

THE FELIXSTOWE HISTORY AND MUSEUM SOCIETY

England & Wales · Charity number 1196598

Details

Other names	FELIXSTOWE MUSEUM
Status	Registered
Legal form	CIO
Registered	2021-11-16
Register	View on the Charity Commission register

Contact

Address	Felixstowe Museum View Point Road Felixstowe IP11 3TW
Phone	01394674355
Email	felmuseum@btopenworld.com
Website	http://felixstowemuseum.org/

Activities

Objects: THE OBJECT OF THE CIO IS TO ADVANCE THE EDUCATION OF THE PUBLIC BY THE PROMOTION, SUPPORT AND DEVELOPMENT OF A MUSEUM IN FELIXSTOWE.

Activities: The management and provision of historical and educational information through the provision of a museum for Felixstowe

Classification

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

Geography

- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£55,550	£40,970	-	-
2024-03-31	£29,472	£28,094	-	-
2023-03-31	£24,065	£38,784	-	-

Trustees

Name	Role	Appointed
Sharon Marie Harkin	Chair	2023-10-31
Anthony Alan Malster		2023-10-31
Christopher Hilton		2021-08-01
John Puxley		2022-04-01
Michael Frazer Stephenson		2026-02-24
Mr KEVIN JOHN SULLIVAN		2023-10-01
Simon Harris		2021-08-01

THE FELIXSTOWE HISTORY AND MUSEUM SOCIETY

England & Wales - Charity number 1196598

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01/04/2024** To **31/03/2025**

Charity name: **Felixstowe History and Museum Society**

Charity registration number: **1196568**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the public by the promotion, support and development of a Museum in Felixstowe.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	To share our collections by opening the Museum 4 days a week plus Bank Holidays. New local exhibits e.g. Radio Caroline, Views from Convalescent Hill; temporary exhibits e.g. D-Day, Olympics. To run a café & shop to raise income & use of Beehive Café as a creative space for community workshops & events To further engage with our community through outreach e.g talks and displays; hosting community & school groups, & through our social media further increasing followers to 2500.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees believe the objectives and activities of the charity meet the guidance issued by the Charity Commission.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
	Para 1.38	

Policy on social investment including program related investment		
Contribution made by volunteers	Para 1.38	We have about 30 volunteers supporting the museum in various roles during the season April to Nov- front of house, retail, exhibit champions, archive & collections. Volunteer hours exceed 2300hrs contributing savings of c£29,000 paid staff FTE. In addition, a number of volunteers continue to support the Museum over the winter period in maintenance and new exhibit installation roles. Three volunteers also received a Silver Owl award for long service < 25 years; We also hosted a student with learning difficulties from the University of Essex and credit to the volunteers to see the student blossom over the year.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The Museum in accordance with its accreditation status measures its performance against a forward plan. In addition the Museum undertook an Organisational Health Check with Museum Development England resulting in positive feedback and secured funding for a Modes upgrade to facilitate our collection audits. The Museum launched its new season with an event celebrating 60 years of Radio Caroline, >100 attendees and coverage on ITV Anglia got the season off to a great start. The Mayor of Felixstowe also chose Landguard Trust as one of his charities of the year leading to many opportunities to raise awareness of the Museum and £2500 monies raised reserved for a future project. We continued to be creative in our community outreach embarking on a new venture with the local cinema showing We Fought Them in Gunboats with local author as host, resulting in 4 screenings due to popular demand and showcasing some of

	our collection at a Fashion on a Ration event. A new management structure was introduced working with the neighbouring Landguard Fort to improve long term sustainability. A new General Manager and a new Deputy Manager/Collections Officer took up post. In June we held a commemorative event for D-Day with the Town's veterans – an inspirational and moving day, followed in August by a Public event commemorating the 80th Anniversary of the Lancaster Bomber which crashed in Felixstowe seas to save the lives of residents and in November a further commemorative event for the tragic loss of the HMS Gipsy off our shores. Its important that these events are not forgotten. In July we launched a new exhibit Views from Convalescent Hill focusing on people's memories of local health institutions over time and the benefits of healthy living by the sea. We celebrated the Olympics with an Olympic trail, gold medals and shared stories from local Olympians and our volunteers who were part of the Change Maker Team. This year we were able to keep our doors open over winter receiving grant funding to run a warm space and history café addressing the cost of living challenges and loneliness and isolation – it was a huge success. Overall the museum increased footfall > 1000 more visitors and increased shop and ticket sales. The café proved to be a challenge with the new business providers ceasing to trade by mid-summer. Volunteers undertook food hygiene training and with the help of our retail champion the Beehive Café was up and running once again. Another successful year with planning already underway for a new flagship exhibition 2025 season – Beside the Seaside
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity has maintained a good level of reserves over the year and has avoided the need to impact the operational reserves The income level has significantly increased during the year thanks to there being an increased awareness of the Museum in the local community. The major increase was created by selling Joint-tickets with Landguard Fort which benefited both charities. The Museum was also successful in securing grants to develop the Museum further
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The operational reserve is held in an interest-bearing account. The Trustees intend this reserve to be £10,000 and will continue to increase this from its current value of £7,900
Amount of reserves held	Para 1.22	At the end of the reporting period there were reserves of £42,433 which included £10,689 in unspent restricted funds
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Independent Trustees nominated, interviewed and voted on

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Felixstowe History and Museum Society
Other name the charity uses	Felixstowe Museum
Registered charity number	1196598
Charity's principal address	Felixstowe Museum View Point Road Felixstowe IP11 3TW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sharon Harkin	Chairman		
2	Kevin Sullivan	Hon. Treasurer		
3	Simon Harris			
4	Christopher Hilton			
5	Jayne Lindill			
6	Anthony Malster			
7	John Puxley			
8				
9				
10				
11				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Accountant	Dawn Johnson	5 Schneider Business Park, Felixstowe, IP11 3SS

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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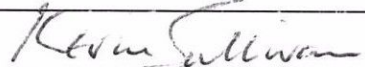
Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Sharon Harkin	Kevin Sullivan
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	31/01/2026	

FELIXSTOWE HISTORY AND MUSEUM SOCIETY

Charity No. 1196598

Trustees' Report and Unaudited Accounts

31 March 2025

FELIXSTOWE HISTORY AND MUSEUM SOCIETY

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FELIXSTOWE HISTORY AND MUSEUM SOCIETY
Trustees Annual Report

FELIXSTOWE MUSEUM

The trustees present their report with the unaudited financial statements of the charity for the year ended 31 March 2025.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity No. 1196598

Trustees

The following trustees served during the year:

S.M. Harkin

S. Harris

C. Hilton

J. Lindill

A.A. Malster

J. Puxley

K. Sullivan

Accountants

Account-Wryte Limited
5 Schneider Business Park
Felixstowe
Suffolk
IP11 3SS

Statement of trustees' responsibilities in relation to the financial statements

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the charity's trustees



S.M. Harkin
Trustee
30 January 2026

FELIXSTOWE HISTORY AND MUSEUM SOCIETY

Independent Examiners Report

Independent Examiner's Report to the trustees of FELIXSTOWE HISTORY AND MUSEUM SOCIETY

