two 'Open Days' for tour guides who might include us in their private itineraries. The events were extremely well supported with 146 guests attending across the two events.

Education & Engagement

During the year we began to develop our educational programme for schools and special interest groups who could be offered exclusive access to the Museum on the days we are closed. As with all our programmes and interpretation, our aim is to focus on the specific stories of the Bow Street Magistrates' Court and Police Station delivered in interesting, informative and interactive ways.

Accessibility

We want everyone to feel welcome at the Museum. Throughout these first ten months we introduced a number of resources and ways of working to help support those with additional access or learning needs.

We created a visual story which can be emailed on request ahead of visitors arriving at the Museum. The pack also contains a sensory map, to help those with sensitivity to changes in light and sound. A large print guide is available from our reception desk and subtitles and transcripts of all audio-visual exhibits are freely available. Step-free access is also available to all who need it.

For those engaging with us off-premises, such as our walking tours, transcripts are also available for the deaf or hard of hearing. All our evening talks are streamed live online for those who cannot attend in person.

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We carefully considered the content of our communications and events, striving to highlight the experiences of a range of different communities and voices. A key success in this area is our 'Of Mollies & Men' walking tour, which explores the relationship between the LGBTQ+ community and the law.

Collection Care & Development

Items currently on display at the Museum are on loan from a range of individuals as well as the collection of the Metropolitan Police Heritage Service. Objects are carefully monitored, and environmental readings are taken weekly to ensure optimum conditions are maintained.

To support the development of tours and events, a collection of handling objects adds a layer of specialised interpretation, as well as creating a bonus experience for visitors. With help from a number of former Bow Street Officers, we put together a small selection of objects which have proved very popular.

We began investigating the options to protect and preserve our main asset, the original dock from No. 2 Court, whilst also researching its history.

Commercial Development

The Museum has a wholly owned trading company, BSPM Trading Subsidiary Ltd, (BSPMTSL) through which commercial activities are operated in support of the Museum. A small bespoke retail collection was developed by BSPMTSL ahead of the Museum's launch, which, when combined with a curated collection of books, has resulted in around 1 in 5 visitors making an additional purchase on top of the admission ticket. We plan to develop the retail range further in 2022 to increase average transaction value and conversion.

BSPMTL also developed private hire events in conjunction with the Events team at NoMad London Hotel. They have proved to be a model for future growth in both income and awareness building.

Partnerships

Throughout 2021 we began building links with a range of individuals and organisations in the local area and beyond. These included museums and charities, special interest groups, local authorities, marketing groups and influencers, guiding associations, and local businesses with connections to our history and subject matter.

Some of these have already proved to be highly productive, not least the joint walking tours with the Royal Opera House giving us exposure to a much wider audience and proving the revenue potential of both external partnerships and external events.

Membership

For launch, we opened a friend's membership scheme. Benefits of the scheme include free entry, quarterly newsletters, updates on objects in our collection, exclusive information about upcoming events with priority booking, and especially researched articles that delve into the history of Bow Street. This appealed most to those with a personal connection to the building and we are now investigating how to broaden our reach.

Advisors, Donors and Supporters

We are grateful to the advisors who help to set up and curate the Museum, in particular, Jen Kavanagh (Curator), Katie Smith (Head of Museums - MPHS) and Clare Smith (Historic Collection Curator - MPHS). We were also grateful to former Bow Street Officer Dave Allen, and all those who worked at Bow Street Police Station and Magistrates' Court who gave their time and donated or loaned objects to the collection.

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The Museum development and opening was funded by Bow Street Hotel Limited, a wholly owned company of BTC UK Limited in accordance with planning consent requirements associated with the development of the Bow Street site. The trustees are most grateful for the ongoing support of The NoMad Hotel team their owners The Sydeff Group and landlord BTC UK Limited.

