

FRIENDS OF HEPTONSTALL MUSEUM

England & Wales · Charity number 1200045

Details

Status Registered

Legal form CIO

Registered 2022-08-12

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

Contact

Address The Museum
Old Grammar School
Church Yard Bottom
Heptonstall
Hebden Bridge
HX7 7PL

Phone 01422 648449

Email info@heptonstallmuseumfriends.org.uk

Website <https://heptonstallmuseumfriends.org.uk/>

Activities

Objects: THE OBJECTS OF THE CIO ARE TO ESTABLISH AND MAINTAIN A MUSEUM IN HEPTONSTALL FOR THE BENEFIT OF THE PUBLIC.

Activities: To establish and maintain a museum in Heptonstall for the benefit of the public.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Calderdale

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£27,644	£17,648	-	-
2024-03-31	£26,859	£20,528	-	-
2023-03-31	£5,763	£1,448	-	-

Trustees

Name	Role	Appointed
Timothy Andrew Machin	Chair	2022-08-11
Christopher Hancox		2024-01-01
NICOLA MARIA JONES		2022-08-11
Nicholas Wilding		2022-08-11
Professor Rebecca Boden		2024-01-01
Rebecca Land Cave		2022-08-11

FRIENDS OF HEPTONSTALL MUSEUM

England & Wales - Charity number 1200045

Accounts

Friends of Heptonstall Museum

Trustees Annual Report

1 April 2024 – 31st March 2025

Charity number: 1200045

The Museum
Old Grammar School
Church Yard Bottom
Heptonstall
Hebden Bridge
HX7 7PL

heptonstallmuseumfriends.org.uk

Objectives and Activities

The Friends of Heptonstall Museum exists to establish and maintain a museum in Heptonstall for the benefit of the public. It aims to pursue a community asset transfer to reopen Heptonstall Museum.

We want to create and sustain a community-run museum that:

- Provides a place where we can come together to explore our shared past and build a shared future.
- Embraces our collective creativity and sparks the imagination.
- Supports economic, social, and environmental sustainability in our museum and our village.
- Makes our village and our planet better places to live and a welcoming place for everyone.

Achievements and Performance

Summary of our performance against our business plan, and our joint working agreement with Calderdale Council.

Objective: To maintain or increase users or usage of the asset year on year.		
<i>Milestone</i>	<i>Status 31 March 2025</i>	<i>Notes</i>
Open four days a week all year round.	Achieved The museum has been opening Thursday-Sunday.	Out of a possible 208 days 181 days were fully staffed by volunteers.
Museum visits - 10,000 visitors to the Museum by the end of year 3 7 ad hoc Events delivered 8 History Talks Delivered 1 Heritage Open Day Event (drop in) 5 Researching Heptonstall Group meetings 1 Fundraiser quiz	3585 museum entrees 443 Event participants 150 participants 20 participants 8/10 participants per meeting 40 participants	Visitor numbers were lower than expected in this period, however delays to the set removal meant that the Gallows Pole exhibition has been prolonged longer than anticipated, reducing return visits. Open Studios (4-6 July), Elmet Event (17 Aug), Affordable Art Sales (Aug 31, 28 and 29th September) Christmas Fayre (29 Nov), Darkher acoustic gig (12 Jan) Programme advertised May 2024 - January 2025 Held in Museum Undercroft to promote local research and objects exhibition. Meetings held at the local Bowling club (financed by the Museum). In person meetings and walkabout historical information gathering. Commenced Oct 24 Held to raise money to support Researching Heptonstall Group Nov 24

