



**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 year ended 31 March 2025
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) (resigned 30 June 2025) Susanne Hardy Prof. David Sear Caroline Gay Way Cliff Nicholson (appointed 1 January 2025)
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 year ended 31 March 2025

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THE DUNWICH COMMUNITY HERITAGE CENTRE

TRUSTEES' ANNUAL REPORT

For the year ended 31 March 2025

The trustees present their annual report and financial statements for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019)".

Objectives and activities

A heritage centre serving the local community as a social hub alongside an education centre and museum which is a custodian of the relics and records of ancient and modern Dunwich serving to educate and entertain the general public and the local community alike.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

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)	(resigned 30 June 2025)
Susanne Hardy	
Prof. David Sear	
Caroline Gay Way	
Cliff Nicholson	(appointed 1 January 2025)

Principal sub-contractors

Jane Hamilton (Manager)
Sarah Peel (Assistant Manager)
Timothy Holt-Wilson (Archivist)
Ann Donnachie (Finance Officer and Minutes Secretary)

THE DUNWICH COMMUNITY HERITAGE CENTRE

TRUSTEES' ANNUAL REPORT (Continued)

For the year ended 31 March 2025

Financial review

With this year being the first full year of day to day running of the museum transferred from The Dunwich Reading Room & Museum (charity no. 310305), the total income for the year was £338,361 (2024: £62,926) and includes £249,924 of net assets (excluding the land and buildings) transferred and treated as income gifted from The Dunwich Reading Room & Museum. Total expenditure for the year was £92,404 (2024: £17,331). This resulted in a net surplus for the year of £241,376 after adjusting for unrealised losses on investments of £4,581 (2024: net surplus £24,595).

Total closing funds of the charity as at 31 March 2025 are £286,971 and include restricted funds of £6,095 (2024: Closing total funds £45,595 of which restricted funds were £25,480).

The charity's funds are represented by the museum contents of £80,000, investments held with CCLA in COIF Investment Fund of £122,713, cash at bank and in hand of £73,608, stock of £7,521 and other net current assets of £3,129.

The trustees have given due consideration to the finances of the charity and the reserves policy as outlined below and are of the opinion that the charity is a going concern.

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 £122,000 and cash at bank of £73,608, there are considered adequate funds for the operation of the museum for the next year ahead.

Investment policy

Surplus resources in the current bank account(s) will be transferred to a deposit account managed by Churches Charities and Local Authorities Investment Management (CCLA) and/ or into one of their COIF funds to generate income or grow in value.

THE DUNWICH COMMUNITY HERITAGE CENTRE

TRUSTEES' ANNUAL REPORT (Continued)

For the year ended 31 March 2025

Investment policy (continued)

The amount kept in the deposit account will vary according to current interest rates offered but will at any one time be between the equivalent of six months and a full year's income.

Disinvestment will occur if funds are required to subsidise losses or for a specific project.

The movement of funds between accounts will be determined by the financial controller and approved by one other trustee. Investment decisions will be reported to the board of trustees at the next available meeting.

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 scrutiny 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.

See also our *Trustee's Report to the Members'* dated 2 October 2025, already circulated to the membership.

Approved on behalf of the Board of Trustees



Matt Salusbury
Chairman

Date: 22 October 2025

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE DUNWICH COMMUNITY HERITAGE CENTRE FOR THE YEAR ENDED 31 MARCH 2025

I report to the trustees on my examination of the accounts of The Dunwich Community Heritage Centre for the year ended 31 March 2025, which are set out on pages 5 to 12.

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.

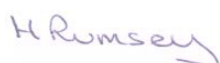
Independent examiner's statement

Since the charity's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give 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.



Helen Rumsey FCA
Ensors

Blyth House
Rendham Road
Saxmundham
Suffolk
IP17 1WA

Date: 13 January 2026


THE DUNWICH COMMUNITY HERITAGE CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 March 2025

