



**Annual Report  
and  
Financial Statements  
of  
The Dunwich Community Heritage Centre  
Registered charity number 1200611**

**St James Street  
Dunwich  
Saxmundham  
Suffolk  
IP17 3DT**

**For the period ended 31 March 2024  
Prepared on the accruals accounting basis**

# **THE DUNWICH COMMUNITY HERITAGE CENTRE**

**Registered Charity No. 1200611**

**Accredited Museum No. 592**

Principal Address: Dunwich Museum  
St James Street  
Dunwich  
Saxmundham  
Suffolk  
IP17 3DT

Trustees: Matthew Salusbury (Chairman)  
Katharine Chant (Curator)  
John Cary (Treasurer)  
Susanne Hardy  
Prof. David Sear  
Caroline Gay Way

Independent Examiners: Ensors  
Blyth House  
Rendham Road  
Saxmundham  
Suffolk  
IP17 1WA

Bankers: Co-Operative Bank  
9–11 Queen Street  
Ipswich  
IP1 1SW

Solicitors: Nicholsons  
23 Alexandra Road  
Lowestoft  
NR32 1PP

# THE DUNWICH COMMUNITY HERITAGE CENTRE

For the period ended 31 March 2024

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# **THE DUNWICH COMMUNITY HERITAGE CENTRE**

## **TRUSTEES' ANNUAL REPORT**

**For the period ended 31 March 2024**

### **Chairman's report**

The background to this first report is the wish of the Trustees of the Dunwich Reading Room and Museum Charity (DRRM) to change their legal status to that of a Charitable Incorporated Organisation (CIO). Having established the new CIO charity in October of 2022 and having requested an extension to the first financial year of six months, 31<sup>st</sup> March 2024 becomes the end of our first accounting period. Between October 2022 and March 2024 we have been establishing new bank accounts and bedding in QuickBooks, our new accounting software ably supported by Ensors; our independent examining accountants. We have also been exploring the legal issues around transfer of property from DRRM to Dunwich Community Heritage Centre (DCHC).

We received no income during this period other than the first 50% of a grant from the National Lottery Heritage Fund to further develop plans for a new Reading Room. This project was set to run from October 2023 to December 2024 but we are exploring the possibility of an extension to March 2025. The total grant is forecast to be £83,852 and is currently set to be completed on budget.

During the 2024-25 year we will be establishing a membership scheme and continuing with the transfer of all assets from DRRM to DCHC. From 1<sup>st</sup> April 2024 there will be no further revenue or expenses activity through DRRM, and the DRRM Bank account and the CCLA investment management accounts will have been transferred to DCHC.



Matt Salusbury  
Chair of the Trustees

November 2024

# **THE DUNWICH COMMUNITY HERITAGE CENTRE**

## **TRUSTEES' ANNUAL REPORT (Continued)**

**For the period ended 31 March 2024**

### **Aims and objectives**

A reading room, library or lecture room for the education, recreation, entertainment or otherwise as may be found expedient for the benefit of the inhabitants of the parish of Dunwich.

### **Structure, governance and management**

#### Governing document

The charity was first registered on 7 October 2022 and is controlled by its governing document, its Constitution, and constitutes a Charitable Incorporated Organisation, registered with The Charity Commission.

The charity is managed by its trustees who are appointed either from the local community with interest in preservation of the history of the surrounding area or through professional background and experience. The trustees meet regularly, usually bi-monthly, at the charity's premises.

#### Trustees

Matthew Salusbury (Chairman)  
Katharine Chant (Curator)  
John Cary (Treasurer)  
Susanne Hardy  
Prof. David Sear  
Caroline Gay Way

#### Principal sub-contractors

Jane Hamilton (Manager)  
Bethany Brookhouse (Associate Manager)  
Timothy Holt-Wilson (Archivist)  
Ann Donnachie (Accountant and Minutes Secretary)

### **Financial review**

The total income for the first period was £41,926 and the total expenditure for the period was £16,446 this resulting in a net surplus for the period of £25,480.

The overall funds of the charity as at 31 March 2024 are £45,595 after accounting for the surplus of the year as above and a transfer from the existing Dunwich Reading Room & Museum charity. Restricted funds comprise £25,480 of the total funds held as at 31 March 2024.

The funds are represented entirely by cash at bank.

# THE DUNWICH COMMUNITY HERITAGE CENTRE

## TRUSTEES' ANNUAL REPORT (Continued)

For the period ended 31 March 2024

### Funds

Funds are divided into the unrestricted general fund , a fund for all general purposes which is not accounted for by any other fund and one restricted fund, The National Lottery Heritage Fund which is a 2 year grant fund for developing plans for the Reading Room .

