



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2022		31	March	2023

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 Bobby Bennett			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	Fraser Hale		29 Sept 2022	
14	Alexandra Fletcher			
15				
16				
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, one or 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 observe.

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 in 2022-23. 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. SCC's Museum Lead is also the Secretary of the Association. The Suffolk Museum Development Officer (MDO) is funded by Arts Council England through SHARE Museums East and hosted by SCC with line management provided by SCC's Museum Lead. This funding for this post has been confirmed for 2023-24. AFSM also commissions freelance officers to support fixed term projects who report to the MDO and/or SCC's Museum Lead.

Section C

Objectives and activities

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

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)

<p>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.</p>
<p>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 56 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:</p> <p>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 Covid-19 and manage the cost-of-living crisis. AFSM listened carefully to the needs of its members to inform its planning, focus of projects, and provide direct support where it was needed.</p> <p>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 2022-23 to ensure that funding was invested where it was needed most. The ongoing cost of living crisis has an impact on their expenditure and restricted their ability to generate earned income through admissions, retail, catering, and events.</p> <p>3. Attract and manage resources for the benefit of members The AFSM was directly awarded £41,124 of external funding in 2022-23 to support a range of projects that meet its aims.</p> <p>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.</p>

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.

<p>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.</p> <p>AFSM wishes to acknowledge and thank Tom Beese, Lucy Maxwell, Patricia Day, and Llewela Selfridge for their creativity, commitment, and hard work on behalf of the Association this year. Their work has had a real positive impact on its members and communities they serve.</p> <p>Volunteers also support the work of the Museum Development 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.</p>

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, including the AGM. All meetings took place online in 2022-23. The Network appoints its own Chair, who is its representative on the AFSM Management Committee. SCC's Museum 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 and associated contacts 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. The newsflash mailing list has increased in the last year and is now distributed to a total of 233 contacts.

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. In 2022-23, there were 44 museums news articles.

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. Videos on the website are linked to an Arts and Museums YouTube channel that AFSM is a part of. A digital copy of the Suffolk Museums leaflet can also be accessed via the website.

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.

1.8 Museum Visits – AFSM visited several museums to learn more about their operations and issues that are important to them, providing face-to-face, email and telephone one-to-one support on a range of topics including Museum Accreditation, governance, funding applications, project development, and collections management.

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

2.1 AFSM worked closely with all local authority partners, SHARE Museums East, National Lottery Heritage Fund (NLHF) and Arts Council England (ACE) in 2022-23 to help to ensure that its members needs were understood, and funding is invested where it was needed most.

2.1.1 Arts Council England awarded at least **£2,631,434** to Suffolk Museums in 2022-23. There is additional funding that makes its way to Suffolk Museums grants to partnership projects like the Primadonna

Festival that takes place at the Food Museum.

2.1.2 SHARE Museums East awarded **£16,568** in grants to Suffolk museums in 2022-23. These grants supported museums with their development, volunteer support, review and rationalisation of collections, and Wild Escape projects. Recovery grants also helped museums with their continuing recovery from the Covid-19 pandemic.

2.2 Suffolk Museum of the Year showcases and awards excellence in Suffolk Museums. A total of 31 nominations were received, representing 15 museums. There are seven award winners:

- Large Museum of the Year: Food Museum
- Small Museum of the Year: Felixstowe Museum
- Family Friendly Award: The Red House
- Innovation Award: Bawdsey Radar
- Working with Young People Award: Halesworth Museum
- Volunteer of the Year: S Bell, Norfolk & Suffolk Aviation Museum
- Object of the Year

Winners were chosen by a panel of independent judges. The Object of the Year winner was chosen by public vote. In October 2022, AFSM held the [Suffolk Museum of the Year](#) Awards evening. Follow the link for more details.

2.3 Suffolk Show –10 AFSM members participated in ‘*Suffolk – The Platinum Years*’ exhibition at the Suffolk Show. ‘*Suffolk – The Platinum Years*’ exhibition took place on 31 May and 1 June and celebrated the Platinum Jubilee through collections to illustrate the economic, social, and technological developments made under the Queen Elizabeth II’s reign (1952 to 2022). Themes of the exhibition included, Transport & Power, Agriculture & Industry, Maritime & Coast, Food & Drink, Home & Technology, Music, Arts & Culture, Military, Sport, Education, and Community.

2.4 Annual Museums Survey – A total of **30** museums participated in the 2021-22 Annual Museums Survey, supported by SHARE Museums East. Results were benchmarked against museums regionally and nationally. The data collected is an important tool that is used by AFSM to demonstrate the impact of museums. At time of writing, the 2022-23 Annual Museum Survey data is still being collected.

2.4.1 The economic impact of visitors to Suffolk Museums in 2021-22 was estimated to be at least £5,554,000, comprising of £1,416,000 local impact and £4,138,000 day/overnight visitor impact.

2.5 Suffolk Museums Leaflet - 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 reissued in July 2022 with updated information.

2.6 Joint promotional and advertising campaigns were run by AFSM to encourage more people to visit museums. In 2022-23 AFSM placed Suffolk museums advertising features in Families Suffolk Magazine, East Suffolk Living Magazine, Kingfisher Visitor Guides, Ipswich 24 Magazine, and Raring2Go Magazine.

2.6.1 Promotional Film – AFSM created a Holiday Activity & Food programme film with Newsquest (formerly Archant) to highlight the Food Museum's offer around food production and growing in 2022. The film is now on the Suffolk Museums website for the benefit of partners and stakeholders. Watch it [here](#).

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

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.

In 2022-23 the Suffolk Museums Partnership provided **£13,000** of core revenue support for AFSM projects and programmes, including a one-off increase of £500 from Mid Suffolk District Council. All partner contributions were as follows:

Babergh District Council	£ 1,000
East Suffolk Council	£ 4,000
Ipswich Borough Council	£ 2,000
Mid Suffolk District Council	£ 2,000
Suffolk County Council	£ 2,000
West Suffolk Council	£ 2,000

This core support enables AFSM to develop partnerships, draw in additional inward investment to Suffolk from external sources for collaborative museum projects.

Arts Council England / SHARE Museums East awarded a further £31,000 to Suffolk County Council (SCC) for the Suffolk Museum Development Officer post. Lucy Maxwell delivers the SHARE Activity Plan, develops collaborative museum projects, and supports the development of Suffolk museums.

The Suffolk Museums Partnership has sustained the level of commitment to it from partners as we move forward into 2023-24. There was a £2,000 reduction on the £33,000 grant received by SCC in 2022-23. AFSM therefore has committed £2,000 in 2023-24 to mitigate this and sustain the Museum Project Officer as a 0.8 FTE post.