Objective: To maintain or increase users or usage of the asset year on year.		
<i>Milestone</i>	<i>Status 31 March 2025</i>	<i>Notes</i>
Membership – targeting 100 members by the end of year 1	Below Target	Membership scheme to be reviewed
Partnership projects	4	<p>1 Walkabout and Poetry event delivered with Elmet (August)</p> <p>1 Open Studios event timed to correspond with Heptonstall Festival (July)</p> <p>Heritage Open Day (Sept)</p> <p>1 visit from Calderdale CultureDale Volunteer Programme</p> <p>Collaborated with The Brutish Multitude on a Rotary Funded film to support our education programme.</p>
Major exhibition/project every year to 18 months	ON TARGET	The Gallows Pole exhibition has been kept in situ due to delays in removing the film set (see above). However, we successfully bid for £8000 of Culturedale funding to run a series of community arts workshops and support local heritage research, to segue into the next exhibition.
Three specialist events annually	2 in planning	<p>Letter of support to Folklore Centre (March 25) for roving Pace Egg exhibition. (subject to approval)</p> <p>Letter of support to Arvon Foundation (March 25) for temporary literary exhibition (subject to development)</p>

Objective: To be financially viable
See Financial Review, below.

Objective: To maintain the building as is and attempt to renovate/refurbish the building.
We have been pursuing Calderdale Council through this period to arrange removal of the film set. This will, once complete, bring the interior of the building up to standard.
We have been investigating repairs to the guttering and first floor windows, but were unsuccessful in our application for listed building consent for a proposed scheme – the acceptable option is expensive and will require some fund raising.
There being available for inspection, certificates of compliance with regard to various periodic health and safety checks.
All systems and equipment are compliant and certification is available as appropriate.

Objective: To be open and inclusive to everyone whatever their race, gender, religion, physical and mental abilities, sexual orientation, economic wellbeing, political views and to ensure there is compliance with the Equality Act 2010 and any other relevant equalities legislation, codes of practice, policies and procedures.	
<i>Relevant Milestones</i>	
Association model constitution	Friends of Heptonstall Museum was formally constituted as a charity in 2023.
Policies and procedures	We have a comprehensive range of policies.
Achieve Museum Development Yorkshire accreditation by the end of Year 2	We are aiming to begin this process in the next financial year.

Volunteers – increase volunteer pool from current figure to between 50-70 people by end of Year 5	We currently have a pool of 23 volunteers. Early 2025 saw a large reduction of regular volunteers (10) for differing reasons. We have worked hard to induct new volunteers, but this impacted our ability to cover all shifts particularly Jan - March 2025.
Events/visits/local groups to increase incrementally year on year as set out in the table in point one.	See above
To reach out through the creation of links with other groups and businesses within the community.	
<i>Milestone</i>	
Memberships	See above
Use of the building evidenced by management accounts (room hire/event/partnership events)	See above
Museum visits	See above
Bookings for local groups	We have developed a workshop package for young people and will be rolling this out in the 25/26 reporting period.


Financial Review

There are no concerns about the charity's ability to continue as a going concern.



No fund or subsidiary undertaking is materially in deficit.

No Funds are held as Custodian Trustee on Behalf of Others

The charities financial position at the end of the reporting period was as follows:

 CHARITY COMMISSION FOR ENGLAND AND WALES		Charity Name		No (if any)		CC16a
		ends of Heptonstall Museum		1200045		
Receipts and payments accounts						
For the period from		Period start date	To	Period end date		
		01-Apr-24		31-Mar-25		
Section A Receipts and payments						
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £	
A1 Receipts						
Entrance and Shop	18,288	-	-	18,288	22,544	
Donations and Subscription	3,265	-	-	3,265	1,857	
Grants	5,800	-	-	5,800	1,820	
Sundry Income	291	-	-	291	638	
	-	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
	-	-	-	-	-	
Sub total (Gross income for AR)	27,644	-	-	27,644	26,859	
A2 Asset and investment sales, (see table).						
	-	-	-	-	-	
	-	-	-	-	-	
Sub total	-	-	-	-	-	
Total receipts	27,644	-	-	27,644	26,859	
A3 Payments						
Insurance	2,637	-	-	2,637	2,387	
Purchases (Shop and Events)	4,051	-	-	4,051	4,269	
IT and Comms	513	-	-	513	106	
Building	9,487	-	-	9,487	4,250	
Business Rates	58	-	-	58	41	
Fees	30	-	-	30	4,209	
Marketing	675	-	-	675	499	
Service Charges	127	-	-	127	114	
Exhibition Production	70	-	-	70	4,240	
Unspent grant	-	-	-	-	415	
Sub total	17,648	-	-	17,648	20,528	
A4 Asset and investment purchases, (see table)						
	-	-	-	-	-	
	-	-	-	-	-	
Sub total	-	-	-	-	-	
Total payments	17,648	-	-	17,648	20,528	
Net of receipts/(payments)	9,996	-	-	9,996	6,331	
A5 Transfers between funds	-	-	-	-	-	
A6 Cash funds last year end	10,646	-	-	10,646	-	
Cash funds this year end	20,642	-	-	20,642	6,331	

