

ROYSTON MUSEUM TRUST CIO

England & Wales · Charity number 1196386

Details

Status Registered

Legal form CIO

Registered 2021-11-03

Register [View on the Charity Commission register](#)

Contact

Address Royston Museum
5
Lower King Street
Royston
Hertfordshire

Phone 01763242587

Email enquiries@roystonmuseum.org.uk

Website www.roystonmuseum.org.uk

Activities

Objects: TO ADVANCE EDUCATION FOR PUBLIC BENEFIT IN PARTICULAR BUT NOT EXCLUSIVELY IN THE SOCIAL HISTORY, NATURAL HISTORY, ARCHAEOLOGY AND GEOLOGY OF ROYSTON AND ITS SURROUNDING AREA IN HERTFORDSHIRE THROUGH ITS COLLECTIONS AND OTHER RESOURCES BY SUCH MEANS AS THE TRUSTEES SEE FIT, BUT NOT LIMITED TO;- THE PROVISION AND MAINTENANCE OF A PERMANENT MUSEUM IN ROYSTON;- THE ACQUISITION OF ITEMS FOR ITS COLLECTION BY GIFT, BEQUEST, PURCHASE OR EXCHANGE;- TO BORROW AND LOAN ARTEFACTS AND ARCHIVES RELATING TO THE AREA;- THE CARE AND CURATION OF THE MUSEUM COLLECTIONS AND HOLDINGS;- THE EXHIBITION AND INTERPRETATION OF THE MUSEUM COLLECTIONS AND HOLDINGS AND PROVISION OF PUBLIC ACCESS TO THEM;- THE PROVISION OF LEARNING EXPERIENCES AND ACTIVITIES FOR THE EDUCATION AND ENJOYMENT OF THE PUBLIC;- THE PROVISION OF EXHIBITIONS, CONFERENCES,WORKSHOPS AND OTHER EVENTS;- TO RESEARCH, PROMOTE AND PUBLISH STUDIES OF THE AREA;- TO COLLABORATE AND WORK IN PARTNERSHIP WITH OTHER ORGANISATIONS IN THE AREA;- TO PROVIDE AN INFORMATION SERVICE FOR THE PUBLIC.

Activities: Charitable Incorporated Organisation responsible for managing Royston Museum Trust.

Classification

- **How:** Provides Services
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£153,350	£141,860	-	-
2024-03-31	£171,408	£140,633	-	-
2023-03-31	£172,813	£112,803	-	-

Trustees

Name	Role	Appointed
JOHN STUART DAVISON	Chair	2021-07-21
Brian John Bylett		2021-10-13
Cllr. Elizabeth Beardwell		2022-06-06
John Rees		2022-06-06
Luke John Haugh		2023-05-23
Martin Joseph Kaszak		2021-07-21
Philip William Smith		2021-07-21
Rosamond Allwood		2021-11-06
Rosemary Ann Bateman		2021-07-21

ROYSTON MUSEUM TRUST CIO

England & Wales - Charity number 1196386

Accounts

**TRUSTEES' REPORT
AND FINANCIAL STATEMENTS
1st April 2024 to 31st March 2025**

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Reference and Administrative details

Charity name	Royston Museum Trust CIO
Registered charity number	1196386
Charity's principal address	5 Lower King Street, Royston, SG8 5AL

Museum Director	Emma Canterbury
Curator	Sophie Riches
Visitor Experience Officer & Inhouse Designer	Rhian May

Trustees:	Appointed	Period	Nominator
Lisa Adams	25/05/2024	3 years	RTC
Ros Allwood	26/11/2021	6 years	Trust
Rosemary Bateman Secretary	03/11/2021	6 years	Trust
Elizabeth Beardwell	06/06/2022	3 years	RTC (2022)
Brian Bylett Treasurer	03/11/2021	6 years	Trust
John Davison Chair	03/11/2021	6 years	Trust
Stephen Lockett	08/06/2024	3 years	RTC
Martin Kazak	03/11/2021	4 years	RDLHS
Phil Smith	03/11/2021	4 years	Friends

Tenure of Ros Allwood, Rosemary Bateman, Brian Bylett, John Davison increased from 3 to 6 years at 13 November 2024 Trustee board meeting.

RDLHS	Royston and District Local History Society
RTC	Royston Town Council
Friends	Friends of Royston Museum

Bankers	Lloyds Bank
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Solicitors	None
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Independent Examiners	John D Froggett FAIA The Accountancy Practice 41 High Street, Royston SG8 9AW
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The Trustees present their annual report together with the financial statements of the Royston Museum Trust CIO for the period 1st April 2024 to 31st March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 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 published October 2019.

Objectives and Activities

The objects of the CIO are:

To advance education for public benefit in particular but not exclusively in the social history, natural history, archaeology and geology of Royston and its surrounding area in Hertfordshire through its collections and other resources by such means as the trustees see fit, but not limited to;

- the provision and maintenance of a permanent museum in Royston;
- the acquisition of items for its collection by gift, bequest, purchase or exchange;
- to borrow and loan artefacts and archives relating to the area;
- the care and curation of the Museum collections and holdings;
- the exhibition and interpretation of the Museum collections and holdings and provision of public access to them;
- the provision of learning experiences and activities for the education and enjoyment of the public;
- the provision of exhibitions, conferences, workshops and other events;
- to research, promote and publish studies of the area;
- to collaborate and work in partnership with other organisations in the area;
- to provide an information service for the public.