3.2 Small Grants Programme – Small grants of up to £200 each were awarded by AFSM to:

- Saxmundham Museum
- The Long Shop Museum
- Halesworth and District Museum
- Little Hall Lavenham
- Norfolk and Suffolk Aviation Museum
- Suffolk Regiment Museum
- Landguard Fort
- Bawdsey Radar

Saxmundham Museum used the grant to fund leaflets for a new WWI town trail. The Long Shop Museum installed an artwork in their community garden.

Halesworth Museum paid for an initial conservation assessment of the Lincolne family letters. Little Hall Lavenham's application to the AIM New Audiences grant was unsuccessful. They are reapplying in summer 2023 and hope to retain the AFSM grant as match funding.

Norfolk and Suffolk Aviation Museum plan to buy an ID card printing machine in 2023-24. Suffolk Regiment Museum have improved the storage conditions of its photographic collections.

Landguard Fort are using the grant to part-fund the renovation of an historic space. Bawdsey Radar Museum are purchasing acid-free storage boxes for their collections.

3.3 Project grants – AFSM was awarded **£28,624** external funding in 2022-23 to support a range of projects that meet its aims including the Holiday Activity & Food, Warm Rooms, Power of Stories (evaluation) and Curious Mind mental health programmes.

3.4 Extra Time – Suffolk Artlink was awarded **£139,749** from National Lottery Heritage Fund for the Extra Time project. This activates **£5,000** that AFSM pledged as match funding and will enable intergenerational reminiscence work to be developed at The Long Shop Museum, Halesworth Museum, and Lowestoft Museum.

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

4.1 Kickstart – AFSM supported the development, delivery, and evaluation of the Suffolk cultural Kickstart programme. The DWP-funded Kickstart Scheme offered 6-month job placements for 16–24-year-old at risk of long-term unemployment. The Suffolk cultural programme ran from April 2021 to September 2022. The consortium comprised of 10 organisations, led by the Food Museum, and including 4 other AFSM members.

The Consortium were able to offer a wide range of roles including Estate Assistant, Retail Assistant, Social Media Assistant and Events Management. Formal and informal training was offered by most organisations in the scheme.

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

4.2 Holiday Activity and Food is a DfE funded programme that offers support to families who receive Free School Meals (FSM). The programme aims to offer high quality, enriching activity and nutritional, school standard food during the school holidays.

The HAF programme is largely delivered by sports providers. AFSM piloted a cultural offer at two sites in 2021, established with support from Suffolk County Council. In 2022, this programme expanded:

The museums worked with outside organisations to provide high quality activity, increasing links to local organisations.

- Food Museum delivered 204 sessions – 85% were to children in receipt of FSM.
- The Red House delivered 35 sessions – 43% were to children in

receipt of FSM.

- National Horseracing Museum delivered activities to 165 children – 41% to children in receipt of FSM, and a further 12 children with Special Educational Needs.
- The Long Shop proposed 10 days of activities but withdrew from the programme.

AFSM supported the joint commercial advertising for paid placements and supported with fliers, online advertising, and adverts [Families Suffolk Magazine](#). Schools were targeted via fliers, newsletters, and direct contact. Local community groups were similarly targeted.

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

AFSM aims to build on this in 2023 by increasing the number of museums taking part in the programme and reaching more young people across the county.

4.3 Summer in Suffolk Museums (SiSM) is a promotional initiative showcasing all the events, activities and workshops taking place in Suffolk Museums during the school holidays. It ran for the sixth time in 2022. Activity for the project included:

- 27 events held across 12 museums
- Double-page spread promoting SiSM in [Families Suffolk magazine](#).
- Print media adverts in [Ipswich 24](#), [East Suffolk Living Magazine](#) & [The Festival of Wheels](#) programme.
- SiSM Digital banner featured on the [East Anglian Daily Times](#) website.
- Dedicated social media support across AfSM Facebook and Twitter
- SiSM events promoted on Head East social media channels

4.4 Suffolk Museums Inspire, Learn & Engage (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. The terms of reference was amended in 2022 to extend membership to 'Anyone interested in learning in museums in Suffolk and the surrounding area.' 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 2022-23 the SMILE Network played a key role in generating interest in the Holiday Activity and Food Programme among museums.

4.5 Special Delivery – AFSM supported [Suffolk Artlink](#) and Halesworth & District Museum with the Special Delivery arts and reminiscence project. It was an intergenerational project that explored the art of communication through letters and other documents held in Suffolk Archives and museums.

The high quality of this project was recognised by the judges of the Museum of the Year Awards with Halesworth winning the *Working with Young People* award. The Object of the Year, the Blythburgh Coin, was chosen by Freya, a pupil at Edgar Sewter primary school. Freya chose the coin when she visited the museum as part of the Special Delivery project.

A video is available on the Suffolk Museums website highlighting Halesworth Museum's involvement [here](#).

4.6 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.

Inspired by this, a group of Black community members and leaders felt it was important to make the most of the iconic film costumes being displayed in Power of Stories. They approached AFSM for support to develop the programme further.

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 were part of the 2022-23 tour:

[Moyse's Hall Museum](#) (WSC), Bury St Edmunds, Feb to Apr 2022

[Food Museum](#), Stowmarket, Jul to Oct 2022

[Snape Maltings](#) ([The Red House](#)), Aldeburgh, Oct 2022 to Feb 2023

The aim of each venue was to inspire children, schools, and families to learn about and be proud of Black history in Suffolk. The touring exhibition was viewed by an audience of around 20,000 people. Three quarters of visitors were from Suffolk. Some events were much more highly attended than usual by Black audiences or those with mixed ethnicity. Feedback from audiences was upbeat, welcomed inclusion and was dominated by issues of personal identity. Formal evaluation of the tour is taking place in 2023-24.

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.

4.7 Curious Minds Mental Health Programme – AFSM has established a partnership with Ipswich & East Suffolk Personalised Care team (patients with complex needs), Suffolk Libraries and Suffolk Artlink to create the Curious Minds mental health programme. Funded by Suffolk County Council, the Association is supporting a post based at the Food Museum to support the delivery of the programme.

Six artists took part in the LAB organised by Suffolk Libraries and additional training including safeguarding and mental health first aid. The artists then led a pilot project. Artists Alice-Andrea Ewing and Gillian Allard led a taster session with Suffolk Libraries Open Space group and then led a further seven sessions at the Food Museum, exploring the collection using plaster casting, photography, cyanotypes, and drawing. Another course took place at Ipswich Transport Museum.