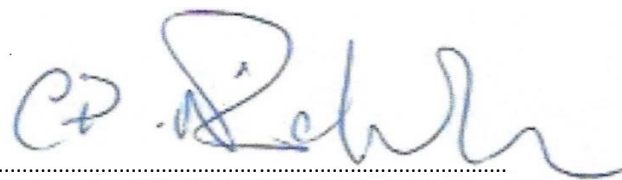
				2025	2024
		Unrestricted	Designated	Restricted	
	<u>Note</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Incoming resources	2				
<i>Charitable activities</i>					
Shop sales		22,012		22,012	-
School visits		115		115	-
TV rights		80		80	-
Reading room hire		810		810	-
<i>Donations and legacies</i>					
Transfer from The Dunwich Reading Room & Museum		249,924		249,924	21,000
Donations		17,917		17,917	-
Member subscriptions		500		500	-
Treasure chest		1,662		1,662	-
Grants		2,500		33,541	41,926
Gift Aid reclaimable		5,242		5,242	-
<i>Investments</i>					
Interest and dividend income		4,058		4,058	-
Total income		304,820	-	33,541	62,926
Resources expended	3				
<i>Charitable activities</i>					
Shop costs		10,779		10,779	-
Staff and premises costs	5	22,985		22,380	14,363
Other direct costs		125		30,460	2,083
Management and administration		5,589		86	885
Depreciation	6	-		-	-
Total expenditure		39,478	-	52,926	17,331
Net income/(expenditure) before investment gains/(losses)		265,342	-	(19,385)	45,595
Unrealised gains/(losses) on investments	7	(4,581)	-	(4,581)	-
Net income/(expenditure)		260,761	-	(19,385)	45,595
Transfers between funds		-	-	-	-
Net movement in funds		260,761	-	(19,385)	45,595
Reconciliation of funds					
Total funds brought forward at 1 April 2024		20,115		25,480	-
Total funds carried forward at 31 March 2025		280,876	-	6,095	45,595

THE DUNWICH COMMUNITY HERITAGE CENTRE
BALANCE SHEET
As at 31 March 2025

	<u>Note</u>	2025 £	2024 £
Fixed Assets			
Tangible fixed assets	6	-	-
Heritage assets	6	80,000	-
Investments	7	122,713	-
		<u>202,713</u>	<u>-</u>
Current Assets			
Stock		7,521	-
Debtors and prepayments	8	14,355	-
Cash at bank		10,827	47,516
Cash on deposit		62,701	-
Cash in hand		80	-
		<u>95,484</u>	<u>47,516</u>
Current Liabilities			
Creditors - amounts falling due in one year	9	(11,226)	(1,921)
		<u>84,258</u>	<u>45,595</u>
Net Current Assets			
		<u>84,258</u>	<u>45,595</u>
Total Net Assets			
		<u>286,971</u>	<u>45,595</u>
Represented by:			
Funds			
10			
Unrestricted			
General reserve		280,876	20,115
Restricted			
National Lottery TWF Fund		6,095	25,480
		<u>286,971</u>	<u>45,595</u>

Approved by the Board of Trustees on22/10/25.....
and signed on its behalf


Matt Salusbury
Chairman


Cliff Nicholson
Trustee

THE DUNWICH COMMUNITY HERITAGE CENTRE
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2025

1 ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with the charity's governing document and 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.

The financial statements have been prepared under the historical cost convention except for investments (set out below). The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

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

Going concern

It is the trustees assessment that the charity has adequate resources to continue in operational existence for the foreseeable future and so continue to adopt the going concern basis of accounting.

Incoming resources

All incoming resources are included in 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 a receipts basis.

Volunteer help

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

Outgoing resources

Resources expended are accounted for on an accruals basis. Expenditure 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.

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 net realisable value.

THE DUNWICH COMMUNITY HERITAGE CENTRE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For the year ended 31 March 2025

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 such designated funds 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>	2025 <u>Total</u>	2024 <u>Total</u>
	£	£	£	£	£
Income from:					
<i>Charitable activities</i>					
Shop sales	22,012			22,012	-
School visits	115			115	-
TV rights	80			80	-
Reading room hire	810			810	-
	<u>23,017</u>	<u>-</u>	<u>-</u>	<u>23,017</u>	<u>-</u>
<i>Donations and legacies</i>					
Transfer from The Dunwich Reading Room & Museum	249,924			249,924	21,000
Donations	17,917			17,917	-
Member subscriptions	500			500	-
Treasure chest	1,662			1,662	-
Grant income - National Lottery TWF fund	-		33,541	33,541	41,926
Dunwich Town Trust	2,500			2,500	-
Gift Aid reclaimable	5,242			5,242	-
	<u>277,745</u>	<u>-</u>	<u>33,541</u>	<u>311,286</u>	<u>62,926</u>
<i>Investments</i>					
COIF interest	1,969			1,969	-
COIF dividends	2,089			2,089	-
	<u>4,058</u>	<u>-</u>	<u>-</u>	<u>4,058</u>	<u>-</u>
Total income	<u>304,820</u>	<u>-</u>	<u>33,541</u>	<u>338,361</u>	<u>62,926</u>

