

EPPING FOREST DISTRICT MUSEUM CIO

England & Wales · Charity number 1204614

Details

Status Registered

Legal form CIO

Registered 2023-09-06

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

Contact

Address Epping Forest District Museum
39-41 Sun Street
Waltham Abbey
Essex
EN9 1EL

Phone 01992716882

Email enquiries@efdmuseum.org.uk

Website www.eppingforestdc.gov.uk

Activities

Objects: THE OBJECTS OF THE CIO ARE: EPPING FOREST DISTRICT MUSEUM PRESERVES, INTERPRETS AND PROMOTES THE ARCHAEOLOGY, NATURAL AND SOCIAL HISTORY OF THE EPPING FOREST DISTRICT AND SURROUNDING AREA FOR THE BENEFIT, ENJOYMENT AND EDUCATION OF THE PUBLIC BY SUCH MEANS AS THE TRUSTEES SEE FIT, INCLUDING BUT NOT LIMITED TO; • THE PROVISION AND MAINTENANCE OF A PERMANENT MUSEUM IN THE DISTRICT OF EPPING FOREST; • THE CARE AND CURATION OF THE MUSEUM COLLECTIONS AND HOLDINGS; • THE EXHIBITION AND INTERPRETATION OF THE MUSEUM COLLECTIONS AND HOLDINGS AND THE PROVISION OF PUBLIC ACCESS TO THEM; • THE PROVISION OF LEARNING EXPERIENCES AND ACTIVITIES FOR THE EDUCATION AND ENJOYMENT OF THE PUBLIC; • THE PROVISION OF EXHIBITIONS, CONFERENCES, WORKSHOPS AND OTHER EVENTS; AND • RESEARCHING, PROMOTING AND PUBLISHING STUDIES.

Activities: Museum

Classification

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

Geography

- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£342,351	£229,202	-	-
2024-03-31	£6,771	£6,186	-	-

Trustees

Name	Role	Appointed
Holly Whitbread	Chair	2023-08-30
Ashley Harker		2024-01-11
HELEN KANE		2023-08-30
Olusesan Aofolajuwonlo		2025-06-03
PAUL VIOLET		2025-06-03
Shane McNamara		2023-08-30

EPPING FOREST DISTRICT MUSEUM CIO

England & Wales - Charity number 1204614

Accounts

Epping Forest District Museum Trust CIO

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2025

Charity Number 1204614

Epping Forest District Museum Trust CIO
ANNUAL REPORT AND FINANCIAL STATEMENTS
For the year ended 31 March 2025

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Epping Forest District Museum Trust CIO

Reference and administrative details of the charity, its trustees and advisors

Charity Name Epping Forest District Museum Trust CIO

Registered Charity Number 1204614

Operational address
39-41 Sun Street
Waltham Abbey
Essex
EN9 1 EJ

Trustees

Holly Whitbread	Chair
Helen Kane	Treasurer
Patience Wilson	
Ashley Harker	
Clover Colquhoun	
Elin Siltmorrison	
Gill Wallis	
Sharre McNamara	

Independent Examiner
Dean Coothagen FCCA, MSc
DLC Accountancy Ltd
54 Sun Street
Waltham Abbey
EN9 1EJ

Epping Forest District Museum Trust CIO
TRUSTEES ANNUAL REPORT
For the year ended 31 March 2025

The trustees are pleased to present their annual report together with the financial statements of the charity for the year ended 31 March 2025.

The financial statements comply with the Charities Act 2011, the Memorandum and Articles of Association, 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 (FRS 102) (effective October 2019).

Chair's Report

Since becoming a Trust, the museum has made significant progress, celebrating local history, empowering communities, promoting social cohesion, and diversifying its activities to become more financially sustainable in the coming years.

During the past financial year, the museum opened two new permanent displays: one focusing on King Harold II,

who is buried in Waltham Abbey, and the other on Winston Churchill, who served as the local MP for the Epping Forest constituency for 21 years. These exhibitions highlight the unique and important history of this area of Essex.


Furthermore, the museum successfully secured funding from Essex County Short Breaks to run the SEND Sunrises project, which developed SEND-friendly backpacks for visitors, trialled quieter early morning opening hours,

and offered regular SEND-friendly arts and crafts workshops throughout the year. Additionally, the museum received a Public Health Grant from Epping Forest District Council to conduct an Art Therapy Workshop in collaboration with local artist Janice Birks.

