

J ROWE-JONES ACCOUNTANTS LIMITED
Accountants & Taxation Advisors
62 Seymour Drive, Dartmouth, Devon, TQ6 9GE
01803 839198/07815 758199
jrowejones@aol.com

DARTMOUTH MUSEUM
ANNUAL REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2023

Charity Registration Number 306635

Company Registration Number: 11102452
Registered Office: 62 Seymour Drive, Dartmouth, Devon. TQ6 9GE

DARTMOUTH MUSEUM ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JANUARY 2023

| CONTENTS | PAGES |
|-----------------------------------|------------------|
| TRUSTEES' REPORT | 1 & 2 |
| INDEPENDENT EXAMINER'S REPORT | 3 |
| SCHEDULE OF RECEIPTS | 4 |
| RECEIPTS AND PAYMENTS ACCOUNT | 5 |
| NOTES TO THE FINANCIAL STATEMENTS | 6 to 7 |

ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 JANUARY 2023

The Charity is constituted by Trust Deed dated 17 February 1959 and is a registered charity. The Charity is currently unincorporated and was formed to manage The Dartmouth Museum; the address is:

The Butterwalk Dartmouth Devon
TQ6 9PZ

The trustees and executive committee for the year were:

Mrs N Long Kirkwood (Chairman) Mr B. Parker (Chairman Emeritus) Mr S Wigley (Vice Chairman)
Prof R. Cooke (Prof. Emeritus)
Mr W. Fleet
Dr J. Harrold
Mrs A. Moysey (Until August 2022)
Dr R. Porter

Mr P Potgieter (Appointed 16 February 2022) Mr R. Simmons (Appointed 16 February 2022) Mr A Williams

The Officers of the Museum for the year were:

Mr I. Kirkwood - Honorary Treasurer (Until 15 April 2022)
Mrs C. Lingard - Honorary Secretary
Mrs H Morris - Honorary Treasurer (From 27 July 2022)

The challenging operating conditions continued for the Museum during the year. The flow of visitors to Dartmouth was slow and costs, affected by inflation, increased substantially. This was partially offset by an increase in admission charges. The result is a small operating profit of £1,184 compared with £13,318 the previous year but that figure included Government Covid grants of £20,336. Income from admissions improved by over £11,164 to £18,505 and shop sales grew by over £1,370 to £5,770. The Museum has weathered the Covid Storm in reasonably good shape.

Our COIF shares saw a slight decrease in value of £708 to £17,216. The trustees have no intention of changing these shares as they are retained to provide an untouched fund should it ever be necessary to dissolve the Museum.

Cash reserves (excluding the COIF shares) fell from £76,138 to £70,936 at 31 January 2023. They remain well in excess of 1 year's running costs. A chunk of the reserves will be used to invest in exciting new exhibitions and, with Paul Potgieter's help, in digital technology such as virtual tours of the Museum and remote access to our archives. We also plan an update to our archives system, records and to the security systems extending the CCTV camera coverage to the Jesse Room. Paul will play a key role in all these.

CHAIRMAN'S REPORT

We are building an exciting new exhibition featuring a unique collection of model steam engines (the Hulse Collection). There is a Newcomen Engine and seven derivatives, including an engine that powered Trevithick's steam locomotive, and we aim to include later Dartmouth engineering feats in the steam powered Floating Bridge, Steam Trawlers and a Paddle Steamer. We will have an exhibition of national and international significance which will show Dartmouth as one of the early forces in the Industrial Revolution. We are extremely grateful to David Hulse for choosing us above other Museums and for generously donating the models to us. Thanks also to Dartmouth Town Council for an enabling grant of £5,000 and to Mike Rowley for leading the project team.

Some of our volunteers have moved away or retired so we have had to restructure much of the organisation and our working conditions. A new EPOS system has been introduced, (Thank you Carol and Hazel) at the sparkling new reception desk. A new office has been built so that the legal and operational aspects of the Museum can be properly run. Linda Harris now runs the shop, which has also been transformed. In all these we owe a big thank you to the carpentry of David Heron. Many thanks also to Hazel Morris for taking on the vital duties of Treasurer and sorting out long-standing administrative problems with enthusiasm. It has been an especially difficult role after the recent deaths of the two previous treasurers.

Finally, an enormous debt is due to our volunteers and stewards who have continued to run the Museum despite all the difficulties. The 'deep cleaning' team organised by Linda Harris managed to have fun transforming the rooms and the exhibits during the winter. The health and future of the Museum rests entirely upon their enthusiasm and willingness to step in and give of their time and expertise. Thank you all.

N LONG KIRKWOOD

19-Apr-23

N. Long Kirkwood

Chairman.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
DARTMOUTH MUSEUM ASSOCIATION
FOR THE YEAR ENDED 31 JANUARY 2023**

I report on the accounts of the Charity for the year ended 31 January 2023, which are set out on pages 3 to 5.

Respective responsibilities of Trustees and Independent

The Charity's Trustees are responsible for the preparation of the accounts.

The Charity's Trustees consider that an audit is not required for this year, under section 144(2) of the Charities Act 2011, (The Charities Act), and that an independent examination has been requested.

