

THE DUNWICH READING ROOM AND MUSEUM

England & Wales · Charity number 310305

Details

Status Registered

Legal form Other

Registered 1962-09-26

Register [View on the Charity Commission register](#)

Contact

Address Dunwich Museum
St. James's Street
Dunwich
Saxmundham
Suffolk
IP17 3DT

Phone 01728648927

Email mattsal@gn.apc.org

Website www.dunwichmuseum.org.uk

Activities

Objects: A READING ROOM, LIBRARY OR LECTURE ROOM FOR THE EDUCATION, RECREATION, ENTERTAINMENT OR OTHERWISE AS MAY BE FOUND EXPEDIENT FOR THE BENEFIT OF THE INHABITANTS OF THE PARISH OF DUNWICH.

Activities: Local museum and Dunwich village Reading Room

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** THE PARISH OF DUNWICH
- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees	
2025-03-31		£0	£249,924	-	-
2024-03-31	£48,199	£39,992		-	-
2023-03-31	£50,926	£57,590		-	-
2021-12-31	£58,286	£40,913		-	-
2020-12-31	£61,032	£30,203		-	-

Trustees

Name	Role	Appointed
Matt Salusbury	Chair	2018-01-18
Caroline Gay Way		2021-02-11
DAVID COOK		
KATHARINE CHANT		2016-04-01
Professor David Ayres Sears		2021-02-11
SUSANNE HARDY		2019-10-01

THE DUNWICH READING ROOM AND MUSEUM

England & Wales - Charity number 310305

Accounts



**Annual Report
and
Financial Statements
of the
Dunwich Reading Room and Museum Charity
Registered charity number 310305**

**St James Street
Dunwich
Saxmundham
Suffolk
IP17 3DT**

**For the year ended 31 March 2024
Prepared on accruals accounting basis**

DUNWICH READING ROOM AND MUSEUM CHARITY

Registered Charity No. 310305

Accredited Museum No. 592

Principal Address: Dunwich Museum
 St James Street
 Dunwich
 Saxmundham
 Suffolk
 IP17 3DT

Trustees: Matthew Salusbury (Chairman)
 Katharine Chant (Curator)
 John Cary (Treasurer)
 David Cook
 Susanne Hardy
 Prof. David Sear
 Caroline Gay Way

Independent Examiners: Ensors
 Blyth House
 Rendham Road
 Saxmundham
 Suffolk
 IP17 1WA

Bankers: Barclays
 Waveney Valley
 23 New Market
 Beccles
 NR34 9HD

Solicitors: Nicholsons
 23 Alexandra Road
 Lowestoft
 NR32 1PP

DUNWICH READING ROOM AND MUSEUM CHARITY

For the year ended 31 March 2024

INDEX

	<u>Page(s)</u>
Trustees' Annual Report	1 - 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 – 13

DUNWICH READING ROOM AND MUSEUM CHARITY

TRUSTEES' ANNUAL REPORT

For the year ended 31 March 2024

Chairman's report

From a purely organisational point of view the charity continued to work towards its transition to the new CIO charity "The Dunwich Community Heritage Centre" (DCHC) which was now up and running with its own bank account. Otherwise day to day income and expenditure continued to be channelled through the existing 'Dunwich Reading Room & Museum' (DRRM).

However, at the year end, we cleared out all creditors and debtors and a stop to all future transactions through the charity accounts. After 31st March 2024, all transactions, including those running through the Barclays bank account will be accounted for in DCHC. This means that after 72 years or so, this will be the last set of accounts for DRRM. All other assets will now be accounted for in the accounts of DCHC. At the end of this period, we were preparing for a community launch event for the new member-lead DCHC charity, scheduled for 20 April 2024 and had appointed a Membership Secretary and a Heritage Consultant, the latter tasked with organising a series of consultation events with the village community.

During the year we achieved the following: we put together a Dunwich Museum exhibition on pilgrimage and pilgrim badges in Dunwich, with mutual loans of exhibits arranged with Moyse's Hall Museum, which was ready to open immediately after the end of this period.

The digitisation and cataloguing of the recently-acquired Dowcra Collection of magic lantern slides was begun, to continue into the next year with funding secured from the National Heritage Lottery Fund (NHLF).

The Chronicles of Dunwich programme of family-friendly environmental and heritage events continued throughout this period in partnership with Art Branches and the Dunwich Greyfriars Trust, including many events in the winter – among them an All Hallows torchlit walk. This well-attended programme of events will continue as part of the NHLF Dunwich Museum – The Way Forward project as part of the activities of the new DCHC into the next year which have already been planned. 207 children came to Dunwich Museum on school visits in this period.

We developed plans for the development of a more inviting, sustainable space in our Reading Room which will be advanced by the new DCHC charity and our Chair and Manager attended training as part of our Museums Association accreditation.



Matthew Salusbury
Chair of the Trustees, Dunwich Reading Room and Museum charity

January 2025

DUNWICH READING ROOM AND MUSEUM CHARITY

TRUSTEES' ANNUAL REPORT (CONTINUED)

For the year ended 31 March 2024

Aims and objectives

A reading room, library or lecture room for the education, recreation, entertainment or otherwise as may be found expedient for the benefit of the inhabitants of the parish of Dunwich.

Structure, governance and management

Governing document

The charity is controlled by its governing document, its Constitution, and constitutes an unincorporated charity, registered with The Charity Commission.

The charity is managed by its trustees who are appointed from the local community with interest in preservation of the history of the surrounding area or through professional background and experience. The trustees meet regularly, usually bi-monthly, at the charity's premises.

Trustees

Matthew Salusbury (Chairman)
Katharine Chant (Curator)
John Cary (Treasurer)
David Cook
Susanne Hardy
Prof. David Sears
Caroline Gay Way

Principal sub-contractors

Jane Hamilton (Manager)
Sarah Peel (Assistant Manager)
Timothy Holt-Wilson (Archivist)
Ann Donnachie (Financial Controller)

Financial review

The total income for the year was £49,199 compared to the previous 15 month period of £50,926. The total expenditure for the year was £39,992 compared to the previous 15 month period of £57,590.

There was a net surplus for the year of £9,207 before any unrecognised gain/loss movement on investments. The overall net movement after accounting for the net unrecognised gain on investments of £11,854 was a net movement of £21,061 (2023: loss of £(15,985)).

The overall funds of the charity as at 31 March 2024 are £424,902 after accounting for the net movement of the year as above (2023: £424,841). The total funds include a restricted fund in respect of the Reading Room Building Fund of £1,000 as at 31 March 2024. The funds are represented by fixed assets of £254,978, investments held with CCLA in COIF Investment Fund of £127,294, cash at bank of £36,058, stock of £7,424 and net creditors of £852.

DUNWICH READING ROOM AND MUSEUM CHARITY

TRUSTEES' ANNUAL REPORT (CONTINUED)

For the year ended 31 March 2024

Funds

Funds are divided into Unrestricted and Restricted.

Unrestricted Funds

The Constitution does not stipulate how unrestricted funds are divided up. It is the trustees wish that the general fund be divided into several designated funds to provide for future requirements by the institution:

Capital Fund:	Reflects the current value of property and equipment fixed assets including any depreciation to date
Fabric Fund	An allowance for future spending on major repairs and capital renewals of the building structure and equipment
Future Development Fund	An amount set aside for major new developments such as the complete refurbishment of the Reading Room and a re-fit of the museum at some unspecified future date
Acquisitions Fund	An amount set aside to allow for the purchase of objects deemed important to add to the collection.
General Fund	The amount of over-all carried forward surplus which is not accounted for in the other funds.

Each one of these funds is reviewed by the trustees each year to ascertain whether the amounts are sufficient or in excess, and rebalanced as required.

Restricted Funds

There is no stipulation in the Constitution to provide or use restricted funds. Restricted funds are used to 'ring-fence' specific project related funding provided by donors or grantors, so that a proper account can be kept of the expenditure against the funding provided. Once the project is completed and approved, any surplus or loss is transferred to or from the general Unrestricted fund. Restricted funds can be carried across a year end.

Reserves policy

The trustees regularly review the reserves of the charity and with investments of just over £127,000 and cash at bank of £35,978, there is considered adequate funds for the operation of the museum for the next year ahead.

