

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024  
FOR  
THE MILITARY INTELLIGENCE MUSEUM**

Bright Brown Limited  
Chartered Accountants  
Exchange House  
St. Cross Lane  
Newport  
Isle of Wight  
PO30 5BZ

**THE MILITARY INTELLIGENCE MUSEUM**

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FOR THE YEAR ENDED 31 DECEMBER 2024**

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# THE MILITARY INTELLIGENCE MUSEUM

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

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The trustees present their report with the financial statements of the charity for the year ended 31 December 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

### OBJECTIVES AND ACTIVITIES

#### Objectives and Aims

The primary objective of the Military Intelligence Museum (MIM) is to uphold the traditions of the Intelligence Corps and to perpetuate its deeds. To achieve this objective, the role of the Trustees is to direct the staff to conserve, make accessible, interpret and modernise the collection and Corps archives.

The trustees aim to give effect to their vision by establishing a second element of the Museum in bigger and more accessible site. This project is managed by a separate CIO, in order to ensure that the current museum operation continues with its core role.

#### Activities

During the year to 31 December 2024 the total expenditure was £115,333 (2023: £116,140). The funds were used to continue the management of the collection and archive, and to open the Museum and Archive to the public free of charge. Displays have been updated, support to education was expanded and work was carried out to better catalogue the collection.

### ACHIEVEMENT AND PERFORMANCE

#### Achievements and Performance

Visitor numbers from the public and from serving members of the Armed Forces have remained steady, though constrained by the access restrictions inherent in being located on a military base. Staffing has remained stable with Curator, Assistant Curator and Archivist posts filled full-time, funded by the grant from Army Heritage Branch. There have been some additions to the collections and archive but the focus continues to be on ensuring that the archival collections, and fabric of the buildings, meet the required standard of cataloguing, and maintenance. The longstanding concerns about the standards of maintenance for the building fabric in both Museum exhibitions and Storage, have remained an issue. The military command, and facilities management contractors, are aware of the issues and have been working on temporary solutions. It is likely that these problems will continue with an anticipated reduction in maintenance support as Chicksands base is marked for closure by 2030.

### FINANCIAL REVIEW

#### Financial position

Total income for the year amounted to £127,642 (2023: £112,310). Total expenditure amounted to £115,333 (2023: £116,140). The museum had net income for the year of £12,309, (2023: net expenditure of £3,830). Total funds to carry forward at 31 December 2024 were £189,251 (2023: £176,942).

#### Principal funding sources

The primary sources of income are:

Grant in Aid from the Army Heritage Branch  
Donations from the public and from visitors  
Donations from the Friends of the Intelligence Corps Museum (FICM)

The Museum also received tax reclaimed under the Gift Aid Scheme.

#### Reserves policy

The Trustees agreed that there would be no commitment to any expenditure unless sufficient funds were already available. The Trustees have agreed a cash reserve policy of £20,000 to remain in the charity bank account.

## THE MILITARY INTELLIGENCE MUSEUM

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

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#### FUTURE PLANS

The MIM aims to establish long-term sustainability through the project to establish second, bigger and more accessible, site and as noted above the museum has established a separate CIO to undertake the project so that the existing museum can continue to operate as normal during the process.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Structure

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

The Intelligence Corps Museum (now the MIM) was established by Trust Deed dated 3 October 1979.

The Intelligence Corps Museum is one of five collections held under the umbrella of the Military Intelligence Museum, based at Chicksands, Bedfordshire. The co-located collections are:

The Medmenham Collection

The United States Airforce at Chicksands Collection.

The BRIXMIS Collection

The Y Service Collection

##### Appointment of new trustees

Four Trustees are appointed ex-Officio by virtue of holding the following Intelligence Corps offices:

- Deputy Colonel Commandant
- Corps Colonel Intelligence Corps
- Corps Secretary
- Intelligence Corps Sergeant Major

Two Trustees are appointed ex-Officio, in the broader military intelligence context, by virtue of holding this office:

- Head of Intelligence Branch Royal Navy
- Head of Intelligence Branch Royal Air Force

The remaining Trustees have been appointed as they demonstrated an active interest in Military Intelligence and Intelligence Corps heritage.