### Restricted Funds

There is no stipulation in the Constitution to provide or use restricted funds. Restricted funds are used to 'ring-fence' funding provided by donors or grantors for a particular project, so that a proper account can be kept of the expenditure against the funding provided. Once the project is completed and approved, any balances, whether negative or positive, are transferred across to the general fund. Restricted funds can be carried across a year end.

### Reserves policy

The trustees regularly review the reserves of the charity and with investments of just over £115,000 and cash at bank of £47,000, there is considered adequate funds for the operation of the museum for the next year ahead.

### Risk assessment

During the year, the charity trustees carried out a detailed review of its charitable activities and in that process assessed the potential for risks to the charity. As part of this process, the charity has a risk management strategy which covers: -

1. Financial Risks: this is the most common risk to be managed through budgeting, internal audit and proper financial procedures.
2. Reputational Risk: this would be unwelcome publicity which hinders the mission of the museum.
3. Statutory and legal requirements to cover health and safety, employment law, safeguarding and associated difficulties which could lead to compensation claims.
4. Operational Risk: threats to the ability of the museum to deliver its objectives.

The implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise, is documented with policies in place for Complaints, Data Protection, Health and Safety, School Safety, Access, Environmental Sustainability, Collections Development.

Approved on behalf of the Board of Trustees



Matt Salusbury  
Chairman

25<sup>th</sup> November 2024

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF DUNWICH COMMUNITY  
HERITAGE CENTRE FOR THE PERIOD ENDED 31 MARCH 2024**

I report to the members on my examination of the accounts of the Dunwich Community Heritage Centre for the period ended 31 March 2024, which are set out on pages 5 to 10.

**Responsibilities and basis of report**

As the charity's trustees 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 Charity's accounts 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 confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- i. the accounting records were not kept in accordance with section 130 of the Act; or
- ii. the accounts did not accord with those accounting records; or
- iii. the accounts did not comply with the applicable accounting requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



Carl Page FCCA  
Ensors Accountants LLP

Member of the Institute of Chartered Accountants in England and Wales (ICAEW)

Blyth House  
Rendham Road  
Saxmundham  
Suffolk  
IP17 1WA

Dated ...5/12/2024.....

**THE DUNWICH COMMUNITY HERITAGE CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
For the period ended 31 March 2024

|  |             |                     |                   |                   | 31 Mar<br>2024 |
|--|-------------|---------------------|-------------------|-------------------|----------------|
|  | <u>Note</u> | <u>Unrestricted</u> | <u>Designated</u> | <u>Restricted</u> | <u>Total</u>   |
|  |             | £                   | £                 | £                 | £              |
| <b>Income from charitable activities</b>       | 2           |                     |                   |                   |                |
| <i>Voluntary Income</i>                        |             |                     |                   |                   |                |
| Grants   |             | -                   | -                 | 41,926            | 41,926         |
| <b>Total income</b>                            |             | -                   | -                 | 41,926            | 41,926         |
| <b>Expenditure on charitable activities</b>    | 3           |                     |                   |                   |                |
| Project manager costs                          |             | -                   |                   | 14,363            | 14,363         |
| Other direct costs                             |             | -                   |                   | 2,083             | 2,083          |
| Management and administration                  |             | 885                 |                   | -                 | 885            |
| <b>Total expenditure</b>                       |             | 885                 | -                 | 16,446            | 17,331         |
| <b>Net incoming resources</b>                  |             | (885)               | -                 | 25,480            | 24,595         |
| <b>Transfers</b>                               |             |                     |                   |                   |                |
| Gross transfers between funds                  |             | -                   |                   | -                 | -              |
| <b>Net movement in funds</b>                   |             | (885)               | -                 | 25,480            | 24,595         |
| <b>Total funds brought forward</b>             |             |                     |                   |                   |                |
| As at 1 April 2023                             |             | -                   |                   | -                 | -              |
| Transferred from Dunwich Reading Room & Museum |             | 21,000              |                   | -                 | 21,000         |
| <b>Total funds carried forward</b>             |             |                     |                   |                   |                |
| As at 31 March 2024                            |             | 20,115              | -                 | 25,480            | 45,595         |