I report to the trustees on my examination of the financial statements of FELIXSTOWE HISTORY AND MUSEUM SOCIETY for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Dawn Johnson FMAAT
Account-Wryte Limited
5 Schneider Business Park
Felixstowe
Suffolk

IP11 3SS
30 January 2026

FELIXSTOWE HISTORY AND MUSEUM SOCIETY

Statement of Financial Activities

for the year ended 31 March 2025

		Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
	Notes				
Income and endowments					
from:					
Donations and legacies	3	2,392	-	2,392	3,476
Charitable activities	4	20,811	-	20,811	14,566
Other trading activities	5	8,257	-	8,257	10,234
Investments	6	418	-	418	45
Other	7	12,773	10,899	23,672	1,151
Total		44,651	10,899	55,550	29,472
Expenditure on:					
Raising funds	8	5,832	-	5,832	3,283
Charitable activities	9	420	-	420	250
Other	10	33,775	943	34,718	24,561
Total		40,027	943	40,970	28,094
Net gains on investments		-	-	-	-
Net income	11	4,623	9,957	14,580	1,378
Transfers between funds		-	-	-	-
Net income before other gains/(losses)		4,623	9,957	14,580	1,378
Other gains and losses					
Net movement in funds		4,623	9,957	14,580	1,378
Reconciliation of funds:					
Total funds brought forward		27,121	732	27,853	26,475
Total funds carried forward		31,744	10,689	42,433	27,853

FELIXSTOWE HISTORY AND MUSEUM SOCIETY**Balance Sheet**

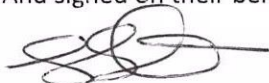
at 31 March 2025

Charity No. 1196598

		2025 £	2024 £
Fixed assets			
Tangible assets	13	3,469	4,020
		<u>3,469</u>	<u>4,020</u>
Current assets			
Debtors	14	11,087	1,503
Cash at bank and in hand		29,417	22,750
		<u>40,504</u>	<u>24,253</u>
Creditors: Amount falling due within one year	15	(1,540)	(420)
Net current assets		<u>38,964</u>	<u>23,833</u>
Total assets less current liabilities		<u>42,433</u>	<u>27,853</u>
Net assets excluding pension asset or liability		<u>42,433</u>	<u>27,853</u>
Total net assets		<u>42,433</u>	<u>27,853</u>
The funds of the charity			
Restricted funds	16		
Restricted income funds		10,689	732
		<u>10,689</u>	<u>732</u>
Unrestricted funds	16		
General funds		28,744	24,121
Designated funds		3,000	3,000
		<u>31,744</u>	<u>27,121</u>
Reserves	16		
Total funds		<u>42,433</u>	<u>27,853</u>

Approved by the trustees on 30 January 2026

And signed on their behalf by:



S.M. Harkin

Trustee

30 January 2026

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

FELIXSTOWE HISTORY AND MUSEUM SOCIETY

Notes to the Accounts

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from tax on its charitable activities.

Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Office Equipment	25% Straight Line
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Freehold investment property

Investment properties are measured initially at cost and subsequently at fair value at each balance sheet date and are not depreciated. All gains or losses are taken to the Statement of Financial Activities as they arise.

Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Notes to the Accounts

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Research and development

Expenditure on research and development is written off in the year in which it is incurred.

Foreign currencies

Monetary assets and liabilities denominated in currencies other than the functional currency of the charity are translated at the rates of exchange prevailing at the end of the reporting period.

Transactions in currencies other than the functional currency of the charity are recorded at the rate of exchange on the date that the transaction occurred.

All exchange differences are taken into account in arriving at net income/expenditure.

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation.

Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term.

In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

2 Statement of Financial Activities - prior year

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Income and endowments from:			
Donations and legacies	3,476	-	3,476
Charitable activities	14,566	-	14,566
Other trading activities	10,234	-	10,234
Investments	45	-	45
Other	251	900	1,151
Total	28,572	900	29,472
Expenditure on:			
Raising funds	3,283	-	3,283
Charitable activities	250	-	250
Other	24,393	168	24,561
Total	27,926	168	28,094
Net income	646	732	1,378
Net income before other gains/(losses)	646	732	1,378
Other gains and losses:			
Net movement in funds	646	732	1,378
Reconciliation of funds:			
Total funds brought forward	26,475	-	26,475
Total funds carried forward	27,121	732	27,853

3 Income from donations and legacies

Unrestricted £	Total 2025 £	Total 2024 £
Donations	2,392	3,476
2,392	2,392	3,476

4 Income from charitable activities

Unrestricted £	Total 2025 £	Total 2024 £
Admission to Museum	20,811	14,566
20,811	20,811	14,566

5 Income from other trading activities

	Unrestricted	Total 2025	Total 2024
	£	£	£
Gift Shop	4,210	4,210	3,935
Tea Room	1,880	1,880	2,882
Events	-	-	1,360
Arts Commission	2,167	2,167	2,057
	<u>8,257</u>	<u>8,257</u>	<u>10,234</u>

6 Income from investments

	Unrestricted	Total 2025	Total 2024
	£	£	£
Bank Interest	418	418	45
	<u>418</u>	<u>418</u>	<u>45</u>

7 Other income

	Unrestricted	Restricted	Total 2025	Total 2024
	£	£	£	£
Grant Income	11,050	10,899	21,949	900
Membership Fees	150	-	150	230
Other Income	1,573	-	1,573	21
	<u>12,773</u>	<u>10,899</u>	<u>23,672</u>	<u>1,151</u>

8 Expenditure on raising funds

	Unrestricted	Total 2025	Total 2024
	£	£	£
<i>Fundraising trading costs</i>			
Gift Shop	1,513	1,513	599
Tea Room	1,825	1,825	-
Events	510	510	1,033
Arts Commission	1,984	1,984	1,651
	<u>5,832</u>	<u>5,832</u>	<u>3,283</u>

9 Expenditure on charitable activities

	Unrestricted	Total 2025	Total 2024
	£	£	£
<i>Governance costs</i>			
Independent Examination	420	420	250
	<u>420</u>	<u>420</u>	<u>250</u>

Notes to the Accounts

10 Other expenditure

	Unrestricted	Restricted	Total 2025	Total 2024
	£	£	£	£
Other Direct costs	789	-	789	644
Waste Disposal	1,449	-	1,449	1,448
Display and Curatorial	48	775	823	1,551
Card Processing Fees	338	-	338	271
Employee costs	26,736	-	26,736	16,529
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	383	168	551	550
General administrative costs	3,726	-	3,726	3,398
Legal and professional costs	306	-	306	170
	<u>33,775</u>	<u>943</u>	<u>34,718</u>	<u>24,561</u>

11 Net income before transfers

	2025	2024
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	551	550

12 Staff costs

	2025	2024
Salaries and wages	24,500	15,000
	<u>24,500</u>	<u>15,000</u>

No employee received emoluments in excess of £60,000.