The trustees have considered the Charity Commission's guidance on public benefit, and they consider that Royston Museum CIO is fulfilling its obligations in this respect by preparing for the reopening of the museum in order to achieve the above objectives.

Main achievements of the Charity for the period 1st April 2024 to 31st March 2025

The Museum has continued to make good progress measured against its mission and vision statements.

“Our mission is to celebrate and share Royston’s heritage and stories, connecting people and places, past and present.

Our vision is to be a community hub for Royston; a multifunctional space which celebrates our town’s heritage, nurtures curiosity and inspires conversations.”

Events and exhibitions included:

- March: Easter Holidays- House and Home
- April: 40th Anniversary Fayre
- May: Museum on Wheels – Royston May Fair, Barkway Market
- May: BEEE Creative intergenerational workshops at the Museum
- May: May Half Term - Planes, Trains and Automobiles
- July: Summer Fayre
- July to September: Summer Holidays - Time Explorers
- September: Heritage Open Days
- Royston Art Festival (Friday 20 September to Sunday 29 September)
- Talk on King James VI by Dr Alexander Courtney
- October: October Half Term - Witches of Royston
- February: February Half Term - Under the Sea*65 million Years Ago

The Museum started a programme of monthly activities:

- Spark! Art Club for young people ages 10 to 14 year
- Museum Tots for children under 5 and their adults
- Evening talks on a variety of topics linked to Royston and Hertfordshire’s history.

Visitor numbers continue to grow (last year’s figures in brackets):

- General admission: 2,634 (2,481)
- Event admission (including school holidays): 1,257 (1,245)
- Community, Groups, Schools and Outreach: 1,682 (673)
- Total: 5,573 69% adults, 31% under 18s (4,399 70% adults, 30% under 18s)

New storage system

The museum has had very limited storage space for the Collection.

A new Rotadex “rolling” storage system, design for the collection, was installed at the turn of the year. The Museum was closed for 3 months to empty the old wooden shelving, install the new storage system and restore the collection

The Museum’s collection catalogue is being migrated to eHive including updating the information held.

Donations and Grants

The Trust would like to thank the many organisations that gave grants funding the following projects:

- Brian Leslie Racher Trust - funded a one-year fixed term contract for a Collections Assistant to improve the cataloguing of the Museum’s collection.
- Brian Leslie Racher Trust – contributed to the cost of the storage system
- North Herts District Council Prosperity Fund - contributed towards the costs of a new storage system
- Royston First Bid – contributed to the cost of Museum events.
- Association of Independent Museums – grant for compliance training
- Museum Development South East – funding to provide Review and Rationalisation training and support to enable the Museum to carry out a review of the collection.
- Museum Development South East – funding from two grant, Carbon Cutting and Going Green, towards the Museum’s Air Source Heat Pump project
- Museum Development South East – funding from the SERM Community Energy Grant to enable the Museum to work with two community partners to develop activities exploring sustainable home energy.
- Johnson Mathey – provided volunteers and funding to decorate the Collections Store and Art Store in preparation for the storage system installation
- Friends of Royston Museum - funding for specialist conservation of a high-priority object in the collection, plus funding the first year’s subscription of the Museum’s new eHive system.

Financial review for the period 1 April 2024 to 31st March 2025

Income

The majority of the £153,350 income came from donations and payments from Royston Town Council, together with significant grants for specific projects:

£104,665	Annual donation from Royston Town Council
£ 37,105	Grants
£ 2,035	Public donations
£ 3,093	Hirings, events and exhibitions

The Grants figure excludes an additional £31,590 treated as deferred income, earmarked for expenditure in the financial year '25-'26.

Expenditure

The donation from Royston Town Council covered the basic running costs including salaries and utilities.

All new projects and services were financed through grants and donations.

Around £23,000 was spent on the new storage system.

The Collections Assistant one-year fixed term contract to improve the cataloguing of the Museum's collection was also funded through a grant.

Costs were reduced by the generosity of volunteers and Trustees, including bookkeeping and accounting at no charge.

Reserves Policy

Apart from extraordinary items, the intention is that expenditure will not exceed income in any year.

The reserves policy of the Trust is to maintain 6 months' worth of general expenditure in cash reserves.

Cash reserves at 31st March 2025 were £97,399. (This includes £31,590 deferred income, earmarked for expenditure in the financial year '25-'26.)

Structure, Governance and Management

Constitution

The Charity is registered with the Charity Commission number 1196386 and is constituted as a Charitable Incorporated Organisation. The constitution states that the Charity should be governed by a body of no less than 2 and no more than 3 appointed trustees and no less than 2 or more than 7 nominated trustees. The Royston Council may appoint 3 nominated trustees, RDLHS may appoint 3 nominated Trustees and the Friends of Royston Museum may appoint 1 Trustee. Apart from the first trustees, every appointed trustee must be appointed for a term of 3 years. The current number of Trustees is 9 which come about as two of the original Trustees (The Treasurer and Chair) are no longer members of the Council.

Methods of appointment or election of Trustees

New trustees are selected from people who have the appropriate skills and resources to contribute to the affairs of the charity. Upon appointment, each trustee receives an in-house induction training programme to acquaint them with the museum and its activities.