INVESTMENT POLICY

Surplus resources in the current bank account(s) will be transferred to a deposit account managed by Churches Charities and Local Authorities Investment Management (CCLA) and/or into one of their COIF funds to generate income or grow in value. The amount kept in the deposit account will vary according to current interest rates offered but will be at any one time between the equivalent of 6 months or a full year's turnover. Disinvestment will occur if funds are required to subsidise losses or for a specific project.

DUNWICH READING ROOM AND MUSEUM CHARITY

TRUSTEES' ANNUAL REPORT (CONTINUED)

For the year ended 31 March 2024

The movement of funds between accounts will be determined by the financial controller and approved by one other trustee. Investment decisions will be reported to the board of trustees at the next available meeting.

Risk assessment

During the year, the charity trustees carried out a detailed review of its charitable activities and in that process assessed the potential for risks to the charity. As part of this process, the charity has a risk management strategy which covers: -

1. Financial Risks: this is the most common risk to be managed through budgeting, internal audit and proper financial procedures.
2. Reputational Risk: this would be unwelcome publicity which hinders the mission of the museum.
3. Statutory and legal requirements to cover health and safety, employment law, safeguarding and associated difficulties which could lead to compensation claims.
4. Operational Risk: threats to the ability of the museum to deliver its objectives.

The implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise, is documented with policies in place for Complaints, Data Protection, Health and Safety, School Safety, Access, Environmental Sustainability, Collections Development.

Risk assessments exist for the museum buildings and facilities.

Approved on behalf of the Board of Trustees



..... (Chairman)

23rd January 2025

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF DUNWICH READING ROOM AND MUSEUM CHARITY FOR THE YEAR ENDED 31 MARCH 2024

I report to the members on my examination of the accounts of the Dunwich Reading Room and Museum Charity for the year ended 31 March 2024, which are set out on pages 6 to 13.

Responsibilities and basis of report

As the charity's trustees 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 in connection with the examination which gives me cause to believe that, in any material respect:

- i. the accounting records were not kept in accordance with section 130 of the Act; or
- ii. the accounts did not accord with those accounting records; or
- iii. the accounts did not comply with the applicable accounting requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



Carl Page FCCA
Ensors Accountants LLP

Member of the Institute of Chartered Accountants in England and Wales (ICAEW)

Blyth House
Rendham Road
Saxmundham
Suffolk
IP17 1WA

Dated: 24th January 2025

THE DUNWICH READING ROOM AND MUSEUM
STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 March 2024

	<u>Note</u>	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>2024</u> <u>Total</u>	<u>2023</u> <u>Total</u>
		£	£	£	£	£
Income from charitable activities	2					
<i>Sales:</i>						
Shop sales		19,549			19,549	20,396
School visits		66			66	366
TV rights		-			-	167
Reading room hire		613			613	682
<i>Voluntary Income</i>						
Donations		16,842		1,000	17,842	18,923
Treasure chest		3,284			3,284	2,548
Grants		3,350			3,350	2,700
Gift Aid reclaimable		945			945	2,071
<i>Investment income</i>		3,550			3,550	3,073
Total income		<u>48,199</u>	-	<u>1,000</u>	<u>49,199</u>	<u>50,926</u>
Expenditure on charitable activities	3					
Shop costs		9,613			9,613	11,422
Staff and premises costs		24,106		-	24,106	30,577
Management and administration		6,012			6,012	15,256
Depreciation	6	261			261	335
Total expenditure		<u>39,992</u>	-	-	<u>39,992</u>	<u>57,590</u>
Net incoming resources		8,207	-	1,000	9,207	(6,664)
Transfers						
Gross transfers between funds		-		-	-	-
Other recognised gains/(losses)	7					
Unrealised gains/(losses) on investments		11,854	-	-	11,854	(9,321)
Net movement in funds		<u>20,061</u>	-	<u>1,000</u>	<u>21,061</u>	<u>(15,985)</u>
Total funds brought forward						
As at 1 April 2023		42,595	382,246	-	424,841	440,826
Transfer to Dunwich Community Heritage Centre		(21,000)	-	-	(21,000)	-
Total funds carried forward						
As at 31 March 2024		<u>41,656</u>	<u>382,246</u>	<u>1,000</u>	<u>424,902</u>	<u>424,841</u>

THE DUNWICH READING ROOM AND MUSEUM
BALANCE SHEET
As at 31 March 2024

	<u>Note</u>	2024 £	2023 £
Fixed Assets			
Tangible fixed assets (at NBV)	6	254,978	255,239
Investments	7	127,294	115,440
		<u>382,272</u>	<u>370,679</u>
Current Assets			
Stock		7,424	6,556
Debtors and prepayments	8	-	2,406
Cash at bank		2,334	17,023
Cash on deposit		33,644	30,093
Cash in hand		80	80
		<u>43,482</u>	<u>56,158</u>
Current Liabilities			
Creditors - amounts falling due in one year	9	(852)	(1,996)
Net Current Assets		<u>42,630</u>	<u>54,162</u>
Total Net Assets		<u>424,902</u>	<u>424,841</u>
Represented by:			
Funds	10		
Unrestricted			
General reserve		41,656	42,595
Designated			
Capital fund		247,246	247,246
Fabric & building repairs fund		25,000	25,000
Future development fund		100,000	100,000
Acquisitions fund		10,000	10,000
Restricted			
Reading Room Building		1,000	-
Heritage Lottery Fund		-	-
		<u>424,902</u>	<u>424,841</u>

Approved by the Board of Trustees on23rd January 2025.....
and signed on its behalf



.....
Matt Salusbury
Chairman



.....
John Cary
Treasurer

THE DUNWICH READING ROOM AND MUSEUM
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2024

1 ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Charities Act 2011.

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

The charity constitutes a public benefit entity as defined by FRS 102.

Preparation of accounts on a going concern basis

The assessment of the trustees is that the charity is a going concern.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity has sufficient certainty that receipt of the income is probable and the amount can be measured reliably. Income from investments is included on an accrual basis for the period which the income relates.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the Trustee's Annual Report.

Outgoing resources

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party. It has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources. The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT. Grants offered subject to conditions which have not been met at the year end date are noted as commitment but not accrued as expenditure.

Tangible fixed assets

An asset is capitalised if costing more than £500. Depreciation is provided at these annual rates in order to write off the cost less residual value of each asset over its estimated useful life.

Land and buildings	0% straight line basis,
Temporary buildings	10% straight line basis
Plant and machinery	20% straight line basis
Fixtures & fittings	20% straight line basis

Investments

Investments are stated at market value at the balance sheet date. The statement of financial activities includes the net gains and losses arising on the revaluations throughout the year.

Stock

Stocks are valued at the lower of cost or market value.

Taxation

The charity is exempt from tax on its charitable activities.

THE DUNWICH READING ROOM AND MUSEUM
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2024

1 ACCOUNTING POLICIES (CONTD)

Fund accounting

General funds are unrestricted funds which 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 the donors, or which have been raised by the charity for a particular purpose, or which are imposed by the scheme which governs the charity. The cost of raising and administering such funds is charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

2 INCOMING RESOURCES

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	2024 <u>Total</u>	2023 <u>Total</u>
	£	£	£	£	£
Income from charitable activities					
<i>Sales</i>					
Shop sales	19,549			19,549	20,396
School visits	66			66	366
TV rights	-			-	167
Reading room hire	613			613	682
	<u>20,228</u>	-	-	<u>20,228</u>	<u>21,611</u>
<i>Voluntary Income</i>					
Donations	15,450		1,000	16,450	16,851
Donations eligible for gift aid	1,392			1,392	2,072
Treasure chest	3,284			3,284	2,548
Grants	3,350			3,350	1,500
		DTT			
		Share Museums East			1,200
Gift Aid reclaimable	945			945	2,071
	<u>24,421</u>	-	1,000	<u>25,421</u>	<u>26,242</u>
<i>Investment income</i>					
COIF interest	1,502			1,502	517
COIF dividends	2,048			2,048	2,556
	<u>3,550</u>	-	-	<u>3,550</u>	<u>3,073</u>
Total income	<u><u>48,199</u></u>	<u><u>-</u></u>	<u><u>1,000</u></u>	<u><u>49,199</u></u>	<u><u>50,926</u></u>

THE DUNWICH READING ROOM AND MUSEUM
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2024

