



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2021		31	March	2022

Section A Reference and administration details

Charity name Association for Suffolk Museums (AFSM)

Other names charity is known by N/A

Registered charity number (if any) 293950

Charity's principal address c/o Suffolk County Council, Endeavour House

Russell Road

Ipswich

Postcode

IP1 2BX

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Cllr Tony Cooper	Chair		East Suffolk Council
2	Kevin Sullivan	Treasurer		
3	Jayne Austin	Secretary		
4	Cllr Andrew Reid			Suffolk County Council
5	Cllr Mike Chester			West Suffolk Council
6	Cllr John Nunn			Babergh District Council
7	Cllr Carole Jones			Ipswich Borough Council
8	Cllr Richard Meyer			Mid Suffolk District Council
9	Chris Turland			
10	Emma Harpur			
11	Lisa Harris			
12	Joe Carr			
13				
14				
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17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Museum Projects	Lucy Maxwell	Suffolk County Council, Endeavour House, IP1 2BX
Museum Projects	Tom Beese	Suffolk County Council, Endeavour House, IP1 2BX
Museum Projects	Llewela Selfridge	Trenton, Cross Green, Hartest, IP29 4ED
Museum Projects	Patricia Day	Blossom Cottage, 19 Norwich Road, Lingwood, NR13 4BH

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Local authority representatives are appointed by their respective local authorities. All trustees are elected by the membership at the AGM.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

AFSM is governed by a Management Committee that includes representatives from all Suffolk local authorities, two independent museums representatives from each of the five local authority districts in the county, and a representative from the AFSM Network. The Management Committee meets four times each year, including the AGM. A non-voting officer from each local authority and representative from SHARE Museums East are also invited to attend.

All museums, individuals, or bodies or groups with museum interests in Suffolk are welcome to apply to the Management Committee for membership of AFSM and are admitted to at its discretion. There are three levels of membership with a sliding scale of membership fee.

- Full Member – Accredited Museums
- Member – Non-Accredited Museums
- Associate Member – Individuals, bodies, or groups with museum interests

The trustees seek the views of members in deciding which programmes to run through AFSM Network meetings which occur four times each year. These took place online twice in 2021-22 due to Covid restrictions. The Network appoints its own Chair, which is its trustee representative.

The work of the AFSM is facilitated by Suffolk County Council (SCC) officers, with support from all other local authority officers. The Suffolk Museum Project Officer is funded through the Suffolk Museums Partnership (see below) and hosted by SCC with line management provided by SCC's Museum Development & Partnership Manager. AFSM also commissions freelance officers to support fixed term projects who report to the Museum Project Officer and/or SCC's Museum Development & Partnership Manager.

Summary of the objects of the charity set out in its governing document

The aim of the Association is to advance the education of the public in the County of Suffolk by the support and assistance of public museums and art galleries and their development.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Trustees confirm that they have paid due regard to the Charity Commission's guidance on public benefit and have strived to ensure that the Charity's activities reflect this. For the public benefit, AFSM worked with 53 museums and associate members with related interests to help make Suffolk an attractive place to live, work and visit. The organisation worked in four main areas:

1. Provide support for museums in Suffolk

The role of the Association continued to be vital in supporting museums in Suffolk to recover from the impact of ongoing Covid-19 restrictions. AFSM did not need to significantly adjust its financial or business planning, but it did need to listen carefully to the needs of its members and respond quickly to provide support where it was needed in ongoing extraordinary circumstances.

2. Act as a representative and advocate for museums in Suffolk

AFSM worked closely with SHARE Museums East, National Lottery Heritage Fund (NLHF) and Arts Council England (ACE) in 2021-22 to ensure that funding was invested where it was needed most. Museum operations were restricted by ongoing Covid regulations. This has continued to have an impact on their ability to generate earned income through admissions, retail, catering, and events.

3. Attract and manage resources for the benefit of members

The AFSM was directly awarded **£127,032** of external funding in 2021-22 to support a range of projects that meet its aims.

4. Increase access and learning in museums for people in Suffolk

AFSM delivered and supported a range of projects and programmes to ensure that a more diverse range of people had the opportunity to participate in, engage with, and visit museums.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Trustees of AFSM partner with Arts Council England, SHARE Museums East, Babergh District Council, East Suffolk Council, Ipswich Borough Council, Mid Suffolk District Council, Suffolk County Council, and West Suffolk Council and thank them for their continuing and valued support, without which the scale of activities carried out to meet its charitable objectives would be considerably reduced.

AFSM wishes to acknowledge and thank Tom Beese, Patricia Day, and Llewela Selfridge for their creativity, commitment, and hard work on behalf of the Association this year. It also welcomes the new Museum Project Officer, Lucy Maxwell who joined in February. Their work has had a real positive impact on its members and communities they serve.

Volunteers also support the work of the Museum Project Officer to further the aims of the Charity. We warmly welcome new volunteers, including accompanied children who trial museum resources, young adults who are seeking work experience in the museum sector, and museum volunteers who help with communications.

Summary of the main achievements of the charity during the year

1. Provide support for museums in Suffolk

1.1 AFSM Network - All museum members are welcome to send representatives to the AFSM Network meetings which occur four times each year. Two meetings took place online in 2021-22 due to ongoing Covid restrictions but usually take place around the county to give members the opportunity to visit and learn from other museums. The Network appoints its own Chair, who is its representative on the AFSM Management Committee. SCC's Museum Development & Partnership Manager and the Museum Project Officers share museum news and updates. A representative from each member museum present is also invited to share an update. A guest speaker will give a presentation or lead a training session on a topical subject.

1.2 AFSM Newsflash – All AFSM member museums receive a weekly newsflash email with information about funding, projects, training, networking, job opportunities, and general information relevant to museums. Individuals can subscribe or unsubscribe at any time.

1.3 AFSM Newsletter – The AFSM Newsletter is published four times each year via email. It contains articles submitted by member museums about projects, programmes, and special events.

1.5 AFSM Website – AFSM maintains a [website](#) with general information about the Association, a profile for each full member and member museum, a page where members can publish their events, and case studies of projects run and supported the Association.

1.6 Social media – AFSM maintains a [Facebook](#) and [Twitter](#) profile to promote events and activities taking place in Suffolk Museums.

1.7 AFSM Training - AFSM offers free and subsidised training to all its members and works in partnership to promote and deliver the SHARE Museums East training programme. AFSM facilitated Modes Collections Management training for several museums.

2. Act as a representative and advocate for museums in Suffolk

AFSM worked closely with all local authority partners, SHARE Museums East, National Lottery Heritage Fund (NLHF) and Arts Council England (ACE) in 2021-22 to ensure that its members needs were understood, and funding was invested where it was needed most.

A total of **28** museums participated in the Annual Museums Survey and **18** museums participated in the Skills Needs Survey supported by SHARE Museums East. Results were benchmarked against museums regionally and nationally.

ACE awarded at least **£470,749** to Suffolk Museums in 2021-22. A total of £51,735 was awarded through the Culture Recovery Fund: Continuity Support programme, £175,733 through Culture Recovery Fund: Emergency Resource Support programme, and £243,281 from the Government's Cultural Investment Fund.

SHARE Museums East awarded **£48,049** in grants to Suffolk museums

in 2021-22. Next steps grants helped museums recover from the Covid-19 pandemic. Other grants also supported several museums in making improvements to their governance, secure new acquisitions, and support recruitment and retention of volunteers.

Suffolk County Council awarded **£84,409** to 6 museums through the Covid Continuity Fund for Culture.

The economic impact of visitors to Suffolk Museums was estimated to be at least £1,432,359 in 2019-20 (2021-22 Annual Museums Survey figures still to be compiled). This is a reduction of 88 percent on the previous year, demonstrating significant impact of the Covid-19 pandemic on museums and the need for AFSM support museums to rebuild their visitors and ensure they are again able to be a vital part of a vibrant, mixed economy.

AFSM Full Members and Members were offered the opportunity to pay a £20 supplement on their membership fee to have their profile included in the Suffolk Museums [leaflet](#) and [website](#). The leaflet was redesigned and reissued to support museums as they started to rebuild visitor numbers following closures due to the global pandemic.

AFSM supports a range of joint promotional and advertising campaigns to encourage more people to visit museums. In 2021-22 AFSM placed Suffolk museums advertising features in Families Suffolk Magazine, East Suffolk Living Magazine, Celebrate Suffolk, Kingfisher Visitor Guides, Hospital Radio and Community Magazine, and Raring2Go Magazine. Editorials featured in the East Anglian Daily Times, Celebrate Framlingham, and Let's Talk Magazine.

