

Charity Commission Annual Return

Museum of Army Music (Charity No. 273762)

Financial year: 1 April 2024 to 31 March 2025

Legal name of charity	Museum of Army Music
Charity number	273762
Financial period covered by this return	1 April 2024 to 31 March 2025
Principal address	Museum of Army Music, HQ RCAM, Gibraltar Barracks, Minley, GU17 9LP
Public contact email	info@museumofarmymusic.com
Website	www.museumofarmymusic.com
How the public can access the museum	Open by appointment (collection currently in store) and through satellite displays and online resources.

Charitable purposes (objects)

The charity's stated objects (as set out in trustee annual reports) are to:

- Educate the public to the role of Army music.
- Preserve and collect items related to Army music.
- Gather historic relics and artefacts related to the history of Army music and the Royal Corps of Army Music.

Trustees and governance

Trustees and key roles referenced during the period (to confirm for final submission):

Name	Role	Capacity
Colonel D Barringer MVO MBE	Chair	Trustee
Lt Col (Retd) K Roberts MBE	Trustee	Trustee
Major P A Collis-Smith	Trustee / Project Lead	Trustee
Professor T Czepiel	Trustee	Trustee
Mr G Henderson	Trustee	Trustee
Mrs S Barber	Trustee / Curator	Trustee

Other individuals referenced in governance, delivery and support roles during the period:

Name	Role	Notes
Mr D Loftus MBE	Honorary Treasurer	Not a trustee (attended as Treasurer)
Mrs F Stovold	Project Manager / Consultant	Not a trustee
Maj G Bennett	Corps Secretary (attended)	Not a trustee
WO1 D Hatton	Corps Sergeant Major (ex-officio liaison role)	Ex-officio / liaison
Lt Col L Petritz-Watts	Ex-officio Trustee	Ex-officio trustee

Governing document and charity history (per trustee reports): the Museum was originally formed on 1 March 1949; a Declaration of Trust was established on 27 April 1977 and amended on 29 January 2015. The charity was re-registered with the Charity Commission on 4 December 2015 following a period of removal from the register.

Trustee remuneration and conflicts of interest

Meeting records note that Mrs S Barber is a trustee who receives remuneration for part-time curatorial work. This interest is declared and recorded in trustee meetings. The annual return should confirm the arrangements used to manage the conflict (e.g., withdrawal from decisions about remuneration and related contracts).

Activities, achievements and public benefit (summary for the annual return)

Operational context

During the year the Museum continued to operate in a transitional model following the closure of its former public site. The Museum's collection is stored at HQ RCAM, Minley, and is accessible for research visits by appointment. Public engagement is delivered through satellite displays (including in London and Portsmouth) and through a developing digital platform.

Key activity delivered during the year (drawn from trustee reports and meeting records):

- Collections management and care work to stabilise and organise the collection in the Minley store, enabling access for research and future displays.
- Continuation and development of public-facing interpretation through partnership displays (including a Guards Museum display) and RCAM-related displays in Portsmouth.
- Development and maintenance of digital outreach, including a functioning website and social media presence which generated research enquiries.
- Installation of a new graphic timeline display in the Higher Training Wing corridor at Minley (March 2025), improving access to Army Music heritage for RCAM personnel and visitors.
- Fundraising and grant activity to resource development work and collections care, including restricted project grants and local authority grant funding.

Public benefit

The Museum's work advances education about Army music and preserves a nationally significant collection documenting the history and public role of Army musicians. Public benefit is delivered through research access, interpretation via physical displays in partner venues, and online access through digital content.

Accreditation and public access

The Museum has been working to maintain and/or regain full Arts Council England Accreditation. An AIM Museum Fundamentals application draft notes that the Museum has provisional status because it does not currently meet the criterion of being open to the public for 20 days per year, with a target date for meeting this in 2026-2027. Trustee meeting records also note the requirement to be open for at least 20 days per year.

Financial information

Summary figures below are taken from the Museum's summary accounts at 31 March 2025. All amounts are gross and shown to 2 decimal places.

Fund type	Opening balance (1 Apr 2024)	Income	Expenditure	Closing balance (31 Mar 2025)
Restricted funds	£8,224.99	£51,504.97	£46,949.00	£12,780.96
Unrestricted funds	£5,084.27	£5,588.10	£1,923.40	£8,748.97

Total	£13,309.26	£57,093.07	£48,872.40	£21,529.93
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Restricted funds – year-end balances

Restricted funds held at year end (per summary accounts):

Restricted fund	Balance at 31 Mar 2025
RCAM Project Grant (balance)	£6,003.96
Bristol City Council grant (unspent at year end)	£6,777.00

Bank and deposit accounts

Bank balances reported at 31 March 2025 (all funds):

Account	Balance
Current Account	£29.98
Business Reserve	£19,582.90
35 Day Notice	£583.78
95 Day Notice	£1,333.27

Comparison – previous year (for trustee context)

For reference, the prior year summary accounts for 1 April 2023 to 31 March 2024 reported a closing balance of £13,309.26. This section is not required in the Charity Commission annual return but is included to support trustee review.