We also thank the following for their donations to support our launch, BTC Group Holdings Ltd, EPR Architects, Emmaus Properties, Elliott Wood Partnership Ltd, and Savills Ltd

FINANCIAL REVIEW

During the year total unrestricted receipts were £55,354. For the period ended 5 April 2022 we had an unrestricted surplus of £31,380 leaving a surplus in funding at the year end of £31,380.

The trustees believe that, as a new Museum which opened in a pandemic, with no history or residual awareness, with plans for fundraising and a strong awareness-building campaign ahead, we will be able to build visitor numbers and revenue in future.

In addition, we have the ongoing support of the hotel operations team at NoMad London as well as BTC UK and Bow Street Hotel Limited who funded the development of the Museum and, between them, continue to provide a range of services including payroll processing, building maintenance and utilities. Some of these services are provided at no charge, while others are at cost. We have had welcome confirmation from Bow Street Hotel Limited that they remain committed to supporting the Museum and will work collaboratively with us over the next 24 months to manage any outstanding debt associated with chargeable services while the Museum establishes its management and fundraising team and increases income generation.

The trustees are satisfied, therefore that while financial resilience remains a priority, it is appropriate to adopt the going concern basis in preparing these financial statements.

Income

During the period, income of £55,354 was generated from admissions, events, and small donations.

Expenditure

The trustees and management have taken a prudent approach to expenditure, to ensure that all discretionary spend has a clear return on investment and helps meet our objectives. As per our lease agreement with our landlord, we enjoy a 99-year peppercorn rent and have a minimum 5-year period from opening before any service charges commence. Accordingly, no amounts have been included to represent the value of services provided by BTC UK and the NoMad London Hotel. In addition, the NoMad Hotel process the payroll for our three members of staff, and to support us during our launch phase generously agreed not to pass these costs onto the Museum. From February 2022 the Museum will be liable for the full costs of the staff, but NoMad Hotel have indicated that they are prepared to be flexible with regard to payment dates and will work with us to establish a sustainable plan for reimbursement.

Group Structure

The charity has a wholly owned subsidiary company BSPM Trading Subsidiary Limited which operates commercial non-charitable activity in support of the parent charity.

The charity has taken advantage of the exemptions provided under the Company's Act 2006 and as such has not produced consolidated accounts for the Museum group.

For the period ended 31 January 2021, BSPM Trading Subsidiary Limited made a trading loss of £5,135.

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Reserves policy

The financial situation of the Museum is such that no surplus funds are being generated and therefore no reserves can be created. There is therefore no agreed reserves policy for the charity which is acting at a de facto 'zero level' of reserves. However, the trustees have due regard to the Charity Commission guidance on this matter and are committed to good financial governance and stewardship of the charity's assets, and a reserve policy will be developed in the future linked to the charity's risk profile and particular financial circumstances. It should be noted that the charity ended the year with £37k of cash and that we have the ongoing support of the NoMad Hotel for payroll and other services.

Plans for future periods

At the end of this review period, we established and held our first Advisory Board consultation meeting and we will strengthen and develop this body in future years. We also held a Trustee Board strategy day to develop our long-term strategy and articulate our Vision and Values. We outlined a growth plan, and, *inter alia*, identified key stories from our unique history which remain highly relevant today and will enable us to better communicate the purpose and importance of the Museum's narratives.

We will continue to increase our public events, from talks and tours to workshops and educational programmes, and are developing partnerships with other cultural venues, allowing us to extend our reach and appeal to our diverse target audiences. We will also focus on making connections with members of our local community and local businesses to generate further opportunities to increase awareness and expand our customer base.

We have strengthened our Board, and we will be looking to improve our financial governance and resilience. We will also be developing a fundraising strategy and seeking new opportunities to increase our financial sustainability.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Bow Street Police Museum is a Charitable Incorporated Organisation (CIO) which was created and granted registered charity status on 22nd October 2020.

Our Governing Document sets out the background for the creation of the Museum and how it will operate. The creation of a Museum at Bow Street was a requirement of the City of Westminster when granting planning permission for the development of the former Magistrates' Court. There is a Section 106 (Town and Country Planning Act 1999) Legal Agreement which outlines the conditions and obligations that exist.

