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DARTMOUTH MUSEUM
ANNUAL REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2024

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 2024

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DARTMOUTH MUSEUM ASSOCIATION

ANNUAL REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 JANUARY 2024

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 Association; the address is:

The Butterwalk Dartmouth Devon

TQ6 9PZ

The Trustees and Executive Committee for the year were:

Mr F S Wigley (Chairman)

Mr B.H.Parker (Chairman Emeritus)

Mrs N Long Kirkwood (Vice Chairman)

Mr M Rowley (Vice Chairman)

Prof R. Cooke

Mr W. Fleet (Resigned October 2023)

Dr J. Harrold

Prof I A McCall (Appointed 17 January 2024)

Dr R. Porter

Mr P Potgieter (Resigned January 2024)

Mr R Simmons (Resigned May 2023)

Mr A Williams

The Officers of the Museum for the year were:

Mrs C. Lingard - Honorary Secretary

Mrs H Morris - Honorary Treasurer

Operating conditions for the Museum during the year continued to be challenging. The number of visitors to Dartmouth was reportedly lower, and costs, affected by inflation, were up substantially. The good news is that our visitor numbers for the Museum increased slightly and income from admissions and the shop increased significantly by £6,650 to £30,927. The Accounts show a deficit for the year of £14,011 which was mainly due to our investment of £27,573 in the new Newcomen Exhibition (featuring the outstanding Hulse collection of model steam engines).

We are delighted to have launched the new Exhibition. The Hulse Collection is world class and is attracting a whole new group of visitors to the Museum and to Dartmouth from 'up north' and round the world, including Japan and North America. Thomas Newcomen does not get the recognition he deserves for the first steam condensing engine – the 'fire engine' that powered the start of the Industrial Revolution. We are playing our part in shouting his name and Dartmouth, the place where he was born and lived, from the rooftops. It is fitting that the exhibition should be a mere 50 yards from Newcomen's Engine No 2 in the Visitor Centre building. We are extremely grateful to David Hulse for his wonderful donation of the quite exceptional intricate models and for choosing us above other museums. We are very grateful also to Dartmouth Town Council for their support and financial help in the shape of grants totaling £10,000, and to Mike Rowley and the team for bringing the project to fruition.

Our COIF shares saw a slight increase in value of £940 to £18,157. These shares are retained to provide an untouched fund should it ever be necessary to dissolve the Museum. Ordinary cash reserves (which exclude the COIF shares) dropped from £71,085 to £60,274. They exceed 1 year's running costs, as required for good governance.

DARTMOUTH MUSEUM ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JANUARY 2024

CHAIRMAN'S REPORT

This year will be busy. We plan to continue efforts to improve the way we work. Without a smoothly running engine a ship does not function. Our IT, electronic and CCTV systems will be upgraded for safety, security and efficiency. Accessible and secure records, both in the Archives and Office, are crucial as recent deaths of key members of the team have demonstrated. The new Archive team is now up and running under Andy Williams' leadership. It will begin to tackle the backlog of work. Paul Potgieter has retired as a trustee but we are grateful that he will continue to play an important role with the Website and with the digitalisation and protection of the Archives. Marketing is increasingly important, and Jonathan Turner has produced a Marketing Plan that we are now actively following.

Niki Kirkwood is working on upgrades and improvements to our coverage of 'Dartmouth at War'. Mike Rowley and Jonathan Turner are exploring possible events and talks to build on, and to promote, the Newcomen Exhibition. A project to upgrade the entrance hall to make it more inviting has just been completed thanks to an enthusiastic volunteer team.

Many thanks to Hazel Morris for mastering the vital duties of Hon. Treasurer, sorting out long-standing administrative and IT problems, and tackling the many daily challenges with enthusiasm and energy. Carol Lingard keeps us all together organising the Steward's Rota and is our experienced Hon. Secretary. The shop has been thriving under Linda Harris, who also organised the 'deep cleaning' team which managed to have fun again this year transforming the rooms and the exhibits during the winter. In all these we owe a big thank you to the maintenance skills of David Heron.

After 10 years of unstinting and morale boosting support, including two separate stints totaling 3 years as Chairman, Brian Parker is retiring. His energy, wisdom and plain common sense will be sorely missed. We owe him an enormous debt of gratitude.