Evaluation demonstrated a positive impact on participants' wellbeing. The aim is to use the evaluation from this programme to inform a large, more long-term programme involving more museums across the county that will reach a wider range of participants.

Section D

Achievements and performance

4.8 Warm Rooms – The Suffolk Community Foundation awarded a grant to AFSM to enable museums to offer a warm space with activities to people during the winter months, with refreshments and activities. This was offered at The Long Shop Museum, National Horseracing Museum, Sudbury Heritage Centre, The Red House, and Snape Maltings. Warm Rooms gave members of the local community a welcoming alternative to heating their own homes during the day.

4.9 CPP MarketPlace – AfSM is working as part of a Consortium that supports and challenges Babylon ARTS in its leadership and delivery of MarketPlace.

This 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.

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.

More information can be found [here](#).

4.10 COMF Evaluation – Suffolk County Council (SCC) commissioned AFSM to carry out an independent evaluation of Covid Outbreak Management Fund (COMF) investment in museums and arts organisations. COMF enabled several museums to benefit from grant awards from the Covid Continuity Fund for Culture (CCFC). The fund has enabled museums to install digital and non-digital Covid-safe infrastructure, such as contactless payments and enhanced outdoor facilities. The programme also enabled museums to support communities most impacted by Covid through programmes such as the Power of Stories, and a volunteer training programme delivered in partnership with Community Action Suffolk.

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 2023-24 and should reflect the paragraph above.

Details of any funds materially in deficit

N/A

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.

The following information should be read in conjunction with the AFSM end of year accounts 2022-23.

Going Concern

Total funds on 31 March 2023 stand at £93,653. 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 specific 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 specific 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

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	6 June 2023	

ASSOCIATION FOR SUFFOLK MUSEUMS

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

CHARITY NUMBER : 293950

ASSOCIATION FOR SUFFOLK MUSEUMS

FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

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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 Bobby Bennett - appointed 7th June 2022 Anthony Melvin Cooper Carole Jones Christopher Turland Mike Chester Fraser Hale - appointed 29th September 2022 Andrew Reid - resigned 7th June 2022 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 2023

The Trustees present their report and the financial statements of the Charity for the year ended 31 March 2023

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 trustees seek the views of members in deciding which programmes to run through the AfSM Network meetings which occur four times each year.

The work of the AfSM is facilitated by Suffolk County Council (SCC) officers, with support from all other local authority officers. SCC's Museum Lead is also the Secretary of the Association. The Suffolk Museum Development Officer (MDO) is funded by Arts Council England through SHARE Museums East and hosted by SCC with line management provided by SCC's Museum Lead. This funding for this post has been confirmed for 2023-24. AfSM also commissions freelance officers to support fixed term projects who report to the MDO and/or SCC's Museum.

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 and manage the cost-of-living crisis. AfSM listens to the needs of its members to inform its planning, focus of projects, and provide direct support where it is needed.

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AfSM works 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. The ongoing cost-of-living crisis has an impact on expenditure and has restricted the ability to generate earned income through admissions, retail, catering, and events.

3. Attract and manage resources for the benefit of members

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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, Lucy Maxwell, 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.

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2023

Review of Activities and summary of the year

Provide support for museums in Suffolk

AfSM Network - All museum members can send representatives to the AfSM Network meetings, which occur four times each year. A guest speaker will give a presentation or lead a training session on a topical subject and general updates are provided by SCC Museum Officers.

AfSM Newsflash – All AfSM member museums and associated contacts receive a weekly newsflash email with information about funding, projects, training, networking, job opportunities, and general information relevant to museums. The newsflash mailing list has increased in the last year and is now distributed to a total of 233 contacts.

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Act as a representative and advocate for museums in Suffolk

AfSM works closely with local authority partners, SHARE Museums East, National Lottery Heritage Fund (NLHF) and Arts Council England (ACE) to ensure that members needs are understood, and funding is invested where it is needed most.

Arts Council England awarded at least **£2,631,434** to Suffolk Museums in 2022-23. There is additional funding that makes its way to Suffolk Museums through grants to partnership projects like the Primadonna Festival that takes place at the Food Museum. **SHARE Museums East** awarded **£16,568** in grants to Suffolk museums in 2022-23. These grants supported museums with their development, volunteer support, review and rationalisation of collections, and Wild Escape projects. Recovery grants also helped museums with their continuing recovery from the Covid-19 pandemic.

Suffolk Museum of the Year showcases and awards excellence in Suffolk Museums. A total of 31 nominations were received, representing 15 museums. There are seven award winners; Large Museum of the Year: Food Museum; Small Museum of the Year: Felixstowe Museum; Family Friendly Award: The Red House; Innovation Award: Bawdsey Radar; Working with Young People Award: Halesworth Museum; Volunteer of the Year: S Bell, Norfolk & Suffolk Aviation Museum and the Object of the Year: the Blythburgh Coin.

Suffolk Show –10 AfSM members participated in 'Suffolk – The Platinum Years' exhibition at the Suffolk Show. 'Suffolk – The Platinum Years' exhibition took place on 31 May and 1 June and celebrated the Platinum Jubilee through collections to illustrate the economic, social, and technological developments made under the Queen Elizabeth II's reign (1952 to 2022). Themes of the exhibition included, Transport & Power, Agriculture & Industry, Maritime & Coast, Food & Drink, Home & Technology, Music, Arts & Culture, Military, Sport, Education, and Community.

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2023

Annual Museums Survey – A total of 30 museums participated in the 2021-22 Annual Museums Survey, supported by SHARE Museums East. Results were benchmarked against museums regionally and nationally. The data collected is an important tool that is used by AfSM to demonstrate the impact of museums. At time of writing, the 2022-23 Annual Museum Survey data is still being collected. **The economic impact** of visitors to Suffolk Museums in 2021-22 was estimated to be at least £5,554,000, comprising of £1,416,000 local impact and £4,138,000 day/overnight visitor impact.

Suffolk Museums Leaflet - AfSM Members were offered the opportunity to have their profile included in the Suffolk Museums leaflet and website. The leaflet was reissued in July 2022 with updated information.

Joint promotional and advertising campaigns were run by AfSM to encourage more people to visit museums. In 2022-23 AfSM placed Suffolk museums advertising features in Families Suffolk Magazine, East Suffolk Living Magazine, Kingfisher Visitor Guides, Ipswich 24 Magazine, and Raring2Go Magazine. AfSM created a Holiday Activity & Food programme film with Newsquest (formerly Archant) to highlight the Food Museum's offer around food production and growing in 2022. The film is now on the Suffolk Museums website for the benefit of partners and stakeholders.