The owners BTC UK Limited, funded the creation of the Museum during the creation of the NoMad London Hotel, which holds the lease agreement for the Museum and continues to support the Museum and its operations.

The purpose of the Museum, as set out in the Governing Document is to give an introduction to the history and significance of the Bow Street building, to explain how policing and the Magistrates' Court developed since the 17th century, and to showcase the historically important people and cases that passed through the building.

BOW STREET POLICE MUSEUM

TRUSTEE'S REPORT (Including Directors' Report)

FOR THE PERIOD ENDED 5 April 2022

Trustees

The trustees who were in office during the period were:

Teresa White	(Appointed 28 January 2022)
Leonora Baird-Smith	(Appointed 28 January 2022)
Katharine Alston	(Appointed 28 January 2022)
Jenny Ruddock	(Appointed 28 January 2022)
Phillip Gough	
Louise Hyams	
Stuart Adolph	(Resigned 11 August 2022)
Philippa Nesbit	(Resigned 7 July 2022)
Chris Gilbert	(Appointed 19 December 2022)

The trustees are elected in general meeting and play a valuable role in the running of the charity.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up

The trustees are responsible for making decisions on all matters of general concern and importance to the charity including deciding on how the funds of the Bow Street Police Museum are to be spent. Day to day decisions are delegated to the Museum Manager

In July 2020, prior to the creation of the charity, the four 'founding' trustees, Stuart Adolph (Chair), Philippa Nesbit (Treasurer), Philip Gough and Louise Hyams, operated as a 'shadow board' working with the developer of the Bow Street site to establish the Museum. The Board of Trustees continued to operate with just four members throughout 2021, but the recruitment of new trustees was identified as a key activity in order to bring a range of specialist skills to the group. Four new members were interviewed and appointed in January 2022.

Following the resignation of the Chair and Treasurer in summer 2022, a subsequent round of recruitment was undertaken in September/October leading to the appointment of a Treasurer in December 2022 and an additional Board Advisor with experience in running fundraising campaigns.

The trustees are elected in general meetings and play a valuable role in the running of the charity. To ensure that a range of expertise is maintained on the Board, new board members are appointed to meet specific expertise requirements. Recruitment is carried out through open recruitment processes.

Advisory Board

Alongside the growth of the Board of trustees it was agreed that an Advisory Panel should be created to support not only the work of the trustees, but also to ensure a wider spectrum of voices and experiences are included in the Museum's overall development.

In October and November 2021, applications to join the Museum's Advisory Board were invited, and five new Advisory Board members were selected, bringing new knowledge and experience.

These new members will join our existing advisory team who include staff from the Metropolitan Police Heritage Service and NoMad London Hotel.

BOW STREET POLICE MUSEUM

Risk management

The trustees identify the main risks attached to the Charity as:

- Financial deficit - as a fledgling Museum, whilst we build awareness of the Museum and its work, and develop our fundraising, we recognise that our income will not cover operating costs.
- Inability to deliver core functions and projects due to loss of staff or long-term illness.

The trustees have reviewed the main risks and, where possible, measures are in place to mitigate the risks to an acceptable level. A Risk Register is maintained and regularly reviewed

The Trustee's report was approved by The Board of Trustees.



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Teresa White
Trustee

Date: 31 January 2023

**BOW STREET POLICE MUSEUM
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF BOW STREET POLICE MUSEUM**

I report to the trustees on my examination of the financial statements of Bow Street Police Museum (the charity) for the Period ended 5 April 2022.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Allen Sykes Ltd

Allen Sykes Limited

5 Henson Close
South Church Enterprise Park
Bishop Auckland
Co Durham
DL14 6WA

Dated: *31/1/22*

BOW STREET POLICE MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 5 APRIL 2022