AFSM created a [promotional film](#) with Archant to welcome people back to museums following the loosening of restrictions during the Covid pandemic. The promotional film was filmed across a selection of Suffolk Museums including Felixstowe Museum, Ipswich Transport Museum, Norfolk & Suffolk Aviation Museum, National Horseracing Museum, Little Hall Lavenham, and The Long Shop Museum. The film can be viewed on the Suffolk Museums website homepage.

3. Attract and manage resources for the benefit of its members

The AFSM was directly awarded **£127,032** external funding in 2021-22 to support a range of projects that meet its aims.

3.1 Suffolk Museums Partnership - The Suffolk Museums Partnership (SMP) is a funding consortium that includes all Suffolk local authorities, Arts Council England, and SHARE Museums East. It is governed by the Association for Suffolk Museums (AfSM).

In 2021-22 the Suffolk Museums Partnership provided **£45,500** of core revenue support for development work and collaborative projects across Suffolk Museums delivered by Project Officer Tom Beese and freelance Project Officers Llewela Selfridge and Patricia Day. Partner contributions were as follows:

Arts Council England / SHARE Museums East	£ 33,000
Babergh District Council	£ 1,000
East Suffolk Council	£ 4,000

Ipswich Borough Council	£ 2,000
Mid Suffolk District Council	£ 1,500
Suffolk County Council	£ 2,000
West Suffolk Council	£ 2,000

Patricia and Llewela were commissioned by AfSM to work on a freelance basis to help deliver Suffolk Museum Partnership projects while the Suffolk Museum Project Officer post was vacant. Lucy joined as the new Museum Project Officer in February 2022. Lucy is employed on behalf of the partnership by Suffolk County Council, thanks to the £33,000 grant from SHARE Museums East.

The Suffolk Museums Partnership has sustained the level of commitment to it from most partners as we move forward into 2022/23. There will be a £2,000 reduction in the grant from SHARE Museums East but the impact of this has been slightly eased by a one-year increase of £500 from Mid Suffolk District Council. This core support enables AfSM to develop partnerships, draw in additional inward investment to Suffolk from external sources for collaborative museum projects.

3.2 Lowestoft Museum Development – AFMSM supported the volunteers at Lowestoft Museum to secure **£243,281** from the Government's Cultural Investment Fund. Awarded by Arts Council England through the Museums Estate and Development Fund (MEND) with DCMS, it is one of only 31 organisations nationally to receive a share of £18m total investment.

Lowestoft Museum will use the grant to make urgent and vital repairs to the fabric of Grade II-listed Broad House, a local landmark in Nicholas Everitt Park in Oulton Broad. The repairs will safeguard the historically important collections of Lowestoft Museum for future generations, including the Somerleyton bronzes on loan from The British Museum, and enable Lowestoft Museum to plan with confidence for future exhibitions and welcome visitors for many years to come.

The grant includes £35,000 to appoint a Relationship Manager that will take up the role previously carried out by the Lowestoft Museum Development Officer, Patricia Day in supporting the museum to deliver this project.

4. Increase access and learning in museums for people in Suffolk

4.1 Transforming People to Transform Museums – Transforming People to Transform Museums (TPTM) is a Skills for the Future programme funded by the National Lottery Heritage Fund from 2018-2022. AFMSM supported this project led by Colchester + Ipswich Museums together with the Museum of East Anglian Life in Stowmarket, The Long Shop Museum in Leiston, National Horseracing Museum in Newmarket.

The project created 27 traineeships in four museums across the county to develop both core heritage and transferable business skills. Working closely with local community groups to recruit young adults from lower socio-economic backgrounds, the project aimed to develop and support a more representative and resilient workforce at each museum. Trainees also took up placements at other museums across the county to broaden their experience.

The trainees have made a real difference to their local communities by

applying their new skills to bring about relevant and creative programmes and help secure the future resilience of each museum.

More information can be found [here](#). The final evaluation of the TPTM programme been completed and is available on request.

4.2 Kickstart – AFSM has supported the development, delivery, and evaluation of the Suffolk museums Kickstart programme led by the Museum of East Anglian Life.

The government's Kickstart scheme aims to provide quality work experience to individuals at risk of long-term unemployment in the 16-24-year-old age group. It achieves this by assisting organisations to offer six-month placements which support young people to make the successful transition into long term employment, giving them the confidence and competence to succeed.

The museums programme started with nine partners. It increased to 11 partners in Nov 2021 following a successful additional application to the DWP. A total of 122 placements were offered in total between April 2021 and March 2022. This includes 81 original placements, and 41 additional placements. A total of 50 percent of those recruited had a disability. The programme also supported the mental health of participants and was quotes as being both 'life saving' and 'transformational'.

Videos and case studies are available to view on the Suffolk Museums website: <https://suffolkmuseums.org/projects/kickstart/>

In addition to the intended jobs, skills, and employment outcomes. Kickstart placements have also had some significant unexpected health outcomes. Case studies are therefore also featured as part of the Suffolk Public Health Annual Report 2021:

<https://sway.office.com/EAu141QgqxzYNhU3?ref=Link>

4.3 Holiday Activity and Food Programme – The Holiday Activity and Food (HAF) Programme is a DfE funded programme that offers support to families who receive free school meals. The programme aims to offer high quality, enriching activity and nutritional, school standard food during the school holidays.

AfSM is a partner organisation in the Suffolk Holiday Activity and Food (HAF) programme. More about the main Suffolk HAF Programme can be found [here](#).

The HAF programme is largely delivered by sports providers. AfSM piloted a cultural offer, established with support from Suffolk County Council. It focused on two museums, West Stow Anglo-Saxon Village, and the Museum of East Anglian Life (MEAL). Both worked with outside partners to provide the food and some of the activity. They also provided a commercial offer to sit alongside the offer of free places for those in receipt of free school meals.

Schools supported promotion of the programme. It was also featured in the Jul/Aug edition of Families Suffolk Magazine (page11): [Families Suffolk Magazine: Issue 60 - July/August 2021 by Families Magazine - Issuu](#)

MEAL provided eight days of holiday provision to 248 children who receive free school meals, and 36 children purchased a place. Both

organisations made good connections with local primary schools and parents, as well as partner businesses and organisations that delivered some of the activities. The museums were also able to purchase equipment and build resources that will enable more cost-efficient provision of similar programmes in future

More information can be found on the Suffolk Museums website:
<https://suffolkmuseums.org/projects/haf-programme/>.

The HAF programme had some significant health outcomes. Case studies are therefore also featured as part of the Suffolk Public Health Annual Report 2021:
<https://sway.office.com/EAu141QgqxzYNhU3?ref=Link>

We aim to build on this in 2022 by increasing the number of museums taking part in the programme and reaching more young people across the county.

4.4 Summer in Suffolk Museums – Summer in Suffolk Museum is promotional initiative showcasing all the events, activities and workshops taking place in Suffolk Museums during the school holidays. It ran for the fifth time in 2021. The initiative was supported with dedicated social media coverage and print media throughout the summer period, which successfully trafficked considerable interest to the Suffolk Museums website.

4.5 Suffolk Museums Inspire, Learn & Engage (SMILE) Network – The SMILE Network aims to enable best practice in education, learning and engagement in Suffolk Museums by working collaboratively and sharing knowledge locally, regionally, and nationally. Membership is open to all learning leads from the Association for Suffolk Museums member museums. Meetings take place on a quarterly basis at varied locations. The network supports the development and delivery of AFSM education, learning and engagement projects.

In 2021-2022 SMILE Network played a key role in generating interest in the Holiday Activity and Food Programme among museums. Similarly, it generated interest among museum partners in the Power of Stories touring exhibition.

4.6 Special Delivery – AFSM supported this project led by Suffolk Artlink. It is an intergenerational project that is exploring the art of communication through letters and other documents held in Suffolk Record Offices and museums.

Children at primary schools in Bury St Edmunds, Lowestoft and Halesworth have worked with artists and archives to create letters and artwork about their lives, inspired by the Lincoln Letters at Halesworth Museum. These have been shared with residents of care homes who have responded in kind.

A key outcome of the projects is the creation of a legacy of digital interpretation for use in Suffolk Archives and museums and a literacy resource for use in schools.

4.7 CPP MarketPlace – MarketPlace is the Creative People and Places (CPP) programme funded by Arts Council England to run in Fenland and Forest Heath from 1st April 2022 to 31st March 2025. It aims to grow a sustainable arts infrastructure in Fenland and Forest Heath which

supports and nurtures the growth of local audiences and participation in arts and cultural activity. More information can be found [here](#).

AfSM is working as part of a Consortium that supports and challenges Babylon ARTS in its leadership and delivery of MarketPlace. The Consortium's role is to ensure the vision and ambitions of MarketPlace and the wider Creative People and Places programme are met. AfSM has joined the MarketPlace Consortium in the third and final phase of a ten-year CPP commitment to audience development in Fenland and Forest Heath.