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Account Balance	20,642	-	-
			-	-
		-	-	-
	Total cash funds	20,642	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Museum Building	N/A	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		Timothy Machin		02-Feb-26
		Nicola Jones		02-Feb-26

Reserves Policy

The Friends of Heptonstall Museum is committed to forward planning to protect the charity from unexpected events such as an unplanned significant repair cost, a sudden change in visitor numbers or being able to develop the museum in the future to improve the visitor experience. Reserves are the funds which we set aside to cover those possible future events. In addition, there are occasions when a donor will provide funds for a specific purpose only. That can mean that the funds are held and spent over a number of years on that intended purpose so need to be carried forward in the accounts.

To be clear in all our reporting we distinguish all funds as either 'restricted' or 'unrestricted' in terms of showing how the funds can and will be spent. Any funds given for a restricted reason will have that reason detailed and it will be made clear when the funds have been spent. For unrestricted funds, monies that can be used for any purpose, it will be made clear whether the trustees are moving any amounts to one side to potentially fund specific future events. Any funds so set aside will be marked as 'designated' and the reasons for the earmarking will be given. The reporting will also show when funds are taken from this designated fund and why.

This process of considering future need etc is part of a risk-based approach which aims to protect the museum from sudden and unplanned changes. The trustees monitor and review the need for reserves each year and then plan how they can build up sufficient reserve to mitigate any risk. This Reserves Policy may be revised as the needs of the museum change.

Structure, Governance and Management

The Friends of Heptonstall Museum is a Charitable Incorporated Organisation, governed by a constitution. New trustees are selected by the charity's existing trustees with regard to the skills, knowledge and experience needed for the effective administration of the CIO. No other body is entitled to appoint trustees.

Trustees of the Charity at the end of the year were:

Tim Machin (Chair)
Rebecca Boden (Treasurer)
Christopher Hancox
Nicola Jones
Jules McGonigle
Rebecca Land
Nat Edwards

During the period the following trustees stood down:

Sam Gould

Bankers: Unity Trust Bank PLC

Trustees have met monthly. All trustees have had regard to the Charity Commission's guidance on public benefit. The charity is sometimes referred to as 'Heptonstall Museum'.

**Independent Examiners Report to the Chairman on the Preparation of the Unaudited
Financial Information of
Friends of Heptonstall Museum
For the Year Ended 31 March 2025**

I report on the accounts of the Friends of Heptonstall Museum for the year ended 31 March 2025 set out on the separate pages.

Respective responsibilities of the Friends of Heptonstall Museum and Examiner The Friends of Heptonstall Museum is responsible for the preparation of the accounts and is aware that an independent examination is required. An audit is not required.

It is my responsibility to :

- examine the accounts in relation to requirements and
- state whether any matters have come to my attention throughout the examination.

Basis of independent examination statement My examination was carried out in accordance with the general directions prescribed for performing such an assignment. An independent examination includes a review of the accounting records kept and a comparison of the accounts presented with those records. It includes the consideration of any unusual items or disclosures shown within the accounts, seeking explanation as required. The procedure undertaken throughout the independent examination do not provide evidence as required by an audit and as such do not provide an opinion as to whether the accounts present a true and fair view. My report is limited to those matters set out in my independent examiners statement set out below.