13 Tangible fixed assets

	Office Equipment	Total
	£	£
Cost or revaluation		
At 1 April 2024	4,570	4,570
At 31 March 2025	<u>4,570</u>	<u>4,570</u>
Depreciation and impairment		
At 1 April 2024	550	550
Depreciation charge for the year	551	551
At 31 March 2025	<u>1,101</u>	<u>1,101</u>
Net book values		
At 31 March 2025	<u>3,469</u>	<u>3,469</u>
At 31 March 2024	<u>4,020</u>	<u>4,020</u>

FELIXSTOWE HISTORY AND MUSEUM SOCIETY**Notes to the Accounts****14 Debtors**

	2025	2024
	£	£
Trade debtors	6,552	-
Other debtors	4,535	1,503
	<u>11,087</u>	<u>1,503</u>

15 Creditors:

amounts falling due within one year

	2025	2024
	£	£
Accruals	1,540	420
	<u>1,540</u>	<u>420</u>

FELIXSTOWE HISTORY AND MUSEUM SOCIETY

Notes to the Accounts

16 Movement in funds

	At 1 April 2024	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2025 £
Restricted funds:				
Restricted income funds:				
MDSE Museum MOT	732	3,000	(168)	3,564
MDSE Going Green	-	3,552	(479)	3,073
MDSE Income Generation	-	500	-	500
ESC Enabling	-	1,250	-	1,250
FTC Lancaster Celebration	-	500	(296)	204
ESC Warm Space	-	2,097	-	2,097
<i>Total</i>	<u>732</u>	<u>10,899</u>	<u>(943)</u>	<u>10,689</u>
Unrestricted funds:				
General funds	24,121	44,651	(40,027)	28,744
Designated funds:				
Gitsham Fund	3,000	-	-	3,000
<i>Total</i>	<u>3,000</u>	<u>-</u>	<u>-</u>	<u>3,000</u>
Total funds	<u>27,853</u>	<u>55,550</u>	<u>(40,970)</u>	<u>42,433</u>

Purposes and restrictions in relation to the funds:

Restricted funds:

MDSE Museum MOT	Maintain Museum Archives
MDSE Going Green	Exhibition and Workshops
MDSE Income Generation	Donation Terminal
ESC Enabling	Donation Terminal
FTC Lancaster Celebration	Special Remembrance Day
ESC Warm Space	Provision of Museum access

Designated funds:

Gitsham Fund	Bequest to be used at Trustees Discretion
--------------	---

17 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	2,908	561	3,469
Net current assets	38,964	-	38,964
	<u>41,872</u>	<u>561</u>	<u>42,433</u>

18 Reconciliation of net debt

	At 1 April 2024 £	Cash flows £	At 31 March 2025 £
Cash and cash equivalents	22,750	6,667	29,417
	<u>22,750</u>	<u>6,667</u>	<u>29,417</u>
Net debt	<u>22,750</u>	<u>6,667</u>	<u>29,417</u>

FELIXSTOWE HISTORY AND MUSEUM SOCIETY**Statement of Cash flows****for the year ended 31 March 2025**

	2025	2024
	£	£
Cash flows from operating activities		
Net income per Statement of Financial Activities	14,580	1,378
Adjustments for:		
Depreciation of property, plant and equipment	551	550
Dividends, interest and rents from investments	(24,090)	(1,196)
Other gains/losses	-	-
Increase in trade and other receivables	(9,584)	(1,503)
Increase in trade and other payables	1,120	420
Net cash used in operating activities	(17,423)	(351)
Cash flows from investing activities		
Dividends, interest and rents from investments	24,090	1,196
Net cash from/(used in) investing activities	24,090	(3,374)
Net cash from financing activities	-	-
Net increase/(decrease) in cash and cash equivalents	6,667	(3,725)
Cash and cash equivalents at the beginning of the year	22,750	26,475
Cash and cash equivalents at the end of the year	29,417	22,750
Components of cash and cash equivalents		
Cash and bank balances	29,417	22,750
	29,417	22,750

FELIXSTOWE HISTORY AND MUSEUM SOCIETY
Detailed Statement of Financial Activities
for the year ended 31 March 2025

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Income and endowments from:				
Donations and legacies				
Donations	2,392	-	2,392	3,476
	<u>2,392</u>	<u>-</u>	<u>2,392</u>	<u>3,476</u>
Charitable activities				
Admission to Museum	20,811	-	20,811	14,566
	<u>20,811</u>	<u>-</u>	<u>20,811</u>	<u>14,566</u>
Other trading activities				
Gift Shop	4,210	-	4,210	3,935
Tea Room	1,880	-	1,880	2,882
Events	-	-	-	1,360
Arts Commission	2,167	-	2,167	2,057
	<u>8,257</u>	<u>-</u>	<u>8,257</u>	<u>10,234</u>
Investments				
Bank Interest	418	-	418	45
	<u>418</u>	<u>-</u>	<u>418</u>	<u>45</u>
Other				
Grant Income	11,050	10,899	21,949	900
Membership Fees	150	-	150	230
Other Income	1,573	-	1,573	21
	<u>12,773</u>	<u>10,899</u>	<u>23,672</u>	<u>1,151</u>
Total income and endowments	44,651	10,899	55,550	29,472
Expenditure on:				
Costs of other trading activities				
Gift Shop	1,513	-	1,513	599
Tea Room	1,825	-	1,825	-
Events	510	-	510	1,033
Arts Commission	1,984	-	1,984	1,651
	<u>5,832</u>	<u>-</u>	<u>5,832</u>	<u>3,283</u>
Total of expenditure on raising funds	5,832	-	5,832	3,283
Governance costs				
Independent Examination	420	-	420	250
	<u>420</u>	<u>-</u>	<u>420</u>	<u>250</u>
Total of expenditure on charitable activities	420	-	420	250
Other expenditure				
Other Direct costs	789	-	789	644