Organisational structure and decision-making policies

The trustees meet on a regular basis as required during the year. The day-to-day management of the museum is delegated to the Museum Director, Emma Canterbury. The Museum also relies heavily on the time and effort of volunteers.

Related party relationships

None of the Trustees received remuneration or other benefits from their work with the charity. There are no related parties under common control, or under the control of the Trust, nor is the Trust under the control of any other party except under the obligations of the SLA.

Plans for future periods

The Museum has published its Forward Plan for 2024-2029 with year 1 actions under the headings of Visitor Engagement, Access and inclusion, Interpretation and exhibitions, Cutting Carbon, Storage and digitisation of the collection, Cataloguing the collection including migration from Modes to eHive, Environmental monitoring, Accreditation, People (both volunteers and staff), Heritage Lottery Fund project.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP 2019 (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



John Davison

Chair

Date: 24 September 2025

Balance sheet as at 31st March 2025

	Note	As at 31st March 2025	
Fixed Assets		£	£
Fixtures & Fittings	3		25,806
Office & IT equipment	3		1,796
Current Assets			
Trade Debtors	4	2,940	
Prepayments	5	6,445	
Bank and cash balances	6	97,399	
		106,783	
Current Liabilities			
Trade creditors	7	0	
Other creditors	8	16	
Accruals	9	504	
Deferred Income	10	31,590	
		32,110	
Net Current Assets			74,673
Net Assets			102,275
Accumulated Fund			
Balance at start of year			90,785
Profit & Loss Account			11,490
Balance at end of year			102,275

Statement of Financial Activities for the year ending 31st March 2025

1st April 2024 to
31st March 2025

	£	£
4300 Income - Grants		37,105
4301 Income – RTC SLA		104,665
4302 Income - Donations		2,035
4304 Income - Hirings		3,093
4305 Income - Events		2,513
4307 Income - Outreach		380
4308 Income - Retail (shop)		1,705
4311 Income - Interest income		1,146
4312 Income - Group and School visits		660
4900 Income - Other		48
5302 Retail costs (Shop)	1029	
7000 Employee Wages and Salaries	70,409	
7020 Employer's NI	374	
7030 Employer's Pension	1,428	
7095 Recruitment Expenses	0	
7096 Costs - Personnel: Training	3,634	
7097 Costs - Personnel: Business Travel	527	
7099 Costs - Personnel (other)	0	
7110 Water Rates	151	
7130 Costs - Premises: Insurance (Landlords building)	1,789	
7131 Costs - Property: Museum Insurance	3,338	
7150 Costs - Property: Lease payments	8,000	
7151 Costs - Property: Cleaning	318	
7152 Costs - Property: Maintenance	3,396	
7153 Costs - Property: Refuse	1,714	
7154 Costs - Property: Displays and Exhibitions	1281	
7155 Costs - Property: Collections Management	4,021	
7156 Costs - Property: Learning programme	1,612	
7157 Costs - Property: Event costs	3,112	
7158 Costs - Property: Sundry supplies	379	
7159 Costs - Property: Fire alarm and security	1,723	
7160 Costs - Property: Education	0	
7161 Costs - Property: Visitor Engagement	0	
7163 Costs - Property: Reclaim via s106 (Income is in 4363)	0	
7165 Storage System	2,445	
7200 Electricity	943	
7210 Gas & Oil	2,423	
7530 Telephone	0	
7540 IT & Internet Charges	576	
7550 Computer & Software	1,145	
7600 Legal Fees	1,080	
7610 Accountancy Fees	432	

Royston Museum Trust CIO

7611	Costs - Fees: Advertising and Marketing	2,485	
7620	Consultancy & Professional Fees	1830	
7900	Bank Charges	117	
7901	Credit card charges	12	
8040	Depreciation	17,390	
8200	Office costs	2,062	
8210	Subscriptions	684	
8270	Currency Charges	1	
	Profit & Loss Account	141,860	153,350
			-141,860
	Surpus for the year ending 31st March 2025		11,490

Notes to the Accounts of 31st March 2025

1. The financial statements have been prepared in compliance with United Kingdom Accounting Standards, including Financial Reporting Standard 102, which is 'The Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland' and the Companies Act 2006.

2. The principal accounting policies applied in the preparation of these consolidated and separate financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.
 - a. Going concern basis: The financial statements are prepared on a going concern basis, under the historical cost convention.
 - b. Depreciation policy
 - i. IT equipment – 25% p.a. straight line basis
 - ii. Fixtures and Fittings – 25% p.a. straight line basis

3. Assets

	Office & IT equipment	Fixtures & Fittings	Total
Cost	£	£	£
At 31st March 2024	3,590	21,330	24,920
Additions	0	23,002	23,002
Disposals	0	0	0
At 31st March 2025	3,590	44,332	47,922
Depreciation			
At 31st March 2024	278	2,654	2,932
Charge for the year	1,516	15,872	17,388
On disposals	0	0	0
At 31st March 2025	1,794	18,526	20,320
Net book value			
At 31st March 2024	3,312	18,676	21,988
At 31st March 2025	1,796	25,806	27,602

4. Trade Debtors

	As at 31st March 2024	As at 31st March 2025
	£	£
Cambridge Wine - Royston	700	
Kay Pilsbury Thomas Architects	40	
North Herts Council	480	
Royston & District Twinning Assoc	100	
Johnson Mathey		300
MDSE SERM Community Energy		2,640
	1,320	2,940