Attract and manages resources for the benefit of its members

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 AfSM. In 2022-23 the Suffolk Museums Partnership provided **£13,000** of core revenue support for AfSM projects and programmes. This core support enables AfSM to develop partnerships, draw in additional inward investment to Suffolk from external sources for collaborative museum projects. Arts Council England / SHARE Museums East awarded a further £31,000 to Suffolk County Council (SCC) for the Suffolk Museum Development Officer post. Lucy Maxwell delivers the SHARE Activity Plan, develops collaborative museum projects, and supports the development of Suffolk museums.

Small Grants Programme – Small grants of up to £200 each were awarded by AfSM to; Saxmundham Museum; The Long Shop Museum; Halesworth and District Museum; Little Hall Lavenham; Norfolk and Suffolk Aviation Museum; Suffolk Regiment Museum; Landguard Fort and Bawdsey Radar

Project grants – AfSM was awarded **£28,624** in external funding to support a range of projects that meet its aims including the Holiday Activity & Food, Warm Rooms, Power of Stories and Curious Mind mental health programmes.

Extra Time – Suffolk Artlink was awarded **£139,749** from National Lottery Heritage Fund for the Extra Time project. This activates **£5,000** that AfSM pledged as match funding and will enable intergenerational reminiscence work to be developed at The Long Shop Museum, Halesworth Museum and Lowestoft Museum.

Increase access and learning in museums for people in Suffolk

Kickstart – AfSM supported the development, delivery, and evaluation of the Suffolk cultural Kickstart programme. The DWP-funded Kickstart scheme offered 6-month job placements for 16–24-year-old at risk of long-term unemployment. The Suffolk cultural programme ran from April 2021 to September 2022. The consortium comprised of 10 organisations, led by the Food Museum, and included 4 other AfSM members. The Consortium was able to offer a wide range of roles including Estate Assistant, Retail Assistant, Social Media Assistant and Events Management. Formal and informal training was offered by most organisations in the scheme.

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2023

Holiday Activity and Food Programme (HAF) is a DfE funded programme that offers support to families who receive free school meals (FSM). The programme aims to offer high quality, enriching activity and nutritional, school standard food during the school holidays. The HAF programme is largely delivered by sports providers. In 2022, this programme expanded to include museums working with outside organisations to provide high quality activity, increasing links to local organisations. Food Museum delivered 204 sessions (85% to children in receipt of FSM); The Red House delivered 35 sessions (43% to children in receipt of FSM); National Horseracing Museum delivered activities to 165 children (41% to children in receipt of FSM, and a further 12 children with Special Educational Needs).

AfSM supported the joint commercial advertising for paid placements and supported with fliers, online advertising, and adverts in Families Suffolk Magazine. Schools were targeted via fliers, newsletters, and direct contact. Local community groups were similarly targeted. AfSM aims to build on this in 2023 by increasing the number of museums taking part in the programme and reaching more young people across the county.

Summer in Suffolk Museums (SiSM) a promotional initiative showcasing all the events, activities and workshops taking place in Suffolk Museums during the school holidays. It ran for the sixth time in 2022 and included 27 events held across 12 museums; Double-page spread in Families Suffolk magazine.; Print media adverts in Ipswich 24, East Suffolk Living Magazine & The Festival of Wheels programme; SiSM Digital banner featured on the East Anglian Daily Times website; Dedicated social media support across AfSM Facebook and Twitter and promoted on Head East social media channels.

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. The terms of reference were amended in 2022 to extend membership to 'Anyone interested in learning in museums in Suffolk and the surrounding area'. Meetings take place quarterly at varied locations. The network supports the development and delivery of AfSM education, learning and engagement projects. In 2022-23 the SMILE Network played a key role in generating interest in the Holiday Activity and Food Programme amongst museums.

Special Delivery AfSM supported Suffolk Artlink and Halesworth & District Museum with the Special Delivery arts and reminiscence project. An intergenerational project that explores the art of communication through letters and other documents held in Suffolk Archives and museums. The high quality of this project was recognised by the judges of the Museum of the Year Awards with Halesworth winning the *Working with Young People* award. The Object of the Year, the Blythburgh Coin, was chosen by a pupil at Edgar Sewter primary school when they visited the museum as part of the Special Delivery project.

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 following museums were part of the 2022-23 tour: Moyse's Hall Museum (WSC), Bury St Edmunds, Feb to Apr 2022; Food Museum, Stowmarket, Jul to Oct 2022; Snape Maltings (The Red House), Aldeburgh, Oct 2022 to Feb 2023.

The aim of each venue was to inspire children, schools, and families to learn about and be proud of Black history in Suffolk. The touring exhibition was viewed by an audience of around 20,000 people. Three quarters of visitors were from Suffolk. Some events were much more highly attended than usual by Black audiences or those with mixed ethnicity.

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2023

Feedback from audiences was upbeat, welcomed inclusion and was dominated by issues of personal identity. Formal evaluation of the tour is taking place in 2023-24. 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.

Curious Minds Mental Health Programme AfSM has established a partnership with Ipswich & East Suffolk Personalised Care team (patients with complex needs), Suffolk Libraries and Suffolk Artlink to create the Curious Minds mental health programme. Funded by Suffolk County Council, the Association is supporting a post based at the Food Museum to support the delivery of the programme.

Six artists took part in the LAB organised by Suffolk Libraries and additional training including safeguarding and mental health first aid. The artists then led a pilot project. Artists Alice-Andrea Ewing and Gillian Allard led a taster session with Suffolk Libraries Open Space group and then led a further seven sessions at the Food Museum, exploring the collection using plaster casting, photography, cyanotypes, and drawing. Another course took place at Ipswich Transport Museum. Evaluation demonstrated a positive impact on participants' wellbeing. The aim is to use the evaluation from this programme to inform a large, more long-term programme involving more museums across the county that will reach a wider range of participants.

Warm Rooms The Suffolk Community Foundation awarded a grant to AfSM to enable museums to offer a warm space with activities to people during the winter months, with refreshments and activities. This was offered at The Long Shop Museum, National Horseracing Museum, Sudbury Heritage Centre, The Red House, and Snape Maltings. Warm Rooms gave members of the local community a welcoming alternative to heating their own homes during the day.