FELIXSTOWE HISTORY AND MUSEUM SOCIETY
Detailed Statement of Financial Activities

Waste Disposal	1,449	-	1,449	1,448
Display and Curatorial	48	775	823	1,551
Card Processing Fees	338	-	338	271
	<u>2,624</u>	<u>775</u>	<u>3,399</u>	<u>3,914</u>
Employee costs				
Salaries/wages	24,500	-	24,500	15,000
Staff recruitment	1,116	-	1,116	576
Staff training	130	-	130	-
Staff welfare	990	-	990	953
	<u>26,736</u>	<u>-</u>	<u>26,736</u>	<u>16,529</u>
General administrative costs, including depreciation and amortisation				
Depreciation of Office Equipment	383	168	551	550
Equipment repairs and maintenance	1,401	-	1,401	635
General insurances	928	-	928	980
Software, IT support and related costs	131	-	131	112
Stationery and printing	60	-	60	-
Subscriptions	582	-	582	395
Telephone, fax and broadband	624	-	624	1,276
	<u>4,109</u>	<u>168</u>	<u>4,277</u>	<u>3,948</u>
Legal and professional costs				
Accountancy and bookkeeping	306	-	306	170
	<u>306</u>	<u>-</u>	<u>306</u>	<u>170</u>
Total of expenditure of other costs	<u>33,775</u>	<u>943</u>	<u>34,718</u>	<u>24,561</u>
Total expenditure	<u>40,027</u>	<u>943</u>	<u>40,970</u>	<u>28,094</u>
Net gains on investments	-	-	-	-
	<u>4,623</u>	<u>9,957</u>	<u>14,580</u>	<u>1,378</u>
Net income				
Net income before other gains/(losses)	<u>4,623</u>	<u>9,957</u>	<u>14,580</u>	<u>1,378</u>
Other Gains	-	-	-	-
	<u>4,623</u>	<u>9,957</u>	<u>14,580</u>	<u>1,378</u>
Net movement in funds				
Reconciliation of funds:				
Total funds brought forward	27,121	732	27,853	26,475
Total funds carried forward	<u>31,744</u>	<u>10,689</u>	<u>42,433</u>	<u>27,853</u>



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

FELIXSTOWE HISTORY & MUSEUM SOCIETY

On accounts for the year
ended

31 MARCH 2025

Charity no
(if any)

1196598

Set out on pages

1-17

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 03 2025.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below *~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

30/1/2026

Name:

DAWN LISA JOHNSON

Relevant professional
qualification(s) or body
(if any):

FMAAT

Address:

ACCOUNT WRYTE LTD
5 SCHNEIDER BUSINESS PARK
FELIXSTOWE, SUFFOLK IP11 3SS

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A.

THE FELIXSTOWE HISTORY AND MUSEUM SOCIETY

England & Wales - Charity number 1196598

Accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From

01/04/2023 To

31/03/2024

Charity name: Felixstowe History and Museum Society

Charity registration number: 1196568

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the public by the promotion, support and development of a Museum in Felixstowe.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	To share our collections by opening the Museum 4 days a week plus Bank Holidays. New local exhibits e.g. Port Room; temporary exhibits e.g. Anniversary of Felixstowe Floods 1953, Bikes of Yesteryear linking to Tour of Britain Cycle race in Felixstowe To run a café & shop to raise income & use of Beehive Café as a creative space for community workshops & events To further engage with our community through outreach e.g talks and displays; hosting community & school groups, & through our social media increasing followers to 2000. To undertake WI-FI cabling and installation of CCTV
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees believe the objectives and activities of the charity meet the guidance issued by the Charity Commission.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	We have about 20 volunteers supporting the museum in various roles during the season April to Nov- front of house, retail, exhibit champions, archive & collections. Volunteer hours exceed 1680hrs contributing savings of c£22,000 paid staff equivalent. In addition, a number of volunteers continue to support the Museum over the winter period in maintenance and new exhibit installation roles.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The Museum is still recovering from Covid & people's reluctance to return to public places However the temporary & new exhibits encourage return visits & museum has increased footfall this year by 24% Exhibits that focused on local history and heritage like 1953 floods connect the community and promote a sense of pride and place Trial of joint tickets with Landguard Fort proved successful, increasing income for both venues whilst offering savings to the community Widening the reach of our collections through new initiatives and partnerships e.g. Curious Minds - a heritage and arts wellbeing programme supporting people living with long term, complex health needs. Funded by Suffolk County Council and Ipswich and East Suffolk Alliance. The Museum enabled creativity through conversation and photography inspired by our museum collection. Increasing participant confidence, reducing loneliness & isolation & time out from individual health worries. The introduction of the Beehive Café broadens our offer to both visitors at the Museum and visitors walking on Landguard Reserve who can also benefit from refreshments without paid access to the Museum.

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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity’s financial position at the end of the period	Para 1.21	The charity has maintained a good level of reserves over the year and has avoided the need to impact the operational reserves Income has increased during the year and costs reduced. The major saving was in staffing costs with the previous “curator” replaced by an administrator in the short-term. It will be necessary to employ a “curator” in the future and arrangements are being made to both increase funds and look for grant opportunities to make this happen
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The operational reserve is held in an interest-bearing account. The Trustees intend this reserve to be £10,000 and will continue to increase this from its current value of £7,500
Amount of reserves held	Para 1.22	At the end of the reporting period there were reserves of £28,024
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity’s principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Reference and Administrative details

Charity name	Felixstowe History and Museum Society
Other name the charity uses	Felixstowe Museum
Registered charity number	1196598
Charity's principal address	Felixstowe Museum View Point Road Felixstowe IP11 3TW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Sharon Harkin	Chairman	Appointed 31/10/2023	
2	Kevin Sullivan	Hon. Treasurer	Appointed 01/10/2023	
3	Simon Harris			
4	Christopher Hilton			
5	Jayne Lindill			
6	Anthony Malster		Appointed 31/10/2023	
7	John Puxley			
8	David Gledhill		Resigned 31/10/2023	
9	Martin Walklate		Resigned 31/10/2023	
10				
11				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Independent Trustees nominated, interviewed and voted on

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	Dawn Johnson	5 Schneider Business Park, Felixstowe, IP11 3SS

Name of chief executive or names of senior staff members (Optional information)

Exemptions from disclosure

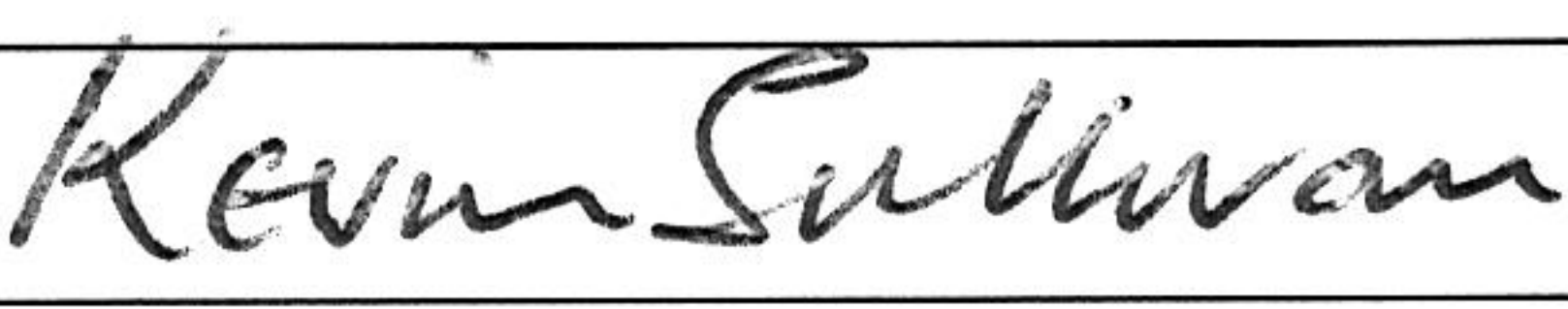
Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Sharon Harkin	Kevin Sullivan
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date