##### Decision making

The MIM Trustee Board has overall responsibility for the running of the charity.

Day to day running of the MIM is delegated to the Museum Curator and staff, which comprises of an Archivist, an Assistant Curator and several Volunteers.

##### Trustee Induction and Training

All Trustees have been furnished with a copy of the governing document, the most recent annual report and accounts, and a copy of 'The Essential Trustee: What you need to know'.

##### Ministry of Defence (MoD) Heritage Branch

The Heritage Branch provides overall guidance on how to reflect MoD policy towards supported Regimental and Corps Museums. The British Army Heritage Branch provides support and guidance relating to specific Army issues.

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Registered Charity number

278909

# THE MILITARY INTELLIGENCE MUSEUM

## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

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### Principal address

Military Intelligence Museum  
Chicksands  
Shefford  
Bedfordshire  
SG17 5PR

### Trustees

The charity has been given a dispensation by the Charity Commission from publishing the names of its trustees.

### Independent Examiner

Bright Brown Limited  
Chartered Accountants  
Exchange House  
St. Cross Lane  
Newport  
Isle of Wight  
PO30 5BZ

### Museum curator

Mr Justin Steadman

### Bankers

Holts Military  
Holts Farnborough Branch  
Lawrie House  
Victoria Road  
Farnborough  
GU14 7NR

Approved by order of the board of trustees on .....*25 Oct 25*..... and signed on its behalf by:

*A M Sommerlad*

.....  
Trustee

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE MILITARY INTELLIGENCE MUSEUM**

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## **Independent examiner's report to the trustees of THE MILITARY INTELLIGENCE MUSEUM**

I report to the charity trustees on my examination of the accounts of THE MILITARY INTELLIGENCE MUSEUM (the Trust) for the year ended 31 December 2024.

### **Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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 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.

David Stevens  
The Institute of Chartered Accountants in England and Wales

Bright Brown Limited  
Chartered Accountants  
Exchange House  
St. Cross Lane  
Newport  
Isle of Wight  
PO30 5BZ

Date: .....

**THE MILITARY INTELLIGENCE MUSEUM**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2024**

		Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
	Notes				
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		27,398	98,502	125,900	111,438
Investment income	2	1,642	-	1,642	872
Other income		100	-	100	-
<b>Total</b>		<u>29,140</u>	<u>98,502</u>	<u>127,642</u>	<u>112,310</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	3				
To educate the public and members of the Corps in the history and military accomplishments of the Corps		<u>33,855</u>	<u>81,478</u>	<u>115,333</u>	<u>116,140</u>
<b>NET INCOME/(EXPENDITURE)</b>		(4,715)	17,024	12,309	(3,830)
<b>Transfers between funds</b>	12	<u>29</u>	<u>(29)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		(4,686)	16,995	12,309	(3,830)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>159,996</u>	<u>16,946</u>	<u>176,942</u>	<u>180,772</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>155,310</u></u>	<u><u>33,941</u></u>	<u><u>189,251</u></u>	<u><u>176,942</u></u>

The notes form part of these financial statements

# THE MILITARY INTELLIGENCE MUSEUM

## BALANCE SHEET 31 DECEMBER 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	9	100,753	-	100,753	111,528
<b>CURRENT ASSETS</b>					
Debtors	10	2,070	125	2,195	2,070
Cash at bank		55,310	61,217	116,527	91,321
		<u>57,380</u>	<u>61,342</u>	<u>118,722</u>	<u>93,391</u>
<b>CREDITORS</b>					
Amounts falling due within one year	11	(2,823)	(27,401)	(30,224)	(27,977)
<b>NET CURRENT ASSETS</b>		<u>54,557</u>	<u>33,941</u>	<u>88,498</u>	<u>65,414</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>155,310</u>	<u>33,941</u>	<u>189,251</u>	<u>176,942</u>
<b>NET ASSETS</b>		<u>155,310</u>	<u>33,941</u>	<u>189,251</u>	<u>176,942</u>
<b>FUNDS</b>	12				
Unrestricted funds				155,310	159,996
Restricted funds				33,941	16,946
<b>TOTAL FUNDS</b>				<u>189,251</u>	<u>176,942</u>