5. Prepayments

	As at 31st March 2024	As at 31st March 2025
	£	£
Landlord's buildings Insurance	893	896
Commercial Insurance	3,061	3,048
Lease paid in advance	2,000	2,000
Fire Alarm	501	501
	6,455	6,445

6. Bank and cash balances

	As at 31st March 2024	As at 31st March 2025
	£	£
Lloyds bank - Current Account	6,882	11,137
Lloyds bank - Deposit Account	65,847	85,994
Petty Cash	568	268
	73,297	97,399

7. Trade Creditors

	As at 31st March 2024	As at 31st March 2025
	£	£
Trade Creditors	157	
	157	0

8. Other Creditors

	£	£
The Friends of Royston Museum	50	11
Royston Town Council (cave)	15	5
	65	16

9. Accruals

	As at 31st March 2024	As at 31st March 2025
	£	£
Water rates	13	10
Refuse - Veolia	107	131
Electricity - EDF	175	72
EDF - Gas	523	243
IT and Internet charges	43	48
Accountancy Fees	300	
	1,161	504

10. Deferred Income

	As at 31st March 2024	As at 31st March 2025
	£	£
Warm Spaces-Restricted	1,792	
Learning programme-Restricted	7,255	
Various-Invoiced in advance for premises hire	1,845	
	10,892	
Learning Programme		5,151
Racher Collections Assistant		11,047
MDSE Going Green		4,760
MDSE SHARE Carbon Cutting		5,000
Skills builder		235
Arts & NHD hire		810
Outreach I0092		40
MDSE Review & Rationalisation		1,907
MDSE SERM Community Energy		2,640
		31,950

Independent examiner's report to the Trustees of Royston Museum Trust CIO ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31st March 2024.

Responsibilities and basis of report

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.



John D Froggett FAIA

The Accountancy Practice
41 High Street
Royston Hertfordshire
SG8 9AW

Date: 27 August 2025

Accounts

**TRUSTEES' REPORT
AND FINANCIAL STATEMENTS
1st April 2023 to 31st March 2024**

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Reference and Administrative details

Charity name	Royston Museum Trust CIO
Registered charity number	1196386
Charity's principal address	5 Lower King Street, Royston, SG8 5AL

Museum Manager	Emma Canterbury
Curator	Sophie Riches
Museum Officer	Rhian May

Trustees:		Appointed	Period	Nominator
Lisa Adams		25/05/2024	3 years	RTC
Ros Allwood		26/11/2021	6 years	Trust
Rosemary Bateman	Secretary	03/11/2021	6 years	Trust
Elizabeth Beardwell		06/06/2022	3 years	RTC (2022)
Brian Bylett	Treasurer	03/11/2021	6 years	Trust
John Davison	Chair	03/11/2021	6 years	Trust
Stephen Lockett		08/06/2024	3 years	RTC
Martin Kazak		03/11/2021	4 years	RDLHS
Phil Smith		03/11/2021	4 years	Friends

Tenure of Ros Allwood, Rosemary Bateman, Brian Bylett, John Davison increased from 3 to 6 years at 13 November 2024 Trustee board meeting.

RDLHS	Royston and District Local History Society
RTC	Royston Town Council
Friends	Friends of Royston Museum

Bankers	Lloyds Bank
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Solicitors	None
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Independent Examiners	John D Froggett FAIA The Accountancy Practice 41 High Street, Royston SG8 9AW
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The Trustees present their annual report together with the financial statements of the Royston Museum Trust CIO for the period 1st April 2023 to 31st March 2024.

Note that the Trust was created on 3rd November 2021.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 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 published October 2019.

Objectives and Activities

The objects of the CIO are:

To advance education for public benefit in particular but not exclusively in the social history, natural history, archaeology and geology of Royston and its surrounding area in Hertfordshire through its collections and other resources by such means as the trustees see fit, but not limited to;

- the provision and maintenance of a permanent museum in Royston;
- the acquisition of items for its collection by gift, bequest, purchase or exchange;
- to borrow and loan artefacts and archives relating to the area;
- the care and curation of the Museum collections and holdings;
- the exhibition and interpretation of the Museum collections and holdings and provision of public access to them;
- the provision of learning experiences and activities for the education and enjoyment of the public;
- the provision of exhibitions, conferences, workshops and other events;
- to research, promote and publish studies of the area;
- to collaborate and work in partnership with other organisations in the area;
- to provide an information service for the public.

The trustees have considered the Charity Commission's guidance on public benefit, and they consider that Royston Museum CIO is fulfilling its obligations in this respect by preparing for the reopening of the museum in order to achieve the above objectives.

Main achievements of the Charity for the period 1st April 2023 to 31st March 2024

The Museum has made good progress measured against its mission and vision statements.

“Our mission is to celebrate and share Royston’s heritage and stories, connecting people and places, past and present.

Our vision is to be a community hub for Royston; a multifunctional space which celebrates our town’s heritage, nurtures curiosity and inspires conversations.”