4.8 Power of Stories - Power of Stories started as an exhibition at Christchurch Mansion in Ipswich. It brought together three costumes from Marvel's Black Panther movie, along with historic museum objects and local stories to create a display exploring storytelling and identity. More information about the exhibition can be found here:

<https://www.powerofstories.co.uk/about-the-exhibition/>

From this developed a group of black community members and leaders who felt it important to make the most of the profile of the iconic film costumes being displayed in Power of Stories for the benefit of the community. They approached AFSM for support to develop the Power of Stories programme.

Together with [Aspire Black Suffolk](#) and [Colchester & Ipswich Museums](#) (IBC), AFSM approached Marvel to ask for an extension of the loan of the Marvel Black Panther costumes. Marvel agreed to the idea of touring the costumes across museums in Suffolk. The following museums have agreed to be part of the tour:

[Moyse's Hall Museum](#) (WSC), Bury St Edmunds, Feb to Apr 2022
[Abbots Hall](#) ([Museum of East Anglian Life](#)), Stowmarket, Jul to Sep 2022
[Snape Maltings](#) ([The Red House](#)), Aldeburgh – Oct 2022 to Jan 2023

The next stage of the programme will be to develop a research, display, and activity programme to align with the exhibition tour and activity pack. At least 12 museums have expressed an interest in taking part. They have identified many black histories that could be better researched, interpreted, and integrated into activities, displays, and publications. Working in partnership with Aspire Black Suffolk, we aim to support those museums with training and resources that will enable them to do this in partnership with their local communities.

4.9 Arts, Libraries, and Museums Mental Health Programme - AFSM is working in partnership with the Food Museum, the Norfolk & Suffolk NHS Foundation Trust, Suffolk Libraries, and Suffolk Artlink to deliver pilot creative arts and heritage courses that support people with mental health issues. This project is building on AFSM's [Creative Heritage in Mind](#) programme.

A Project Officer, Sally Dix who is based at the Food Museum is support the development of the programme and coordinating wider museum involvement. She has recruited Ipswich Transport Museum so that courses can be delivered in Ipswich and Stowmarket.

Six artists have been commissioned to co-curate the course content with people with lived experience of mental ill health. The artists will lead the delivery of the courses with support from individuals with lived

Section D

Achievements and performance

experience, including some of those that attended the [Creative Heritage in Mind](#) courses.

Suffolk County Council has awarded AFSM £25,000 to support the delivery of this project.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trustees continue to consider relevant guidance, including that provided by the Charity Commission in CC19 "Charity Reserves: Building Resilience". The continuing review examines potential risks and assesses these risks against costs to determine an appropriate and prudent level of reserves, together with an appropriate management framework.

AFSM does not currently have a reserves policy. This is an action that will be carried forward into 2022-23 and should reflect the paragraph above.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Going Concern

Total funds on 31 March 2022 stand at £148,564. The trustees have considered the impact of the Covid-9 pandemic on the going concern basis for the financial statements. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from the date of authorising these financial statements and consider the charity will still have sufficient access to cash resources to operate in that period. The trustees therefore have a reasonable expectation that the charity can continue in operation for the next 12 months and it is appropriate to prepare the financial statements on a going concern basis.

Funds

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

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

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


Section F**Other optional information**

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Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Jayne Austin	Kevin Sullivan
Position (eg Secretary, Chair, etc)	Secretary	Treasurer
Date	7 June 2022	

ASSOCIATION FOR SUFFOLK MUSEUMS

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

CHARITY NUMBER : 293950

ASSOCIATION FOR SUFFOLK MUSEUMS

FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022

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ASSOCIATION FOR SUFFOLK MUSEUMS

TRUSTEES AND PROFESSIONAL ADVISERS

Registered charity name	Association for Suffolk Museums
Charity number	293950
Principal Address & Registered Office	c/o Suffolk County Council, Endeavour House, Russell Rd Ipswich IP1 2BX
Trustees	Emma Frances Harpur Richard Meyer John Michael Nunn Paul Martin West - resigned 15 June 2021 Andrew Reid - appointed 15 June 2021 Anthony Melvin Cooper Carole Jones Christopher Turland Lisa Harris Jayne Austin Joe Carr Kevin Sullivan
Independent Examiner	Dawn Johnson Account-Wryte Ltd 5 Schneider Close Felixstowe Suffolk IP11 3SS

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2022

The Trustees present their report and the financial statements of the Charity for the year ended 31 March 2022

Governance

The Association for Suffolk Museums (AfSM) is governed by a Management Committee that includes representatives from all Suffolk local authorities, two independent museums representatives from each of the five local authority districts in the county, and a representative from the AfSM Network. A non-voting officer from each local authority and a representative from SHARE Museums East are also invited to attend. The work of the AfSM is facilitated by Suffolk County Council (SCC) officers, with support from all other local authority officers. The Suffolk Museum Project Officer is funded through the Suffolk Museums Partnership (see below) and hosted by SCC with line management provided by SCC's Museum Development & Partnership Manager. AfSM also commissions freelance officers to support fixed term projects who report to the Museum Project Officer and/or SCC's Museum Development & Partnership Manager.

Objectives of the Charity

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1. Provide support for museums in Suffolk

The role of the Association continues to be vital in supporting museums in Suffolk to recover from the impact of Covid-19 restrictions. AfSM did need to listen carefully to the needs of its members and respond quickly to provide support where it was needed in ongoing extraordinary circumstances.

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The Trustees of AfSM partner with Arts Council England, SHARE Museums East, Babergh District Council, East Suffolk Council, Ipswich Borough Council, Mid Suffolk District Council, Suffolk County Council, and West Suffolk Council and thank them for their continuing and valued support, without which the scale of activities carried out to meet its charitable objectives would be considerably reduced. AfSM also wishes to acknowledge Tom Beese, Patricia Day and Llewela Selfridge for their creativity, commitment, and hard work. Their work has had a real positive impact on its members and the communities they serve..

Review of Activities and summary of the year

Provide support for museums in Suffolk

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2022

AfSM Network - All museum members can send representatives to the AfSM Network meetings, which occur four times each year. Two meetings took place online due to Covid restrictions, but usually take place around the county to give members the opportunity to visit and learn from other museums. A guest speaker will give a presentation or lead a training session on a topical subject.

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AfSM Training - AfSM offers free and subsidised training to all its members and works in partnership to promote and deliver the SHARE Museums East training programme. AfSM facilitated Modes Collections Management training.

Act as a representative and advocate for museums in Suffolk

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Suffolk County Council awarded £84,409 to 6 museums through the Covid Continuity Fund for Culture. The economic impact of visitors to Suffolk Museums was estimated to be at least £1,432,359 in 2019-20 (2021-22 Annual Museums Survey figures still to be compiled). This is a reduction of 88 percent on the previous year, demonstrating significant impact of the Covid-19 pandemic on museums and the need for AfSM support museums to rebuild their visitors and ensure they are again able to be a vital part of a vibrant, mixed economy.

AfSM offered members the opportunity to have their profile included in the Suffolk Museums leaflet and website. The leaflet was redesigned and reissued to support museums as they started to rebuild visitor numbers following the pandemic. AfSM supports a range of joint promotional and advertising campaigns to encourage more people to visit museums, including placing advertising features in Families Suffolk Magazine, East Suffolk Living Magazine, Celebrate Suffolk, Kingfisher Visitor Guides, Hospital Radio and Community Magazine, and Raring2Go Magazine. Editorials in East Anglian Daily Times, Celebrate Framlingham, and Let's Talk Magazine. AfSM created a promotional film with Archant to welcome people back to museums following the easing of restrictions during the Covid pandemic. It was filmed across a selection of Suffolk Museums including Felixstowe Museum, Ipswich Transport Museum, Norfolk & Suffolk Aviation Museum, National Horseracing Museum, Little Hall Lavenham, and The Long Shop Museum.

Attract and manages resources for the benefit of its members

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ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2022

Suffolk Museums Partnership - The Suffolk Museums Partnership (SMP) is a funding consortium that includes all Suffolk local authorities, Arts Council England, and SHARE Museums East. It is governed by the Association for Suffolk Museums (AFSM). In 2021-22 the Suffolk Museums Partnership provided £45,500 of core revenue support for development work and collaborative projects across Suffolk Museums. Patricia Day and Llewela Selfridge were commissioned to help deliver SMP projects while the Suffolk Museum Project Officer post was vacant. Lucy Maxwell joined as the new Museum Project Officer in February 2022. Lucy is employed on behalf of the partnership by Suffolk County Council, thanks to the £33,000 grant from SHARE Museums East.