3 INCOMING RESOURCES

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	2024 <u>Total</u>	2023 <u>Total</u>
	£	£	£	£	£
Expenditure on charitable activities					
<i>Shop costs</i>					
Trading shop costs	9,613			9,613	11,422
Distribution shop costs	-			-	-
	<u>9,613</u>	-	-	<u>9,613</u>	<u>11,422</u>
<i>Staff and premises costs</i>					
Managers	15,358			15,358	17,702
Business rates	81			81	210
Insurance	2,056			2,056	1,895
Utilities	2,347			2,347	4,160
Cleaning	819			819	1,398
Repairs and renewals (Museum)	1,782			1,782	1,356
Repairs and renewals (Reading Room)	955			955	585
Security and fire prevention	708			708	1,621
Exhibitions and activities	-			-	1,650
	<u>24,106</u>	-	-	<u>24,106</u>	<u>30,577</u>
<i>Management and administration</i>					
Office expenses	926			926	1,137
Telephone and internet	447			447	496
Subscriptions	407			407	416
General expenses	-			-	-
Advertising and marketing	335			335	1,367
Archive and curatorial expenses	445			445	1,402
Education and activities	175			175	-
Bookkeeping fees	847			847	660
Independent examination fee	987			987	675
Professional fees	1,443			1,443	9,103
	<u>6,012</u>	-	-	<u>6,012</u>	<u>15,256</u>
<i>Depreciation</i>					
Depreciation	261			261	335
	<u>261</u>	-	-	<u>261</u>	<u>335</u>
Total expenditure	<u><u>39,992</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>39,992</u></u>	<u><u>57,590</u></u>

4 TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 other than reimbursement of charity expenditure paid personally nor for the prior year ended 31 March 2023.

THE DUNWICH READING ROOM AND MUSEUM
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2024

5 STAFF COSTS

There were no direct staff costs for the year ended 31 March 2024 nor for the prior year ended 31 March 2023. The managerial positions are fulfilled under freelance working.

6 TANGIBLE FIXED ASSETS

	<u>Buildings</u>	<u>Museum contents</u>	<u>Plant & machinery</u>	<u>Fixtures & fittings</u>	<u>Total</u>
	£	£	£	£	£
Cost					
At 1 April 2023 and 31 March 2024	203,801	80,000	1,908	1,183	286,892
Depreciation					
At 1 April 2023	28,823	-	1,647	1,183	31,653
Charged in year	-	-	261	-	261
At 31 March 2024	28,823	-	1,908	1,183	31,914
Net book value					
At 31 March 2024	174,978	80,000	-	-	254,978
At 31 March 2023	174,978	80,000	261	-	255,239

7 FIXED ASSET INVESTMENTS

	<u>COIF</u>	<u>COIF</u>	
	<u>Income</u>	<u>Accumulation</u>	<u>Total</u>
	<u>Shares</u>	<u>Shares</u>	<u>£</u>
	£	£	£
Market value			
At 1 April 2023	70,426	45,014	115,440
Additions	-	-	-
Disposals	-	-	-
Net gain/loss on annual revaluation	6,375	5,479	11,854
At 31 March 2024	76,801	50,493	127,294

8 DEBTORS

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	
	2024	2024	2024	2023
	£	£	£	£
Gift Aid pending	-	-	-	2,071
Prepayments	-	-	-	335
	-	-	-	2,406

THE DUNWICH READING ROOM AND MUSEUM
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 March 2024

9 CREDITORS

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u>	
	2024	2024	2024	2023
	£	£	£	£
Trade creditors	-	-	-	1,321
Accrued expenses	852	-	852	675
	<u>852</u>	<u>-</u>	<u>852</u>	<u>1,996</u>

10 MOVEMENT IN FUNDS

	<u>Balance</u> <u>b/fwd</u> <u>2023</u>	<u>Net</u> <u>movements</u>	<u>Transfers</u>	<u>Balance</u> <u>c/fwd</u> <u>2024</u>
	£	£	£	£
Unrestricted funds				
General Reserve	42,595	20,061	(21,000)	41,656
Capital Fund	247,246	-	-	247,246
Fabric & Building Repairs Fund	25,000	-	-	25,000
Future Development Fund	100,000	-	-	100,000
Acquisitions Fund	10,000	-	-	10,000
	<u>424,841</u>	<u>20,061</u>	<u>(21,000)</u>	<u>423,902</u>
Restricted Funds				
Reading Room Building	-	1,000	-	1,000
TOTAL FUNDS	<u>424,841</u>	<u>21,061</u>	<u>(21,000)</u>	<u>424,902</u>

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

	<u>Incoming</u> <u>resources</u>	<u>Resources</u> <u>expended</u>	<u>Gains and</u> <u>losses</u>	<u>Movement</u> <u>in funds</u>
	£	£	£	£
Unrestricted funds				
General Reserve	48,199	39,992	11,854	20,061
Capital Fund	-	-	-	-
Fabric & Building Repairs Fund	-	-	-	-
Future Development Fund	-	-	-	-
Acquisitions Fund	-	-	-	-
	<u>48,199</u>	<u>39,992</u>	<u>11,854</u>	<u>20,061</u>
Restricted Funds				
Reading Room Building	1,000	-	-	1,000
	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>1,000</u>

THE DUNWICH READING ROOM AND MUSEUM
 NOTES TO THE FINANCIAL STATEMENTS
 For the year ended 31 March 2024

11 RECONCILIATION OF FUNDS TO ASSETS

	<u>Tangible</u> <u>Fixed</u> <u>Assets</u> £	<u>Fixed</u> <u>Asset</u> <u>Investments</u> £	<u>Net</u> <u>Current</u> <u>Assets</u> £	<u>Total</u> <u>Funds</u> <u>2024</u> £	<u>Total</u> <u>Funds</u> <u>2023</u> £
Unrestricted Funds					
General Reserve	7,732	17,294	16,630	41,656	42,595
Designated Funds					
Capital Fund	247,246			247,246	247,246
Fabric & Building Repairs Fund			25,000	25,000	25,000
Future Development Fund		100,000		100,000	100,000
Acquisitions Fund		10,000		10,000	10,000
	<u>254,978</u>	<u>127,294</u>	<u>41,630</u>	<u>423,902</u>	<u>424,841</u>
Restricted Funds					
Reading Room Building	-	-	1,000	1,000	-
	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>-</u>
TOTAL FUNDS	<u>254,978</u>	<u>127,294</u>	<u>42,630</u>	<u>424,902</u>	<u>424,841</u>

THE DUNWICH READING ROOM AND MUSEUM

England & Wales - Charity number 310305

Accounts



**Annual Report
and
Financial Statements
of the
Dunwich Reading Room and Museum Charity
Registered charity number 310305**

**St James Street
Dunwich
Saxmundham
Suffolk
IP17 3DT**

**For the period ended 31 March 2023
Prepared on accruals accounting basis**

DUNWICH READING ROOM AND MUSEUM CHARITY

Registered Charity No. 310305

Accredited Museum No. 592

Principal Address: Dunwich Museum
St James Street
Dunwich
Saxmundham
Suffolk
IP17 3DT

Trustees: Matthew Salusbury (Chairman)
Katharine Chant (Curator)
John Cary (Treasurer)
David Cook
Susanne Hardy
Patricia Boechler
Prof. David Sear
Caroline Gay Way

Independent Examiners: Ensors
Blyth House
Rendham Road
Saxmundham
Suffolk
IP17 1WA

Bankers: Barclays
Waveney Valley
23 New Market
Beccles
NR34 9HD

Solicitors: Nicholsons
23 Alexandra Road
Lowestoft
NR32 1PP

DUNWICH READING ROOM AND MUSEUM CHARITY

For the period from 1 January 2022 to 31 March 2023

INDEX

	<u>Page(s)</u>
Trustees' Annual Report	1 - 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 – 13

DUNWICH READING ROOM AND MUSEUM CHARITY

TRUSTEES' ANNUAL REPORT

For the period from 1 January 2022 to 31 March 2023

Chairman's report

In the period from 1 January 2022 to 31 March 2023 Dunwich Museum achieved the following:

We set up a new membership organisation, the Dunwich Community Heritage Centre, with its mission updated for the 21st century, receiving a new charity number from the Charity Commission. It is the intention to transfer assets of the DRRM to the new charity in due course.