Events and exhibitions included:

- June: Spring Awakening - Family Event
- June: Coronation Exhibition - Mini Temporary Exhibition
- July: Summer Carnival - Family Event
- July: Fields of Gold - Temporary Exhibition
- July: Royston Crow - School Curated Mini Temporary Exhibition
- August: Space Cadets - 6 Week Family Event
- August: Bonnets & Blackberries - Mini Temporary Exhibition
- September: Chiltern West Gallery Quire - Adult Event at the Church
- September: Paint & Prosecco - Arts Festival Adult Event
- September: The Ice Age - Arts Festival Family Event
- September: Geology Rocks - Arts Festival Family Event
- February: Swords and Sceptres - Family Event
- March: 1856 Royston Institute Exhibition - Temporary Exhibition

Visitor numbers:

- General admission: 2,481
- Event admission (including school holidays): 1,245
- Community, Groups, Schools and Outreach: 673
- Total: 4,399 (70% adults, 30% under 18s)

Management and preservation of the collection remained a high priority. Thanks to volunteers, 95% of photographs and ephemera have been digitised.

The Trust would like to thank the many organisations that gave grants funding the following projects:

- North Herts 106 money - building works to create an accessible toilet, community room and research area.
- Brian Leslie Racher Trust – collection quality cabinets, furniture and interactive whiteboard.
- Hertfordshire Community Foundation – warm space grant to make the community room available to members of the public during opening hours.
- Herts Community Investment fund – creating KS1 and KS2 education to be delivered at the Museum.
- Royston First Bid – contributed to the cost of events.

Financial review for the period 1 April 2023 to 31st March 2024

Income

The majority of the £171,408 income came from donations and payments from Royston Town Council, together with significant grants for specific projects:

£100,837	Annual donation from Royston Town Council
£ 7,500	Payment from Royston Town Council for management of the Royston Cave
£ 55,175	Grants
£ 3,003	Public donations
£ 3,676	Hirings, events and exhibitions

The Grants figure excludes an additional £10,892 treated as deferred income, earmarked for expenditure in the financial year '24-'25.

Expenditure

The donation from Royston Town Council covered the basic running costs including salaries and utilities.

All new projects and services were financed through grants and donations.

More than £50,00 was spent on the building works to create an accessible toilet, community room and research area, collections quality storage and furniture.

This repurposing of space, making it available to the public, will allow the Museum to better serve the community.

Costs were reduced by the generosity of volunteers and Trustees, including bookkeeping and accounting at no charge.

Reserves Policy

Apart from extraordinary items, the intention is that expenditure will not exceed income in any year. The reserves policy of the Trust is to maintain 6 months' worth of general expenditure in cash reserves.

Cash reserves at 31st March 2024 were £73,297.

Structure, Governance and Management

Constitution

The Charity is registered with the Charity Commission number 1196386 and is constituted as a Charitable Incorporated Organisation. The constitution states that the Charity should be governed by a body of no less than 2 and no more than 3 appointed trustees and no less than 2 or more than 7 nominated trustees. The Royston Council may appoint 3 nominated trustees, RDLHS may appoint 3 nominated Trustees and the Friends of Royston Museum may appoint 1 Trustee. Apart from the first trustees, every appointed trustee must be appointed for a term of 3 years. The current number of Trustees is 9 which come about as two of the original Trustees (The Treasurer and Chair) are no longer members of the Council.

Methods of appointment or election of Trustees

New trustees are selected from people who have the appropriate skills and resources to contribute to the affairs of the charity. Upon appointment, each trustee receives an in-house induction training programme to acquaint them with the museum and its activities.

Organisational structure and decision-making policies

The trustees meet on a regular basis as required during the year. The day to day management of the museum is delegated to the Museum Manager, Emma Canterbury. The Museum also relies heavily on the time and effort of volunteers.

Related party relationships

None of the Trustees received remuneration or other benefits from their work with the charity. There are no related parties under common control, or under the control of the Trust, nor is the Trust under the control of any other party except under the obligations of the SLA.

Plans for future periods

The Museum has published its Forward Plan for 2024-2029 with year 1 actions under the headings of Visitor Engagement, Access and inclusion, Interpretation and exhibitions, Cutting Carbon, Storage and digitisation of the collection, Cataloguing the collection including migration from Modes to eHive, Environmental monitoring, Accreditation, People (both volunteers and staff), Heritage Lottery Fund project.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP 2019 (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



John Davison

Chair

Date 20 November 2024

Balance sheet as at 31st March 2024

			As at 31st March 2024
Fixed Assets		£	£
Fixtures & Fittings	3		18,676
Office & IT equipment	3		3,312
Current Assets			
Trade Debtors	4	1,320	
Prepayments	5	6,455	
Bank and cash balances	6	73,297	
		81,072	
Current Liabilities			
Trade creditors	7	157	
Other creditors	8	65	
Accruals	9	1,161	
Deferred Income	10	10,892	
		12,275	
Net Current Assets			68,797
Net Assets			90,785
Accumulated Fund			
Balance at start of year			60,010
Profit & Loss Account			30,775
Balance at end of year			90,785