FELIXSTOWE HISTORY AND MUSEUM SOCIETY

Charity No. 1196598

Trustees' Report and Unaudited Accounts

31 March 2024

	Pages
Trustees' Annual Report	2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Accounts	6 to 12
Detailed Statement of Financial Activities	13 to 14

FELIXSTOWE MUSEUM

The trustees present their report with the unaudited financial statements of the charity for the year ended 31 March 2024.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity No. 1196598

Trustees

The following trustees served during the year:

D. Gledhill	(Resigned 31 October 2023)
S.M. Harkin	
S. Harris	
C. Hilton	
J. Lindill	
A.A. Malster	
J. Puxley	
K. Sullivan	
M. Walklate	(Resigned 31 October 2023)

Accountants

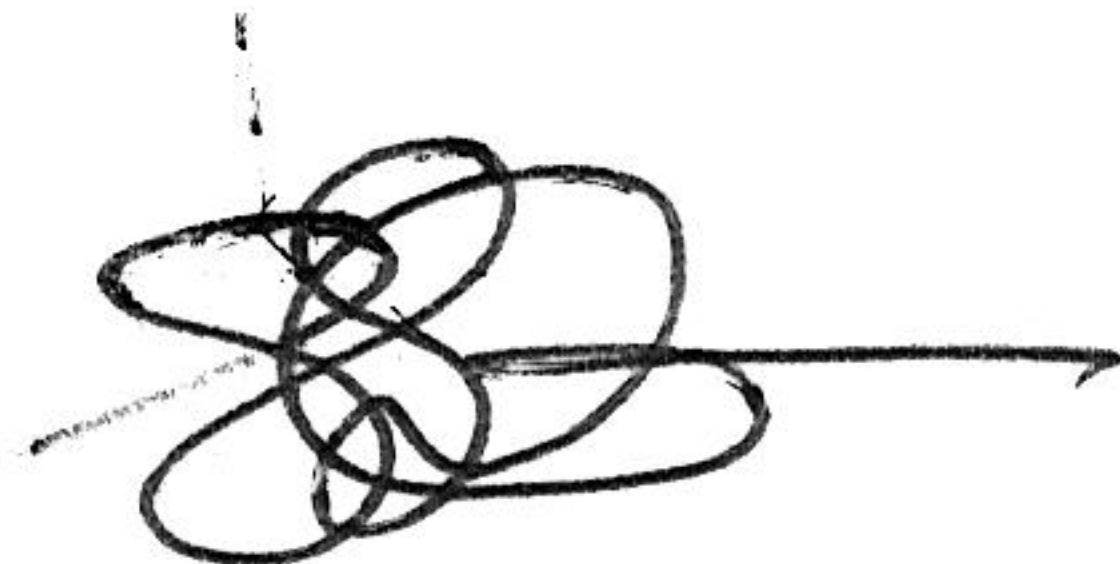
Account-Wryte Limited
5 Schneider Business Park
Felixstowe
Suffolk
IP11 3SS

Statement of trustees' responsibilities in relation to the financial statements

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the charity's trustees



S.M. Harkin
Trustee
30 May 2025

Independent Examiner's Report to the trustees of FELIXSTOWE HISTORY AND MUSEUM SOCIETY

I report to the trustees on my examination of the financial statements of FELIXSTOWE HISTORY AND MUSEUM SOCIETY for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Dawn Johnson FMAAT
Account-Wryte Limited
5 Schneider Business Park
Felixstowe
Suffolk

IP11 3SS
30 May 2025

FELIXSTOWE HISTORY AND MUSEUM SOCIETY
Statement of Financial Activities
for the year ended 31 March 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
	Notes				
Income and endowments from:					
Donations and legacies	2	3,476	-	3,476	1,163
Charitable activities	3	14,566	-	14,566	12,581
Other trading activities	4	10,234	-	10,234	8,549
Investments	5	45	-	45	-
Other	6	251	900	1,151	1,994
Total		28,572	900	29,472	24,287
Expenditure on:					
Raising funds	7	3,283	-	3,283	6,472
Charitable activities	8	250	-	250	-
Other	9	24,393	168	24,561	32,534
Total		27,926	168	28,094	39,006
Net gains on investments		-	-	-	-
Net income/(expenditure)	10	646	732	1,378	(14,719)
Transfers between funds		-	-	-	-
Net income/(expenditure) before other gains/(losses)		646	732	1,378	(14,719)
Other gains and losses					
Net movement in funds		646	732	1,378	(14,719)
Reconciliation of funds:					
Total funds brought forward		26,475	-	26,475	41,194
Total funds carried forward		27,121	732	27,853	26,475

FELIXSTOWE HISTORY AND MUSEUM SOCIETY**Balance Sheet**

at 31 March 2024

Charity No. 1196598

		2024	2023
		£	£
Fixed assets			
Tangible assets	12	4,020	-
		<u>4,020</u>	<u>-</u>
Current assets			
Debtors	13	1,503	-
Cash at bank and in hand		22,750	26,475
		<u>24,253</u>	<u>26,475</u>
Creditors: Amount falling due within one year	14	(420)	-
Net current assets		23,833	26,475
Total assets less current liabilities		<u>27,853</u>	<u>26,475</u>
Net assets excluding pension asset or liability		<u>27,853</u>	<u>26,475</u>
Total net assets		<u>27,853</u>	<u>26,475</u>
The funds of the charity			
Restricted funds	15		
Restricted income funds		732	-
		<u>732</u>	<u>-</u>
Unrestricted funds	15		
General funds		24,121	26,475
Designated funds		3,000	-
		<u>27,121</u>	<u>26,475</u>
Reserves	15		
Total funds		<u>27,853</u>	<u>26,475</u>

Approved by the trustees on 30 May 2025

And signed on their behalf by:



S.M. Harkin

Trustee

30 May 2025

1 Accounting policies**Basis of preparation**

The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

Notes to the Accounts

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from tax on its charitable activities.

Tangible fixed assets and depreciation

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Office Equipment	25% Straight Line
------------------	-------------------

Freehold investment property

Investment properties are measured initially at cost and subsequently at fair value at each balance sheet date and are not depreciated. All gains or losses are taken to the Statement of Financial Activities as they arise.

Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Notes to the Accounts

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Research and development

Expenditure on research and development is written off in the year in which it is incurred.

Foreign currencies

Monetary assets and liabilities denominated in currencies other than the functional currency of the charity are translated at the rates of exchange prevailing at the end of the reporting period. Transactions in currencies other than the functional currency of the charity are recorded at the rate of exchange on the date that the transaction occurred. All exchange differences are taken into account in arriving at net income/expenditure.