We raised donations to help buy the Joshua Kirby Map, a hand drawn 18th century map of Dunwich, which we had restored and put on display at the centrepiece of an exhibition throughout this period. We resume our series of occasional talks - the first since before Covid - with a talk by Prof. Mark Bailey of UEA on the map, "Secrets of Ancient Dunwich Revealed" to open our 2022 season, with appearances on local radio stations.

Our Museum won Highly Commended in the Family Friendly category on the Association of Suffolk Museums awards in October 2022.

We updated our interpretation boards in the Museum on Roman, Saxon and early Medieval Dunwich based on new archaeological evidence.

We began a collaboration with Moyse's Hall Museum (Bury St Edmunds, Suffolk), loaning each other pilgrim badges from our collections, in preparation for a forthcoming exhibition on pilgrim badges in Dunwich.

In partnership with Art Branches and Dunwich Greyfriars Monastery Trust and with funding from Heritage Lottery Fund, we were part of a series of "Chronicles of Greyfriars" events in this period. These included days focused on the geology of the stones and of Greyfriars and the Leper Chapel. There were artists' pop-up days which including doing watercolours based on the ruins at Greyfriars, there were Discover Dunwich Zoom Days, a family archaeology day in which children and their parents learned about archaeology by digging up artefacts from our simulated "dig pits", while the Kid's Club helped out with planting Medieval herbs in our raised beds that we started in the Greyfriars grounds. A Leper Chapel Discoveries booklet was produced as part of the Chronicles of Greyfriars activities.

We acquired the Dowcra slides, a series of historic magic lantern slides of Dunwich, and began their cataloguing and digitisation. We also began conservation of two historic paintings of Dunwich and another map of Dunwich, the Hamlet Watling Mail which we also acquired.

Our Reading Room became the venue for several musical and poetry evenings, including concerts by The Dunwich Drifters and Blake Morrison and the Hosepipe Band, as well as a book event by a local author. The Reading Room also hosted two craft fairs, a Christmas fair, several craft activity days for children and a regular Kid's Club. The tours we organised included an All Hallow's Eve ghost tour for Halloween and several tours by Sister Luke, a "poor Clare" nun character portrayed by one of our regular volunteers.

Matthew Salusbury
Chairman

Aims and objectives

A reading room, library or lecture room for the education, recreation, entertainment or otherwise as may be found expedient for the benefit of the inhabitants of the parish of Dunwich.

Structure, governance and management

Governing document

The charity is controlled by its governing document, its Constitution, and constitutes an unincorporated charity, registered with The Charity Commission.

The charity is managed by its trustees who are appointed either from the local community with interest in preservation of the history of the surrounding area or through professional background and experience. The trustees meet regularly, usually bi-monthly, at the charity's premises.

Trustees

Matthew Salusbury (Chairman)
Katharine Chant (Curator)
John Cary (Treasurer)
David Cook
Susanne Hardy
Patricia Boechler
Prof. David Sear
Caroline Gay Way

Principal sub-contractors

Jane Hamilton (Manager)
Bethany Brookhouse (Associate Manager)
Timothy Holt-Wilson (Archivist)
Ann Donnachie (Accountant and Minutes Secretary)

Financial review

The total income for the 15 month period was £50,926 compared to the previous year of £66,282.

The total expenditure for the 15 month period was £57,590 compared to the previous year of £48,910.

There was a net deficit for the period of £(6,664) before any unrecognised gain/loss movement on investments. The overall net movement after accounting for the net unrecognised loss on investments of £(9,321) was a net movement of £(15,985) (2021: £34,066).

The overall funds of the charity as at 31 March 2023 are £424,841 after accounting for the net movement of the year as above (2021: £440,826). There are no restricted funds as at 31 March 2023.

The funds are represented by fixed assets of £255,239, investments held with CCLA in COIF Investment Fund of £115,440, cash at bank of £47,196, stock of £6,556 and net debtors of £410.

Funds

Funds are divided into restricted and unrestricted.

Unrestricted Funds

The Constitution does not stipulate how unrestricted funds are divided up. It is the trustees wish that the general fund be divided into several designated funds to provide for future requirements by the institution:

Capital Fund:	Reflects the current value of property and equipment fixed assets including any depreciation to date
Fabric Fund	An allowance for future spending on major repairs and capital renewals of the building structure and equipment
Future Development Fund	An amount set aside for major new developments such as the complete refurbishment of the Reading Room and a re-fit of the museum at some unspecified future date
Acquisitions Fund	An amount set aside to allow for the purchase of objects deemed important to add to the collection.
General Fund	The amount of over-all carried forward surplus which is not accounted for in the other funds.

Each one of these funds is reviewed by the trustees each year to ascertain whether the amounts are sufficient or in excess, and rebalanced as required.

Restricted Funds

There is no stipulation in the Constitution to provide or use restricted funds. Restricted funds are used to 'ring-fence' funding provided by donors or grantors for a particular project, so that a proper account can be kept of the expenditure against the funding provided. Once the project is completed and approved, any balances, whether negative or positive, are transferred across to the general fund. Restricted funds can be carried across a year end.

Reserves policy

The trustees regularly review the reserves of the charity and with investments of just over £115,000 and cash at bank of £47,000, there is considered adequate funds for the operation of the museum for the next year ahead.

Risk assessment

During the year, the charity trustees carried out a detailed review of its charitable activities and in that process assessed the potential for risks to the charity. As part of this process, the charity has a risk management strategy which covers: -

1. Financial Risks: this is the most common risk to be managed through budgeting, internal audit and proper financial procedures.
2. Reputational Risk: this would be unwelcome publicity which hinders the mission of the museum.
3. Statutory and legal requirements to cover health and safety, employment law, safeguarding and associated difficulties which could lead to compensation claims.
4. Operational Risk: threats to the ability of the museum to deliver its objectives.

The implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise, is documented with policies in place for Complaints, Data Protection, Health and Safety, School Safety, Access, Environmental Sustainability, Collections Development.

Risk assessments exist for the museum buildings and facilities.

Approved on behalf of the Board of Trustees

.....
Matt Salisbury (Chairman)
.....
MATT SALUSBURY, CHAIR
.....
19/01/24 (Date)
.....

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF DUNWICH READING ROOM AND MUSEUM CHARITY FOR THE PERIOD ENDED 31 MARCH 2023

I report to the members on my examination of the accounts of the Dunwich Reading Room and Museum Charity for the period ended 31 March 2023, which are set out on pages 6 to 13.

Responsibilities and basis of report

As the charity's trustees 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 Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 in connection with the examination which gives me cause to believe that, in any material respect:

- i. the accounting records were not kept in accordance with section 130 of the Act; or
- ii. the accounts did not accord with those accounting records; or
- iii. the accounts did not comply with the applicable accounting requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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



Carl Page FCCA
Ensors Accountants LLP

Member of the Institute of Chartered Accountants in England and Wales (ICAEW)

Blyth House
Rendham Road
Saxmundham
Suffolk
IP17 1WA

Dated 24/01/2024.....

THE DUNWICH READING ROOM AND MUSEUM
STATEMENT OF FINANCIAL ACTIVITIES
For the period ended 31 March 2023

		<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	31 Mar 2023 Total	31 Dec 2021 Total
	<u>Note</u>	£	£	£	£	£
Income from charitable activities	2					
<i>Sales:</i>						
Shop sales		20,396			20,396	16,701
School visits		366			366	175
TV rights		167			167	164
Miscellaneous income		-			-	52
Reading room hire		682			682	380
<i>Voluntary Income</i>						
Donations		18,923			18,923	26,389
Treasure chest		2,548			2,548	-
Grants		2,700		-	2,700	20,430
Gift Aid reclaimable		2,071			2,071	-
<i>Investment income</i>		3,073			3,073	1,991
Total income		50,926	-	-	50,926	66,282
Expenditure on charitable activities	3					
Shop costs		11,422			11,422	7,997
Staff and premises costs		28,927		1,650	30,577	30,475
Management and administration		15,256			15,256	8,258
Depreciation	6	335			335	2,180
Total expenditure		55,940	-	1,650	57,590	48,910
Net incoming resources		(5,014)	-	(1,650)	(6,664)	17,372
Transfers						
Gross transfers between funds		267		(267)	-	-
Other recognised gains/(losses)	7					
Unrealised gains/(losses) on investments		(9,321)	-	-	(9,321)	16,694
Net movement in funds		(14,068)	-	(1,917)	(15,985)	34,066
Total funds brought forward						
As at 1 January 2022		56,663	382,246	1,917	440,826	406,760
Total funds carried forward						
As at 31 March 2023		42,595	382,246	-	424,841	440,826