THE DUNWICH COMMUNITY HERITAGE CENTRE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For the year ended 31 March 2025

3 RESOURCES EXPENDED

	Unrestricted	Designated	Restricted	2025 Total	2024 Total
	£	£	£	£	£
Expenditure on charitable activities					
Shop costs					
Trading shop costs	10,779			10,779	-
Distribution shop costs	-			-	-
	10,779	-	-	10,779	-
Staff and premises costs					
Assistant/Project managers	15,030		22,380	37,410	14,363
Business rates	291			291	-
Insurance	2,865			2,865	-
Utilities	1,943			1,943	-
Cleaning	1,063			1,063	-
Repairs and renewals (museum)	677			677	-
Repairs and renewals (reading room)	513			513	-
Security and fire prevention	458			458	-
Exhibitions and activities	145			145	-
	22,985	-	22,380	45,365	14,363
Other direct costs					
Archive and curatorial expenses	81		17,289	17,370	56
Event costs	44		6,092	6,136	1,212
Advertising and promotional costs	-		180	180	39
Digital outputs costs	-		3,111	3,111	730
Equipment for digitisation	-		514	514	46
Travelling expenses	-		134	134	-
Conference fees	-		90	90	-
Professional fees	-		3,050	3,050	-
	125	-	30,460	30,585	2,083
Management and administration					
Printing, postage and stationery	-		-	-	13
Telephone and internet	506			506	-
Computer & website costs	410			410	-
Computer software support/training	144		-	144	483
Computer software subscriptions	510		-	510	24
Museum subscriptions	158		86	244	-
Bank charges and card reader fees	382			382	5
Advertising and marketing	172			172	-
Secretarial fees	364			364	-
Bookkeeping fees	1,803			1,803	-
Independent examination fees	1,140		-	1,140	360
	5,589	-	86	5,675	885
Depreciation					
Depreciation	-			-	-
	-	-	-	-	-
Total expenditure	39,478	-	52,926	92,404	17,331

THE DUNWICH COMMUNITY HERITAGE CENTRE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For the year ended 31 March 2025

4 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 (2024: Nil).

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2025 other than reimbursement of charity expenditure paid personally (2024: Nil).

5 STAFF COSTS

There were no direct staff costs for the year ended 31 March 2025 (2024: Nil). The managerial positions are fulfilled under freelance working.

6 TANGIBLE FIXED ASSETS

	<u>Heritage assets</u>			
	<u>Museum contents</u>	<u>Plant & machinery</u>	<u>Fixtures & fittings</u>	<u>Total</u>
	£	£	£	£
Cost				
At 1 April 2024	-	-	-	-
Additions - from DRRM (see below)	80,000	1,908	1,183	83,091
At 31 March 2025	80,000	1,908	1,183	83,091
Depreciation				
At 1 April 2024	-	-	-	-
Charged previously in DRRM (see below)	-	1,908	1,183	3,091
At 31 March 2025	-	1,908	1,183	3,091
Net book value				
At 31 March 2025	80,000	-	-	80,000
At 31 March 2024	-	-	-	-

The museum contents, plant and machinery, and fixtures and fittings were all transferred from the Dunwich Reading Room & Museum (DRRM) on 1 April 2024, as part of the process of changing the unincorporated charity to a charitable incorporated organisation.

7 FIXED ASSET INVESTMENTS

	<u>COIF Income</u>	<u>COIF Accumulation</u>	
	<u>Shares</u>	<u>Shares</u>	<u>Total</u>
	£	£	£
Market value			
At 1 April 2024	-	-	-
Additions - from DRRM (see below)	76,801	50,493	127,294
Net gain/(loss) on annual revaluation	(3,578)	(1,003)	(4,581)
At 31 March 2025	73,223	49,490	122,713

The fixed asset investments comprising COIF Income and Accumulation shares were transferred from the Dunwich Reading Room & Museum (DRRM) on 1 April 2024, as part of the process of changing the unincorporated charity to a charitable incorporated organisation.