Independent Examiners statement In connection with my examination, no matter has come to my attention:

1. gives me reasonable cause to believe that in any material respect the requirements to:
 - a. keep accounting records in accordance and
 - b. prepare accounts which accord to the accounting records have not been metor
2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Roger M Greenwood HMIT (ret'd) FSLCC

The Mallards, Underbank, Hebden Bridge HX7 6PP

FRIENDS OF HEPTONSTALL MUSEUM

England & Wales - Charity number 1200045

Accounts

Friends of Heptonstall Museum

Trustees Annual Report

1 April 2023 - 31st March 2024

Charity number: 1200045

The Museum
Old Grammar School
Church Yard Bottom
Heptonstall
Hebden Bridge
HX7 7PL

heptonstallmuseumfriends.org.uk

Objectives and Activities

The Friends of Heptonstall Museum exists to establish and maintain a museum in Heptonstall for the benefit of the public. It aims to pursue a community asset transfer to reopen Heptonstall Museum.

We want to create and sustain a community-run museum that:

- Provides a place where we can come together to explore our shared past and build a shared future.
- Embraces our collective creativity and sparks the imagination.
- Supports economic, social, and environmental sustainability in our museum and our village.
- Makes our village and our planet better places to live and a welcoming place for everyone.

Achievements and Performance

- Community Asset Transfer of Museum

The asset transfer from Calderdale Council has been completed and our 125-year lease on the Museum was completed in July 2023.

We have entered into a joint working agreement with Calderdale which runs for five years alongside this. This includes annual reporting against agreed milestones and some support from the council.

We re-opened the Museum to visitors in May 2023. Our opening launch was attended by [local press](#) and invited guests, with an opening speech from BBC3 radio presenter, Elizabeth Alker.

- Business Planning

We have been working against our business plan. We have made efforts to develop the skillset of our trustees, and have recruited additional trustees to the board, with expertise in finance, fundraising and the voluntary sector.

- Programme of Events and Exhibitions

Our first exhibition 'The Criminal Coiners' has been a success, attracting 4031 visitors in the period.

We have run a rich and varied programme of around 30 events.

All our events have offered discounted or free entry to members, but have also encouraged wider attendance and resulted in income generation for the museum at times when the museum would otherwise be closed. We have focused events around key topics with a recognisable allegiance to the Museum, i.e., our Coiners' connections/exhibition, local poetry and local history.

Full details are always available on [our website](#), advertised via local social media, via Visit Calderdale and working with local performers, artists and organisations who have increased awareness via their own followers.

- Building

We have begun a programme of essential repairs to our listed building and completed the re-decoration of the reception area and toilet.

Financial Review

There are no concerns about the charity's ability to continue as a going concern.

No fund or subsidiary undertaking is materially in deficit.

No Funds are held as Custodian Trustee on Behalf of Others

The charities financial position at the end of the reporting period was as follows:

Section B Statement of assets and liabilities at the end of the period				
Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
B1 Cash funds	Account Balance on 31 March 2024	10,646	-	-
		-	-	-
		-	-	-
	Total cash funds	10,646	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
	Details	to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Museum Building	N/A	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which	Amount due	When due
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Reserves Policy

At Heptonstall Museum we are committed to forward planning to protect the charity from unexpected events such as an unplanned significant repair cost, a sudden change in visitor numbers or being able to develop the museum in the future to improve the visitor experience. Reserves are the funds which we set aside to cover those possible future events. In addition, there are occasions when a donor will provide funds for a specific purpose only. That can mean that the funds are held and spent over a number of years on that intended purpose so need to be carried forward in the accounts.