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation. Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term. In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

2 Income from donations and legacies

	Unrestricted	Total 2024	Total 2023
	£	£	£
Donations	3,476	3,476	1,163
	<u>3,476</u>	<u>3,476</u>	<u>1,163</u>

3 Income from charitable activities

	Unrestricted	Total 2024	Total 2023
	£	£	£
Admission to Museum	14,566	14,566	12,581
	<u>14,566</u>	<u>14,566</u>	<u>12,581</u>

4 Income from other trading activities

	Unrestricted	Total 2024	Total 2023
	£	£	£
Gift Shop	3,935	3,935	2,267
Tea Room	2,882	2,882	2,377
Events	1,360	1,360	3,905
Arts Commission	2,057	2,057	-
	<u>10,234</u>	<u>10,234</u>	<u>8,549</u>

5 Income from investments

	Unrestricted	Total 2024	Total 2023
	£	£	£
Bank Interest	45	45	-
	<u>45</u>	<u>45</u>	<u>-</u>

6 Other income

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
Grant Income	-	900	900	1,948
Membership Fees	230	-	230	46
Other Income	21	-	21	-
	<u>251</u>	<u>900</u>	<u>1,151</u>	<u>1,994</u>

Notes to the Accounts

7 Expenditure on raising funds

	Unrestricted	Total 2024	Total 2023
	£	£	£
<i>Fundraising trading costs</i>			
Gift Shop	599	599	4,196
Tea Room	-	-	369
Events	1,033	1,033	1,907
Arts Commission	1,651	1,651	-
	<u>3,283</u>	<u>3,283</u>	<u>6,472</u>

8 Expenditure on charitable activities

	Unrestricted	Total 2024	Total 2023
	£	£	£
<i>Governance costs</i>			
Independent Examination	250	250	-
	<u>250</u>	<u>250</u>	<u>-</u>

9 Other expenditure

	Unrestricted	Restricted	Total 2024	Total 2023
	£	£	£	£
Other Direct costs	644	-	644	-
Waste Disposal	1,448	-	1,448	-
Display and Curatorial	1,551	-	1,551	7,100
Card Processing Fees	271	-	271	222
Employee costs	16,529	-	16,529	20,963
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	382	168	550	-
General administrative costs	3,398	-	3,398	4,249
Legal and professional costs	170	-	170	-
	<u>24,393</u>	<u>168</u>	<u>24,561</u>	<u>32,534</u>

10 Net income/(expenditure) before transfers

	2024	2023
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	550	-

11 Staff costs

	2024	2023
Salaries and wages	15,000	20,544
	<u>15,000</u>	<u>20,544</u>

No employee received emoluments in excess of £60,000.

12 Tangible fixed assets

	Office Equipment	Total
	£	£
Cost or revaluation		
Additions	4,570	4,570
At 31 March 2024	4,570	4,570
Depreciation and impairment		
Depreciation charge for the year	550	550
At 31 March 2024	550	550
Net book values		
At 31 March 2024	4,020	4,020

13 Debtors

	2024	2023
	£	£
Other debtors	1,503	-
	1,503	-

14 Creditors:

amounts falling due within one year

	2024	2023
	£	£
Accruals	420	-
	420	-

15 Movement in funds

	At 1 April 2023	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2024 £
Restricted funds:				
Restricted income funds:				
Archive Project	-	900	(168)	732
<i>Total</i>	-	900	(168)	732
Unrestricted funds:				
General funds	26,475	25,572	(27,926)	24,121
Designated funds:				
Gitsham Fund	-	3,000	-	3,000
<i>Total</i>	-	3,000	-	3,000
Total funds	26,475	29,472	(28,094)	27,853

Purposes and restrictions in relation to the funds:

Restricted funds:

Archive Project Maintain Museum Archives

Designated funds:

Gitsham Fund Bequest to be used at Trustees Discretion

16 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	3,291	729	4,020
Net current assets	23,833	-	23,833
	27,124	729	27,853

17 Reconciliation of net debt

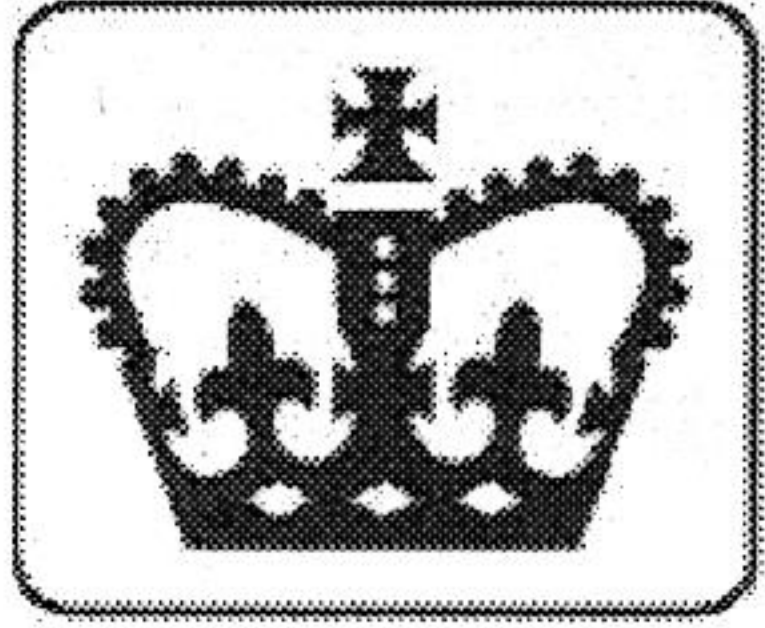
	At 1 April 2023 £	Cash flows £	At 31 March 2024 £
Cash and cash equivalents	26,475	(3,725)	22,750
	26,475	(3,725)	22,750
Net debt	26,475	(3,725)	22,750

FELIXSTOWE HISTORY AND MUSEUM SOCIETY
Detailed Statement of Financial Activities
for the year ended 31 March 2024

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income and endowments from:				
Donations and legacies				
Donations	3,476	-	3,476	1,163
	<u>3,476</u>	<u>-</u>	<u>3,476</u>	<u>1,163</u>
Charitable activities				
Admission to Museum	14,566	-	14,566	12,581
	<u>14,566</u>	<u>-</u>	<u>14,566</u>	<u>12,581</u>
Other trading activities				
Gift Shop	3,935	-	3,935	2,267
Tea Room	2,882	-	2,882	2,377
Events	1,360	-	1,360	3,905
Arts Commission	2,057	-	2,057	-
	<u>10,234</u>	<u>-</u>	<u>10,234</u>	<u>8,549</u>
Investments				
Bank Interest	45	-	45	-
	<u>45</u>	<u>-</u>	<u>45</u>	<u>-</u>
Other				
Grant Income	-	900	900	1,948
Membership Fees	230	-	230	46
Other Income	21	-	21	-
	<u>251</u>	<u>900</u>	<u>1,151</u>	<u>1,994</u>
Total income and endowments	28,572	900	29,472	24,287
Expenditure on:				
Costs of other trading activities				
Gift Shop	599	-	599	4,196
Tea Room	-	-	-	369
Events	1,033	-	1,033	1,907
Arts Commission	1,651	-	1,651	-
	<u>3,283</u>	<u>-</u>	<u>3,283</u>	<u>6,472</u>
Total of expenditure on raising funds	3,283	-	3,283	6,472
Governance costs				
Independent Examination	250	-	250	-
	<u>250</u>	<u>-</u>	<u>250</u>	<u>-</u>
Total of expenditure on charitable activities	250	-	250	-
Other expenditure				
Other Direct costs	644	-	644	-