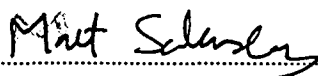
THE DUNWICH READING ROOM AND MUSEUM

BALANCE SHEET

As at 31 March 2023

	<u>Note</u>	31-Mar 2023	31-Dec 2021
		£	£
Fixed Assets			
Tangible fixed assets (at NBV)	6	255,239	255,574
Investments	7	<u>115,440</u>	<u>124,761</u>
		<u>370,679</u>	<u>380,335</u>
Current Assets			
Stock		6,556	6,762
Debtors and prepayments	8	2,406	2,805
Cash at bank		17,023	28,502
Cash on deposit		30,093	27,021
Cash in hand		80	80
		<u>56,158</u>	<u>65,170</u>
Current Liabilities			
Creditors - amounts falling due in one year	9	(1,996)	(4,679)
		<u>54,162</u>	<u>60,491</u>
Net Current Assets		<u>54,162</u>	<u>60,491</u>
Total Net Assets		<u>424,841</u>	<u>440,826</u>
Represented by:			
Funds	10		
Unrestricted			
General reserve		42,595	56,663
Designated			
Capital fund		247,246	247,246
Fabric & building repairs fund		25,000	25,000
Future development fund		100,000	100,000
Acquisitions fund		10,000	10,000
Restricted			
Heritage Lottery Fund		-	1,917
		<u>424,841</u>	<u>440,826</u>

Approved by the Board of Trustees on 21st January 2024
and signed on its behalf



Matt Salusbury
Chairman



John Cary
Treasurer

THE DUNWICH READING ROOM AND MUSEUM
NOTES TO THE FINANCIAL STATEMENTS
For the period ended 31 March 2023

1 ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Charities Act 2011.

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

The charity constitutes a public benefit entity as defined by FRS 102.

Preparation of accounts on a going concern basis

The assessment of the trustees is that the charity is a going concern.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity has sufficient certainty that receipt of the income is probable and the amount can be measured reliably. Income from investments is included on an accrual basis for the period which the income relates.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the Trustee's Annual Report.

Outgoing resources

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party. It has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources. The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT. Grants offered subject to conditions which have not been met at the year end date are noted as commitment but not accrued as expenditure.

Tangible fixed assets

An asset is capitalised if costing more than £500. Depreciation is provided at these annual rates in order to write off the cost less residual value of each asset over its estimated useful life.

Land and buildings	0% straight line basis,
Temporary buildings	10% straight line basis
Plant and machinery	20% straight line basis
Fixtures & fittings	20% straight line basis

Investments

Investments are stated at market value at the balance sheet date. The statement of financial activities includes the net gains and losses arising on the revaluations throughout the year.

Stock

Stocks are valued at the lower of cost or market value.

Taxation

The charity is exempt from tax on its charitable activities.

THE DUNWICH READING ROOM AND MUSEUM
NOTES TO THE FINANCIAL STATEMENTS
For the period ended 31 March 2023

1 ACCOUNTING POLICIES (CONTD)

Fund accounting

General funds are unrestricted funds which 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 the donors, or which have been raised by the charity for a particular purpose, or which are imposed by the scheme which governs the charity. The cost of raising and administering such funds is charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

2 INCOMING RESOURCES

			31 Mar 2023	31 Dec 2021
	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total</u>
	£	£	£	£
Income from charitable activities				
<i>Sales</i>				
Shop sales	20,396		20,396	16,701
School visits	366		366	175
TV rights	167		167	164
Miscellaneous income	-		-	52
Reading room hire	682		682	380
	<u>21,611</u>	-	<u>21,611</u>	<u>17,472</u>
<i>Voluntary Income</i>				
Donations	16,851		16,851	17,115
Donations eligible for gift aid	2,072		2,072	6,519
Treasure chest	2,548		2,548	-
Grants				
DTT	1,500		1,500	9,355
HLF	-		-	9,500
Arts Council	-		-	1,575
Share Museums East	1,200		1,200	-
Gift Aid reclaimable	2,071		2,071	2,755
	<u>26,242</u>	-	<u>26,242</u>	<u>46,819</u>
<i>Investment income</i>				
COIF interest	517		517	3
COIF dividends	2,556		2,556	1,988
	<u>3,073</u>	-	<u>3,073</u>	<u>1,991</u>
Total income	<u><u>50,926</u></u>	<u><u>-</u></u>	<u><u>50,926</u></u>	<u><u>66,282</u></u>

THE DUNWICH READING ROOM AND MUSEUM
NOTES TO THE FINANCIAL STATEMENTS
For the period ended 31 March 2023

3 INCOMING RESOURCES

				31 Mar 2023	31 Dec 2021
	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£	£
Expenditure on charitable activities					
<i>Shop costs</i>					
Trading shop costs	11,422			11,422	7,997
Distribution shop costs	-			-	402
	<u>11,422</u>	-	-	<u>11,422</u>	<u>8,399</u>
<i>Staff and premises costs</i>					
Managers	17,702			17,702	18,283
Business rates	210			210	107
Insurance	1,895			1,895	1,794
Utilities	4,160			4,160	2,390
Cleaning	1,398			1,398	730
Repairs and renewals (Museum)	1,356			1,356	217
Repairs and renewals (Reading Room)	585			585	733
Security and fire prevention	1,621			1,621	618
Exhibitions and activities	-		1,650	1,650	4,774
	<u>28,927</u>	-	<u>1,650</u>	<u>30,577</u>	<u>29,646</u>
<i>Management and administration</i>					
Office expenses	1,137			1,137	229
Telephone and internet	496			496	427
Subscriptions	416			416	428
General expenses	-			-	-
Advertising and marketing	1,367			1,367	374
Archive and curatorial expenses	1,402			1,402	122
Bookkeeping fees	660			660	600
Independent examination fee	675			675	-
Professional fees	9,103			9,103	6,505
	<u>15,256</u>	-	-	<u>15,256</u>	<u>8,685</u>
<i>Depreciation</i>					
Depreciation	335			335	2,180
	<u>335</u>	-	-	<u>335</u>	<u>2,180</u>
Total expenditure	<u><u>55,940</u></u>	-	<u><u>1,650</u></u>	<u><u>57,590</u></u>	<u><u>48,910</u></u>

4 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 31 March 2023 nor for the prior year ended 31 December 2021.

Trustees' expenses

There were no trustees' expenses paid for the period ended 31 March 2023 other than reimbursement of charity expenditure paid personally nor for the prior year ended 31 December 2021.

THE DUNWICH READING ROOM AND MUSEUM
NOTES TO THE FINANCIAL STATEMENTS
For the period ended 31 March 2023

5 STAFF COSTS

There were no direct staff costs for the period ended 31 March 2023 nor for the prior year ended 31 December 2021. The managerial positions are fulfilled under freelance working.

6 TANGIBLE FIXED ASSETS

	<u>Buildings</u>	<u>Museum contents</u>	<u>Plant & machinery</u>	<u>Fixtures & fittings</u>	<u>Total</u>
	£	£	£	£	£
Cost					
At 1 January 2022 and 31 March 2023	203,801	80,000	1,908	1,183	286,892
Depreciation					
At 1 January 2022	28,823	-	1,312	1,183	31,318
Charged in year	-	-	335	-	335
At 31 March 2023	28,823	-	1,647	1,183	31,653
Net book value					
At 31 March 2023	174,978	80,000	261	-	255,239
At 31 December 2021	174,978	80,000	596	-	255,574

7 FIXED ASSET INVESTMENTS

	<u>COIF</u>	<u>COIF</u>	
	<u>Income</u>	<u>Accumulation</u>	<u>Total</u>
	<u>Shares</u>	<u>Shares</u>	<u>£</u>
	£	£	£
Market value			
At 1 January 2022	77,193	47,568	124,761
Additions	-	-	-
Disposals	-	-	-
Net gain/loss on annual revaluation	(6,767)	(2,554)	(9,321)
At 31 March 2023	70,426	45,014	115,440

8 DEBTORS

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>2021</u>
	2022	2022	2022	£
	£	£	£	£
Gift Aid pending	2,071	-	2,071	2,755
Prepayments	335	-	335	50
	2,406	-	2,406	2,805