To be clear in all our reporting we distinguish all funds as either 'restricted' or 'unrestricted' in terms of showing how the funds can and will be spent. Any funds given for a restricted reason will have that reason detailed and it will be made clear when the funds have been spent. For unrestricted funds, monies that can be used for any purpose, it will be made clear whether the trustees are moving any amounts to one side to potentially fund specific future events. Any funds so set aside will be marked as 'designated' and the reasons for the earmarking will be given. The reporting will also show when funds are taken from this designated fund and why.

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Tim Machin (Chair)
Rebecca Boden
Christopher Hancox
Nicola Jones
Jules McGonigle
Rebecca Land
Nat Edwards

During the period the following trustees stood down:

Michael Crowley
Linda Maynard
Gemma Outen

Bankers: Unity Trust Bank PLC

Trustees have met monthly. All trustees have had regard to the Charity Commission's guidance on public benefit. The charity is sometimes referred to as 'Heptonstall Museum'.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name: _____ No (if any): _____

Receipts and payments accounts

CC16a

For the period from: _____ Period start date: _____ To: _____ Period end date: _____

Section A Receipts and payments

	Unrestricted to the nearest £	Restricted to the nearest £	Endowment to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Admissions	£ 13,064	-	-	13,064	-
Donation	£ 488	-	-	488	-
Event	£ 1,298	-	-	1,298	-
Grant	£ 1,820	-	-	1,820	-
Memberships	£ 1,369	-	-	1,369	-
Room hire	£ 638	-	-	638	-
Shop Sales	£ 8,182	-	-	8,182	-
Sub total (Gross income for	26,859	-	-	26,859	-
A2 Asset and investment sales,					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	26,859	-	-	26,859	-
A3 Payments					
Building Maintenance	£ 3,443.24	-	-	3,443	-
Events	£ 999.21	-	-	999	-
Exhibition Production	£ 4,239.61	-	-	4,240	-
Volunteer Expenses	£ 156.06	-	-	156	-
Professional Fees	£ 4,137.60	-	-	4,138	-
Insurance	£ 2,386.83	-	-	2,387	-
Equipment/Appliances	£ 106.00	-	-	106	-
Marketing	£ 498.77	-	-	499	-
Rates	£ 40.87	-	-	41	-
Unspent grant	£ 414.92	-	-	415	-
Service Charges	£ 114.14	-	-	114	-
Shop Stock	£ 3,113.36	-	-	3,113	-
Subscriptions	£ 71.00	-	-	71	-
Utilities	£ 806.40	-	-	806	-
Sub total	20,528	-	-	20,528	-
A4 Asset and investment					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	20,528	-	-	20,528	-
Net of receipts/(payments)	6,331	-	-	6,331	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	4,314.71	-	-	4,315	-
Cash funds this year end	10,646	-	-	10,646	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted to nearest £	Restricted to nearest £	Endowment to nearest £
B1 Cash funds	Account Balance on 31 March 2024	10,646	-	-
		-	-	-
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		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Funds to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B4 Assets retained for the charity's own use		Funds to which asset belongs	Cost (optional)	Current value (optional)
	Museum Building	N/A	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B5 Liabilities		Fund to which	Amount due	When due
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Signed by one or two trustees on	Signature	Print Name	Date of	
		Tim Machin	23-Jan-25	
		Julie McGonigle	31st January 25	

Independent Examiners Report to the Chairman on the Preparation of the Unaudited Financial Information of

Friends of Heptonstall Museum

For the Year Ended 31 March 2024

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- state whether any matters have come to my attention throughout the examination.

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Independent Examiners statement In connection with my examination, no matter has come to my attention:

1. gives me reasonable cause to believe that in any material respect the requirements to:
 - a. keep accounting records in accordance and
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2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Roger M Greenwood HMIT (ret'd) FSLCC

The Mallards, Underbank, Hebden Bridge HX7 6PP

FRIENDS OF HEPTONSTALL MUSEUM

England & Wales - Charity number 1200045

Accounts

Friends of Heptonstall Museum

Trustees Annual Report

12 August 2022 – 31st March 2023

Charity number: 1200045

The Museum
Old Grammar School
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Objectives and Activities

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We want to create and sustain a community-run museum that:

- Provides a place where we can come together to explore our shared past and build a shared future.
- Embraces our collective creativity and sparks the imagination.
- Supports economic, social, and environmental sustainability in our museum and our village.
- Makes our village and our planet better places to live and a welcoming place for everyone.