It is my responsibility:

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

Basis of Independent Examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Charity's Trustees concerning such matters. The procedures undertaken do not provide all of the evidence that would be required in an audit and, consequently, I do not present an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention:

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

J ROWE-JONES

18 APRIL 2023

J ROWE-JONES ACCOUNTANTS LIMITED
ACCOUNTANTS & TAXATION ADVISORS

62 Seymour Drive
DARTMOUTH
Devon
TQ6 9GE

**DARTMOUTH MUSEUM ASSOCIATION
RECEIPTS AND PAYMENTS ACCOUNT FOR THE
YEAR ENDED 31 JANUARY 2023**

| | 2023 | 2022 |
|--|-------------------------|---------------------------|
| | £ | £ |
| Receipts: | | |
| Admissions/Entrance (see notes 5) | 18,505.68 | 7,341.00 |
| Sales - Shop & On-line | 5,770.49 | 4,404.61 |
| Membership - Renewals & New | 1,249.00 | 977.00 |
| Donations and Bequests (including project account) | 5,218.81 | 25,715.55 |
| Grants; Including Henley Trust (DTC) | 10,000.00 | 10,000.00 |
| Inland revenue - Gift Aid & GASDS* | 210.62 | 1,273.06 |
| Interest & dividends COIF | 1,158.28 | 492.36 |
| Income to Project account | 1,949.44 | 1,303.29 |
| Miscellaneous | - | 2,939.98 |
| Mayflower subcommittee nett surplus/deficit | - | - 4,662.91 |
| Total Receipts | <u>44,062.32</u> | <u>£ 49,783.94</u> |

*Gift Aid Small Donation Scheme

**DARTMOUTH MUSEUM ASSOCIATION
RECEIPTS AND PAYMENTS ACCOUNT FOR THE
YEAR ENDED 31 JANUARY 2023**

| | 2023 | 2022 |
|--|-------------------|------------------|
| | £ | £ |
| Payments | | |
| Rent | 16,150.00 | 15,000.00 |
| Insurance | 7,397.39 | 6,441.56 |
| Electricity | 4,331.65 | 1,758.27 |
| Gas | 657.86 | - |
| Water & Sewerage | 186.34 | 147.69 |
| Phone and Broadband | 593.58 | 587.91 |
| Photocopier Maintenance | 199.50 | 337.32 |
| Property Maintenance - Cleaning | 2,539.33 | 660.00 |
| Goods for resale & postal charges | 3,815.15 | 2,617.37 |
| Marketing | 1,284.89 | 699.00 |
| Office Supplies | 72.54 | 184.96 |
| IT and Computers | 479.75 | 835.19 |
| Bankline - (See notes 6) | 278.05 | - |
| Professional Fees | 225.00 | - |
| Curatorial & Archives | 1,640.68 | 69.54 |
| General Repairs & Maintenance | 1,220.25 | 150.00 |
| Projects | 1,181.25 | - |
| Petty cash | 84.93 | - |
| Miscellaneous | 539.54 | 1,548.51 |
| Room hire, meetings and travel | - | 507.75 |
| Mayflower Project | - | 4,920.71 |
| Total expenditure | 42,877.68 | 36,465.78 |
| | <hr/> | <hr/> |
| Surplus for the year | 1,184.64 | 13,318.16 |
| | | |
| | 2023 | 2022 |
| | £ | £ |
| Transfer to other Museum accounts | 1,949.44 | 3,500.00 |
| Expenses on Project Account | 4,288.09 | - |
| Exp on Project Account [transfers to Mayflower Acct] | - | 7,379.71 |
| NET (DEFICIT)/SURPLUS FOR THE YEAR | - 5,052.89 | 2,438.45 |
| MOVEMENT OF FUNDS | | |
| Opening Cash Balance | 76,138.12 | 73,699.67 |
| Less movement in year | - 5,052.89 | 2,438.45 |
| | <hr/> | <hr/> |
| Closing Cash Balance | 71,085.23 | 76,138.12 |
| | <hr/> | <hr/> |

DARTMOUTH MUSEUM ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2023

1. Accounting policies

The receipts and payments account has been drawn up as a summary of the receipts and payments made during the year by the charity. Amounts are included as received by the charity or as cheques are drawn.

The accounts and statement do not include any accruals or prepayments in respect of income or expenses.

The receipts and payments account and statement of assets and liabilities have been prepared following the guidance for accounting for small charities issued by the Charity Commission.

| 2. Statement of assets and liabilities | 2023 | 2022 |
|---|------------------|------------------|
| | £ | £ |
| Bank and cash balances: | | |
| General account | 16,247.17 | 19,241.97 |
| Project account | 206.64 | 1,267.29 |
| Till float | 74.93 | 123.86 |
| COIF Deposit Account | 54,531.29 | 53,373.01 |
| Shop Account - Formerly Mayflower 400 account | 25.20 | 2,131.99 |
| | <u>71,085.23</u> | <u>76,138.12</u> |

4. COIF Shares

| | | |
|---------------------------------------|-----------|-----------|
| Value of shares as at 31 January 2023 | 17,216.88 | 17,925.63 |
|---------------------------------------|-----------|-----------|

| 4. Total cash assets and shares | 2023 | 2022 |
|--|------------------|------------------|
| | £ | £ |
| Assets and liabilities – note 2 | 71,085.23 | 76,138.12 |
| Social fund | 411.72 | 411.72 |
| COIF shares | 17,216.88 | 17,925.63 |
| | <u>88,713.83</u> | <u>94,475.47</u> |

5. Admissions/Entrance

The amounts shown reflect the net amount credited to the account, allowing for the SumUp commission fee of 1.69% per card transaction deducted at point of sale.

6. Bankline

Bankline - fees set by Natwest to enable us to use on-line banking facilities.

From February to August these fees were debited from the Shop, formerly Mayflower 400 a/c

From September and going forward the fees are deducted from the General account.