THE DUNWICH READING ROOM AND MUSEUM
NOTES TO THE FINANCIAL STATEMENTS
For the period ended 31 March 2023

9 CREDITORS

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u>	
	2022	2022	2022	2021
	£	£	£	£
Trade creditors	1,321	-	1,321	4,679
Accrued expenses	675	-	675	-
	<u>1,996</u>	<u>-</u>	<u>1,996</u>	<u>4,679</u>

10 MOVEMENT IN FUNDS

	<u>Balance</u> <u>b/fwd</u>	<u>Net</u> <u>movements</u>	<u>Transfers</u>	<u>Balance</u> <u>c/fwd</u>
	<u>01.01.2022</u>	<u>01.01.2022</u>	<u>01.01.2022</u>	<u>31.03.2023</u>
	£	£	£	£
Unrestricted funds				
General Reserve	56,663	(14,335)	267	42,595
Capital Fund	247,246	-	-	247,246
Fabric & Building Repairs Fund	25,000	-	-	25,000
Future Development Fund	100,000	-	-	100,000
Acquisitions Fund	10,000	-	-	10,000
	<u>438,909</u>	<u>(14,335)</u>	<u>267</u>	<u>424,841</u>
Restricted Funds				
HLF Fund	1,917	(1,650)	(267)	-
	<u>1,917</u>	<u>(1,650)</u>	<u>-</u>	<u>-</u>
TOTAL FUNDS	<u>440,826</u>	<u>(15,985)</u>	<u>-</u>	<u>424,841</u>

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

	<u>Incoming</u> <u>resources</u>	<u>Resources</u> <u>expended</u>	<u>Gains and</u> <u>losses</u>	<u>Movement</u> <u>in funds</u>
	£	£	£	£
Unrestricted funds				
General Reserve	50,926	55,940	(9,321)	(14,335)
Capital Fund	-	-	-	-
Fabric & Building Repairs Fund	-	-	-	-
Future Development Fund	-	-	-	-
Acquisitions Fund	-	-	-	-
	<u>50,926</u>	<u>55,940</u>	<u>(9,321)</u>	<u>(14,335)</u>
Restricted Funds				
HLF Fund	-	1,650	-	(1,650)
	<u>-</u>	<u>1,650</u>	<u>-</u>	<u>(1,650)</u>

THE DUNWICH READING ROOM AND MUSEUM
NOTES TO THE FINANCIAL STATEMENTS
For the period ended 31 March 2023

11 RECONCILIATION OF FUNDS TO ASSETS

	<u>Tangible</u> <u>Fixed</u> <u>Assets</u> £	<u>Fixed</u> <u>Asset</u> <u>Investments</u> £	<u>Net</u> <u>Current</u> <u>Assets</u> £	<u>Total</u> <u>Funds</u> <u>31.03.2023</u> £	<u>Total</u> <u>Funds</u> <u>31.12.2021</u> £
Unrestricted Funds					
General Reserve	7,993	7,373	27,229	42,595	56,663
Designated Funds					
Capital Fund	247,246			247,246	247,246
Fabric & Building Repairs Fund			25,000	25,000	25,000
Future Development Fund		100,000		100,000	100,000
Acquisitions Fund		8,067	1,933	10,000	10,000
	<u>255,239</u>	<u>115,440</u>	<u>54,162</u>	<u>424,841</u>	<u>438,909</u>
Restricted Funds					
HLF Fund					1,917
	-	-	-	-	<u>1,917</u>
TOTAL FUNDS	<u>255,239</u>	<u>115,440</u>	<u>54,162</u>	<u>424,841</u>	<u>440,826</u>

THE DUNWICH READING ROOM AND MUSEUM

England & Wales - Charity number 310305

Accounts



DUNWICH READING ROOM AND MUSEUM CHARITY REPORT AND ACCOUNTS FOR THE PERIOD JANUARY TO DECEMBER 2021

The Trustees present their report with the financial statements of the charity for the year ended 31st December 2021. The Trustees have adopted the provisions of the Statement Of Recommended Practice (SORP) in accordance with Financial Reporting Standards applicable in the United Kingdom and the Charities Act 2011.

REGISTERED CHARITY No 310305

ACCREDITED MUSEUM No 592

Principal Addresses

Postal: Dunwich Museum, St James Street, Dunwich, Saxmundham, Suffolk IP17 3DT

Web: <http://www.dunwichmuseum.org.uk/>

Trustees

Matthew Salusbury (Chairman)

Katharine Chant (Curator)

John Cary (Treasurer)

David Cook

Susan Hardy

Patricia Boechler

Prof David Sear

Caroline Gay Way

Principal sub-contractors

Jane Hamilton (Manager)

Bethany Brookhouse (Associate Manager)

Timothy Holt-Wilson (Archivist)

Independent Examiner

Geoffrey Abell

Bankers

Barclays Bank plc, Waveney Valley, 23 New Market, Beccles, NR34 9HD

Solicitors

Nicholsons, 23 Alexandra Road, Lowestoft, NR32 1PP

REPORT OF ACTIVITIES DURING THE YEAR 2021

I took over as Chair of the Trustees in January 2021, succeeding John Cary who has put in so much hard work as Chair over the previous five years, on the Reading Room and the planned transformation of the DRRMC to a CIO. Ann Donnachie as museum accountant and minutes secretary continues to assist John in his role as treasurer.

We appointed two new trustees in early 2021: Caroline Gay Way, who has previously been involved in poetry events for the Museum and David Sear, Professor of Physical Geography at the University of Southampton, who has already contributed much to our understanding of how climate change forces have shaped Dunwich.

The Museum wasn't able to reopen for the 2021 season until "Step 3" of the Government's lockdown easing on 17 May and we decided not to go ahead with our usual Boxing Day to New Year's Day reopening.

The pandemic brought its problems and advantages too: we received business support grants from East Suffolk and a generous recovery grant from the Arts Council that compensated for the loss in other income. Understandably, most volunteers continued to stay away in 2021.

The anchor on display outside the Museum – believed to be from an 18th century Admiralty survey ship – was lifted by tractor onto a new, safer stand in time for the Museum's reopening in May. The stand was designed by John Cary. Chris Freeman and Andrew Hamilton, who did the heavy lifting, donated their labour to the Museum.

Beth Brookhouse, who joined the staff of Dunwich Museum as a Museum Associate the previous year, set up the Dunwich Museum Kid's Club which ran numerous activities for local children this year: tile-making and a "Dunwich at War" event. Beth also greatly increased the reach of the Museum's social media accounts and refreshed our website.

In partnership with Art Branches and Dunwich Greyfriars Trust we participated in the Chronicles of Greyfriars – a series of family-friendly mostly outdoor activities throughout July and August. Together with Stephanie Hartick and Tim Holt-Wilson of Art Branches we ran successful events including 'Dunwich Voices' a music and song event, flag making and family archaeology days.

In March we held our Museum Talk – via Zoom, given by Graham Scott, Senior Diver with Wessex Archaeology, with an update on the mysterious Dunwich Bank Wreck and its cannons and other artefacts.

September 2021 saw the acquisition by the Museum of the Joshua Kirby Map of Dunwich, made possible by generous donations by villagers and supporters. The map was prepared for conservation and framing ready to become to centrepiece of an exhibition to open the 2022 season.