Statement of Financial Activities for the year ending 31st March 2024

		1st April 2023 to 31st March 2024	
		£	£
4300	Income - Grants		55,175
4301	Income - Donations: RTC		108,337
4302	Income - Donations: Other		3,003
4304	Income - Hirings		2,065
4305	Income - Events		1,131
4307	Income - Outreach		480
4308	Income - Retail (shop)		163
4311	Income - Interest income		716
4312	Income - Group and School visits		40
4900	Income - Other		298
5302	Retail costs (Shop)	401	
7000	Employee Wages and Salaries	56,539	
7030	Employer's Pension	1,058	
7095	Recruitment Expenses	120	
7096	Costs - Personnel: Training	127	
7097	Costs - Personnel: Business Travel	40	
7099	Costs - Personnel (other)	54	
7110	Water Rates	304	
7130	Costs - Premises: Insurance (Landlords building)	1,622	
7131	Costs - Property: Museum Insurance	3,116	
7150	Costs - Property: Lease payments	7,841	
7151	Costs - Property: Cleaning	191	
7152	Costs - Property: Maintenance	6,245	
7153	Costs - Property: Refuse	1,657	
7154	Costs - Property: Displays and Exhibitions	979	
7155	Costs - Property: Collections Management	6,027	
7156	Costs - Property: Learning programme	125	
7157	Costs - Property: Event costs	2,403	
7158	Costs - Property: Sundry supplies	111	
7159	Costs - Property: Fire alarm and security	1,699	
7160	Costs - Property: Education	861	
7161	Costs - Property: Visitor Engagement	34	
7163	Costs - Property: Reclaim via s106 (Income is in 4363)	35,954	
7200	Electricity	1,155	
7210	Gas & Oil	3,227	
7530	Telephone	51	
7540	IT & Internet Charges	367	

Royston Museum Trust CIO

7550	Computer & Software	939	
7600	Legal Fees	802	
7610	Accountancy Fees	546	
7611	Costs - Fees: Advertising and Marketing	1,214	
7620	Consultancy & Professional Fees	500	
7900	Bank Charges	123	
7901	Credit card charges	40	
8040	Depreciation	2,053	
8200	Office costs	1,590	
8210	Subscriptions	514	
8270	Currency Charges	4	
	Profit & Loss Account	140,633	171,408
			-140,633
	Surplus for the year end 31st March 2024		30,775

Notes to the Accounts of 31st March 2024

1. The financial statements have been prepared in compliance with United Kingdom Accounting Standards, including Financial Reporting Standard 102, which is 'The Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland' and the Companies Act 2006.
2. The principal accounting policies applied in the preparation of these consolidated and separate financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.
 - a. Going concern basis: The financial statements are prepared on a going concern basis, under the historical cost convention.
 - b. Depreciation policy
 - i. IT equipment – 25% p.a. straight line basis
 - ii. Fixtures and Fittings – 15% .a. straight line basis

3. Assets

	Office & IT equip	Fixtures & Fittings	Total
Cost	£	£	£
At 31st March 2023	0	8,444	8,444
Additions	3,590	12,886	16,476
Disposals	0	0	0
At 31st March 2024	3,590	21,330	24,920
Depreciation			
At 31st March 2023	0	879	879
Charge for the year	278	1,775	2,053
On disposals	0	0	0
At 31st March 2024	278	2,654	2,932
Net book value			
At 31st March 2023	0	7,565	7,565
At 31st March 2024	3,312	18,676	21,988

Royston Museum Trust CIO

4. Trade Debtors

As at 31st March 2024

£

Cambridge Wine - Royston	700
Kay Pilsbury Thomas Architects	40
North Herts Council	480
Royston & District Twinning Assoc	100
	1,320

5. Prepayments

As at 31st March 2024

£

Landlord's buildings Insurance	893
Commercial Insurance	3,061
Lease paid in advance	2,000
Fire Alarm	501
	6,455

6. Bank & Cash Balances

As at 31st March 2024

£

Lloyds bank - Current Account	6,882
Lloyds bank - Deposit Account	65,847
Petty Cash	568
	73,297

7. Trade Creditors

As at 31st March 2024

£

Trade Creditors	157
	157

8. Other Creditors

As at 31st March 2024

£

The Friends of Royston Museum	50
Royston Town Council (cave)	15
	65

9. Accruals

As at 31st March 2024

£

Water rates	13
Refuse - Veolia	107
Electricity - EDF	175
EDF - Gas	523
IT and Internet charges	43
Accountancy Fees	300
	1,161

10. Deferred Income

As at 31st March 2024

£

Warm Spaces-Restricted	1,792
Learning programme-Restricted	7,255
Various-Invoiced in advance for premises hire	1,845
	10,892

Independent examiner's report to the Trustees of Royston Museum Trust CIO ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31st March 2024.

Responsibilities and basis of report

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.



John D Froggett FAIA

The Accountancy Practice
41 High Street
Royston Hertfordshire
SG8 9AW

Date: 20 November 2024

Accounts

TRUSTEES' REPORT

AND FINANCIAL STATEMENTS

3rd November 2021 to 31st March 2023

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Reference and Administrative details

Charity name Royston Museum Trust CIO

Registered charity number 1196386

Charity's principal address 5 Lower King Street, Royston, SG8 5AL

Museum Manager Nicky Paton

Curator Sophie Riches

Trustees:		Appointed	Period	Nominator
Ros Allwood		26/11/21	3 years	Trust
Rosemary Bateman	Secretary	03/11/21	3 years	RDLHS
Elizabeth Beardwell		06/06/22	3 years	RTC (2022)
Brian Bylett	Treasurer	03/11/21	3 years	RTC
John Davison	Chair	03/11/21	3 years	RTC
Bindi Jani		06/06/22	3 years	RTC (2022)
Martin Kazak		03/11/21	4 years	RDLHS
Iain Legget		03/11/21	20/5/22	RTC
John Rees		06/06/22	3 years	RTC (2022)
Phil Smith		03/11/21	4 years	Friends
RDLHS	Royston and District Local History Society			
RTC	Royston Town Council			
Friends	Friends of Royston Museum			

Bankers Lloyds Bank

Solicitors None

Independent Examiners John D Froggett FAIA
The Accountancy Practice
41 High Street, Royston SG8 9AW

The Trustees present their annual report together with the financial statements of the Royston Museum Trust CIO for the period 3rd Nov 2021 to 31st March 2023.

