

**Old Kiln Museum CIO**

**Registered Charity Number: 1200370**

**Report of the Trustees and Unaudited Financial Statements for the Year Ended 31<sup>st</sup> March 2023 for  
Old Kiln Museum CIO.**

**Report of the Trustees for the Year Ended 31 March 2023**

The Trustees present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**History, objectives and activities of the Trust.**

The Old Kiln Museum Trust (289150) was established by a charitable trust deed on 19 January 1984. The Old Kiln Museum CIO (1200370) was registered as a Charitable Incorporated Organisation on 22<sup>nd</sup> September 2022 and all assets were transferred from the Trust to the new body on 1<sup>st</sup> April 2023. The Old Kiln Museum CIO (1200370) remained dormant during its first period, from date of registration through to the year ending 31<sup>st</sup> March 2023

The Trust's objectives are to establish and maintain a trust fund for the purposes of preserving the Old Kiln Museum and to provide for the advancement of public education in matters relating to farming, tools and goods used by craftsmen and traders locally from village life through the period 1750 to 1960. The Trust relies on entrance fees charged by the Museum and income raised from shop sales and special events to cover most of the annual running costs. For capital projects, and the cost of improvements, the Trustees seek grants from local authorities and other grant awarding bodies. There has been no change in these policies during the year. In 2022-23, the Trust employed three full time employees and three part-time staff. The rest of the work of the Museum is carried out by volunteers. The Trust follows the guidelines of Arts Council recommendations regarding all its operations. The Museum is fully accredited under the Arts Council Scheme. (Accredited Museum No. 418) The Trust works closely with all local and national agencies related to museums, heritage, leisure, tourism and the environment and is an active member of these organisations.

**Review of the Year 2022-23**

Please see Annual Report and Accounts for Old Kiln Museum Trust (289150)

**FINANCIAL REVIEW**

**Financial position**

Please see Annual Report and Accounts for Old Kiln Museum Trust (289150)

**Investment policy and objectives**

It is the policy of the Old Kiln Museum CIO to maintain unrestricted funds at a level equating to approximately three months unrestricted expenditure whenever possible. This is intended to provide sufficient funds to cover operating expenses. The adequacy of the reserves policy is reviewed periodically. The Old Kiln Museum CIO is empowered to invest and take appropriate investment advice if a long-term surplus of funds arises.

## **Old Kiln Museum CIO**

### **Audience Engagement**

Please see Annual Report and Accounts for Old Kiln Museum Trust (289150)

### **Outlook**

Please see Annual Report and Accounts for Old Kiln Museum Trust (289150)

### **Economic Outlook**

Please see Annual Report and Accounts for Old Kiln Museum Trust (289150)

### **Structure, Governance and Management**

#### **Governing Document**

The Old Kiln Museum CIO (1200370) was incorporated on 22<sup>nd</sup> September 2022, its assets being transferred from its predecessor organisation Old Kiln Museum Trust (289150), which was formed in 1984, on 1<sup>st</sup> April 2023. The Old Kiln Museum CIO is a Foundation CIO structure using template governing documents provided by the Charities Commission. Old Kiln Museum CIO began its first trading year on 1<sup>st</sup> April 2023, being dormant from its date of incorporation (22<sup>nd</sup> September 2022) until that date.

Trustees meet formally 4 times a year (quarterly) to review performance and set objectives. Additional meetings are arranged as required to develop strategy and vision for the future.

The CIO Trustees are supported by 6 salaried staff, 3 FT and 3 PT alongside a team of around 100 volunteers who are involved in every aspect of the organisation's activities.

#### **Charitable Incorporated Organisation Status**

The Old Kiln Museum Trust (289150) transferred into the Old Kiln Museum CIO (1200370) on 22<sup>nd</sup> September 2022, Old Kiln Museum Trust (289150) completed its final trading period on 31<sup>st</sup> March 2023 with Old Kiln Museum CIO (1200370) beginning its first trading period on 1<sup>st</sup> April 2023.

#### **Risk Management**

The Trustees have a responsibility to identify, assess and manage risks. Based on the Trustees' collective experience the major risks have been identified as follows:

- The health and safety of our staff, volunteers and visitors
- The physical risk to the collection including for example by fire
- The risk to people and property from trees

Where specific risks are identified, such as operation of certain equipment safety procedures are introduced during the period of operation. The Trustees manage risks in a number of ways including:

- Recruiting Trustees with complementary backgrounds, skill sets and experience.
- Encouraging the Director to arrange attendance for staff at external workshops and networking opportunities with other similar organisations.
- Implement appropriate operational changes and training.
- Regular communication and update meetings between Volunteers and Staff, encouraging everybody to report any concerns or issues.
- First Aid, fire warden and equipment training.

## **Old Kiln Museum CIO**

- A comprehensive portfolio of insurance that is reviewed annually with NFU and updated as necessary.
- Regular inspection of the trees on site with appropriate remedial action taken to manage risk.

No major risks have been identified concerning the use of financial instruments by the Charity.

### **Reference and Administrative Details**

#### **Old Kiln Museum CIO**

Registered Charity number 1200370

*Transferred from:*

Old Kiln Museum Trust on 22<sup>nd</sup> September 2022

Registered Charity number 289150

#### **Principal Address:**

Rural Life Living Museum  
Reeds Road  
Tilford  
Farnham  
Surrey  
GU10 2DL

#### **Trustees**

S O'Grady  
B J Oelman  
I E J Chatfield  
J R Cooksley  
J F Hewins  
E Dunford

Approved by order of the board of trustees and signed on its behalf by:



..... Bruce Oelman – Chair of Trustees

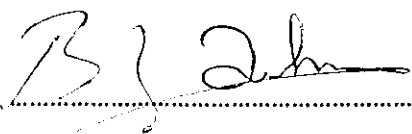
**Old Kiln Museum CIO**  
**Balance sheet as at 31<sup>st</sup> March 2023**  
**(Dormant Accounts)**

	Note	£	31 <sup>st</sup> March 2023
		£	£
<b>Fixed Assets</b>			
Tangible Assets	0		
Intangible Assets	5	2	<u>2</u>
Total Fixed Assets			2
 <b>Current Assets</b>			
Stock & work in progress		0	
Debtors		0	
Cash at Bank & in hand		<u>0</u>	
		0	
 <b>Current Liabilities</b>			
Creditors: amounts falling due within one year		<u>2</u>	
			(2)
 <b>Net Current Assets</b>			(2)
Creditors: amounts falling due after one year			0
Provision for liabilities			<u>0</u>
 <b>Net Assets</b>			<u>0</u>

**Reserves**

0

Approved by the board and signed on behalf by:



.....Bruce Oelman – Chair of Trustees

## Old Kiln Museum CIO

### Notes forming part of the financial statements for the period ending 31<sup>st</sup> March 2023

1. Accounting Policies
2. Members liabilities
3. Debt outstanding
4. Related Parties – Controlling entity
5. Intangible assets.

The CIO obtained the shares of Old Kiln Trading Ltd on 20 December 2022.

As at 31<sup>st</sup> March 2023 the total net liabilities and reserves in Old Kiln Trading Ltd were (£29,785)