Achievements and Performance

This represents our first (partial) year as a CIO.

- Community Asset Transfer of Museum

We have made strong progress on our community asset transfer and are at the final stages of negotiating the lease on the museum building and joint working and loan agreements with Calderdale Council.

- Business Planning

We have commissioned surveys on the museum building and developed a business plan. The business plan sets out our objectives over the coming years as well as including detailed assessment of the viability of our proposals.

We have received a number of grants towards costs (legal services, professional fees) associated with the asset transfer and establishment of the CIO.

We have launched a membership scheme.

We have submitted an initial project enquiry with the National Heritage Lottery Fund for a first phase bid to cover initial repairs to the museum building and a feasibility study to future development.

- Programme of Events and Exhibitions

Although we have not yet signed the lease on the museum we have been able to access the museum for events under license from Calderdale Council, including events connected with the Sylvia Plath festival and a Christmas craft fair. We are about to launch a regular series of 'Poetry at the Museum' readings and workshops. We have begun to explore a future education offer.

We have been developing our first exhibition, 'The Criminal Coiners', co-curated through community workshops. This utilises the TV set that has been constructed within the museum to tell the true story of the Cragg Vale coiners, subject of a major BBC TV series to be broadcast later this year. We hope this will provide a strong offer to visitors and sustain interest in the museum and the area's history.

- Organisational Development

We have continued to develop the range of skills within the trustees. We have in place a range of policies: Artefact Donation; Collections; Complaints; Conflict of Interest; Data Protection; Document Retention; Equal Opportunities; Privacy; Reserves; Safeguarding Policy; Trustees' Code of Conduct; Volunteers.

Financial Review

There are no concerns about the charity's ability to continue as a going concern.

No fund or subsidiary undertaking is materially in deficit.

No Funds are held as Custodian Trustee on Behalf of Others

The charities financial position at the end of the reporting period was as follows:

Friends of Heptonstall Museum		Charity No	1200045	
		Company No	CEO29967	
Annual accounts for the period				
Period start date	12/08/2022	To	Period end date	31/03/2023

Section A Statement of financial activities (including summary income and expenditure account)

Recommended categories by activity	Guidance Note	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year funds
		£	£	£	£	£
		F01	F02	F03	F04	F05
Income (Note 3)						
Income and endowments from:						
Donations and legacies	S01	4,689	-	-	4,689	-
Charitable activities	S02	364	-	-	364	-
Other trading activities	S03	1,633	-	-	1,633	-
Investments	S04	-	-	-	-	-
Separate material item of income	S05	-	-	-	-	-
Other	S06	-	-	-	-	-
Total	S07	6,687	-	-	6,687	-
Expenditure (Notes 6)						
Expenditure on:						
Raising funds	S08	-	-	-	-	-
Charitable activities	S09	290	-	-	290	-
Separate material expense item	S10	-	-	-	-	-
Other	S11	2,082	-	-	2,082	-
Total	S12	2,372	-	-	2,372	-
Net income/(expenditure) before tax for the reporting period						
	S13	4,315	-	-	4,315	-
Tax payable	S14	-	-	-	-	-
Net income/(expenditure) after tax before investment gains/(losses)						
	S15	4,315	-	-	4,315	-
Net gains/(losses) on investments	S16	-	-	-	-	-
Net income/(expenditure)	S17	4,315	-	-	4,315	-
Extraordinary items	S18	-	-	-	-	-
Transfers between funds	S19	-	-	-	-	-
Other recognised gains/(losses):						
Gains and losses on revaluation of fixed assets for the charity's own use	S20	-	-	-	-	-
Other gains/(losses)	S21	-	-	-	-	-
Net movement in funds	S22	4,315	-	-	4,315	-
Reconciliation of funds:						
Total funds brought forward	S23	-	-	-	-	-
Total funds carried forward	S24	4,315	-	-	4,315	-