THE DUNWICH COMMUNITY HERITAGE CENTRE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For the year ended 31 March 2025

8 DEBTORS

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	2025 <u>Total</u>	2024 <u>Total</u>
	£	£	£	£
Trade debtors	50	-	50	-
Gift Aid pending	2,411	-	2,411	-
Prepayments	751	11,143	11,894	-
	<u>3,212</u>	<u>11,143</u>	<u>14,355</u>	<u>-</u>

9 CREDITORS

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	2025 <u>Total</u>	2024 <u>Total</u>
	£	£	£	£
Trade creditors	9,700	-	9,700	315
Income received in advance	78	-	78	-
Accrued expenses	1,448	-	1,448	1,606
	<u>11,226</u>	<u>-</u>	<u>11,226</u>	<u>1,921</u>

10 MOVEMENT IN FUNDS

	<u>Bal b/fwd</u> <u>01.04.2024</u>	<u>Net</u> <u>movements</u>	<u>Transfers</u>	<u>Bal c/fwd</u> <u>31.03.2025</u>
	£	£	£	£
Unrestricted funds				
General Reserve	20,115	260,761	-	280,876
	<u>20,115</u>	<u>260,761</u>	<u>-</u>	<u>280,876</u>
Restricted Funds				
National Lottery TWF Fund (2 year funding to develop the Reading Room)	25,480	(19,385)	-	6,095
	<u>25,480</u>	<u>(19,385)</u>	<u>-</u>	<u>6,095</u>
TOTAL FUNDS	<u>45,595</u>	<u>241,376</u>	<u>-</u>	<u>286,971</u>

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

	<u>Incoming</u> <u>resources</u>	<u>Resources</u> <u>expended</u>	<u>Gains and</u> <u>losses</u>	<u>Movement</u> <u>in funds</u>
	£	£	£	£
Year ended 31 March 2025				
Unrestricted funds				
General Reserve	304,820	39,478	(4,581)	260,761
	<u>304,820</u>	<u>39,478</u>	<u>-</u>	<u>260,761</u>
Restricted Funds				
National Lottery TWF Fund (2 year funding to develop the Reading Room)	33,541	52,926	-	(19,385)
	<u>33,541</u>	<u>52,926</u>	<u>-</u>	<u>(19,385)</u>

THE DUNWICH COMMUNITY HERITAGE CENTRE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
For the year ended 31 March 2025

10 MOVEMENT IN FUNDS (CONTINUED)

	<u>Incoming resources</u>	<u>Resources expended</u>	<u>Gains and losses</u>	<u>Movement in funds</u>
	£	£	£	£
Year ended 31 March 2024				
Unrestricted funds				
General Reserve	21,000	885	-	20,115
	<u>21,000</u>	<u>885</u>	<u>-</u>	<u>20,115</u>
Restricted Funds				
National Lottery TWF Fund	41,926	16,446	-	25,480
(2 year funding to develop the Reading Room)	<u>41,926</u>	<u>16,446</u>	<u>-</u>	<u>25,480</u>

11 RECONCILIATION OF FUNDS TO ASSETS

	<u>Tangible Fixed Assets</u>	<u>Fixed Asset Investments</u>	<u>Net Current Assets</u>	<u>Total Funds 31.03.2025</u>	<u>Total Funds 31.03.2024</u>
	£	£	£	£	£
At 31 March 2025					
Unrestricted Funds					
General Reserve	80,000	122,713	78,163	280,876	20,115
	<u>80,000</u>	<u>122,713</u>	<u>78,163</u>	<u>280,876</u>	<u>20,115</u>
Restricted Funds					
National Lottery TWF Fund			6,095	6,095	25,480
	<u>-</u>	<u>-</u>	<u>6,095</u>	<u>6,095</u>	<u>25,480</u>
TOTAL FUNDS	<u>80,000</u>	<u>122,713</u>	<u>84,258</u>	<u>286,971</u>	<u>45,595</u>

	<u>Tangible Fixed Assets</u>	<u>Fixed Asset Investments</u>	<u>Net Current Assets</u>	<u>Total Funds 31.03.2024</u>
	£	£	£	£
At 31 March 2024				
Unrestricted Funds				
General Reserve	-	-	20,115	20,115
	<u>-</u>	<u>-</u>	<u>20,115</u>	<u>20,115</u>
Restricted Funds				
National Lottery TWF Fund			25,480	25,480
	<u>-</u>	<u>-</u>	<u>25,480</u>	<u>25,480</u>
TOTAL FUNDS	<u>-</u>	<u>-</u>	<u>45,595</u>	<u>45,595</u>