Lowestoft Museum Development – AFSM supported the volunteers at Lowestoft Museum to secure £243,281 from the Government's Cultural Investment Fund. Awarded by Arts Council England through the Museums Estate and Development Fund (MEND), it is one of only 31 organisations nationally to receive a share of £18m total investment.

Lowestoft Museum will use the grant to make urgent and vital repairs to the fabric of Grade II-listed Broad House, a local landmark in Nicholas Everitt Park in Oulton Broad. The repairs will safeguard the historically important collections of Lowestoft Museum for future generations, including the Somerleyton bronzes on loan from The British Museum, and enable Lowestoft Museum to plan with confidence for future exhibitions and welcome visitors for many years to come. The grant includes £35,000 to appoint a Relationship Manager that will take up the role previously carried out by the Lowestoft Museum Development Officer

Increase access and learning in museums for people in Suffolk

Transforming People to Transform Museums (TPTM) is a Skills for the Future programme funded by the National Lottery Heritage Fund from 2018-2022. AFSM supported this project led by Colchester + Ipswich Museums together with the Museum of East Anglian Life in Stowmarket, The Long Shop Museum in Leiston, National Horseracing Museum in Newmarket. The project created 27 traineeships in four museums across the county to develop both core heritage and transferable business skills. Working closely with local community groups to recruit young adults from lower socio-economic backgrounds, the project aimed to develop and support a more representative and resilient workforce at each museum. Trainees also took up placements at other museums across the county to broaden their experience. The trainees have made a real difference to their local communities by applying their new skills to bring about relevant and creative programmes and help secure the future resilience of each museum.

Kickstart – AFSM has supported the development, delivery, and evaluation of the Suffolk museums Kickstart programme led by the Museum of East Anglian Life. The government's Kickstart scheme aims to provide quality work experience to individuals at risk of long-term unemployment in the 16-24-year-old age group. It achieves this by assisting organisations to offer six-month placements which support young people to make the successful transition into long term employment, giving them the confidence and competence to succeed.

The museums programme started with nine partners. It increased to 11 partners in Nov 2021 following a successful additional application to the DWP. A total of 122 placements were offered in total between April 2021 and March 2022. This includes 81 original placements, and 41 additional placements. A total of 50 percent of those recruited had a disability. The programme also supported the mental health of participants and was both 'life saving' and 'transformational'. In addition to jobs, skills, and employment outcomes, Kickstart placements also had some significant unexpected health outcomes. Case studies featured as part of the Suffolk Public Health Annual Report 2021

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2022

Holiday Activity and Food Programme (HAF) is a DfE funded programme that offers support to families who receive free school meals. The programme aims to offer high quality, enriching activity and nutritional, school standard food during the school holidays. AfSM is a partner organisation in the Suffolk Holiday Activity and Food (HAF) programme. The HAF programme is largely delivered by sports providers. It focused on two museums, West Stow Anglo-Saxon Village, and the Museum of East Anglian Life (MEAL). Both worked with outside partners to provide the food and some of the activity. They also provided a commercial offer to sit alongside the offer of free places for those in receipt of free school meals. MEAL provided eight days of holiday provision to 248 children, and 36 children purchased a place. Both organisations made good connections with local primary schools and parents, as well as partner businesses and that delivered some of the activities. The museums were able to purchase equipment and build resources that will enable more cost-efficient provision of similar programmes in the future. The HAF programme had some significant health outcomes, case studies are featured as part of the Suffolk Public Health Annual Report 2021.

Summer in Suffolk Museums is promotional initiative showcasing all the events, activities and workshops taking place in Suffolk Museums during the school holidays. It ran for the fifth time in 2021. The initiative was supported with dedicated social media coverage and print media throughout the summer period, which successfully trafficked considerable interest to the Suffolk Museums website.

Suffolk Museums Inspire, Learn & Engage (SMILE) Network The SMILE Network aims to enable best practice in education, learning and engagement in Suffolk Museums by working collaboratively and sharing knowledge locally, regionally, and nationally. Membership is open to all learning leads from the Association for Suffolk Museums member museums. Meetings take place on a quarterly basis at varied locations. The network supports the development and delivery of AfSM education, learning and engagement projects. In 2021-2022 SMILE Network played a key role in generating interest in the Holiday Activity and Food Programme among museums. Similarly, it generated interest among museum partners in the Power of Stories touring exhibition.

Special Delivery – AfSM supported this project led by Suffolk Artlink. It is an inter-generational project that is exploring the art of communication through letters and other documents held in Suffolk Record Offices and museums. Children at primary schools in Bury St Edmunds, Lowestoft and Halesworth have worked with artists and archives to create letters and artwork about their lives, inspired by the Lincoln Letters at Halesworth Museum. These have been shared with residents of care homes who have responded in kind. A key outcome of the projects is the creation of a legacy of digital interpretation for use in Suffolk Archives and museums and a literacy resource for use in schools.

Power of Stories started as an exhibition at Christchurch Mansion in Ipswich. It brought together three costumes from Marvel's Black Panther movie, along with historic museum objects and local stories to create a display exploring storytelling and identity. From this developed a group of black community members and leaders who felt it important to make the most of the profile of the iconic film costumes being displayed for the benefit of the community. Together with Aspire Black Suffolk and Colchester & Ipswich Museums (IBC), AfSM approached Marvel to ask for an extension of the loan of the Marvel Black Panther costumes. Marvel agreed to the idea of touring the costumes across museums in Suffolk.

The next stage of the programme will be to develop a research, display, and activity programme to align with the exhibition tour and activity pack. At least 12 museums have expressed an interest in taking part. They have identified many black histories that could be better researched, interpreted, and integrated into activities, displays, and publications. Working in partnership with Aspire Black Suffolk, we aim to support those museums with training and resources that will enable them to do this in partnership with their local communities.

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2022

Arts, Libraries, and Museums Mental Health Programme - AFSM is working in partnership with the Food Museum, the Norfolk & Suffolk NHS Foundation Trust, Suffolk Libraries, and Suffolk Artlink to deliver pilot creative arts and heritage courses that support people with mental health issues. This project is building on AFSM's Creative Heritage in Mind programme. Six artists have been commissioned to co-curate the course content with people with lived experience of mental ill health. The artists will lead the delivery of the courses with support from individuals with lived experience, including some of those that attended the Creative Heritage in Mind courses. Suffolk County Council has awarded AFSM £25,000 to support the delivery of this project.

Financial Review

At 31 March 2022 unrestricted funds were £75,092 and restricted funds £73,172 totalling £148,564. The trustees have considered the impact of the Covid-19 pandemic on the going concern basis for the financial statements. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from the date of authorising these financial statements and consider the charity will still have sufficient access to cash resources to operate in that period. The trustees therefore have a reasonable expectation that the charity can continue in operation for the next 12 months and it is appropriate to prepare the financial statements on a going concern basis.

The Trustees continue to consider relevant guidance, including that provided by the Charity Commission in CC19 "Charity Reserves: Building Resilience". The continuing review examines potential risks and assesses these risks against costs to determine an appropriate and prudent level of reserves, together with an appropriate management framework, for 2022/23.

The Trustees consider the financial performance by the Charity during the year to have been satisfactory. In common with most organisations, the Association had reduced income this year. The Statement of Financial Activities shows that the Association's core activities are relatively small and rely on the income from member subscriptions. Most of its activities take place through funded projects. There is a healthy level of unrestricted funds. The general unrestricted fund would support the Association's core activities for 3 years.