CPP MarketPlace – AfSM is working as part of a Consortium that supports and challenges Babylon ARTS in its leadership and delivery of MarketPlace. This 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. 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.

COMF Evaluation Suffolk County Council (SCC) commissioned AfSM to carry out an independent evaluation of Covid Outbreak Management Fund (COMF) investment in museums and arts organisations. COMF enabled several museums to benefit from grant awards from the Covid Continuity Fund for Culture (CCFC). The fund has enabled museums to install digital and non-digital Covid-safe infrastructure, such as contactless payments and enhanced outdoor facilities. The programme also enabled museums to support communities most impacted by Covid through programmes such as the Power of Stories, and a volunteer training programme delivered in partnership with Community Action Suffolk.

Financial Review

At 31 March 2023 unrestricted funds were £38,725 and restricted funds £54,443 totalling £93,168. The trustees have considered the continuing impact of the Covid-19 pandemic and the more recent cost-of-living issues 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

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2023

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. 2022-23 has seen considerable progress on many of the key projects which has used up previously established reserves but all project costs are closely monitored and remain within budget. 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



K. Sullivan
Treasurer of the Association for Suffolk Museums

ASSOCIATION FOR SUFFOLK MUSEUMS

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) YEAR ENDED 31 MARCH 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income					
Donations and other income	2	3,995	-	3,995	4,470
Income from charitable activities					
Grants		13,000	27,840	40,840	107,133
Investment income	3	497	-	497	147
TOTAL INCOMING RESOURCES		17,492	27,840	45,332	111,750
RESOURCES EXPENDED					
Costs of generating funds:					
Charitable Activities		24,912	72,273	97,185	95,134
Fund Raising and Advertising inc website			-	-	227
Charitable activities	4	2,743	-	2,743	3,037
Governance costs	5	500	-	500	500
TOTAL RESOURCES EXPENDED		28,155	72,273	100,428	98,898
NET OUTGOING RESOURCES FOR THE THE YEAR		(10,663)	(44,433)	(55,096)	12,852
Transfers between funds		(25,704)	25,704	-	-
RECONCILIATION OF FUNDS					
Total funds brought forward		75,092	73,172	148,264	135,432
TOTAL FUNDS CARRIED FORWARD		38,725	54,443	93,168	148,284

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 2023

	Note	2023		2022	
		£	£	£	£
CURRENT ASSETS					
Debtors	6	1,815		6,853	
Cash at bank and in hand		97,019		145,454	
		<u>98,834</u>		<u>152,307</u>	
CREDITORS: Amounts falling due within one year	7	<u>(5,666)</u>		<u>(4,043)</u>	
NET CURRENT ASSETS			93,168		148,264
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>93,168</u>		<u>148,264</u>
NET ASSETS			<u>93,168</u>		<u>148,264</u>
FUNDS					
Restricted income funds	8		54,443		73,172
Unrestricted income funds	9		38,725		75,092
TOTAL FUNDS			<u>93,168</u>		<u>148,264</u>

These financial statements were approved by the Trustees and Management Board on the 6th June 2023 and are signed on their behalf by:



K. Sullivan
Treasurer of the Association for Suffolk Museums
Registered Charity Number: 293950

The notes on pages 10 to 14 form part of these financial statements

ASSOCIATION FOR SUFFOLK MUSEUMS
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

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 recent economic difficulties on the going concern basis for the financial statements. The trustees have considered the level of funds held and expected level of income and expenditure for 12 months from the date of authorising these financial statements and consider the charity will 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 2023

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 2023

2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
DONATIONS AND OTHER INCOME				
Membership subscriptions	2,955	-	2,955	3,230
Distribution Levy	1,040	-	1,040	1,240
	<u>3,995</u>	<u>-</u>	<u>3,995</u>	<u>4,470</u>

3. INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Bank interest receivable	497	-	497	147
	<u>497</u>	<u>-</u>	<u>497</u>	<u>147</u>

4. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Grants awarded	1,579	-	1,579	1,897
Subscriptions	1,092	-	1,092	1,044
Bank charges	72	-	72	96
	<u>2,743</u>	<u>-</u>	<u>2,743</u>	<u>3,037</u>

5. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Independent Examination Fee	500	-	500	500
	<u>500</u>	<u>-</u>	<u>500</u>	<u>500</u>

6. DEBTORS

	2023 £	2022 £
Trade Debtors	1,815	6,853
Prepayments	-	-
	<u>1,815</u>	<u>6,853</u>

ASSOCIATION FOR SUFFOLK MUSEUMS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

7. CREDITORS: Amounts falling due within one year

	2023 £	2022 £
Trade Creditors	5,666	4,043
Accruals and deferred income	-	-
	<u>5,666</u>	<u>4,043</u>

8. RESTRICTED INCOME FUNDS

	Balance at 01 Apr 2022 £	Incoming resources £	Outgoing resources £	Transfer Between Funds £	Balance at 31 Mar 2023 £
Suffolk Museums Partnership	-	350	(350)	-	-
SHARE - CIO Conversion Project	1,300	-	(2,400)	1,100	-
Creative Heritage Wellbeing	25,000	-	-	-	25,000
COMF Evaluation	35,000	7,000	(42,000)	-	-
Power of Stories	11,872	-	(10,212)	11,033	12,693
Curious Minds	-	15,000	-	-	15,000
Warm Rooms	-	2,000	(250)	-	1,750
Holiday & Food	-	3,490	(17,061)	13,571	-
	<u>73,172</u>	<u>27,840</u>	<u>(72,273)</u>	<u>25,704</u>	<u>54,443</u>

9. UNRESTRICTED INCOME FUNDS

	Balance at 01 Apr 2022 £	Incoming resources £	Outgoing resources £	Transfer Between Funds £	Balance at 31 Mar 2023 £
Designated Funds					
Suffolk Museums Partnership	-	13,000	(6,980)	(6,020)	-
Kick-start Scheme	-	-	(4,120)	4,120	-
Museum of the Year	-	-	(4,738)	4,738	-
Communications	-	-	(6,764)	6,764	-
Summer in Suffolk	-	-	(1,560)	1,560	-
Rekindling Memories	11,518	-	-	-	11,518
Creative Heritage	11,033	-	-	(11,033)	-
Skills Programme	2,500	-	-	-	2,500
SMILE Network	3,355	-	-	-	3,355
	<u>28,406</u>	<u>13,000</u>	<u>(24,162)</u>	<u>129</u>	<u>17,373</u>
General Funds	<u>46,686</u>	<u>4,492</u>	<u>(3,993)</u>	<u>(25,833)</u>	<u>21,352</u>
	<u>75,092</u>	<u>17,492</u>	<u>(28,155)</u>	<u>(25,704)</u>	<u>38,725</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 2023

10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Fund £	Unrestricted Designated Fund £	Unrestricted General Fund £	Total £
Fund balances at 31 March 2023 are represented by :				
Tangible fixed assets	-	-	-	-
Net Current Assets/Liabilities	54,443	17,373	21,837	93,653
Total Funds	54,443	17,373	21,837	93,653

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 (2022: 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



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 2023

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 DD / MM / YYYY.