FELIXSTOWE HISTORY AND MUSEUM SOCIETY
Detailed Statement of Financial Activities

Waste Disposal	1,448	-	1,448	-
Display and Curatorial	1,551	-	1,551	7,100
Card Processing Fees	271	-	271	222
	<u>3,914</u>	<u>-</u>	<u>3,914</u>	<u>7,322</u>
Employee costs				
Salaries/wages	15,000	-	15,000	20,544
Staff recruitment	576	-	576	-
Staff welfare	953	-	953	419
	<u>16,529</u>	<u>-</u>	<u>16,529</u>	<u>20,963</u>
General administrative costs, including depreciation and amortisation				
Depreciation of Office Equipment	382	168	550	-
Equipment repairs and maintenance	635	-	635	1,003
General insurances	980	-	980	948
Software, IT support and related costs	112	-	112	-
Subscriptions	395	-	395	168
Telephone, fax and broadband	1,276	-	1,276	2,130
	<u>3,780</u>	<u>168</u>	<u>3,948</u>	<u>4,249</u>
Legal and professional costs				
Accountancy and bookkeeping	170	-	170	-
	<u>170</u>	<u>-</u>	<u>170</u>	<u>-</u>
Total of expenditure of other costs	<u>24,393</u>	<u>168</u>	<u>24,561</u>	<u>32,534</u>
Total expenditure	<u>27,926</u>	<u>168</u>	<u>28,094</u>	<u>39,006</u>
Net gains on investments	-	-	-	-
	<u>646</u>	<u>732</u>	<u>1,378</u>	<u>(14,719)</u>
Net income/(expenditure)				
Net income/(expenditure) before other gains/(losses)	<u>646</u>	<u>732</u>	<u>1,378</u>	<u>(14,719)</u>
Other Gains	-	-	-	-
Net movement in funds	<u>646</u>	<u>732</u>	<u>1,378</u>	<u>(14,719)</u>
Reconciliation of funds:				
Total funds brought forward	26,475	-	26,475	41,194
Total funds carried forward	<u>27,121</u>	<u>732</u>	<u>27,853</u>	<u>26,475</u>



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
FELIXSTOWE HISTORY AND MUSEUM SOCIETY

**On accounts for the year
ended**

31 MARCH 2024

**Charity no
(if any)**

1196598

Set out on pages

1-15

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 March 2024**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

12/6/2025

Name:

Dawn Johnson FMAAT

**Relevant professional
qualification(s) or body
(if any):**

Fellow member of Accounting Technicians

Address:

Account Wryte Ltd

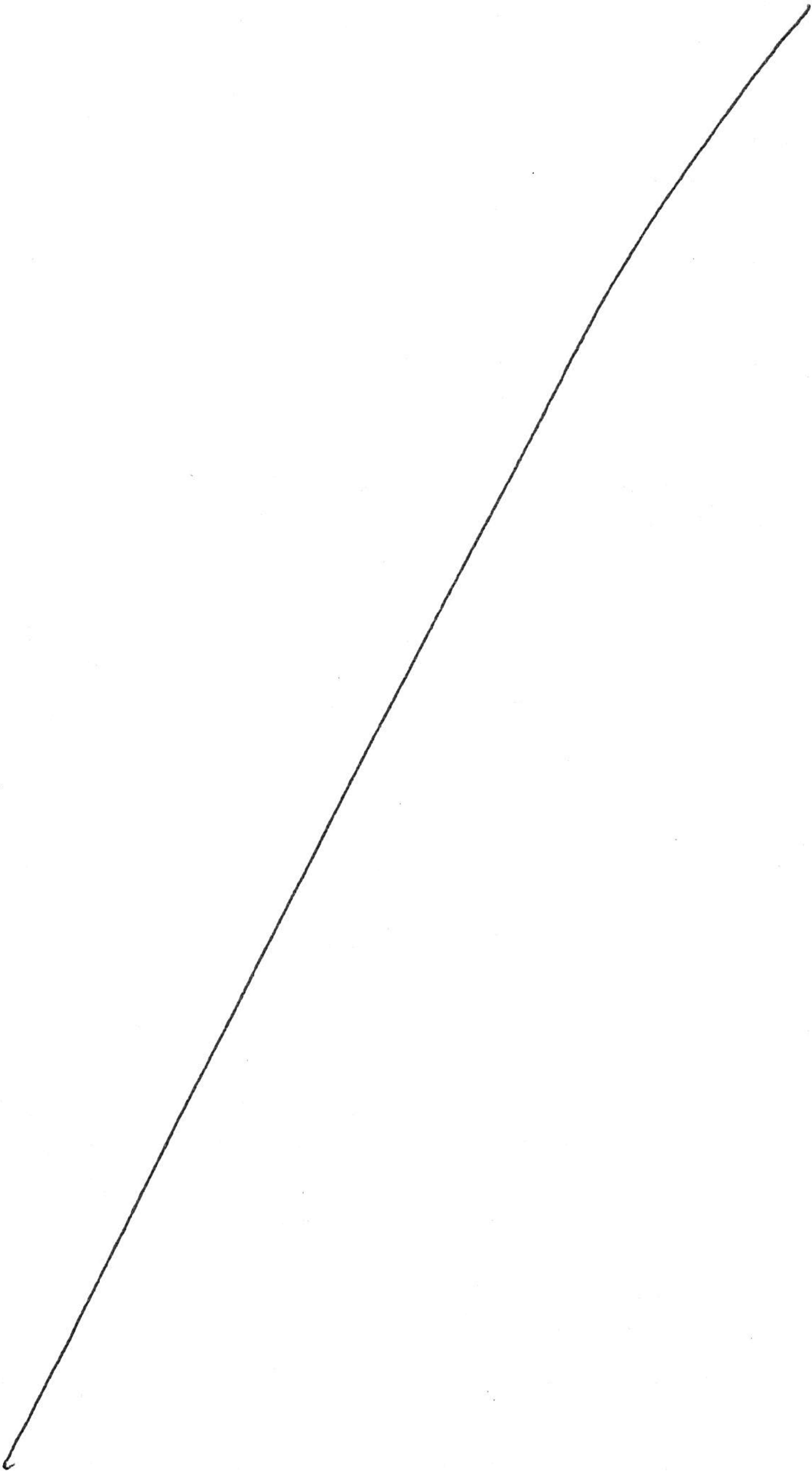
5 Schneider Business Park, Felixstowe

Suffolk IP11 3SS

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A



THE FELIXSTOWE HISTORY AND MUSEUM SOCIETY

England & Wales - Charity number 1196598

Accounts

Felixstowe History and Museum Trust. Chairman's report 2023.