The financial statements were approved by the Board of Trustees and authorised for issue on .....  
and were signed on its behalf by:

.....  
Trustee

The notes form part of these financial statements



## 1. ACCOUNTING POLICIES

### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### **Intangible income**

Intangible income, which comprises donated services, is included in income at a valuation which is an estimate of the financial cost borne by the donor.

### **Heritage assets**

The Museum holds a large number of heritage assets in connection with the history of the Intelligence Corps. Heritage assets acquired by the Museum at no cost have been excluded from the accounts as their value is uncertain and the cost of valuing them would not be justified by the benefit gained.

### **Tangible fixed assets**

All assets costing more than £50 and assets of any value purchased for display within the museum are capitalised and included in the financial statements at historic cost less accumulated depreciation.

Depreciation is provided on fixed assets at rates calculated to write off the cost or valuation less estimated residual value, of each assets its expected useful life as follows:

Museum property, exhibits & fittings                      - 10% reducing balance

### **Taxation**

The charity is exempt from tax on its charitable activities.

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**THE MILITARY INTELLIGENCE MUSEUM**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2024**

**2. INVESTMENT INCOME**

	2024	2023
	£	£
Deposit account interest	1,642	872
	<u>1,642</u>	<u>872</u>

**3. CHARITABLE ACTIVITIES COSTS**

	Direct Costs (see note 4) £	Support costs (see note 5) £	Totals £
To educate the public and members of the Corps in the history and military accomplishments of the Corps	111,760	3,573	115,333
	<u>111,760</u>	<u>3,573</u>	<u>115,333</u>

**4. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2024	2023
	£	£
Staff costs	81,424	76,565
Insurance	1,182	1,576
Post, Stationery and advertising	152	94
Sundries	829	1,064
Rent	12,250	12,250
Volunteer and travel expenses	1,058	-
Subscriptions and CPD costs	575	695
Display and record expenses	2,046	3,515
Computer costs	1,049	1,554
Depreciation	11,195	12,392
	<u>111,760</u>	<u>109,705</u>

**5. SUPPORT COSTS**

	Governance costs £
To educate the public and members of the Corps in the history and military accomplishments of the Corps	3,573
	<u>3,573</u>

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2024 nor for the year ended 31 December 2023.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 December 2024 nor for the year ended 31 December 2023.

**7. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	2024	2023
Archivist	2	1
Curator	1	1
	<u>3</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

The curator is considered key management personnel. The employment benefits for the role were £41,511 for the year ended 31 December 2024 (2023 - £41,907).

**8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	24,612	86,826	111,438
Investment income	872	-	872
<b>Total</b>	<u>25,484</u>	<u>86,826</u>	<u>112,310</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
To educate the public and members of the Corps in the history and military accomplishments of the Corps	39,368	76,772	116,140
<b>NET INCOME/(EXPENDITURE)</b>	(13,884)	10,054	(3,830)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	173,880	6,892	180,772
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>159,996</u>	<u>16,946</u>	<u>176,942</u>

THE MILITARY INTELLIGENCE MUSEUM

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2024

9. TANGIBLE FIXED ASSETS

	Museum display, artefacts, and archive £	Online shop £	Totals £
<b>COST</b>			
At 1 January 2024	447,790	9,298	457,088
Additions	420	-	420
At 31 December 2024	448,210	9,298	457,508
<b>DEPRECIATION</b>			
At 1 January 2024	339,180	6,380	345,560
Charge for year	10,903	292	11,195
At 31 December 2024	350,083	6,672	356,755
<b>NET BOOK VALUE</b>			
At 31 December 2024	98,127	2,626	100,753
At 31 December 2023	108,610	2,918	111,528