Note that the Trust was created on 3rd November 2021.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 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 published October 2019.

Objectives and Activities

The objects of the CIO are:

To advance education for public benefit in particular but not exclusively in the social history, natural history, archaeology and geology of Royston and its surrounding area in Hertfordshire through its collections and other resources by such means as the trustees see fit, but not limited to;

- the provision and maintenance of a permanent museum in Royston;
- the acquisition of items for its collection by gift, bequest, purchase or exchange;
- to borrow and loan artefacts and archives relating to the area;
- the care and curation of the museum collections and holdings;
- the exhibition and interpretation of the museum collections and holdings and provision of public access to them;
- the provision of learning experiences and activities for the education and enjoyment of the public;
- the provision of exhibitions, conferences, workshops and other events;
- to research, promote and publish studies of the area;
- to collaborate and work in partnership with other organisations in the area;
- to provide an information service for the public.

The trustees have considered the Charity Commission's guidance on public benefit, and they consider that Royston Museum CIO is fulfilling its obligations in this respect by preparing for the reopening of the museum in order to achieve the above objectives.

Main achievements of the Charity

The Royston Museum Trust CIO was approved by the Charity Commission in November 2021.

Following consultation between Royston Town Council, The Royston and District Local History Society and The Friends of Royston Museum, Royston Town Council determined to divest the museum to the Trust on 1st April 2022 under the terms of a Service Level Agreement (SLA).

In the period up to 31st March 2022, Trustees focussed on setting up the business and financial functions, policies, and procedures necessary to manage and operate the museum and its employees.

The Trustees were very pleased to recruit Nicky Paton as Museum Manager and Sophie Riches as Curator.

The Trust reopened the Museum in June 2022 and has already made a positive start to rebuilding the reputation and reach of the Museum.

Events and exhibitions have been critical in reengaging the community and the different demographics within it attracting new visitors and encouraged the return of existing ones.

These included:

- Summer '22 - free weekly activities for children during summer holidays
- September '22 - Royston Arts Festival - history talk, toddler and adult dance workshops, exotic animal handling sessions and fossil hunting.
- October '22 - Halloween activities in the October half term
- November '22 – “Pickle for Victory” (Fund raising during WW1)
- December '22 – Christmas fete with festive Victorian games, crafts and a winter grotto.
- February '23 – Roman activities in half term
- March '23 – “Back to School” (Royston Education history)

Including general admission, events, school trips and community groups, 4495 people used the museum services between June 2022 to April 2023.

The Trust would like to thank Royston Town Council for its donation to cover the core running costs. The museum would not be viable without this.

In addition, the Trust would like to thank Royston First Bid, The Brian Racher Trust, Johnson Matthey, IBM, HAMS, Association of Independent Museums (AIM) and members of the public for their grants and donations.

The achievements would not have been possible without the hard work of many volunteers who helped with the preparations for the reopening and ongoing management of the collection.

Looking forward, the Trust is very pleased to have received funding from North Herts District 106 monies to create an accessible toilet, a research space and community room by repurposing existing areas.

This will allow an increase in the community's use of the museum, improve our user experience, expand and improve the services that the museum offers, and enhance the museum's prestige as a centre of education. It will make heritage, culture and opportunity more accessible to all. Works are expected to complete in October 2023.

Financial review for the period 3rd November 2021 to 31st March 2023

Income

The majority of the £172,813 income came from payments and donations by Royston Town Council, i.e.:

£15,000	One off donation from Royston Town Council to cover start-up costs
£91,000	Annual Donation from Royston Town Council
£35,000	Transfer of Museum and History Society reserves held by Royston Town Council
£10,000	Payment from Royston Town Council for management of the Royston Cave

The Museum was very active in pursuing grants for specific projects raising £13,364.

Donations from the public raised £2,838. Hirings, events and exhibitions raised £5,611.

Expenditure

Salaries accounted for more than half of the Annual Donation from Royston Town Council.

Around £10,000 was spent on building works, renovation and addressing H&S issues prior to the reopening.

Costs were reduced by the generosity of volunteers and Trustees, including the provision of book keeping and accounting at no charge.

Reserves Policy

The bulk of the Trust's income comes in the form of donations from Royston Town Council as defined in the Service Level Agreement.

Other sources include modest income from events and exhibitions, fundraising by the Friends of Royston Museum, donations and grants for specific projects.

Apart from extraordinary items, the intention is that expenditure will not exceed income in any year.

The reserves policy of the Trust is to maintain 6 months worth of general expenditure in liquid reserves.

Progress has been made with Reserves now standing at £60,010.

At present there are no plans that require earmarked reserves.