**THE DUNWICH COMMUNITY HERITAGE CENTRE**  
**BALANCE SHEET**  
**As at 31 March 2024**

|   | <u>Note</u> | <b>31-Mar<br/>2024</b><br>£ |
|---|-------------|-----------------------------|
| <b>Current Assets</b>                       |             |                             |
| Debtors and prepayments                     |             | -                           |
| Cash at bank                                |             | 47,516                      |
| Cash in hand                                |             | -                           |
|   |             | <u>47,516</u>               |
| <b>Current Liabilities</b>                  |             |                             |
| Creditors - amounts falling due in one year | 6           | (1,921)                     |
|   |             | <u>45,595</u>               |
| <b>Net Current Assets</b>                   |             | <u>45,595</u>               |
| <b>Total Net Assets</b>                     |             | <u><u>45,595</u></u>        |
| Represented by:                             |             |                             |
| <b>Funds</b>                                | 7           |                             |
| Unrestricted                                |             |                             |
| General reserve                             |             | 20,115                      |
| Restricted                                  |             |                             |
| National Lottery TWF Fund                   |             | 25,480                      |
|   |             | <u>45,595</u>               |
|   |             | <u><u>45,595</u></u>        |

Approved by the Board on 25th November 2024  
and signed on its behalf



Matt Salusbury  
Chairman

**THE DUNWICH COMMUNITY HERITAGE CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the period ended 31 March 2024**

**1 ACCOUNTING POLICIES**

**Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Charities Act 2011.

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

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

**Preparation of accounts on a going concern basis**

The assessment of the trustees is that the charity is a going concern.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity has sufficient certainty that receipt of the income is probable and the amount can be measured reliably. Income from investments is included on an accrual basis for the period which the income relates.

**Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the Trustee's Annual Report.

**Outgoing resources**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party. It has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources. The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT. Grants offered subject to conditions which have not been met at the year end date are noted as commitment but not accrued as expenditure.

**Tangible fixed assets**

An asset is capitalised if costing more than £500. Depreciation is provided at these annual rates in order to write off the cost less residual value of each asset over its estimated useful life.

|                     |                         |
|---------------------|-------------------------|
| Land and buildings  | 0% straight line basis, |
| Temporary buildings | 10% straight line basis |
| Plant and machinery | 20% straight line basis |
| Fixtures & fittings | 20% straight line basis |

**Investments**

Investments are stated at market value at the balance sheet date. The statement of financial activities includes the net gains and losses arising on the revaluations throughout the year.

**Stock**

Stocks are valued at the lower of cost or market value.

**Taxation**

The charity is exempt from tax on its charitable activities.

**THE DUNWICH COMMUNITY HERITAGE CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the period ended 31 March 2024

**1 ACCOUNTING POLICIES (CONTD)**

**Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors, or which have been raised by the charity for a particular purpose, or which are imposed by the scheme which governs the charity. The cost of raising and administering such funds is charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

**2 INCOMING RESOURCES**

|  | <u>Unrestricted</u> | <u>Designated</u> | <u>Restricted</u> | 2024<br><u>Total</u> |
|--|---------------------|-------------------|-------------------|----------------------|
|  | £                   | £                 | £                 | £                    |
| <b>Income from charitable activities</b> |                     |                   |                   |                      |
| <i>Voluntary Income</i>                  |                     |                   |                   |                      |
| Donations                                | -                   |                   | -                 | -                    |
| Donations eligible for gift aid          | -                   |                   | -                 | -                    |
| Grant income - National Lottery TWF fund | -                   |                   | 41,926            | 41,926               |
| Gift Aid reclaimable                     | -                   |                   | -                 | -                    |
|  | -                   | -                 | 41,926            | 41,926               |
| <b>Total income</b>                      | -                   | -                 | 41,926            | 41,926               |

**THE DUNWICH COMMUNITY HERITAGE CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the period ended 31 March 2024

**3 OUTGOING RESOURCES**

|   | <u>Unrestricted</u> | <u>Designated</u> | <u>Restricted</u> | 2024<br><u>Total</u> |
|---|---------------------|-------------------|-------------------|----------------------|
|   | £                   | £                 | £                 | £                    |
| <b>Expenditure on charitable activities</b> |                     |                   |                   |                      |
| <i>Project manager costs</i>                |                     |                   |                   |                      |
| Project managers                            | -                   |                   | 14,363            | 14,363               |
|   | -                   | -                 | 14,363            | 14,363               |
| <i>Other direct costs</i>                   |                     |                   |                   |                      |
| Archive and curatorial expenses             | -                   |                   | 56                | 56                   |
| Event costs                                 | -                   |                   | 1,212             | 1,212                |
| Advertising and promotional costs           | -                   |                   | 39                | 39                   |
| Digital outputs costs                       | -                   |                   | 730               | 730                  |
| Equipment for digitisation                  | -                   |                   | 46                | 46                   |
|   | -                   | -                 | 2,083             | 2,083                |
| <i>Management and administration</i>        |                     |                   |                   |                      |
| Printing, postage and stationery            | 13                  |                   | -                 | 13                   |
| Software training                           | 483                 |                   | -                 | 483                  |
| Software subscriptions                      | 24                  |                   | -                 | 24                   |
| Card machine reader hire fees               | 5                   |                   | -                 | 5                    |
| Independent examination fee                 | 360                 |                   | -                 | 360                  |
|   | 885                 | -                 | -                 | 885                  |
| <b>Total expenditure</b>                    | 885                 | -                 | 16,446            | 17,331               |

**4 TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the period ended 31 March 2024.

**Trustees' expenses**

There were no trustees' expenses paid for the period ended 31 March 2024 other than reimbursement of charity expenditure paid personally.