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade debtors	2,070	2,070
Other debtors	125	-
	2,195	2,070

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade creditors	27,897	26,267
Other creditors	2,327	1,710
	30,224	27,977

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

**12. MOVEMENT IN FUNDS**

	At 1.1.24 £	Net movement in funds £	Transfers between funds £	At 31.12.24 £
<b>Unrestricted funds</b>				
General fund	43,983	6,480	(391)	50,072
Designated fund - USA section	4,485	-	-	4,485
Designated fund - Fixed assets held	111,528	(11,195)	420	100,753
	<u>159,996</u>	<u>(4,715)</u>	<u>29</u>	<u>155,310</u>
<b>Restricted funds</b>				
Oligby Trust	14,694	17,024	-	31,718
Le Chene	616	-	-	616
AMOTs	1,607	-	-	1,607
Heritage Lottery Fund	29	-	(29)	-
	<u>16,946</u>	<u>17,024</u>	<u>(29)</u>	<u>33,941</u>
<b>TOTAL FUNDS</b>	<u>176,942</u>	<u>12,309</u>	<u>-</u>	<u>189,251</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	29,140	(22,660)	6,480
Designated fund - Fixed assets held	-	(11,195)	(11,195)
	<u>29,140</u>	<u>(33,855)</u>	<u>(4,715)</u>
<b>Restricted funds</b>			
Oligby Trust	98,502	(81,478)	17,024
	<u>127,642</u>	<u>(115,333)</u>	<u>12,309</u>

NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 DECEMBER 2024

## 12. MOVEMENT IN FUNDS - continued

## Comparatives for movement in funds

	At 1.1.23 £	Net movement in funds £	At 31.12.23 £
<b>Unrestricted funds</b>			
General fund	42,340	1,642	43,982
Designated fund - USA section	4,485	-	4,485
Designated fund - Fixed assets held	127,055	(15,526)	111,529
	<u>173,880</u>	<u>(13,884)</u>	<u>159,996</u>
<b>Restricted funds</b>			
Oligby Trust	4,432	10,262	14,694
Le Chene	616	-	616
AMOTs	1,815	(208)	1,607
Heritage Lottery Fund	29	-	29
	<u>6,892</u>	<u>10,054</u>	<u>16,946</u>
<b>TOTAL FUNDS</b>	<u>180,772</u>	<u>(3,830)</u>	<u>176,942</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	25,484	(23,842)	1,642
Designated fund - Fixed assets held	-	(15,526)	(15,526)
	<u>25,484</u>	<u>(39,368)</u>	<u>(13,884)</u>
<b>Restricted funds</b>			
Oligby Trust	86,827	(76,565)	10,262
AMOTs	(1)	(207)	(208)
	<u>86,826</u>	<u>(76,772)</u>	<u>10,054</u>
<b>TOTAL FUNDS</b>	<u>112,310</u>	<u>(116,140)</u>	<u>(3,830)</u>

A designated fund was established from donations received in 2009 and 2008 to be used to support any costs incurred regarding the USA displays in the museum.

During the year restricted funds existed as follows:

Oligby trust in respect of payment of wages for museum staff.

Le Chene fund has been donated for the purchase of film equipment.

AMOT provided a grant for marketing and website expenditure.

Heritage Lottery Fund was to fund a video commemorating 1918.

**12. MOVEMENT IN FUNDS - continued**

**Transfers between funds**

**Fixed Asset Fund**

A transfer was made in the year from the general fund to the fixed asset fund to take account of the additions purchased during the year. The trustees consider it necessary to disclose all unrestricted non-current assets separately from current assets in order to show a more transparent view of the charity and its free and available reserves.

**13. RELATED PARTY DISCLOSURES**

During the year, the charity has received funds of £10,159 from The Intelligence Corps Charity to assist with annual running of costs of the museum.