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 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 2023

CHARITY NUMBER : 293950

ASSOCIATION FOR SUFFOLK MUSEUMS

FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

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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 Bobby Bennett - appointed 7th June 2022 Anthony Melvin Cooper Carole Jones Christopher Turland Mike Chester Fraser Hale - appointed 29th September 2022 Andrew Reid - resigned 7th June 2022 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 2023

The Trustees present their report and the financial statements of the Charity for the year ended 31 March 2023

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 trustees seek the views of members in deciding which programmes to run through the AfSM Network meetings which occur four times each year.

The work of the AfSM is facilitated by Suffolk County Council (SCC) officers, with support from all other local authority officers. SCC's Museum Lead is also the Secretary of the Association. The Suffolk Museum Development Officer (MDO) is funded by Arts Council England through SHARE Museums East and hosted by SCC with line management provided by SCC's Museum Lead. This funding for this post has been confirmed for 2023-24. AfSM also commissions freelance officers to support fixed term projects who report to the MDO and/or SCC's Museum.

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 and manage the cost-of-living crisis. AfSM listens to the needs of its members to inform its planning, focus of projects, and provide direct support where it is needed.

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

AfSM works 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. The ongoing cost-of-living crisis has an impact on expenditure and has restricted the ability to generate earned income through admissions, retail, catering, and events.

3. Attract and manage resources for the benefit of members

AfSM was directly awarded £41,124 of external funding in 2022-23 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, Lucy Maxwell, 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.

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2023

Review of Activities and summary of the year

Provide support for museums in Suffolk

AfSM Network - All museum members can send representatives to the AfSM Network meetings, which occur four times each year. A guest speaker will give a presentation or lead a training session on a topical subject and general updates are provided by SCC Museum Officers.

AfSM Newsflash – All AfSM member museums and associated contacts receive a weekly newsflash email with information about funding, projects, training, networking, job opportunities, and general information relevant to museums. The newsflash mailing list has increased in the last year and is now distributed to a total of 233 contacts.

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, there were 44 museum's news articles in the year.

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. Videos on the website are linked to an Arts and Museums YouTube channel that AfSM is a part of. A digital copy of the Suffolk Museums leaflet can also be accessed via the website.

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.

Museum Visits – AfSM visited several museums to learn more about their operations and issues that are important to them, providing face-to-face, email and telephone one-to-one support on a range of topics including Museum Accreditation, governance, funding applications, project development, and collections management.

Act as a representative and advocate for museums in Suffolk

AfSM works closely with local authority partners, SHARE Museums East, National Lottery Heritage Fund (NLHF) and Arts Council England (ACE) to ensure that members needs are understood, and funding is invested where it is needed most.

Arts Council England awarded at least **£2,631,434** to Suffolk Museums in 2022-23. There is additional funding that makes its way to Suffolk Museums through grants to partnership projects like the Primadonna Festival that takes place at the Food Museum. **SHARE Museums East** awarded **£16,568** in grants to Suffolk museums in 2022-23. These grants supported museums with their development, volunteer support, review and rationalisation of collections, and Wild Escape projects. Recovery grants also helped museums with their continuing recovery from the Covid-19 pandemic.

Suffolk Museum of the Year showcases and awards excellence in Suffolk Museums. A total of 31 nominations were received, representing 15 museums. There are seven award winners; Large Museum of the Year: Food Museum; Small Museum of the Year: Felixstowe Museum; Family Friendly Award: The Red House; Innovation Award: Bawdsey Radar; Working with Young People Award: Halesworth Museum; Volunteer of the Year: S Bell, Norfolk & Suffolk Aviation Museum and the Object of the Year: the Blythburgh Coin.

Suffolk Show – 10 AfSM members participated in 'Suffolk – The Platinum Years' exhibition at the Suffolk Show. 'Suffolk – The Platinum Years' exhibition took place on 31 May and 1 June and celebrated the Platinum Jubilee through collections to illustrate the economic, social, and technological developments made under the Queen Elizabeth II's reign (1952 to 2022). Themes of the exhibition included, Transport & Power, Agriculture & Industry, Maritime & Coast, Food & Drink, Home & Technology, Music, Arts & Culture, Military, Sport, Education, and Community.

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2023

Annual Museums Survey – A total of 30 museums participated in the 2021-22 Annual Museums Survey, supported by SHARE Museums East. Results were benchmarked against museums regionally and nationally. The data collected is an important tool that is used by AfSM to demonstrate the impact of museums. At time of writing, the 2022-23 Annual Museum Survey data is still being collected. **The economic impact** of visitors to Suffolk Museums in 2021-22 was estimated to be at least £5,554,000, comprising of £1,416,000 local impact and £4,138,000 day/overnight visitor impact.

Suffolk Museums Leaflet - AfSM Members were offered the opportunity to have their profile included in the Suffolk Museums leaflet and website. The leaflet was reissued in July 2022 with updated information.

Joint promotional and advertising campaigns were run by AfSM to encourage more people to visit museums. In 2022-23 AfSM placed Suffolk museums advertising features in Families Suffolk Magazine, East Suffolk Living Magazine, Kingfisher Visitor Guides, Ipswich 24 Magazine, and Raring2Go Magazine. AfSM created a Holiday Activity & Food programme film with Newsquest (formerly Archant) to highlight the Food Museum's offer around food production and growing in 2022. The film is now on the Suffolk Museums website for the benefit of partners and stakeholders.

Attract and manages resources for the benefit of its members

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 AfSM. In 2022-23 the Suffolk Museums Partnership provided **£13,000** of core revenue support for AfSM projects and programmes. This core support enables AfSM to develop partnerships, draw in additional inward investment to Suffolk from external sources for collaborative museum projects. Arts Council England / SHARE Museums East awarded a further £31,000 to Suffolk County Council (SCC) for the Suffolk Museum Development Officer post. Lucy Maxwell delivers the SHARE Activity Plan, develops collaborative museum projects, and supports the development of Suffolk museums.