Reserves Policy

At Heptonstall Museum we are committed to forward planning to protect the charity from unexpected events such as an unplanned significant repair cost, a sudden change in visitor numbers or being able to develop the museum in the future to improve the visitor experience. Reserves are the funds which we set aside to cover those possible future events. In addition, there are occasions when a donor will provide funds for a specific purpose only. That can mean that the funds are held and spent over a number of years on that intended purpose so need to be carried forward in the accounts.

To be clear in all our reporting we distinguish all funds as either 'restricted' or 'unrestricted' in terms of showing how the funds can and will be spent. Any funds given for a restricted reason will have that reason detailed and it will be made clear when the funds have been spent. For unrestricted funds, monies that can be used for any purpose, it will be made clear whether the trustees are moving any amounts to one side to potentially fund specific future events. Any funds so set aside will be marked as 'designated' and the reasons for the earmarking will be given. The reporting will also show when funds are taken from this designated fund and why.

This process of considering future need etc is part of a risk-based approach which aims to protect the museum from sudden and unplanned changes. The trustees monitor and review the need for reserves each year and then plan how they can build up sufficient reserve to mitigate any risk. This Reserves Policy may be revised as the needs of the museum change.

Structure, Governance and Management

The Friends of Heptonstall Museum is a Charitable Incorporated Organisation, governed by a constitution. New trustees are selected by the charity's existing trustees with regard to the skills, knowledge and experience needed for the effective administration of the CIO. No other body is entitled to appoint trustees.

Trustees of the Charity at the end of the year were:

Tim Machin (Chair)

Linda Maynard (Project Officer and Secretary)

Michael Crowley

Nicola Jones

Jules McGonigle

Rebecca Land

Nat Edwards

Gemma Outen

Bankers: Unity Trust Bank PLC

Trustees have met monthly via Zoom. All trustees have had regard to the Charity Commission's guidance on public benefit.

Friends of Heptonstall Museum		Charity No	1200045	
		Company No	CEO29967	
Annual accounts for the period				
Period start date	12/08/2022	To	Period end date	31/03/2023

Section A Statement of financial activities (including summary income and expenditure account)

Recommended categories by activity	Guidance Note	Unrestricted funds	Restricted income funds	Endowment funds	Total funds	Prior year funds
		£ F01	£ F02	£ F03	£ F04	£ F05
Income (Note 3)						
Income and endowments from:						
Donations and legacies	S01	4,689	-	-	4,689	-
Charitable activities	S02	364	-	-	364	-
Other trading activities	S03	1,633	-	-	1,633	-
Investments	S04	-	-	-	-	-
Separate material item of income	S05	-	-	-	-	-
Other	S06	-	-	-	-	-
Total	S07	6,687	-	-	6,687	-
Expenditure (Notes 6)						
Expenditure on:						
Raising funds	S08	-	-	-	-	-
Charitable activities	S09	290	-	-	290	-
Separate material expense item	S10	-	-	-	-	-
Other	S11	2,082	-	-	2,082	-
Total	S12	2,372	-	-	2,372	-
Net income/(expenditure) before tax for the reporting period						
	S13	4,315	-	-	4,315	-
Tax payable	S14	-	-	-	-	-
Net income/(expenditure) after tax before investment gains/(losses)						
	S15	4,315	-	-	4,315	-
Net gains/(losses) on investments	S16	-	-	-	-	-
Net income/(expenditure) Extraordinary items						
	S17	4,315	-	-	4,315	-
Transfers between funds						
	S18	-	-	-	-	-
Other recognised gains/(losses):						
Gains and losses on revaluation of fixed assets for the charity's own use	S19	-	-	-	-	-
Other gains/(losses)	S20	-	-	-	-	-
	S21	-	-	-	-	-
Net movement in funds						
	S22	4,315	-	-	4,315	-
Reconciliation of funds:						
Total funds brought forward	S23	-	-	-	-	-
Total funds carried forward	S24	4,315	-	-	4,315	-