I am pleased to report that 2023 has been a successful year, in many respects, and has built on the post-pandemic growth in 2022. Visitor numbers have increased in line with our extended opening hours, revenue has grown, even though many other visitor attractions have reported a slow-down, and our new arrangements for the Café have produced a significant improvement to our financial stability.

We have new volunteers, a more stable arrangement for the Management of the Museum and have enjoyed both national and regional press coverage.

The year started with the departure of Andy Calver, the former Curator, who we could not afford to continue to employ. This was followed by the decision of Barbara Matthews, a long serving and much-loved volunteer, to stand down as a volunteer and from leading the operation of the Café. This meant that we needed to make new arrangements for the Management of the Museum and Café before the start of the new season.

Following on from our previously expressed intent to work more closely with the Fort we approached the Fort Trust and asked if they would take on responsibility for the day-to-day operations in the Museum if we paid for an additional member of staff in their Management Team. The Fort agreed to this request and in March Debbie Martin, a former volunteer at the Museum, was appointed as Assistant Manager.

It has taken some time to "bed in" these new working arrangements but the new Management group, led by Nicola Barker, has brought some stability to the Museum, and helped us weather events that might otherwise have proven to be crises. We have also been able to improve our compliance and most importantly have reduced our dependence on single individuals.

Also in March, we came to an arrangement with Tracy Richer to operate the Café for us on a profit share basis and thus the Beehive Café was born. Tracy has her own successful business in Beach Street so came to us with strong recommendations. She has subsequently thrown herself into this new venture with a great amount of effort and commitment. The result has been that the revenue from the Café has increased by a multiple of twenty and our earnings from it by around five hundred per cent. Additionally, there is no doubt that people who might never have come to the Museum have been drawn in by the Café and it has a very strong brand, taking its name from HMS Beehive, which felt appropriate and meaningful for the site and its place within the Museum.

There was a concern that by increasing the size of the café we would detrimentally impact the sale of goods from the shop but that has not proven to be the case, although there has not been significant growth. Creating the Beehive Café has also given us a bright and airy space for many uses. Local artists can display and sell their work in the café, and we have worked in collaboration with local creatives to deliver art and pottery classes in the evenings.

The Beehive has also been used as an event space. A planning meeting for the very popular Love Felixstowe event was held in the cafe back in the summer,

which lead to a cycle decorating workshop for local businesses wanting to get into the spirit of the Tour of Britain to and promote their shops and cafes. This was particularly pleasing as it meant the Museum was able to work alongside East Suffolk Council, Felixstowe BID and Visit Felixstowe and taking the opportunity to get involved with the TOB, even though geographically we were away from the main town and areas of activity. It brought increased footfall and helped raise awareness of the Museum.

The Beehive was also the setting for a book launch by author Julia Jones who republished "We Fought them in Gunboats", a new and unabridged version of the WW2 memoir by local war hero Robert Hitchens. Julia undertook much of her research at Felixstowe Museum and has credited us with support at subsequent literary events, including the Felixstowe Book Festival.

The Museum has also collaborated with Caring Connections, an initiative which encouraged visitors to the museum to jot down, on a postcard, their thoughts and memories of Felixstowe, and how they came to be here. There were many responses, which formed a small display at the museum, and will help inform a larger project aiming to promote wellbeing through connections with people of all ages.

Pier Projects is also collaborating with Felixstowe Museum with its View from Convalescent Hill oral history project which will run until November 2024. This Heritage Fund supported initiative aims to discover and celebrate the stories, histories and memories of Felixstowe as a Victorian Spa Town and a place for convalescence. This will also involve an artist in residence during the year ahead.

The Port of Felixstowe exhibition, which opened this year, has also been very popular. With support from local Facebook pages including the Felixstowe Dock Workers Association and Visit Felixstowe, as well as our own website and social media channels, the display has appealed to former employees and many grandchildren of former employees, as well as the public drawn to Landguard by the shipping movements. This display was born from a collaboration with the Port of Felixstowe at the 2022 Suffolk Show, and will continue for the coming year, with our thanks to them for their support.

Temporary exhibitions during 2023 included a timely and reflective commemoration of the 1953 East Coast Floods and the coronation of HM Queen Elizabeth in the same year. We are grateful for the support of Jean McPherson with the flood display and have been pleased to promote her book "1953 - Never to be forgotten." We also staged a small Bikes of Yesteryear exhibition to celebrate the Tour of Britain elite cycling race which rolled into town on September 7 with the start and finish of Stage 5 taking place on the seafront. This display combined the social history of biking along with memories of local people reflecting on their childhood 'rides'.

I think refreshing exhibitions like this, and welcoming other use of spaces such as the café, means there is always something new to discover at the Museum and that we remain connected and an integral part of the community.

Press coverage has also been pleasing this year with interest from both broadcast and print media notably Radio 4's Open Country, Suffolk Magazine, Felixstowe Radio and the local Flyer, Spotlight and Town Council magazines, and

we thank them all for the positive exposure they have given our work. Our own Facebook page now has more than 2,000 followers with our Instagram and X feeds also gaining momentum.

In the year till the end of September, Adult visitor numbers (including English Heritage) have grown from 2216 in 2022 to 2751 in 2023 an increase of 24%, but it must be remembered that we are now open for four days a week instead of three.

However, the number of children who visited has not grown by the same amount. We welcomed 516 in 2023 compared with 506 in 2022. The number of trails we sold fell from 279 last year to 264 this year but I believe it was a mistake to not have the Owl Trail running in parallel with the summer (crab) trail which has been the practice in previous years.

It was disappointing that we were not able to go ahead with our August Bank Holiday music events because of a change in the advice from English Heritage. This emphasises the need for us to negotiate a more formal agreement with EH for our occupancy of the Museum but as this also applies to the Bird Observatory, and to some extent the Fort, this is a project that will be led by the Landguard Trust.

As ever the Museum has been greatly dependent on our volunteers. We have been pleased to welcome some new faces and to have enjoyed the continued support of many long serving and hard-working colleagues. It is a delight to work at the Museum and I am humbled by and grateful for the willingness of these people to give their time so freely to support our Museum.

There are several challenges for the Museum in the year ahead, not least of which is gaining re-accreditation. I am pleased that the 80's exhibition will continue for another year as this is a real crowd pleaser and, with news that Live Aid is being made into a west end musical, we anticipate no let-up in its appeal.

It has been a great privilege for me to hold the position of Chair of the Museum during the last two years and whilst there were times on dark winter nights when I wondered what on earth I was doing here, overall, it has been an immensely enjoyable experience. I have met some great people, both as colleagues and as customers and I have learnt a lot about our town and the people who live here, which is, after all, what it is all about!

I believe that the Museum has a strong foundation for the future and a very strong Management and Leadership team so will enjoy continued success and I look forward to sharing that success but now, as a volunteer.

David Gledhill

4/10/2023

Summary Account for the year ending 31st March 2023

[illegible]