Many thanks again to Geoff Abell for doing the independent examination of our accounts

Matt Salusbury, Chairman



Dunwich Reading Room and Museum Charity

Charity No 310305

FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31ST DECEMBER 2021

		<u>2021</u>	<u>2021</u>	<u>2021</u>	<u>2020</u>
		Unrestricted	HLF	TOTAL	TOTAL
Income from Charitable Activities					
	Sales	3		16,701	10,295
	Less cost of sales	3		(7,996)	(4,311)
	Gross Profit			8,706	5,984
	School Visits	3		175	90
	TV Rights	3		164	250
	Misc. Income	3		52	-
	Reading Room Hire	3		380	270
	Refunds	3		-	1,526
		9,476	-	9,476	8,121
Voluntary Income					
	Donations	3		26,389	14,636
	Grants	3	9,500	20,430	36,315
		37,319	9,500	46,819	50,951
	Total Operating Income	46,795	9,500	56,295	59,071
Less Expenditure					
	Trading and Direct Costs	4	7,583	30,475	25,242
	Management & Administration	4	-	8,258	4,961
	Total Expenditure	31,150	7,583	38,733	30,203
	EBID	15,645	1,917	17,562	28,868
	Less Depreciation	4		2,180	2,306
	Operating Surplus (Deficit)	13,465	1,917	15,382	26,562
	Investment Income	3		1,991	1,961
	Unrealised Gains on investments	8		16,694	7,699
	Funds at 1 Jan 2021	406,760	-	406,760	370,538
	SURPLUS/ DEFICIT FOR YEAR	32,149	1,917	34,066	36,222
	Funds at 31 Dec 2021	438,909	1,917	440,826	406,760

*Earnings before investment income and depreciation

Balance Sheet as at 31 Dec 2021

		<u>2021</u>	<u>2020</u>
<u>Fixed Assets NBV</u>			
Buildings	7	174,978	176,793
Fixtures & Fittings	7	-	98
Museum - contents	7	80,000	72,000
Plant & Machinery	7	<u>596</u>	<u>864</u>
		<u>255,574</u>	<u>249,754</u>
<u>Fixed Asset Investments</u>	8	124,761	108,067
TOTAL FIXED ASSETS		<u>380,335</u>	<u>357,821</u>
<u>Current Assets</u>			
Stock & Work in Progress	5	6,763	7,812
Debtor, prepayments	5	50	2,107
Gift Aid Pending		2,755	
Current bank accounts	5	28,502	19,386
COIF Deposit Account	5	27,021	25,030
Cash in hand	5	<u>80</u>	<u>141</u>
		65,170	54,476
<u>Less Creditors:</u>			
<u>Amounts due within one year</u>	6	<u>4,679</u>	<u>5,538</u>
Net Current Assets		<u>60,491</u>	<u>48,938</u>
Total Net Assets		<u>440,826</u>	<u>406,760</u>
<u>Represented by</u>			
Capital Fund	9	247,246	249,427
General Reserve	9	89,992	68,975
Arts Council COVID 19 Fund	9	-	3,382
HLF Fund (Restr)		1,917	
Fabric and building repairs fund	9	18,601	18,601
Future Development fund	9	73,070	56,376
Acquisitions Fund	9	10,000	10,000
Funds at 31 Dec 2021		<u>440,826</u>	<u>406,760</u>

Signed by two trustees on behalf of all trustees

Signature

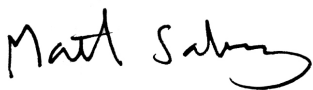
Print name

Date



John Cary

28 Apr 2022



Matt Salusbury

28 Apr 2022

Note I Basis of Preparation

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with

- Accounting and Reporting by Charities – Statement of Recommended Practice (FRS 102)
- and with Accounting Standards
- and with the Charities Act 2011

1.2 Change in basis accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year, except for the following:

1.3 Changes to previous accounts

No changes have been made to the accounts for previous years except for the following:
NONE

2 Accounting policies

Recognition of incoming resources

These are included in the Statement of Financial Activities when:

- The charity becomes entitled to the resources; and
- The trustees are virtually certain they will receive the resource; and
- The monetary value can be measured with sufficient reliability

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income and performance related grants

This is only included in the SoFA once the related goods or services have been delivered.

Gifts in kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable

Donated services and facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustee's annual report.

Investment income

This is included in the accounts when receivable.

Primary Purpose Trading

The charity trades as a gift shop to support its primary purpose

Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year

EXPENDITURE AND LIABILITIES

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

Support costs

Support costs include central functions and has been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

ASSETS

Tangible fixed assets for use by the charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value
Stocks and work in progress	These are valued at the lower of cost or market value

POLICIES ADOPTED ADDITIONAL TO OR DIFFERENT FROM THOSE ABOVE

It is the policy of the charity not to depreciate tangible fixed assets where contents cannot be differentiated from plant or equipment. However a charge is being made of 0% (SL) on buildings 10% (SL) on temporary buildings and 20% (SL) on plant where they can be identified

3 INCOMING RESOURCES	2021 Gen Res	2021 Cap Fund	2021 C-19 Fund	2021 HLF	2021 Total	2020 <i>Total</i>
<u>Voluntary Income</u>						
Donations	17,115				17,115	12,103
Gift Aid Donations	9,274				9,274	2,533
	<u>26,389</u>				<u>26,389</u>	<u>14,636</u>
<u>Grants from other organisations</u>						
Grants DTT	9,355				9,355	1,844
Grants HLF				9,500	9,500	300
Grants Arts Council	1,575				1,575	14,171
						<u>20,000</u>
	<u>10,930</u>			9,500	<u>20,430</u>	<u>36,315</u>
<u>Income from Charitable Activities</u>						
Trading Turnover	16,701				16,701	10,295
Cost of Sales	(7,996)				(7,996)	(4,311)
School Visits	175				175	90
TV Rights	164				164	250
Misc Income	52				52	-
Reading Room Hire	380				380	270
Refunds	-				-	1,526
	<u>9,476</u>				<u>9,476</u>	<u>8,121</u>
<u>Investment Income</u>						
COIF Interest	3				3	12
COIF Dividends	1,988				1,988	1,949
	<u>1,991</u>				<u>1,991</u>	<u>1,961</u>
<u>TOTAL INCOMING RESOURCES</u>	<u>48,786</u>			9,500	<u>58,286</u>	<u>61,032</u>

4 OUTGOING RESOURCES	Gen Res	Cap Fund	C-19 Fund	HLF	Total	<i>Total</i>
<u>Charitable Activities</u>						
Grants Payable						
Institutions						
<u>Trading & Direct Costs</u>						
Managers	12,000			6,283	18,283	12,943
Distribution (Shop) Expenses	402				402	85
Business Rates	107				107	-
Utilities	2,390				2,390	2,086
Telephone/ ISP	427				427	425
Cleaning	730				730	953
Repairs & Renewals (Museum)	217				217	3,086
Repairs & Renewals (Reading Room)	733				733	2,728
Security & Fire Prevention	618				618	1,220
Insurance	1,794				1,794	1,446
Exhibitions & Activities	3,474			1,300	3,474	270
	22,892			7,583	30,475	25,242
<u>Management & Administration</u>						
Office Expenses	229				229	216
Subscriptions	242				242	157
General expenses						6
Professional Fees	6,505				6,505	
Advertising & Marketing	374				374	911
Bank Charges	-				-	191
Finance Costs	786				786	390
Archive & Curatorial Expenses	122				122	2,471
Conservation	-				-	-
Volunteer Expenses	-				-	618
	8,258			,	8,258	- 4,961
<u>Depreciation</u>						
Depreciation (unrestricted)		2,180			2,180	2,306
		2,180			2,180	2,306
<u>Governance Costs</u>						
Independent Examiner						
<u>TOTAL OUTGOING RESOURCES</u>						
	31,150	2,180	-	7,583	40,913	32,509
<u>NET INCOMING RESOURCES</u>						
	17,635	(2,180)	-	1,917	17,373	28,523
5 Current Assets						
	Total				Total	Total
Stock & Work in Progress	6,763				6,763	7,812
Trade Debtors & prepayments	50				50	-
Gift Aid Pending	2,755				2,755	2,107
Current Bank	27,793				27,793	18,688
Undeposited Receipts	-				-	61
Paypal Bank	710				710	569
Sumup Acc	-				-	129
COIF Bank	27,021				27,021	25,030
Cash	80				80	80
TOTAL	65,170				65,170	54,476

6 Creditors	Total	Total	Total
Amounts due within 1 year:			
Amazon	-	-	(51)
Anglia Revenues	27	27	-
Ann Donnachie	156	156	-
Richard Hoggett	-	-	200
Leiston Press	-	-	224
M&U Cleaning	-	-	77
Modes	-	-	88
Jane Hamilton (expenses)	1,724	1,724	-
Southern Electric	447	447	-
Deferred Income	-	-	5,000
Beth Brookhouse	2,325	2,325	-
TOTAL	4,679	-	4,679

7 Fixed Assets	<u>Cost</u> 2021	<u>Depr</u> 2021	<u>NBV</u> 2021	<u>Cost</u> 2020	<u>Depr</u> 2020	<u>NBV</u> 2020
Buildings	203,801	28,823	174,978	203,801	27,008	176,793
F&F	1,183	1,183	-	1,183	1,086	98
Museum Contents	80,000	-	80,000	72,000	-	72,000
Plant & Machinery	1,908	1,312	596	1,908	1,044	864
TOTAL FIXED ASSETS	286,892	31,318	255,574	278,892	29,138	249,754