Section B Balance sheet

	Guidance Note	Unrestricted	Restricted	Endowment	Total this	Total last
		funds	income	funds	year	year
		£	£	£	£	£
		F01	F02	F03	F04	F05
Fixed assets						
Intangible assets (Note 15)	B01	-	-	-	-	-
Tangible assets (Note 14)	B02	-	-	-	-	-
Heritage assets (Note 16)	B03	-	-	-	-	-
Investments (Note 17)	B04	-	-	-	-	-
Total fixed assets	B05	-	-	-	-	-
Current assets						
Stocks (Note 18)	B06	-	-	-	-	-
Debtors (Note 19)	B07	-	-	-	-	-
Investments (Note 17.4)	B08	-	-	-	-	-
Cash at bank and in hand (Note 24)	B09	4,315	-	-	4,315	-
Total current assets	B10	4,315	-	-	4,315	-
Creditors: amounts falling due within one year (Note 20)	B11	-	-	-	-	-
Net current assets/(liabilities)	B12	4,315	-	-	4,315	-
Total assets less current liabilities	B13	4,315	-	-	4,315	-
Creditors: amounts falling due after one year (Note 20)	B14	-	-	-	-	-
Provisions for liabilities	B15	-	-	-	-	-
Total net assets or liabilities	B16	4,315	-	-	4,315	-
Funds of the Charity						
Endowment funds (Note 27)	B17	-	-	-	-	-
Restricted income funds (Note 27)	B18	-	-	-	-	-
Unrestricted funds	B19	4,315	-	-	4,315	-
Revaluation reserve	B20	-	-	-	-	-
Fair value reserve	B21	-	-	-	-	-
Total funds	B22	4,315	-	-	4,315	-

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

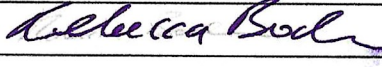
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Signed by one or two trustees/directors on behalf of all the trustees/directors

Print Name	Date of approval dd/mm/yyyy
Tim Machin	28/02/2024

Signature of director authenticating accounts being sent to Companies House

	Date dd/mm/yyyy
	29.2.2024
Rebecca Boden	Print name

(iii) the amount of the adjustment for each line affected in the current period, each prior period presented and the aggregate amount of the adjustment relating to periods before those presented, 3.44 FRS102 SORP.	
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1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS102 SORP).

Yes*	<input checked="" type="checkbox"/>	* -Tick as appropriate
No*	<input type="checkbox"/>	

Please disclose:

(i) the nature of any changes;	
(ii) the effect of the change on income and expense or assets and liabilities for the current period; and	
(iii) where practicable, the effect of the change in one or more future periods.	

1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS102 SORP).

Yes*	<input type="checkbox"/>	* -Tick as appropriate
No*	<input type="checkbox"/>	

Please disclose:

(i) the nature of the prior period error;	
(ii) for each prior period presented in the accounts, the amount of the correction for each account line item affected; and	
(iii) the amount of the correction at the beginning of the earliest prior period presented in the accounts.	

Note 1 Basis of preparation

This section should be completed by all charities.

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- and with* the 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 with* the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.*

* -Tick as appropriate

1.2 Going concern

If there are material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern, please provide the following details or state "Not applicable", if appropriate:

An explanation as to those factors that support the conclusion that the charity is a going concern;

Not applicable

Disclosure of any uncertainties that make the going concern assumption doubtful;

Not applicable

Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern.

Not applicable

1.3 Change of accounting policy

The accounts present a true and fair view and no changes have been made to the accounting policies adopted in note { }.

Yes*

* -Tick as appropriate

No*

Please disclose:

(i) the nature of the change in accounting policy;	
(ii) the reasons why applying the new accounting policy provides more reliable and more relevant information; and	