Unrestricted funds – Free reserves, represented by net current assets within the Unrestricted Funds of the Charity, ensure the resilience and sustainability of the Charity in such circumstances as when encountering; a temporary period of reduced income; an unexpected increase in operational costs; unexpected management/overhead costs

Designated Funds – Most of the unrestricted funds are designated to support specific projects which can run over several years and will therefore not always be spent within a single financial year. As part of its review of Reserves the Trustees have confirmed the designation of Unrestricted Funds in respect of the following strategic developments included within the Trust's current strategic plans

Restricted funds – Restricted funds are secured from outside sources for specific purposes that meet the Associations aims and objectives. The funds support projects which can run over several years and will therefore not always be spent within a single financial year

Approved by the Trustees and signed on their behalf

A. Cooper 
Chair of the Association for Suffolk Museums

ASSOCIATION FOR SUFFOLK MUSEUMS

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) YEAR ENDED 31 MARCH 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income					
Donations and other income	2	4,470	-	4,470	3,344
Income from charitable activities					
Grants		33,405	73,717	107,122	103,010
Investment income	3	147	-	147	29
TOTAL INCOMING RESOURCES		38,022	73,717	111,739	106,383
RESOURCES EXPENDED					
Costs of generating funds:					
Charitable Activities		51,047	44,087	95,134	63,067
Fund Raising and Advertising inc website		227	-	227	-
Charitable activities	4	3,037	-	3,037	1,232
Governance costs	5	500	-	500	-
TOTAL RESOURCES EXPENDED		54,811	44,087	98,898	64,299
NET OUTGOING RESOURCES FOR THE THE YEAR		(16,789)	29,630	12,841	42,084
Transfers between funds		(10,478)	10,478	-	-
RECONCILIATION OF FUNDS					
Total funds brought forward		102,359	33,064	135,423	93,339
TOTAL FUNDS CARRIED FORWARD		75,092	73,172	148,264	135,423

The statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities

The notes on pages 9 to 13 form part of these financial statements

ASSOCIATION FOR SUFFOLK MUSEUMS

BALANCE SHEET YEAR ENDED 31 MARCH 2022

	Note	2022		2021	
		£	£	£	£
CURRENT ASSETS					
Debtors	6	6,853		20,740	
Cash at bank and in hand		145,454		125,573	
		<u>152,307</u>		<u>146,313</u>	
CREDITORS: Amounts falling due within one year	7	<u>(4,043)</u>		<u>(10,890)</u>	
NET CURRENT ASSETS			148,264		135,423
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>148,264</u>		<u>135,423</u>
NET ASSETS			<u>148,264</u>		<u>135,423</u>
FUNDS					
Restricted income funds	8		73,172		33,064
Unrestricted income funds	9		75,092		102,359
TOTAL FUNDS			<u>148,264</u>		<u>135,423</u>

These financial statements were approved by the Trustees and Management Board on the 7th June 2022 and are signed on their behalf by:

A.Cooper

Chair of the Association for Suffolk Museums

Registered Charity Number: 293950

The notes on pages 9 to 13 form part of these financial statements

ASSOCIATION FOR SUFFOLK MUSEUMS
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

General information and basis of preparation

The Charity is a non-incorporated body registered with the Charities Commission in the United Kingdom. The nature of the charity's operations and principal activities are to provide support and guidance to Museums in Suffolk.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements 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) issued on 16th July 2014 (as updated through Update Bulletin 1 published on 2nd February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Charities Act 2011.

The disclosure requirements of section 1A of FRS102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Going Concern

The trustees have considered the impact of the covid19 pandemic on the going concern basis for the financial statements. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from the date of authorising these financial statements and consider the charity will still have sufficient access to cash resources to operate in that period. The trustees therefore have a reasonable expectation that the charity can continue in operation for the next 12 months and it is appropriate to prepare the financial statements on a going concern basis.

Funds

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

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

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

Following a review of the Restricted Funds and the nature of the relationship between the supporters of the Association and in consultation with the Charities Commission a change has been made to the funds behind the Suffolk Museum Partnership project which are now re-classified as Unrestricted.

ASSOCIATION FOR SUFFOLK MUSEUMS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES (Continued)

Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received

Expense recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Grants received

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Grants awarded

The Association awards grants to local museums and these are paid only after the expenditure has been confirmed and after any performance conditions have been met. If entitlement is not met then these amounts are deferred at the discretion of the Trustees

Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Provisions

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

ASSOCIATION FOR SUFFOLK MUSEUMS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022

2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
DONATIONS AND OTHER INCOME				
Membership subscriptions	3,230	-	3,230	3,344
Distribution Levy	1,240	-	1,240	-
	<u>4,470</u>	<u>-</u>	<u>4,470</u>	<u>3,344</u>

3. INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Bank interest receivable	147	-	147	29
	<u>147</u>	<u>-</u>	<u>147</u>	<u>29</u>

4. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Grants awarded	1,897	-	1,897	804
Subscriptions	1,044	-	1,044	359
Bank charges	96	-	96	63
Sundry	-	-	-	6
	<u>3,037</u>	<u>-</u>	<u>3,037</u>	<u>1,232</u>

5. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Independent Examination Fee	500	-	500	-
	<u>500</u>	<u>-</u>	<u>500</u>	<u>-</u>

ASSOCIATION FOR SUFFOLK MUSEUMS

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022**

6. DEBTORS

	2022	2021
	£	£
Trade Debtors	6,853	20,740
Prepayments	-	-
	<u>6,853</u>	<u>20,740</u>

7. CREDITORS: Amounts falling due within one year

	2022	2021
	£	£
Trade Creditors	4,043	10,890
Accruals and deferred income	-	-
	<u>4,043</u>	<u>10,890</u>

8. RESTRICTED INCOME FUNDS

	Balance at 01 Apr 2021	Incoming resources	Outgoing resources	Transfer Between Funds	Balance at 31 Mar 2022
	£	£	£	£	£
Suffolk Museums Partnership	-	1,025	(1,025)	-	-
SHARE - CIO Conversion Project	2,950	100	(1,750)	-	1,300
Creative Heritage Wellbeing	25,000	-	-	-	25,000
COMF Evaluation	-	35,000	-	-	35,000
Power of Stories	-	19,950	(8,078)	-	11,872
Lowestoft Museum Development	2,120	-	(6,000)	3,880	-
Summer in a Box	2,994	17,642	(27,234)	6,598	-
	<u>33,064</u>	<u>73,717</u>	<u>(44,087)</u>	<u>10,478</u>	<u>73,172</u>

9. UNRESTRICTED INCOME FUNDS

	Balance at 01 Apr 2021	Incoming resources	Outgoing resources	Transfer Between Funds	Balance at 31 Mar 2022
	£	£	£	£	£
Designated Funds					
Suffolk Museums Partnership	-	30,905	(48,282)	17,377	-
Transforming People	2,500	-	-	-	2,500
Education in Museums	3,582	-	(227)	-	3,355
Museum Project Fund	4,277	-	-	(4,277)	-
Rekindling Memories	11,518	-	-	-	11,518
Creative Heritage	11,033	-	-	-	11,033
Lowestoft Rising	4,198	-	-	(4,198)	-
	<u>37,108</u>	<u>30,905</u>	<u>(48,509)</u>	<u>8,902</u>	<u>28,406</u>
General Funds	<u>65,251</u>	<u>7,117</u>	<u>(6,302)</u>	<u>(19,380)</u>	<u>46,686</u>
	<u>102,359</u>	<u>38,022</u>	<u>(54,811)</u>	<u>(10,478)</u>	<u>75,092</u>

The General reserves represent the free funds of the charity which are not designated for particular purposes

ASSOCIATION FOR SUFFOLK MUSEUMS

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022**

10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Fund	Unrestricted Designated Fund	Unrestricted General Fund	Total £
	£	£	£	
Fund balances at 31 March 2022 are represented by :				
Tangible fixed assets	-	-	-	-
Net Current Assets/Liabilities	73,172	28,406	46,686	148,264
	<hr/>	<hr/>	<hr/>	<hr/>
Total Funds	73,172	28,406	46,686	148,264
	<hr/>	<hr/>	<hr/>	<hr/>

11. TRUSTEES EXPENSES

During the year no expenses were paid to the trustees

During the year no remuneration was paid to the trustees.

12. RELATED PARTY TRANSACTIONS

There are no related party transactions during the year (2021: Nil)

13. SUFFOLK COUNTY COUNCIL SUPPORT

The Association acknowledges the ongoing support from Suffolk County Council in terms of the provision of 3 members of staff to carry out the day to day activities of the charity. The Secretary/Museum Lead, the Arts, Libraries and Museums Project Officer and the Suffolk Museum Development Officer are funded by the Council through internal budgets and a grant from SHARE EAST paid directly to the Council and therefore not included in these accounts

The Board of Trustees also acknowledges that the Secretary/Museum Lead also holds the position of Trustee but considers that to be in the interest of the Association in terms of management and efficiency

ASSOCIATION FOR SUFFOLK MUSEUMS

SPECIAL RESOLUTION

2022 ANNUAL ACCOUNTS

At the Annual General Meeting held on 6th June the following amendments to the Accounts for the year to 31st March 2022 were agreed

1. The income received from Grants was decreased by £19,919 to reflect the surplus of grant monies collected by Suffolk County Council that related to the 2020/21 financial year
2. The grant surplus was received by AfSM in the year but related to the previous year so Debtors have been decreased by £19,919
3. The re-designation of the Suffolk Museum Partnership to Unrestricted has been reflected by a transfer of £29,655 from Restricted to Unrestricted Funds
4. Add the appropriate notes to accounting policies and to acknowledge the Suffolk County Council support
5. The revised accounts to be submitted to the Charities Commission with a written explanation of the changes

Signed by:



Chairman



Treasurer



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Association for Suffolk Museums

On accounts for the year
ended

31 March 2022

Charity no
(if any)

293950

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 March 2021**.