I would like to thank our Trustees, volunteers, staff, members and partners for their valuable contributions over the year. I would also like to thank Epping Forest District Council for their continued support, which makes our work possible.

More of the museum's important work can be found here: <https://www.efmuseum.org.uk/> and on the museum's social media channels.

Holly Whitbread


Vice Chair on behalf of Holly Whitbread
Chair – Epping Forest District Museum Trust CIO

Date: 19/08/25

Epping Forest District Museum Trust CIO TRUSTEES ANNUAL REPORT

For the year ended 31 March 2025

Objectives and Activities

Epping Forest District Museum preserves, interprets and promotes the archaeology, natural and social history of the Epping Forest District and surrounding area for the benefit, enjoyment and education of the public by such means as the trustees see fit, including but not limited to:

- The provision and maintenance of a permanent museum in the District of Epping Forest;
- The care and curation of the museum collections and holdings;
- The exhibition and interpretation of the museum collections and the provision of public access to them;
- The provision of learning experiences and activities for the education and enjoyment of the public;
- The provision of exhibitions, conferences, workshops and other events; and
- Researching, promoting and publishing studies

Achievements and Performance

In September 2023, the Epping Forest District Museum CIO was established with the Charity Commission under charity number 1204614.

Since the appointment of the museum's Manager in February 2024, it has been actively developing and hosting:

- Exciting displays and exhibitions, accompanied by a talk and event programme, community engagements events, focusing particularly on underrepresented groups and linking broader events in the Waltham Abbey community and informal and formal learning opportunities.

Displays and Exhibitions

The museum has introduced new exhibitions and displays, including permanent displays related to King Harold II (which launched in October 2024) and Winton Church Hill (which launched in November 2024), as well as a larger World War II exhibition titled "Calm and Courageous: The Second World War Home Front in the Epping Forest District" (which opened in April 2025). These displays highlight and celebrate the district's unique local histories.

Partnering with local history groups and attractions such as the Royal Gunpowder Mills, The Scouts at Gilwell Park and North Weald Airfield Museum, the museum has been actively collaborating with organisations like the Waltham Abbey Historical Society, Nazeing History Workshop, Ongar Millennium History Society, Willingale Community Archive, Hertfordshire Airfields Memorial Group, Loughton and District Historical Society, and the Ray Sears Collection. The museum's talk programme, which is the first in-house series since 2020, has been a popular addition to the calendar. Over the financial year, six adult talks were held, linked to the Harold and Churchill display updates.

**Epping Forest District Museum Trust CIO
TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2025

Community Engagement

The museum has supported local events, such as Holy Cross Day (May 2024), King Harold Day (October 2024), and the Art Trail (June 2024), promoting local history to visitors from the district community and across the country. As part of King Harold Day 2024, the museum collaborated with Waltham Abbey Church, Waltham Abbey Library, the Friends of Waltham Abbey Church, the Waltham Abbey Historical Society, and The King Harold Society to organise an Anglo-Saxon themed day. This event featured the unveiling of a new permanent display showcasing "King Harold's Battleaxe" and his connections to Waltham Abbey and the surrounding district, which was well attended and successful.

The museum successfully obtained funding from Essex County Short Breaks to run the SEND Sunrises project, which developed SEND-friendly backpacks for visitors, trialled quiet early morning opening hours, and offered regular SEND-friendly arts and crafts workshops throughout the year. Additionally, the museum received a Public Health grant from Epping Forest District Council to run an Art Therapy Workshop in collaboration with Buckhurst Hill artist Janice Birks. These workshops allowed participants to explore their emotions through creativity, using museum objects as inspiration.

Plans for Future Periods

Our plans for the future include

- > Achieving financial sustainability, investigating, and implementing opportunities to increase self-generated income and reduce operational costs.
- > Develop community engagement, engaging communities across the district, enabling them to celebrate and their stories and heritage.
- > Manage collections and estate, ensuring they are secure, maintained and managed to a high standard and accessible to the public.
- > Develop partnerships with the community and learning organisations across the district, enabling us to enhance our service programme and open up new funding opportunities.
- > Strengthen our organisation, developing it to ensure it is effective and fit for purpose as a newly established charity with the capacity to deliver our aspirations.

**Epping Forest District Museum Trust CIO
TRUSTEES ANNUAL REPORT**
For the year ended 31 March 2025

Structure, Governance and Management
Governance documents

The governance of the museum is vested in the Epping Forest District Museum CIO that was formed in September 2023.