Finally, an enormous debt is also due to our volunteers and stewards. They have continued to run the Museum despite all the difficulties. We have made progress during the year improving simple written Guides for stewards and volunteers – thanks Hazel – which hopefully deal with most of the 101 problems that crop up during a normal day on duty. The health and future of the Museum rests entirely upon our volunteers' enthusiasm and willingness to step in and give of their time and expertise. Thank you all. We hope that during the year we have made it fractionally easier, more comfortable, and more fun.

Spencer Wigley

Chairman

17 April 2024

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
DARTMOUTH MUSEUM ASSOCIATION
FOR THE YEAR ENDED 31 JANUARY 2024**

I report on the accounts of the Charity for the year ended 31 January 2024, 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

25 MARCH 2024

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
2024**

	2024	2023
	£	£
Receipts:		
Admissions/Entrance (see notes 5)	24,505.50	18,505.68
Sales - Shop & On-line	6,421.37	5,770.49
Membership - Renewals & New	1,246.00	1,249.00
Donations and Bequests (including project account)	2,930.87	5,218.81
Grants; Including Henley Trust (DTC)	20,000.00	10,000.00
Inland revenue - Gift Aid & GASDS*	980.45	210.62
Interest & dividends COIF	593.34	1,158.28
Income to Project account	250.00	1,949.44
Room Hire	50.00	
Miscellaneous	28.58	-
Total Receipts	<u>£ 57,006.11</u>	<u>44,062.32</u>

*Gift Aid Small Donation Scheme

**DARTMOUTH MUSEUM ASSOCIATION
RECEIPTS AND PAYMENTS ACCOUNT FOR THE
YEAR ENDED 31 JANUARY 2024**

	2024	2023
	£	£
Payments		
Rent	16,150.00	16,150.00
Insurance	8,526.79	7,397.39
Electricity	5,232.15	4,331.65
Gas	457.05	657.86
Water & Sewerage	-	186.34
Phone and Broadband	381.41	593.58
Photocopier Maintenance	208.48	199.50
Property Maintenance - Cleaning	2,070.00	2,539.33
Goods for resale & postal charges	3,079.09	3,815.15
Marketing	2,110.29	1,284.89
Office Supplies	398.51	72.54
Digital Services (Formerly IT & Computers)	1,089.46	479.75
Bankline & SumUp fees- (See notes 6)	662.06	278.05
Professional Fees	325.00	225.00
Curatorial & Archives	-	1,640.68
General Repairs & Maintenance	2,068.22	1,220.25
Education	-	-
Projects	27,572.63	1,181.25
Petty cash	7.95	84.93
Miscellaneous	678.29	539.54
Total expenditure	71,017.38	42,877.68
(Deficit)/Surplus for the year	(14,011.27)	1,184.64

	2024	2023
	£	£
Transfer from COIF	30,000.00	0.00
Transfer to Hulse/Newcomen project	(15,000.00)	(1,949.44)
Grants donations & bequest to Hulse/Newcomen Project	(11,800.00)	(4,288.09)
NET SURPLUS/(DEFICIT) FOR THE YEAR	(10,811.27)	(5,052.89)

MOVEMENT OF FUNDS

Opening Cash Balance	71,085.23	76,138.12
Less movement in year	(10,811.27)	(5,052.89)
Closing Cash Balance	60,273.96	71,085.23

DARTMOUTH MUSEUM ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2024

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

	2024	2023
	£	£
Bank and cash balances:		
General account	25,266.72	16,247.17
Project account	2,634.01	206.64
Till float	81.17	74.93
COIF Deposit Account	26,733.27	54,531.29
Shop Account - Formerly Mayflower 400 account	5,558.79	25.20
	60,273.96	71,085.23

3. COIF Shares

Value of shares as at 31 January 2024	18,157.26	17,216.88
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4. Total cash assets and shares

	2024	2023
	£	£
Assets and liabilities – note 2	60,273.96	71,085.23
Social fund	477.42	411.72
COIF shares	18,157.26	17,216.88
	78,908.64	88,713.83

**DARTMOUTH MUSEUM ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 JANUARY 2024**

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 & SumUp Fees

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

SumUp - comission fees deducted at point of sale and shown on monthly invoice

7. Social Fund

The amounts show an increase of £65.70 the result of donations towards the christmas function.