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 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

22/6/23

Name:

DAWN JOHNSON

Relevant professional
qualification(s) or body
(if any):

ASSOCIATION OF ACCOUNTING TECHNICIANS
FMAAT REG NO: 126542

Address:

ACCOUNT WRYTE LTD, 5 SCHNEIDER CLOSE
FELIXSTOWE, SUFFOLK
IP11 3SS

ASSOCIATION FOR SUFFOLK MUSEUMS

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

CHARITY NUMBER : 293950

ASSOCIATION FOR SUFFOLK MUSEUMS

FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022

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Notes to the financial statements	9 - 13

ASSOCIATION FOR SUFFOLK MUSEUMS

TRUSTEES AND PROFESSIONAL ADVISERS

Registered charity name	Association for Suffolk Museums
Charity number	293950
Principal Address & Registered Office	c/o Suffolk County Council, Endeavour House, Russell Rd Ipswich IP1 2BX
Trustees	Emma Frances Harpur Richard Meyer John Michael Nunn Paul Martin West - resigned 15 June 2021 Andrew Reid - appointed 15 June 2021 Anthony Melvin Cooper Carole Jones Christopher Turland Lisa Harris Jayne Austin Joe Carr Kevin Sullivan
Independent Examiner	Dawn Johnson Account-Wryte Ltd 5 Schneider Close Felixstowe Suffolk IP11 3SS

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2022

The Trustees present their report and the financial statements of the Charity for the year ended 31 March 2022

Governance

The Association for Suffolk Museums (AfSM) is governed by a Management Committee that includes representatives from all Suffolk local authorities, two independent museums representatives from each of the five local authority districts in the county, and a representative from the AfSM Network. A non-voting officer from each local authority and a representative from SHARE Museums East are also invited to attend. The work of the AfSM is facilitated by Suffolk County Council (SCC) officers, with support from all other local authority officers. The Suffolk Museum Project Officer is funded through the Suffolk Museums Partnership (see below) and hosted by SCC with line management provided by SCC's Museum Development & Partnership Manager. AfSM also commissions freelance officers to support fixed term projects who report to the Museum Project Officer and/or SCC's Museum Development & Partnership Manager.

Objectives of the Charity

The aim of the Association is to advance the education of the public in the County of Suffolk by the support and assistance of public museums and art galleries and their development. The Trustees confirm that they have paid due regard to the Charity Commission's guidance on public benefit and have strived to ensure that the Charity's activities reflect this. For the public benefit, AfSM worked with 55 museums and associate members with related interests to help make Suffolk an attractive place to live, work and visit. The organisation works in four main areas:

1. Provide support for museums in Suffolk

The role of the Association continues to be vital in supporting museums in Suffolk to recover from the impact of Covid-19 restrictions. AfSM did need to listen carefully to the needs of its members and respond quickly to provide support where it was needed in ongoing extraordinary circumstances.

2. Act as a representative and advocate for museums in Suffolk

AfSM worked closely with SHARE Museums East, National Lottery Heritage Fund (NLHF) and Arts Council England (ACE) to ensure that funding was invested where it was needed most. Museum operations were restricted by ongoing Covid regulations. This continues to impact their ability to generate income through admissions, retail, catering, and events.

3. Attract and manage resources for the benefit of members

AfSM was directly awarded £127,032 of external funding in 2021-22 to support a range of projects that meet its aims.

4. Increase access and learning in museums for people in Suffolk

AfSM delivered and supported a range of projects and programmes to ensure that a more diverse range of people had the opportunity to participate in, engage with, and visit museums.

The Trustees of AfSM partner with Arts Council England, SHARE Museums East, Babergh District Council, East Suffolk Council, Ipswich Borough Council, Mid Suffolk District Council, Suffolk County Council, and West Suffolk Council and thank them for their continuing and valued support, without which the scale of activities carried out to meet its charitable objectives would be considerably reduced. AfSM also wishes to acknowledge Tom Beese, Patricia Day and Llewela Selfridge for their creativity, commitment, and hard work. Their work has had a real positive impact on its members and the communities they serve..

Review of Activities and summary of the year

Provide support for museums in Suffolk

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2022

AfSM Network - All museum members can send representatives to the AfSM Network meetings, which occur four times each year. Two meetings took place online due to Covid restrictions, but usually take place around the county to give members the opportunity to visit and learn from other museums. A guest speaker will give a presentation or lead a training session on a topical subject.

AfSM Newsflash – All AfSM member museums receive a weekly newsflash email with information about funding, projects, training, networking, job opportunities, and general information relevant to museums.

AfSM Newsletter – The AfSM Newsletter is published four times each year via email. It contains articles submitted by member museums about projects, programmes, and special events.

AfSM Website – AfSM maintains a website with general information about the Association, a profile for each full member and member museum, a page where members can publish their events, and case studies of projects run and supported by the Association.

Social media – AfSM maintains Facebook and Twitter profiles to promote events and activities in Suffolk Museums.

AfSM Training - AfSM offers free and subsidised training to all its members and works in partnership to promote and deliver the SHARE Museums East training programme. AfSM facilitated Modes Collections Management training.

Act as a representative and advocate for museums in Suffolk

AfSM worked closely with local authority partners, SHARE Museums East, National Lottery Heritage Fund (NLHF) and Arts Council England (ACE) to ensure that its members needs were understood, and funding was invested where it was needed most. 28 museums participated in the Annual Museums Survey and 18 museums participated in the Skills Needs Survey supported by SHARE Museums East. Results are benchmarked against museums regionally and nationally.

ACE awarded at least £470,749 to Suffolk Museums. A total of £51,735 through the Culture Recovery Fund: Continuity Support programme, £175,733 through Culture Recovery Fund: Emergency Resource Support programme, and £243,281 from the Government's Cultural Investment Fund. SHARE Museums East awarded £48,049 in grants to Suffolk museums. Next steps grants helped museums recover from the Covid-19 pandemic. Grants also supported museums in making improvements to their governance, secure new acquisitions, and support recruitment and retention of volunteers

Suffolk County Council awarded £84,409 to 6 museums through the Covid Continuity Fund for Culture. The economic impact of visitors to Suffolk Museums was estimated to be at least £1,432,359 in 2019-20 (2021-22 Annual Museums Survey figures still to be compiled). This is a reduction of 88 percent on the previous year, demonstrating significant impact of the Covid-19 pandemic on museums and the need for AfSM support museums to rebuild their visitors and ensure they are again able to be a vital part of a vibrant, mixed economy.

AfSM offered members the opportunity to have their profile included in the Suffolk Museums leaflet and website. The leaflet was redesigned and reissued to support museums as they started to rebuild visitor numbers following the pandemic. AfSM supports a range of joint promotional and advertising campaigns to encourage more people to visit museums, including placing advertising features in Families Suffolk Magazine, East Suffolk Living Magazine, Celebrate Suffolk, Kingfisher Visitor Guides, Hospital Radio and Community Magazine, and Raring2Go Magazine. Editorials in East Anglian Daily Times, Celebrate Framlingham, and Let's Talk Magazine. AfSM created a promotional film with Archant to welcome people back to museums following the easing of restrictions during the Covid pandemic. It was filmed across a selection of Suffolk Museums including Felixstowe Museum, Ipswich Transport Museum, Norfolk & Suffolk Aviation Museum, National Horseracing Museum, Little Hall Lavenham, and The Long Shop Museum.

Attract and manages resources for the benefit of its members

AfSM was directly awarded £127,032 external funding in 2021-22 to support a range of projects that meet its aims.

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2022

Suffolk Museums Partnership - The Suffolk Museums Partnership (SMP) is a funding consortium that includes all Suffolk local authorities, Arts Council England, and SHARE Museums East. It is governed by the Association for Suffolk Museums (AFSM). In 2021-22 the Suffolk Museums Partnership provided £45,500 of core revenue support for development work and collaborative projects across Suffolk Museums. Patricia Day and Llewela Selfridge were commissioned to help deliver SMP projects while the Suffolk Museum Project Officer post was vacant. Lucy Maxwell joined as the new Museum Project Officer in February 2022. Lucy is employed on behalf of the partnership by Suffolk County Council, thanks to the £33,000 grant from SHARE Museums East.

Lowestoft Museum Development – AFSM supported the volunteers at Lowestoft Museum to secure £243,281 from the Government's Cultural Investment Fund. Awarded by Arts Council England through the Museums Estate and Development Fund (MEND), it is one of only 31 organisations nationally to receive a share of £18m total investment.