There are eight Trustees, four 'first' Trustees and four Trustees appointed by a process of open recruitment against the skills and experience required on the trust set out in role descriptions for trustees and officers of the Trust. Key policies have been agreed for the trust and are in place. Trustees are aware of their legal obligations set out in CC3 and good practice as set out in the Code for Charitable Governance for Smaller Charities.

Overall management of the Museum is vested in a Museum Manager, reporting to the Trustee Board, supported by six part time posts and volunteers. Five are new posts, appointed by a process of open recruitment, two are existing staff transferred over from Epping Forest District Council.

Appointment of Trustees

Trustees are appointed for their individual knowledge, experience and skills that are considered essential to ensure the charity's effective administration and its continued sustainability, growth and development. Trustees are appointed by the Board of Trustees in a properly convened meeting. Trustees are also screened using a needs and skills/sets assessment. This approach enables us to:

- Ensure we have the right skills mix on the Board to meet the administrative needs of the charity
- Ensure we do have a range of Trustees from diverse professional backgrounds to build knowledge and skills
- Mitigate any potential risks or threats to the charity, as far as possible; and
- Reduce, as far as is possible, the potential for any conflicts of interest with each Trustee and their professional occupations.

Organisation

The Trustees meet every other month and deal with the administration of the charity encompassing the strategic vision, financial accountability and risk management. The operational management of the organisation is undertaken by the paid staff team.

Risk management

The Trustees have conducted a review of the major risks to which the charity is exposed, and systems have been established to mitigate those risks including the implementation of procedures for authorisation of all transactions and projects and for ensuring the consistent quality of the delivery of all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

Statement on Public Benefit

The charity carries out a wide range of activities in pursuance of its charitable aims. The Trustees consider that these activities, summarised above, provide benefit both to those who directly receive services, and the wider community in the Epping Forest District area. The trustees confirm that they have complied with the duty in section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

**Epping Forest District Museum Trust CIO
TRUSTEES ANNUAL REPORT**

For the year ended 31 March 2025

Financial Review

Epping Forest District Museum Trust CIO is primarily funded by grants. The total income for the year was £342,361 (Sept 2023 to March 24; £6,771). This income is allocated across respective funds on the Statement of Financial Activities in accordance with the Statement of Recommended Practice.

The Statement of Financial Activities for the year ended 31 March 2025, shows a net surplus across all funds of £ 113,149 (Sept 2023- Mar 2024; £596).

The Balance Sheet at 31 March 2025 shows total funds carried forward of £113,734 (2024: £585) of which there are £367 restricted funds (2024: £ Nil).

Reserves policy

Epping Forest District Museum Trust CIO has established a policy whereby the unrestricted funds not invested in fixed assets held by the charity should be between three and six months of annual expenditure. At 31 March 2025 these free reserves are £ 113,377 (Sept 2023 to March 2024: £585) which accords with our reserves policy.

Statement of Trustee Responsibilities

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

The charity trustees are required to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of incoming resources and application of resources. In preparing financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on: _____

and signed on their behalf by: _____

Holly Whitbread

Chair

**Epping Forest District Museum Trust CIO
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

For the year ended 31 March 2025

I report on the financial statements of Epping Forest District Museum Trust CIO for the year ended 31 March 2025, which are set out on pages 10 to 18.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ('the Charities Act') and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content 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 come across no other matters in connection with the examination to which attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

Dean G Coothapen FCCA, MSc
DLC Accountancy Ltd
54 Sun Street
Waltham Abbey
EN9 1EJ

Date: .

Epping Forest District Museum Trust CIO
STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 March 2025

	Unrestricted Funds	Restricted Funds	Total 2025	Total 2024
	£	£	£	£
Income from:				
Notes				
Grants and donations	5	321,986	4,735	326,721
Charitable activities	6	13,664	-	13,664
Investments		1,966	-	1,966
				6,200
				570
				1
Total Income				
	337,616	4,735	342,351	6,771
Expenditure on:				
Charitable activities				
Operation of the charity	7	224,824	4,378	229,202
				6,186
Total Expenditure				
	224,824	4,378	229,202	6,186
Net income and net movements of funds				
	112,792	357	113,149	585
Reconciliation of Funds				
Total funds brought forward				
	585	-	585	-
	113,377	357	113,734	585

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 12 to 18 form an integral part of these financial statements.