Financial year	Opening balance	Income	Expenditure	Closing balance
Year ended 31 Mar 2024	£23,788.98	£29,984.98	£40,464.70	£13,309.26
Year ended 31 Mar 2025	£13,309.26	£57,093.07	£48,872.40	£21,529.93

Reserves and investment policy

Reserves policy

A trustee paper on reserves and investments (Oct 2023) stated that the Museum had no meaningful free reserves at that time because income was predominantly restricted and there were no reliable unrestricted income streams. At 31 March 2025 the Museum reported unrestricted funds of £8,748.97.

Investment policy

The Oct 2023 investment note recommended holding approximately £3,000 in the current account for cashflow and allocating additional balances to deposit accounts (business reserve and notice accounts) to earn interest. At 31 March 2025, balances were held across a current account and deposit accounts as shown above. Trustees should confirm that this remains the intended investment approach and that it complies with the charity's governing document and applicable guidance.

Staffing, volunteers and operations

Staffing and capacity referenced in documents for the period:

- Two part-time museum staff (curatorial capacity), with additional time supported through restricted grants.
- A Project Manager / consultant role was used to deliver development work and support the transition to the new operating model.
- The Museum is supported by trustees and (where available) volunteers; volunteer activity and expenses should be confirmed for the annual return.

Public opening

The Museum is currently open by appointment while the collection is in store. Annual visitor numbers were reported as approximately 50.

Fundraising and income generation

Income sources during the year included:

- Grant in Aid (restricted) from Army Museums Ogilby Trust to support curatorial staffing.
- Restricted project grants from the Royal Corps of Army Music Trust and a grant from Bristol City Council.
- Unrestricted grant support from the RCAM Trust for running costs.
- Interest earned on bank/deposit accounts.

Risk management and serious incident reporting

Trustee meeting records note a moisture issue in the museum store, assessed as not a threat to the collection and known to site staff. No serious incidents were identified in the provided documents.

MUSEUM OF ARMY MUSIC (CHARITY NUMBER 273762) YEAR 1 APRIL 2024 - 31 MARCH 2025
SUMMARY AT 31ST MARCH 2025

	BAL BFWD 1-Apr-24	INCOME	EXPENDITURE	CURRENT BALANCE
RESTRICTED FUNDS				
SALARIES (NON PROJECT MGR)			25125.00	-25125.00
PROJECT MANAGER			6925.96	-6925.96
AMOT (GRANT IN AID) inc BWFD	7322.99	24727.97		<u>24727.97</u> 0.00
GRANT IN AID BFWD INCS REPAYMENT				0.00
ROYAL PAVILION & MUSEUM GRANT	902.00		902.00	0.00
RCAM PROJECT GRANT		20000.00	13996.04	6003.96
INC'S PROJECT MANAGER PROPORTION				
BRISTOL CITY COUNCIL		6777.00		6777.00
TOTAL RESTRICTED	8224.99	51504.97	46949.00	12780.96
UNRESTRICTED FUNDS				
INSURANCE			1354.28	-1354.28
CONFERENCES			45.00	-45.00
MODES			216.00	-216.00
WEBSITE HOSTING			200.00	-200.00
IT CLOUD BACKUP			14.06	-14.06
EQUIPMENT			94.06	-94.06
RCAM GRANT		5000.00		5000.00
INTEREST		588.10		588.10
TOTAL	5084.27	5588.10	1923.4	8748.97
RESTRICTED & UNRESTRICTED ACCOUNT BALANCE	13309.26	57093.07	48872.4	21529.93

REPRESENTED BY
CURRENT ACCOUNT
BUSINESS RESERVE
35 DAY NOTICE
95 DAY NOTICE
TOTAL

89.41
11370.36
566.12
1283.37
13309.26

29.98
19582.90
583.78
1333.27
21529.93

Independent examiner's report to the Trustees of The Museum of Army Music (Charity Number 273762)

I report on the accounts of the Museum of Army Music (the charity) for the year ended 31st March 2025, which are set out on the two pages Income and Expenditure for the Year Ended 31st March 2025.

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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *Brian Heyes*



BRIAN HEYES
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May 2025

21/7/25