Structure, Governance and Management

Constitution

The Charity is registered with the Charity Commission number 1196386 and is constituted as a Charitable Incorporated Organisation. The constitution states that the Charity should be governed by a body of no less than 2 and no more than 3 appointed trustees and no less than 2 or more than 7 nominated trustees. The Royston Council may appoint 3 nominated trustees, RDLHS may appoint 3 nominated Trustees and the Friends of Royston Museum may appoint 1 Trustee. Apart from the first trustees, every appointed trustee must be appointed for a term of 3 years. The current number of Trustees is 9 which come about as two of the original Trustees (The Treasurer and Chair) are no longer members of the Council.

Methods of appointment or election of Trustees

New trustees are selected from people who have the appropriate skills and resources to contribute to the affairs of the charity. Upon appointment, each trustee receives an in-house induction training programme to acquaint them with the museum and its activities.

Organisational structure and decision-making policies

The trustees meet on a regular basis as required during the year. The day to day management of the museum is delegated to the Museum Manager. The museum also relies heavily on the time and effort of volunteers.

Related party relationships

None of the Trustees received remuneration or other benefits from their work with the charity. There are no related parties under common control, or under the control of the Trust, nor is the Trust under the control of any other party except under the obligations of the SLA.

Plans for future periods

The museum plans to continue with a range of activities to meet its principal objectives.

The Trust's mission is to redevelop Royston Museum, to create exhibitions and events so that the museum can become a centre for the local community and celebrate the heritage of the Town and its people.

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP 2019 (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



John Davison

Chair

Date 16/12/2023

Balance sheet as at 31st MARCH 2023

		As at 31st March 2023
	£	£
Fixed Assets		
0040 Fixtures, fittings & Preservation Equipment - Cost		8,444
0041 Fixtures, fittings & Preservation Equipment - Acc'd Dep'n		<u>-879</u>
		7,565
Current Assets		
1120 Prepayments	3,288	
1200 Bank Account - Current	15,666	
1210 Cash	53	
1220 Lloyds Bank - Deposit account	<u>50,132</u>	
	69,139	
Current Liabilities		
2100 Trade Creditors	881	
2101 Creditors - Friends of Royston Museum	97	
2102 Creditors - Royston Town Council: Cave	13	
2104 Creditors - Sale or return	53	
2110 Accruals	15,297	
2260 Pension	22	
2304 Museum Suspense - Expenses & Debit card purchases	<u>331</u>	
	16,694	
Net Current Assets		52,445
Reserves		
3100 Reserves as at period end		<u>60,010</u>

Statement of Financial Activities for the period ending 31st MARCH 2023

	3rd Nov 2022 to 31st March 2023 £
4300 Income - Grants	13,365
4301 Income – Annual Donations: RTC	106,000
4301 Income – Cave Management Fee: RTC	10,000
4301 Income – Museum Reserves transfer: RTC	35,000
4302 Income - Donations: Other	2,838
4304 Income - Hirings	1,230
4305 Income - Events	2,116
4307 Income - Talks	590
4308 Income - Retail (shop)	249
4311 Income - Interest income	132
4900 Income - Other	1,293
	172,813
5302 Retail costs (Shop)	888
7000 Employee Wages and Salaries	57,120
7030 Employer's Pension	1,055
7095 Recruitment Expenses	122
7096 Costs - Personnel: Training	3
7097 Costs - Personnel: Business Travel	108
7099 Costs - Personnel (other)	27
7110 Water Rates	225
7130 Costs - Premises: Insurance (Landlords building)	1,504
7131 Costs - Property: Museum Insurance	2,830
7150 Costs - Property: Lease payments	8,000
7152 Costs - Property: Maintenance	9,645
7153 Costs - Property: Refuse	1,575
7154 Costs - Property: Displays and Exhibitions	2,038
7155 Costs - Property: Collections Management	2,267
7157 Costs - Property: Event costs	2,367
7159 Costs - Property: Fire alarm and security	2,954
7160 Costs - Property: Education	412
7162 Costs - Property: Grant (Income is in 4300)	200
7200 Electricity	1,318
7210 Gas	3,500
7500 Printing	349
7510 Postage and Carriage	7
7530 Telephone	696

7540	IT & Internet Charges	348
7550	Computer & Software	1,405
7600	Legal Fees	6,000
7610	Accountancy Fees	533
7611	Costs - Fees: Advertising and Marketing	1,062
7620	Consultancy & Professional Fees	1,117
7901	Credit card charges	31
8030	Office Equipment	20
8040	Depreciation	879
8200	Office costs	1,819
8210	Subscriptions	379
		112,803
	Surplus for the period to 31st March 2023	60,010

Notes to the Accounts

- (1) The financial statements have been prepared in compliance with United Kingdom Accounting Standards, including Financial Reporting Standard 102, which is 'The Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland' and the Companies Act 2006.
- (2) The principal accounting policies applied in the preparation of these consolidated and separate financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.
 - a. Going concern basis: The financial statements are prepared on a going concern basis, under the historical cost convention.
 - b. Depreciation policy
 - i. IT equipment – 25% p.a. straight line basis
 - ii. Fixtures and Fittings – 15% .a. straight line basis

Independent examiner's report to the Trustees of Royston Museum Trust CIO ('the Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31st March 2023.

Responsibilities and basis of report

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:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

John D Froggett FAIA



The Accountancy Practice

41 High Street

Royston Hertfordshire

SG8 9AW

Date:

16/12/2023