Epping Forest District Museum Trust CIO
BALANCE SHEET as at 31st March 2025
 For the year ended 31 March 2025

Charity number: 1204614

		Total 2025	£	Total 2024	£
Current assets	Notes				
Debtors	14	1,703			
Cash at bank and in hand	15	139,980		2,830	
Total Current assets		<u>141,683</u>		<u>2,830</u>	
Current liabilities					
Creditors: amounts falling due within one year		<u>(27,949)</u>		<u>(2,245)</u>	
Net Current assets		<u>113,734</u>		585	
Total Net assets				<u>585</u>	
Funds of the charity					
Unrestricted funds	18	113,377		585	
Restricted funds	18	357		-	
Total funds		<u>113,734</u>		<u>585</u>	

The notes on pages 12 to 18 form an integral part of these financial statements.

These financial statements were approved by the Board on:

and are signed on its behalf by: Holy Whitbread
 Chair

Epping Forest District Museum Trust CIO
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2025

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

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 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 October 2019) - Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Epping Forest District Museum Trust CIO meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The charity reported total unrestricted funds at 31st of March 2025 of £113,377.

The trustees are of the view that the immediate future of the charity for the next 12 months is secure and that on this basis the charity is a going concern

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

3.4 Donated goods and services

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided that the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with the equivalent amount recognised as an expense under the appropriate heading in the SOFA.

Epping Forest District Museum Trust CIO
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2025

3.5 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

3.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

3.7 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

4.2 Charitable activities

Expenditure on charitable activities includes the costs of work and other activities undertaken to further the purposes of the charity and their associated support costs.

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

4.4 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

4.6 Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

Epping Forest District Museum Trust CIO
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2025

5 Income from grants and donations

Income from grants				
Epping Forest District Council	314,122	-	314,122	6,200
The Arts Council	7,445	-	7,445	-
Society for Museum Archaeology	-	750	750	-
Epping Forest Public Health Community Grant	-	1,398	1,398	-
Essex County Council Short Breaks	-	1,126	1,126	-
Museum Development South East	-	1,461	1,461	-
Income from donations	419	-	419	-

	Unrestricted Funds	Restricted Funds	Total 2025	Total 2024
	£	£	£	£
	314,122	-	314,122	6,200
	7,445	-	7,445	-
	-	750	750	-
	-	1,398	1,398	-
	-	1,126	1,126	-
	-	1,461	1,461	-
	419	-	419	-
	321,986	4,735	326,721	6,200

6 Income from charitable activities

Income from fundraising	2,389	-	2,389	570
Retail sales	4,490	-	4,490	-
Hire of facilities	6,785	-	6,785	-

	2,389	-	2,389	570
	4,490	-	4,490	-
	6,785	-	6,785	-
	13,664	-	13,664	570

7 Charitable activities

Direct costs				
Staff salaries	96,781	4,378	100,159	5,217
Staff Pension	2,503	-	2,503	-
Staff travel	114	-	114	-
Staff costs recharged	52,205	-	52,205	-
Staff training	300	-	300	-
Fund raising costs	819	-	819	-

Support costs

General & water rates	13,352	-	13,352	-
Light, heat, alarm & telephone	10,698	-	10,698	-
Printing, postage & stationery	1,755	-	1,755	8
Rent	24,208	-	24,208	270
Repairs & maintenance	5,512	-	5,512	-
Bank charges	60	-	60	10
Information Technology	2,483	-	2,483	-
Insurance	321	-	321	-
Advertising	4,163	-	4,163	-
General administration	1,107	-	1,107	181
Professional fees	8,003	-	8,003	-

Governance Costs

Independent examiner fees	1,440	-	1,440	500
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Total

	224,824	4,378	229,202	6,186
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Epping Forest District Museum Trust CIO
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2025

8 Fees for examination of the accounts

	2025	2024
Independent examiner's fees for reporting on the accounts	£ 1,440	£ 500
Other accountancy services paid to the examiner (payroll services)	480	-
	<u>1,920</u>	<u>500</u>

9 Analysis of staff costs and the cost of key management

	2025	2024
Salaries and wages	£ 97,805	£ 5,847
Recharged payroll costs	52,205	-
Social security costs	2,354	-
Pension costs (defined contribution pension plan)	2,503	-
	<u>154,867</u>	<u>5,847</u>

No employee received remuneration above £80,000 during the year (2024: nil)

The key management personnel of the charity, comprise the trustees and the charity development consultant. The total employee benefits of the key management personnel of the charity were £41,300 (2024: £5,847).