	Notes	Unrestricted funds 2022 £
<u>Income from:</u>		
Donations and legacies	3	36,952
Other trading activities	4	18,402
Total income		55,354
<u>Expenditure on:</u>		
Raising funds	5	916
Charitable activities	6	23,058
Total expenditure		23,974
Net income for the Period/ Net movement in funds		31,380
Fund balances at 22 October 2020		-
Fund balances at 5 April 2022		31,380

The statement of financial activities includes all gains and losses recognised in the Period.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BOW STREET POLICE MUSEUM

STATEMENT OF FINANCIAL POSITION

AS AT 5 APRIL 2022

	Notes	2022 £	£
Fixed assets			
Tangible assets	10		1,691
Investments	11		1
			<u>1,692</u>
Current assets			
Debtors	12	5,208	
Cash at bank and in hand		37,321	
		<u>42,529</u>	
Creditors: amounts falling due within one year	13	(1,058)	
Net current assets			<u>41,471</u>
Total assets less current liabilities			<u>43,163</u>
Creditors: amounts falling due after more than one year	14		(11,783)
Net assets			<u><u>31,380</u></u>
Income funds			
Unrestricted funds			<u>31,380</u>
			<u><u>31,380</u></u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the Period ended 5 April 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the Period in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 31 January 2023



Teresa White
Trustee

Company registration number CE 023071

BOW STREET POLICE MUSEUM

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 5 APRIL 2022

1 Accounting policies

Charity information

Bow Street Police Museum is a private company limited by guarantee incorporated in England and Wales. The registered office is , 28 Bow Street, London, WC2E 7AW.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

BOW STREET POLICE MUSEUM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 5 APRIL 2022

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers	15% reducing balance
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

A subsidiary is an entity controlled by the charity. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

BOW STREET POLICE MUSEUM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 5 APRIL 2022

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds
	2022 £
Donations and gifts	35,852
Membership fees	1,100
	<u>36,952</u>

BOW STREET POLICE MUSEUM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 5 APRIL 2022

4 Other trading activities

	Unrestricted funds
	2022 £
Museum admissions	17,902
Fundraising events	500
Other trading activities	<u>18,402</u>

5 Raising funds

	Unrestricted funds
	2022 £
<u>Trading costs</u>	
Other trading activities	916
	<u>916</u>

6 Charitable activities

	Museum 2022 £
Staff costs	14,150
Depreciation and impairment	359
Computer expenses	5,338
Bank and card fees	1,219
Sundry expenses	1,260
Advertising	132
	<u>22,458</u>
Share of governance costs (see note 7)	600
	<u>23,058</u>

BOW STREET POLICE MUSEUM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 5 APRIL 2022

7 Support costs	Support Governance		2022
	costs £	costs £	£
Independent examination fees	-	600	600
	-	600	600
Analysed between Charitable activities	-	600	600

Governance costs includes payments to the Independent Examiner of £600.

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the Period.

9 Employees

The average monthly number of employees during the Period was:

	2022 Number
	3
Employment costs	2022 £
Wages and salaries	14,150

There were no employees whose annual remuneration was more than £60,000.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 5 APRIL 2022

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BOW STREET POLICE MUSEUM

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 5 APRIL 2022

12 Debtors (Continued)

	2022
	£
Amounts falling due after more than one year:	
Trade debtors	1,527
	<u> </u>
Total debtors	5,208
	<u> </u>

13 Creditors: amounts falling due within one year

	2022
	£
Trade creditors	458
Accruals and deferred income	600
	<u> </u>
	1,058
	<u> </u>

14 Creditors: amounts falling due after more than one year

	2022
	£
Other creditors	11,783
	<u> </u>

15 Related party transactions

There were no disclosable related party transactions during the Period (- none).

16 Subsidiaries

Details of the charity's subsidiaries at 5 April 2022 are as follows:

Name of undertaking	Registered office	Nature of business	Class of shares held	% Held	
				Direct	Indirect
BSPM Trading Subsidiary Limited	England	Shop	Ordinary shares	100.00	