Small Grants Programme – Small grants of up to £200 each were awarded by AfSM to; Saxmundham Museum; The Long Shop Museum; Halesworth and District Museum; Little Hall Lavenham; Norfolk and Suffolk Aviation Museum; Suffolk Regiment Museum; Landguard Fort and Bawdsey Radar

Project grants – AfSM was awarded **£28,624** in external funding to support a range of projects that meet its aims including the Holiday Activity & Food, Warm Rooms, Power of Stories and Curious Mind mental health programmes.

Extra Time – Suffolk Artlink was awarded **£139,749** from National Lottery Heritage Fund for the Extra Time project. This activates **£5,000** that AfSM pledged as match funding and will enable intergenerational reminiscence work to be developed at The Long Shop Museum, Halesworth Museum and Lowestoft Museum.

Increase access and learning in museums for people in Suffolk

Kickstart – AfSM supported the development, delivery, and evaluation of the Suffolk cultural Kickstart programme. The DWP-funded Kickstart scheme offered 6-month job placements for 16–24-year-old at risk of long-term unemployment. The Suffolk cultural programme ran from April 2021 to September 2022. The consortium comprised of 10 organisations, led by the Food Museum, and included 4 other AfSM members. The Consortium was able to offer a wide range of roles including Estate Assistant, Retail Assistant, Social Media Assistant and Events Management. Formal and informal training was offered by most organisations in the scheme.

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2023

Holiday Activity and Food Programme (HAF) is a DfE funded programme that offers support to families who receive free school meals (FSM). The programme aims to offer high quality, enriching activity and nutritional, school standard food during the school holidays. The HAF programme is largely delivered by sports providers. In 2022, this programme expanded to include museums working with outside organisations to provide high quality activity, increasing links to local organisations. Food Museum delivered 204 sessions (85% to children in receipt of FSM); The Red House delivered 35 sessions (43% to children in receipt of FSM); National Horseracing Museum delivered activities to 165 children (41% to children in receipt of FSM, and a further 12 children with Special Educational Needs).

AfSM supported the joint commercial advertising for paid placements and supported with fliers, online advertising, and adverts in Families Suffolk Magazine. Schools were targeted via fliers, newsletters, and direct contact. Local community groups were similarly targeted. AfSM aims to build on this in 2023 by increasing the number of museums taking part in the programme and reaching more young people across the county.

Summer in Suffolk Museums (SiSM) a promotional initiative showcasing all the events, activities and workshops taking place in Suffolk Museums during the school holidays. It ran for the sixth time in 2022 and included 27 events held across 12 museums; Double-page spread in Families Suffolk magazine.; Print media adverts in Ipswich 24, East Suffolk Living Magazine & The Festival of Wheels programme; SiSM Digital banner featured on the East Anglian Daily Times website; Dedicated social media support across AfSM Facebook and Twitter and promoted on Head East social media channels.

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. The terms of reference were amended in 2022 to extend membership to 'Anyone interested in learning in museums in Suffolk and the surrounding area'. Meetings take place quarterly at varied locations. The network supports the development and delivery of AfSM education, learning and engagement projects. In 2022-23 the SMILE Network played a key role in generating interest in the Holiday Activity and Food Programme amongst museums.

Special Delivery AfSM supported Suffolk Artlink and Halesworth & District Museum with the Special Delivery arts and reminiscence project. An intergenerational project that explores the art of communication through letters and other documents held in Suffolk Archives and museums. The high quality of this project was recognised by the judges of the Museum of the Year Awards with Halesworth winning the *Working with Young People* award. The Object of the Year, the Blythburgh Coin, was chosen by a pupil at Edgar Sewter primary school when they visited the museum as part of the Special Delivery project.

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 following museums were part of the 2022-23 tour: Moyse's Hall Museum (WSC), Bury St Edmunds, Feb to Apr 2022; Food Museum, Stowmarket, Jul to Oct 2022; Snape Maltings (The Red House), Aldeburgh, Oct 2022 to Feb 2023.

The aim of each venue was to inspire children, schools, and families to learn about and be proud of Black history in Suffolk. The touring exhibition was viewed by an audience of around 20,000 people. Three quarters of visitors were from Suffolk. Some events were much more highly attended than usual by Black audiences or those with mixed ethnicity.

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2023

Feedback from audiences was upbeat, welcomed inclusion and was dominated by issues of personal identity. Formal evaluation of the tour is taking place in 2023-24. 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.

Curious Minds Mental Health Programme AfSM has established a partnership with Ipswich & East Suffolk Personalised Care team (patients with complex needs), Suffolk Libraries and Suffolk Artlink to create the Curious Minds mental health programme. Funded by Suffolk County Council, the Association is supporting a post based at the Food Museum to support the delivery of the programme.

Six artists took part in the LAB organised by Suffolk Libraries and additional training including safeguarding and mental health first aid. The artists then led a pilot project. Artists Alice-Andrea Ewing and Gillian Allard led a taster session with Suffolk Libraries Open Space group and then led a further seven sessions at the Food Museum, exploring the collection using plaster casting, photography, cyanotypes, and drawing. Another course took place at Ipswich Transport Museum. Evaluation demonstrated a positive impact on participants' wellbeing. The aim is to use the evaluation from this programme to inform a large, more long-term programme involving more museums across the county that will reach a wider range of participants.

Warm Rooms The Suffolk Community Foundation awarded a grant to AfSM to enable museums to offer a warm space with activities to people during the winter months, with refreshments and activities. This was offered at The Long Shop Museum, National Horseracing Museum, Sudbury Heritage Centre, The Red House, and Snape Maltings. Warm Rooms gave members of the local community a welcoming alternative to heating their own homes during the day.

CPP MarketPlace – AfSM is working as part of a Consortium that supports and challenges Babylon ARTS in its leadership and delivery of MarketPlace. This 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. 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.

COMF Evaluation Suffolk County Council (SCC) commissioned AfSM to carry out an independent evaluation of Covid Outbreak Management Fund (COMF) investment in museums and arts organisations. COMF enabled several museums to benefit from grant awards from the Covid Continuity Fund for Culture (CCFC). The fund has enabled museums to install digital and non-digital Covid-safe infrastructure, such as contactless payments and enhanced outdoor facilities. The programme also enabled museums to support communities most impacted by Covid through programmes such as the Power of Stories, and a volunteer training programme delivered in partnership with Community Action Suffolk.