10 Staff numbers

The average monthly head count was 6 employed staff (2024: 1) and the average monthly number of full-time equivalent employees (FTE) during the year were as follows:

	2025		2024	
	Number	FTE	Number	FTE
Charitable activities	6	3.1	1	1

11 Transactions with trustees

None of the trustees have received any remuneration or received any other benefits from their employment with the charity.

(a) Trustees' expenses

No trustee expenses have been incurred in the year.

(b) Transactions with related parties

During the year, the charity incurred IT expenses of £1,700 at open market value from Integrations Limited; this company is owned by the husband of trustee, Mrs. Helen Kane.

12 Defined contribution pension scheme

The charitable company contributes to individual private staff pension schemes. The employer's pension costs represent contributions payable by the charity during the year.

Epping Forest District Museum Trust CIO
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2025

13 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

14 Debtors and prepayments (receivable within one year)

	2025	2024
	£	£
Debtors- Charitable activities	1,703	-
	<u>1,703</u>	<u>-</u>

15 Cash at bank and in hand

	2025	2024
	£	£
Cash at bank and in hand	139,980	2,830
	<u>139,980</u>	<u>2,830</u>

16 Creditors and accruals (payable within one year)

	2025	2024
	£	£
Independent examination of accounts	1,440	500
HMRC	2,023	1,745
Epping Forest District Council- Recharged payroll costs and other expenditure	21,163	-
Other creditors	3,323	-
	<u>27,949</u>	<u>2,245</u>

17 Events after the end of the reporting period

No events have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that existed at the end of the reporting period.

Epping Forest District Museum Trust CIO
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2025
Charitable activities

18 Analysis of charitable funds

Analysis of movements in unrestricted funds Year ending 31 March 2025

	Fund balances brought forward	Incoming Resources	Resources expended	Fund balances carried forward
Unrestricted funds	£ 585	£ 337,616	£ (224,824)	£ 113,377
Restricted funds	-	£ 4,735	£ (4,378)	£ 357
Totals	585	342,351	(229,202)	113,734

Analysis of charitable funds

Analysis of movements in unrestricted funds Year ending 31 March 2024

	Fund balances brought forward	Incoming Resources	Resources expended	Fund balances carried forward
Unrestricted funds	£ -	£ 6,771	£ (6,186)	£ 585
Totals	-	6,771	(6,186)	585

Analysis of charitable funds (continued)

Analysis of movements restricted funds Year ending 31 March 2025

	Fund balances brought forward	Incoming Resources	Resources expended	Fund balances carried forward
Restricted funds	£ -	£ 4,735	£ 4,378	£ 357
Totals	-	4,735	4,378	357

Purpose of restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as stipulated by the donor.

As at 31st March 2025, the charity held £357 within debtors for funds granted by the Museum Development South East for the Museum's Skills Builder programme.

19 Capital commitments

As at 31 March 2025, the charity had no capital commitments (2024 -£NIL).

20 Debt

There is no debt outstanding which is owed by the charity and which is secured by an excess charge on any of the assets of the charity at 31 March 2025.

Epping Forest District Museum Trust CIO
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2025

21 Governing document

The organisation is a Charitable Incorporated Organisation - Foundation registered on 6 September 2023 as a body corporate under part 11 of the Charities Act 2011.

22 Analysis of net assets between funds

	Unrestricted Funds £	Restrict ed Funds £	Total 2025 £
At 31 March 2025			
Cash at bank and in hand	139,980	-	139,980
Other net current assets/ (liabilities)	(26,603)	357	(26,246)
	113,377	357	113,734
At 31 March 2024			
Cash at bank and in hand	£ 2,830	£ -	£ 2,830
Other net (liabilities)	(2,245)	-	(2,245)
	585	-	585

EPPING FOREST DISTRICT MUSEUM CIO

England & Wales - Charity number 1204614

Accounts

Charity Commission Narrative 26 September to 31 March 2024

Introduction

In September 2023, the Epping Forest District Museum Trust was established at the Charity Commission under charity number 1204614.

Working alongside consultant Sam Hunt, trustees were recruited and appointed, including Holly Whitbread as Chair, Helen Kane as Treasurer and Gill Wallis and Shane McNamara on the 30 August 2023. Patience Wilson as Secretary and Clover Colquhoun, Elin Simonsson and Ashley Harker were appointed on 11 January 2024.