**5 STAFF COSTS**

There were no direct staff costs for the period ended 31 March 2024. The managerial positions are fulfilled under freelance working.

**THE DUNWICH COMMUNITY HERITAGE CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the period ended 31 March 2024

**6 CREDITORS**

|                  | <u>Unrestricted</u><br><u>Funds</u> | <u>Restricted</u><br><u>Funds</u> | <u>Total</u><br>2024 |
|------------------|-------------------------------------|-----------------------------------|----------------------|
|                  | £                                   | £                                 | £                    |
| Trade creditors  | 315                                 | -                                 | 315                  |
| Accrued expenses | 385                                 | 1,221                             | 1,606                |
|                  | <u>700</u>                          | <u>1,221</u>                      | <u>1,921</u>         |

**7 MOVEMENT IN FUNDS**

|                           | <u>Balance</u><br><u>b/fwd</u><br><u>01.04.2023</u> | <u>Net</u><br><u>movements</u> | <u>Transfers</u> | <u>Balance</u><br><u>c/fwd</u><br><u>31.03.2024</u> |
|---------------------------|---|--------------------------------|------------------|---|
|                           | £   | £                              | £                | £   |
| <b>Unrestricted funds</b> |   |                                |                  |   |
| General Reserve           | -   | (885)                          | 21,000           | 20,115  |
|                           | <u>-</u>  | <u>(885)</u>                   | <u>21,000</u>    | <u>20,115</u>                                       |
| <b>Restricted Funds</b>   |   |                                |                  |   |
| National Lottery TWF Fund | -   | 25,480                         | -                | 25,480  |
|                           | <u>-</u>  | <u>25,480</u>                  | <u>-</u>         | <u>25,480</u>                                       |
| <b>TOTAL FUNDS</b>        | <u>-</u>  | <u>24,595</u>                  | <u>21,000</u>    | <u>45,595</u>                                       |

Net movement in funds, included in the above are as follows:-

|                           | <u>Incoming</u><br><u>resources</u> | <u>Resources</u><br><u>expended</u> | <u>Gains and</u><br><u>losses</u> | <u>Movement</u><br><u>in funds</u> |
|---------------------------|-------------------------------------|-------------------------------------|-----------------------------------|------------------------------------|
|                           | £                                   | £                                   | £                                 | £                                  |
| <b>Unrestricted funds</b> |                                     |                                     |                                   |                                    |
| General Reserve           | -                                   | 885                                 | -                                 | (885)                              |
|                           | <u>-</u>                            | <u>885</u>                          | <u>-</u>                          | <u>(885)</u>                       |
| <b>Restricted Funds</b>   |                                     |                                     |                                   |                                    |
| National Lottery TWF Fund | 41,926                              | 16,446                              | -                                 | 25,480                             |
|                           | <u>41,926</u>                       | <u>16,446</u>                       | <u>-</u>                          | <u>25,480</u>                      |

**THE DUNWICH COMMUNITY HERITAGE CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the period ended 31 March 2024**

**8 RECONCILIATION OF FUNDS TO ASSETS**

|                           | <u>Tangible</u><br><u>Fixed</u><br><u>Assets</u><br>£ | <u>Fixed</u><br><u>Asset</u><br><u>Investments</u><br>£ | <u>Net</u><br><u>Current</u><br><u>Assets</u><br>£ | <u>Total</u><br><u>Funds</u><br><u>31.03.2024</u><br>£ |
|---------------------------|---|---|--|--|
| <b>Unrestricted Funds</b> |   |   |  |  |
| General Reserve           | -   | -   | 20,115   | 20,115   |
|                           | -   | -   | 20,115   | 20,115   |
| <b>Restricted Funds</b>   |   |   |  |  |
| National Lottery TWF Fund |   |   | 25,480   | 25,480   |
|                           | -   | -   | 25,480   | 25,480   |
| <b>TOTAL FUNDS</b>        | -   | -   | 45,595   | 45,595   |