Financial Review

At 31 March 2023 unrestricted funds were £38,725 and restricted funds £54,443 totalling £93,168. The trustees have considered the continuing impact of the Covid-19 pandemic and the more recent cost-of-living issues 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

ASSOCIATION FOR SUFFOLK MUSEUMS

REPORT OF THE TRUSTEES YEAR ENDED 31 MARCH 2023

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. 2022-23 has seen considerable progress on many of the key projects which has used up previously established reserves but all project costs are closely monitored and remain within budget. 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



K. Sullivan
Treasurer of the Association for Suffolk Museums

ASSOCIATION FOR SUFFOLK MUSEUMS

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) YEAR ENDED 31 MARCH 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income					
Donations and other income	2	3,995	-	3,995	4,470
Income from charitable activities					
Grants		13,000	27,840	40,840	107,133
Investment income	3	497	-	497	147
TOTAL INCOMING RESOURCES		17,492	27,840	45,332	111,750
RESOURCES EXPENDED					
Costs of generating funds:					
Charitable Activities		24,912	72,273	97,185	95,134
Fund Raising and Advertising inc website			-	-	227
Charitable activities	4	2,743	-	2,743	3,037
Governance costs	5	500	-	500	500
TOTAL RESOURCES EXPENDED		28,155	72,273	100,428	98,898
NET OUTGOING RESOURCES FOR THE THE YEAR		(10,663)	(44,433)	(55,096)	12,852
Transfers between funds		(25,704)	25,704	-	-
RECONCILIATION OF FUNDS					
Total funds brought forward		75,092	73,172	148,264	135,432
TOTAL FUNDS CARRIED FORWARD		38,725	54,443	93,168	148,284

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 2023

	Note	2023		2022	
		£	£	£	£
CURRENT ASSETS					
Debtors	6	1,815		6,853	
Cash at bank and in hand		97,019		145,454	
		<u>98,834</u>		<u>152,307</u>	
CREDITORS: Amounts falling due within one year	7	<u>(5,666)</u>		<u>(4,043)</u>	
NET CURRENT ASSETS			93,168		148,264
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>93,168</u>		<u>148,264</u>
NET ASSETS			<u>93,168</u>		<u>148,264</u>
FUNDS					
Restricted income funds	8		54,443		73,172
Unrestricted income funds	9		38,725		75,092
TOTAL FUNDS			<u>93,168</u>		<u>148,264</u>

These financial statements were approved by the Trustees and Management Board on the 6th June 2023 and are signed on their behalf by:



K. Sullivan
Treasurer of the Association for Suffolk Museums
Registered Charity Number: 293950

The notes on pages 10 to 14 form part of these financial statements

ASSOCIATION FOR SUFFOLK MUSEUMS
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023

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 recent economic difficulties on the going concern basis for the financial statements. The trustees have considered the level of funds held and expected level of income and expenditure for 12 months from the date of authorising these financial statements and consider the charity will 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 2023

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 2023

2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
DONATIONS AND OTHER INCOME				
Membership subscriptions	2,955	-	2,955	3,230
Distribution Levy	1,040	-	1,040	1,240
	<u>3,995</u>	<u>-</u>	<u>3,995</u>	<u>4,470</u>

3. INVESTMENT INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Bank interest receivable	497	-	497	147
	<u>497</u>	<u>-</u>	<u>497</u>	<u>147</u>

4. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Grants awarded	1,579	-	1,579	1,897
Subscriptions	1,092	-	1,092	1,044
Bank charges	72	-	72	96
	<u>2,743</u>	<u>-</u>	<u>2,743</u>	<u>3,037</u>

5. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Independent Examination Fee	500	-	500	500
	<u>500</u>	<u>-</u>	<u>500</u>	<u>500</u>

6. DEBTORS

	2023 £	2022 £
Trade Debtors	1,815	6,853
Prepayments	-	-
	<u>1,815</u>	<u>6,853</u>

ASSOCIATION FOR SUFFOLK MUSEUMS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

7. CREDITORS: Amounts falling due within one year

	2023 £	2022 £
Trade Creditors	5,666	4,043
Accruals and deferred income	-	-
	<u>5,666</u>	<u>4,043</u>

8. RESTRICTED INCOME FUNDS

	Balance at 01 Apr 2022 £	Incoming resources £	Outgoing resources £	Transfer Between Funds £	Balance at 31 Mar 2023 £
Suffolk Museums Partnership	-	350	(350)	-	-
SHARE - CIO Conversion Project	1,300	-	(2,400)	1,100	-
Creative Heritage Wellbeing	25,000	-	-	-	25,000
COMF Evaluation	35,000	7,000	(42,000)	-	-
Power of Stories	11,872	-	(10,212)	11,033	12,693
Curious Minds	-	15,000	-	-	15,000
Warm Rooms	-	2,000	(250)	-	1,750
Holiday & Food	-	3,490	(17,061)	13,571	-
	<u>73,172</u>	<u>27,840</u>	<u>(72,273)</u>	<u>25,704</u>	<u>54,443</u>

9. UNRESTRICTED INCOME FUNDS

	Balance at 01 Apr 2022 £	Incoming resources £	Outgoing resources £	Transfer Between Funds £	Balance at 31 Mar 2023 £
Designated Funds					
Suffolk Museums Partnership	-	13,000	(6,980)	(6,020)	-
Kick-start Scheme	-	-	(4,120)	4,120	-
Museum of the Year	-	-	(4,738)	4,738	-
Communications	-	-	(6,764)	6,764	-
Summer in Suffolk	-	-	(1,560)	1,560	-
Rekindling Memories	11,518	-	-	-	11,518
Creative Heritage	11,033	-	-	(11,033)	-
Skills Programme	2,500	-	-	-	2,500
SMILE Network	3,355	-	-	-	3,355
	<u>28,406</u>	<u>13,000</u>	<u>(24,162)</u>	<u>129</u>	<u>17,373</u>
General Funds	<u>46,686</u>	<u>4,492</u>	<u>(3,993)</u>	<u>(25,833)</u>	<u>21,352</u>
	<u>75,092</u>	<u>17,492</u>	<u>(28,155)</u>	<u>(25,704)</u>	<u>38,725</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 2023

10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Fund £	Unrestricted Designated Fund £	Unrestricted General Fund £	Total £
Fund balances at 31 March 2023 are represented by :				
Tangible fixed assets	-	-	-	-
Net Current Assets/Liabilities	54,443	17,373	21,837	93,653
Total Funds	54,443	17,373	21,837	93,653

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 (2022: 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



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 2023

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 DD / MM / YYYY.

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 NO. 126542

Address:

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