Governance of the museum is held by the Board of Trustees who have met every two months since their appointment.

On 12 February 2024, Ian Channell was appointed Museum Manager having previously held the role of Collections Officer at the museum from 2020-2023. Ian took over management of the museum following vesting in April, assuming the position from James Carstairs, Interim Museum Manager.

On 1 April 2024, Epping Forest District Museum Trust officially took over management of Epping Forest District Museum from the district council.

Recruitment

Since his appointment in February, Ian has been actively recruiting staff for key posts.

Following interviews in February and March 2024, Amy Stock was appointed Collections Officer on 2 April 2024, Dee Vijayakumar as Learning Officer on 4 April 2024, Charlotte Coombes as Community Engagement Officer on 23 April 2024, and Philip Langley as Museum Technical Officer on 3 June 2024.

Business Plan

A draft Business Plan, initially compiled from February to March 2024, along with an associated Risk Register and 2024-2025 Activity Plan, were approved by the Board of Trustees on 16 May 2024.

Strategic objectives within the Business Plan seek to achieve financial sustainability, develop further community engagement opportunities, manage collections and estate to best practice museum standards, secure local, district and county partnerships, and strengthen and fortify the organisation. The Business Plan will be reviewed by the Board in 2026.

Engagement

The Museum is currently running the temporary exhibition 'Towns Through Time' which showcases a selection of photographs from the collection, revealing life in the main district towns from 1870 onward. Having opened on 7 February 2024, the exhibition will run until Quarter 1 2025.

Funding

Epping Forest District Council will be providing a funding envelope to the Trust by way of a 4-year service level agreement.

The museum generates income through shop and event sales and via donations and external funding.

Staff are actively applying to various grant givers, including Arts Council England and the Society for Museum Archaeology amongst others, for additional project-based funding.

Epping Forest District Museum CIO	Charity No	1204614
Annual accounts for the period		
Period start date	06/09/2023	To 31/03/2024

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

Recommended categories by activity	Unrestricted funds £ F01	Restricted income funds £ F02	Total funds £ F04
Income (Note 3)			
Income from:			
Donations	570	-	570
EFDC Grant Funding	6,200	-	6,200
Bank Interest	1	-	1
Other		-	-
Total	6,771	-	6,771
Expenditure (Notes 6)			
Expenditure on:			
Charitable activities	5,686	-	5,686
Governance	500	-	500
Other	-	-	-
Total	6,186	-	6,186
Net income/(expenditure) before tax for the reporting period	585	-	585
Tax payable	-	-	-
Net income/(expenditure) after tax before investment gains/(losses)	585	-	585
Net gains/(losses) on investments	-	-	-
Net income/(expenditure)	585	-	585
Reconciliation of funds:			
Total funds brought forward	-	-	-
Total funds carried forward	585	-	585

Section B Balance sheet

	Unrestricted funds £	Restricted income funds £	Total this year £	Total last year £
Current assets				
Cash at bank and in hand (Note 4)	2,830	-	2,830	-
Total current assets	2,830	-	2,830	-
Creditors: amounts falling due within one year (Note 5)	2,245	-	2,245	-
Net current assets/(liabilities)	585	-	585	-
Total assets less current liabilities	585	-	585	-
Total net assets or liabilities	585	-	585	-
Funds of the Charity				
Restricted income funds (Note 27)		-	-	-
Unrestricted funds	585		585	-
Total funds	585	-	585	-

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

Print Name	Date of approval dd/mm/yyyy
Ms Helen Kane	
Ms Holly Whitbread	

Signature	Date dd/mm/yyyy

Note 3**Income**

Analysis of income		Unrestricted funds	Restricted income funds	Total funds £
Donations:	Donations and gifts	360	-	360
	General grants provided by government/other charities	6,200	-	6,200
	Donated goods, facilities and services	210	-	210
	Other	-	-	-
	Total	6,770	-	6,770
Income from investments:	Interest income	1	-	1
	Total	1	-	1
TOTAL INCOME		6,771	-	6,771

Note 4 Cash at bank and in hand

	This year £
Cash at bank and on hand	2,830
Total	2,830

Note 5 Creditors and accruals

5.1 Analysis of creditors

Amounts falling due within one year

	This year £
Accruals	500
Taxation and social security	1,745
Total	2,245