Lowestoft Museum will use the grant to make urgent and vital repairs to the fabric of Grade II-listed Broad House, a local landmark in Nicholas Everitt Park in Oulton Broad. The repairs will safeguard the historically important collections of Lowestoft Museum for future generations, including the Somerleyton bronzes on loan from The British Museum, and enable Lowestoft Museum to plan with confidence for future exhibitions and welcome visitors for many years to come. The grant includes £35,000 to appoint a Relationship Manager that will take up the role previously carried out by the Lowestoft Museum Development Officer

Increase access and learning in museums for people in Suffolk

Transforming People to Transform Museums (TPTM) is a Skills for the Future programme funded by the National Lottery Heritage Fund from 2018-2022. AFSM supported this project led by Colchester + Ipswich Museums together with the Museum of East Anglian Life in Stowmarket, The Long Shop Museum in Leiston, National Horseracing Museum in Newmarket. The project created 27 traineeships in four museums across the county to develop both core heritage and transferable business skills. Working closely with local community groups to recruit young adults from lower socio-economic backgrounds, the project aimed to develop and support a more representative and resilient workforce at each museum. Trainees also took up placements at other museums across the county to broaden their experience. The trainees have made a real difference to their local communities by applying their new skills to bring about relevant and creative programmes and help secure the future resilience of each museum.

Kickstart – AFSM has supported the development, delivery, and evaluation of the Suffolk museums Kickstart programme led by the Museum of East Anglian Life. The government's Kickstart scheme aims to provide quality work experience to individuals at risk of long-term unemployment in the 16-24-year-old age group. It achieves this by assisting organisations to offer six-month placements which support young people to make the successful transition into long term employment, giving them the confidence and competence to succeed.

The museums programme started with nine partners. It increased to 11 partners in Nov 2021 following a successful additional application to the DWP. A total of 122 placements were offered in total between April 2021 and March 2022. This includes 81 original placements, and 41 additional placements. A total of 50 percent of those recruited had a disability. The programme also supported the mental health of participants and was both 'life saving' and 'transformational'. In addition to jobs, skills, and employment outcomes, Kickstart placements also had some significant unexpected health outcomes. Case studies featured as part of the Suffolk Public Health Annual Report 2021

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2022

Holiday Activity and Food Programme (HAF) is a DfE funded programme that offers support to families who receive free school meals. The programme aims to offer high quality, enriching activity and nutritional, school standard food during the school holidays. AfSM is a partner organisation in the Suffolk Holiday Activity and Food (HAF) programme. The HAF programme is largely delivered by sports providers. It focused on two museums, West Stow Anglo-Saxon Village, and the Museum of East Anglian Life (MEAL). Both worked with outside partners to provide the food and some of the activity. They also provided a commercial offer to sit alongside the offer of free places for those in receipt of free school meals. MEAL provided eight days of holiday provision to 248 children, and 36 children purchased a place. Both organisations made good connections with local primary schools and parents, as well as partner businesses and that delivered some of the activities. The museums were able to purchase equipment and build resources that will enable more cost-efficient provision of similar programmes in the future. The HAF programme had some significant health outcomes, case studies are featured as part of the Suffolk Public Health Annual Report 2021.

Summer in Suffolk Museums is promotional initiative showcasing all the events, activities and workshops taking place in Suffolk Museums during the school holidays. It ran for the fifth time in 2021. The initiative was supported with dedicated social media coverage and print media throughout the summer period, which successfully trafficked considerable interest to the Suffolk Museums website.

Suffolk Museums Inspire, Learn & Engage (SMILE) Network The SMILE Network aims to enable best practice in education, learning and engagement in Suffolk Museums by working collaboratively and sharing knowledge locally, regionally, and nationally. Membership is open to all learning leads from the Association for Suffolk Museums member museums. Meetings take place on a quarterly basis at varied locations. The network supports the development and delivery of AfSM education, learning and engagement projects. In 2021-2022 SMILE Network played a key role in generating interest in the Holiday Activity and Food Programme among museums. Similarly, it generated interest among museum partners in the Power of Stories touring exhibition.

Special Delivery – AfSM supported this project led by Suffolk Artlink. It is an inter-generational project that is exploring the art of communication through letters and other documents held in Suffolk Record Offices and museums. Children at primary schools in Bury St Edmunds, Lowestoft and Halesworth have worked with artists and archives to create letters and artwork about their lives, inspired by the Lincoln Letters at Halesworth Museum. These have been shared with residents of care homes who have responded in kind. A key outcome of the projects is the creation of a legacy of digital interpretation for use in Suffolk Archives and museums and a literacy resource for use in schools.

Power of Stories started as an exhibition at Christchurch Mansion in Ipswich. It brought together three costumes from Marvel's Black Panther movie, along with historic museum objects and local stories to create a display exploring storytelling and identity. From this developed a group of black community members and leaders who felt it important to make the most of the profile of the iconic film costumes being displayed for the benefit of the community. Together with Aspire Black Suffolk and Colchester & Ipswich Museums (IBC), AfSM approached Marvel to ask for an extension of the loan of the Marvel Black Panther costumes. Marvel agreed to the idea of touring the costumes across museums in Suffolk.

The next stage of the programme will be to develop a research, display, and activity programme to align with the exhibition tour and activity pack. At least 12 museums have expressed an interest in taking part. They have identified many black histories that could be better researched, interpreted, and integrated into activities, displays, and publications. Working in partnership with Aspire Black Suffolk, we aim to support those museums with training and resources that will enable them to do this in partnership with their local communities.

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2022

Arts, Libraries, and Museums Mental Health Programme - AFSM is working in partnership with the Food Museum, the Norfolk & Suffolk NHS Foundation Trust, Suffolk Libraries, and Suffolk Artlink to deliver pilot creative arts and heritage courses that support people with mental health issues. This project is building on AFSM's Creative Heritage in Mind programme. Six artists have been commissioned to co-curate the course content with people with lived experience of mental ill health. The artists will lead the delivery of the courses with support from individuals with lived experience, including some of those that attended the Creative Heritage in Mind courses. Suffolk County Council has awarded AFSM £25,000 to support the delivery of this project.

Financial Review

At 31 March 2022 unrestricted funds were £75,092 and restricted funds £73,172 totalling £148,564. The trustees have considered the impact of the Covid-19 pandemic on the going concern basis for the financial statements. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from the date of authorising these financial statements and consider the charity will still have sufficient access to cash resources to operate in that period. The trustees therefore have a reasonable expectation that the charity can continue in operation for the next 12 months and it is appropriate to prepare the financial statements on a going concern basis.

The Trustees continue to consider relevant guidance, including that provided by the Charity Commission in CC19 "Charity Reserves: Building Resilience". The continuing review examines potential risks and assesses these risks against costs to determine an appropriate and prudent level of reserves, together with an appropriate management framework, for 2022/23.

The Trustees consider the financial performance by the Charity during the year to have been satisfactory. In common with most organisations, the Association had reduced income this year. The Statement of Financial Activities shows that the Association's core activities are relatively small and rely on the income from member subscriptions. Most of its activities take place through funded projects. There is a healthy level of unrestricted funds. The general unrestricted fund would support the Association's core activities for 3 years.

Unrestricted funds – Free reserves, represented by net current assets within the Unrestricted Funds of the Charity, ensure the resilience and sustainability of the Charity in such circumstances as when encountering; a temporary period of reduced income; an unexpected increase in operational costs; unexpected management/overhead costs

Designated Funds – Most of the unrestricted funds are designated to support specific projects which can run over several years and will therefore not always be spent within a single financial year. As part of its review of Reserves the Trustees have confirmed the designation of Unrestricted Funds in respect of the following strategic developments included within the Trust's current strategic plans

Restricted funds – Restricted funds are secured from outside sources for specific purposes that meet the Associations aims and objectives. The funds support projects which can run over several years and will therefore not always be spent within a single financial year

Approved by the Trustees and signed on their behalf

A. Cooper 
Chair of the Association for Suffolk Museums

ASSOCIATION FOR SUFFOLK MUSEUMS

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) YEAR ENDED 31 MARCH 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income					
Donations and other income	2	4,470	-	4,470	3,344
Income from charitable activities					
Grants		33,405	73,717	107,122	103,010
Investment income	3	147	-	147	29
TOTAL INCOMING RESOURCES		38,022	73,717	111,739	106,383
RESOURCES EXPENDED					
Costs of generating funds:					
Charitable Activities		51,047	44,087	95,134	63,067
Fund Raising and Advertising inc website		227	-	227	-
Charitable activities	4	3,037	-	3,037	1,232
Governance costs	5	500	-	500	-
TOTAL RESOURCES EXPENDED		54,811	44,087	98,898	64,299
NET OUTGOING RESOURCES FOR THE THE YEAR		(16,789)	29,630	12,841	42,084
Transfers between funds		(10,478)	10,478	-	-
RECONCILIATION OF FUNDS					
Total funds brought forward		102,359	33,064	135,423	93,339
TOTAL FUNDS CARRIED FORWARD		75,092	73,172	148,264	135,423

The statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities

The notes on pages 9 to 13 form part of these financial statements

ASSOCIATION FOR SUFFOLK MUSEUMS

BALANCE SHEET YEAR ENDED 31 MARCH 2022

	Note	2022		2021	
		£	£	£	£
CURRENT ASSETS					
Debtors	6	6,853		20,740	
Cash at bank and in hand		145,454		125,573	
		<u>152,307</u>		<u>146,313</u>	
CREDITORS: Amounts falling due within one year	7	<u>(4,043)</u>		<u>(10,890)</u>	
NET CURRENT ASSETS			148,264		135,423
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>148,264</u>		<u>135,423</u>
NET ASSETS			<u>148,264</u>		<u>135,423</u>
FUNDS					
Restricted income funds	8		73,172		33,064
Unrestricted income funds	9		75,092		102,359
TOTAL FUNDS			<u>148,264</u>		<u>135,423</u>

These financial statements were approved by the Trustees and Management Board on the 7th June 2022 and are signed on their behalf by:

A.Cooper

Chair of the Association for Suffolk Museums

Registered Charity Number: 293950

The notes on pages 9 to 13 form part of these financial statements

ASSOCIATION FOR SUFFOLK MUSEUMS
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

General information and basis of preparation

The Charity is a non-incorporated body registered with the Charities Commission in the United Kingdom. The nature of the charity's operations and principal activities are to provide support and guidance to Museums in Suffolk.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements 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) issued on 16th July 2014 (as updated through Update Bulletin 1 published on 2nd February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Charities Act 2011.

The disclosure requirements of section 1A of FRS102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Going Concern

The trustees have considered the impact of the covid19 pandemic on the going concern basis for the financial statements. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from the date of authorising these financial statements and consider the charity will still have sufficient access to cash resources to operate in that period. The trustees therefore have a reasonable expectation that the charity can continue in operation for the next 12 months and it is appropriate to prepare the financial statements on a going concern basis.

Funds

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

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

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

Following a review of the Restricted Funds and the nature of the relationship between the supporters of the Association and in consultation with the Charities Commission a change has been made to the funds behind the Suffolk Museum Partnership project which are now re-classified as Unrestricted.

ASSOCIATION FOR SUFFOLK MUSEUMS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES (Continued)

Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received

Expense recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Grants received

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Grants awarded

The Association awards grants to local museums and these are paid only after the expenditure has been confirmed and after any performance conditions have been met. If entitlement is not met then these amounts are deferred at the discretion of the Trustees

Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Provisions

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

ASSOCIATION FOR SUFFOLK MUSEUMS

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022**

2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
DONATIONS AND OTHER INCOME				
Membership subscriptions	3,230	-	3,230	3,344
Distribution Levy	1,240	-	1,240	-
	<u>4,470</u>	<u>-</u>	<u>4,470</u>	<u>3,344</u>

3. INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Bank interest receivable	147	-	147	29
	<u>147</u>	<u>-</u>	<u>147</u>	<u>29</u>

4. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Grants awarded	1,897	-	1,897	804
Subscriptions	1,044	-	1,044	359
Bank charges	96	-	96	63
Sundry	-	-	-	6
	<u>3,037</u>	<u>-</u>	<u>3,037</u>	<u>1,232</u>

5. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Independent Examination Fee	500	-	500	-
	<u>500</u>	<u>-</u>	<u>500</u>	<u>-</u>

ASSOCIATION FOR SUFFOLK MUSEUMS

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022**

6. DEBTORS

	2022	2021
	£	£
Trade Debtors	6,853	20,740
Prepayments	-	-
	<u>6,853</u>	<u>20,740</u>

7. CREDITORS: Amounts falling due within one year

	2022	2021
	£	£
Trade Creditors	4,043	10,890
Accruals and deferred income	-	-
	<u>4,043</u>	<u>10,890</u>

8. RESTRICTED INCOME FUNDS

	Balance at 01 Apr 2021	Incoming resources	Outgoing resources	Transfer Between Funds	Balance at 31 Mar 2022
	£	£	£	£	£
Suffolk Museums Partnership	-	1,025	(1,025)	-	-
SHARE - CIO Conversion Project	2,950	100	(1,750)	-	1,300
Creative Heritage Wellbeing	25,000	-	-	-	25,000
COMF Evaluation	-	35,000	-	-	35,000
Power of Stories	-	19,950	(8,078)	-	11,872
Lowestoft Museum Development	2,120	-	(6,000)	3,880	-
Summer in a Box	2,994	17,642	(27,234)	6,598	-
	<u>33,064</u>	<u>73,717</u>	<u>(44,087)</u>	<u>10,478</u>	<u>73,172</u>

9. UNRESTRICTED INCOME FUNDS

	Balance at 01 Apr 2021	Incoming resources	Outgoing resources	Transfer Between Funds	Balance at 31 Mar 2022
	£	£	£	£	£
Designated Funds					
Suffolk Museums Partnership	-	30,905	(48,282)	17,377	-
Transforming People	2,500	-	-	-	2,500
Education in Museums	3,582	-	(227)	-	3,355
Museum Project Fund	4,277	-	-	(4,277)	-
Rekindling Memories	11,518	-	-	-	11,518
Creative Heritage	11,033	-	-	-	11,033
Lowestoft Rising	4,198	-	-	(4,198)	-
	<u>37,108</u>	<u>30,905</u>	<u>(48,509)</u>	<u>8,902</u>	<u>28,406</u>
General Funds	<u>65,251</u>	<u>7,117</u>	<u>(6,302)</u>	<u>(19,380)</u>	<u>46,686</u>
	<u>102,359</u>	<u>38,022</u>	<u>(54,811)</u>	<u>(10,478)</u>	<u>75,092</u>

The General reserves represent the free funds of the charity which are not designated for particular purposes

ASSOCIATION FOR SUFFOLK MUSEUMS

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022**

10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Fund	Unrestricted Designated Fund	Unrestricted General Fund	Total £
	£	£	£	
Fund balances at 31 March 2022 are represented by :				
Tangible fixed assets	-	-	-	-
Net Current Assets/Liabilities	73,172	28,406	46,686	148,264
Total Funds	73,172	28,406	46,686	148,264

11. TRUSTEES EXPENSES

During the year no expenses were paid to the trustees

During the year no remuneration was paid to the trustees.

12. RELATED PARTY TRANSACTIONS

There are no related party transactions during the year (2021: Nil)

13. SUFFOLK COUNTY COUNCIL SUPPORT

The Association acknowledges the ongoing support from Suffolk County Council in terms of the provision of 3 members of staff to carry out the day to day activities of the charity. The Secretary/Museum Lead, the Arts, Libraries and Museums Project Officer and the Suffolk Museum Development Officer are funded by the Council through internal budgets and a grant from SHARE EAST paid directly to the Council and therefore not included in these accounts

The Board of Trustees also acknowledges that the Secretary/Museum Lead also holds the position of Trustee but considers that to be in the interest of the Association in terms of management and efficiency

ASSOCIATION FOR SUFFOLK MUSEUMS

SPECIAL RESOLUTION

2022 ANNUAL ACCOUNTS

At the Annual General Meeting held on 6th June the following amendments to the Accounts for the year to 31st March 2022 were agreed

1. The income received from Grants was decreased by £19,919 to reflect the surplus of grant monies collected by Suffolk County Council that related to the 2020/21 financial year
2. The grant surplus was received by AfSM in the year but related to the previous year so Debtors have been decreased by £19,919
3. The re-designation of the Suffolk Museum Partnership to Unrestricted has been reflected by a transfer of £29,655 from Restricted to Unrestricted Funds
4. Add the appropriate notes to accounting policies and to acknowledge the Suffolk County Council support
5. The revised accounts to be submitted to the Charities Commission with a written explanation of the changes

Signed by:



Chairman



Treasurer



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Association for Suffolk Museums

On accounts for the year
ended

31 March 2022

Charity no
(if any)

293950

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 March 2021**.

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 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

22/6/23

Name:

DAWN JOHNSON

Relevant professional
qualification(s) or body
(if any):

ASSOCIATION OF ACCOUNTING TECHNICIANS
FMAAT REG NO: 126542

Address:

ACCOUNT WRYTE LTD, 5 SCHNEIDER CLOSE
FELIXSTOWE, SUFFOLK
IP11 3SS