8 Investment Assets	Units 1 Jan	Jan p/ share	Value 1 Jan	Dec p/ share	Value 31 Dec	Gains/ Losses
Income Units	3,759	1,798	67,567	2,054	77,193	9,627
Additions		-	-			
Total Units	3,759					
Accumulation Units	196	20,619	40,501	24,217	47,568	7,067
TOTAL			100,067		124,761	16,694

9 Statement of Funds	Capital Fund	General Reserve	Fabric and building repairs fund	Future Developme nt fund	Acquisiti ons Fund	HLF Fund (Restr)	Arts Council COVID 19 Fund	TOTAL
Funds at 1st January 2021	249,427	68,975	18,601	56,376	10,000	-	3,382	406,760
Additions								
Net incoming resources	(2,180)	21,017				1,917	(3,382)	17,373
Revaluation of assets				16,694				16,694
Transfers								
Transfers								
Transfers								
Funds at 31st December 2021	247,246	89,992	18,601	73,070	10,000	1,917	-	440,826

10 Reconciliation and movement of Funds	Net Current Assets	Tangible Assets	Fixed Asset Investments	TOTAL
Capital Fund	-	247,246		247,246
General Reserve	38,041	8,328	43,624	89,992
Fabric and building repairs fund	18,601			18,601
Future Development fund			73,070	73,070
Acquisitions Fund	1,933		8,067	10,000
HLF (restr)	1,917			1,917
Assets at 31st December 2021	60,491	255,574	124,761	440,826

Section A

Independent Examiner's Report

Report to the trustees of

The Dunwich Reading Room and Museum Charity

On the accounts for the year ended

3	1	1	2	2	1	Charity No	3	1	0	3	0	5	
---	---	---	---	---	---	------------	---	---	---	---	---	---	--

Set out on pages

1 - 6

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 42(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act); and
- 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 Commissioners. 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 trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention (other than that disclosed below):

- 1) Which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- 2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



2 May 2022

Name

Geoffrey Abell

Address

The Old Forge, St James Street, Dunwich Saxmundham IP17 3DU

Only complete if the examiner needs to highlight material problems

Give here brief details of any items that the examiner wishes to disclose

- I. The DRRM chooses to operate a number of Funds (see Note 10) some of which have had investments allocated to them. All of the revaluation of those assets (£16,694) has been allocated to just one of those funds, the Future Development Fund. Since all the Funds in question are Unrestricted this is legitimate, but presentation might have been clearer if the revaluation had been allocated in proportion to the investment holdings of the Funds, and consolidation achieved by explicit interfund transfers.

THE DUNWICH READING ROOM AND MUSEUM

England & Wales - Charity number 310305

Accounts



DUNWICH READING ROOM AND MUSEUM CHARITY REPORT AND ACCOUNTS FOR THE PERIOD JANUARY TO DECEMBER 2020

The Trustees present their report with the financial statements of the charity for the year ended 31st December 2020. The Trustees have adopted the provisions of the Statement Of Recommended Practice (SORP) in accordance with Financial Reporting Standards applicable in the United Kingdom and the Charities Act 2011.

REGISTERED CHARITY No 310305

ACCREDITED MUSEUM No 592

Principal Addresses

Postal: Dunwich Museum, St James Street, Dunwich, Saxmundham, Suffolk IP17 3DT

Web: <http://www.dunwichmuseum.org.uk/>

Trustees

John Cary (Treasurer & Chairman)

John Francis (Secretary)

Katharine Chant (Curator)

David Cook

Susan Hardy

Patricia Boechler

Matthew Salusbury

Principal sub-contractors

Jane Hamilton (Manager)

Bethany Brookhouse (Associate Manager)

Timothy Holt-Wilson (Archivist)

Independent Examiner

Geoffrey Abell

Bankers

Barclays Bank plc, Waveney Valley, 23 New Market, Beccles, NR34 9HD

Solicitors

Nicholsons, 23 Alexandra Road, Lowestoft, NR32 1PP

REPORT OF ACTIVITIES DURING THE YEAR 2020

This was an exceptional year for us all. The pandemic brought its problems in common with all other indoor hospitality and entertainment, but it brought significant advantages too: business support grants from East Suffolk and a generous grant from the Arts Council in the end more than compensated for the loss in other income.

In February we held our annual dinner for volunteers with Professor Robert Liddiard of UEA and David Simms as guests of honour, who entertained and informed us with a very interesting after dinner talk about their latest book "A Very Dangerous Locality". It is always a great opportunity for the Trustees to thank all the volunteers and managers for their hard work during the year.

After the lock down in March we worked hard to provide a COVID secure environment in the museum in prospect of re-opening (which we did on July 9th). The Reading Room was locked up and rendered off limits. We produced the necessary signage, acquired sanitiser dispensers and installed a Perspex screen in front of the till, to comply with the regulations but also to reassure our visitors and volunteers as much as possible. Understandably most volunteers preferred to stay away.

We welcomed a new addition to the management team, Beth Brookhouse, who was able to provide all the back up and assistance Jane needed during the season, both front of house and in the archive. We also welcomed Ann Donnachie as museum accountant and bookkeeper, this year assisting me in my alternate role as treasurer but taking a more active role after the year end. She has also agreed to take minutes and provide services as Museum secretary from January 2021.

Sadly we said goodbye to John Francis, who had been our secretary trustee since 2005. Apart from a lot of work he did in the archive, to help identify hundreds of ancient metal pieces found on the beach, and apart from a splendid monograph he produced about the men of Dunwich who served in WWI, he has taken the minutes for every meeting since 2005 and most of the AGMs. We owe him a great debt of gratitude for all the time he has given to the Museum, and wish him many years of peaceful bird watching and gardening in the future.

The external work to the Reading Room was carried out. After lockdown was lifted, some small meetings were permitted in the Reading Room but the parish meeting was held in the garden, socially distanced.

The information boards and touch screen were put on hold until 2021.

At the end of the year I decided to step down after five years of chairmanship. The new chairman is Matt Salusbury.

Many thanks to Geoff Abell for doing the independent examination of our accounts.

John Cary, Chairman



Dunwich Reading Room and Museum Charity

Charity No 310305

FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31ST DECEMBER 2020

		<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2019</u>
		Unrestricted	SHARE	TOTAL	TOTAL
Income from Charitable Activities					
	Sales	3	10,295	10,295	17,391
	Less cost of sales	3	(4,311)	(4,311)	(9,442)
	Gross Profit		5,984	5,984	7,949
	School Visits	3	90	90	249
	Misc. Income	3	250	250	473
	Sponsorship	3	-	-	500
	Reading Room Hire	3	270	270	1,645
	Refunds	3	1,526	1,526	
			8,121	-	8,121
					10,816
Voluntary Income					
	Donations	3	14,636	14,636	24,006
	Grants	3	36,315	-	36,315
			50,951	-	50,951
					27,256
	Total Operating Income		59,071	-	59,071
					38,071
Less Expenditure					
	Trading and Direct Costs	4	25,242	-	25,242
	Management & Administration	4	4,224	738	4,961
	Total Expenditure		29,466	738	30,203
					27,332
	EBITDA		29,606	(738)	28,868
					10,739
	Less Depreciation	4	2,306	2,306	2,476
	Operating Surplus (Deficit)		27,300	(738)	26,562
					8,263
	Investment Income	3	1,961	1,961	1,191
	Unrealised Gains on investments	8	7,699	7,699	12,495
	Funds at 1 Jan 2020		369,800	738	370,538
	SURPLUS/ DEFICIT FOR YEAR		36,959	(738)	36,222
					21,950
	Funds at 31 Dec 2020		406,760	-	406,760
					370,538

Balance Sheet as at 31 Dec 2020

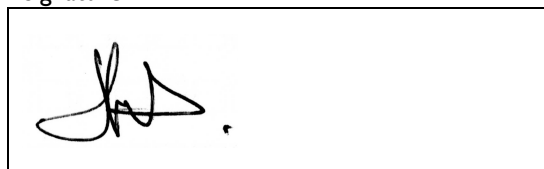
		<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2019</u>
<u>Fixed Assets NBV</u>					
Buildings	7	176,793		176,793	178,612
Fixtures & Fittings	7	98		98	268
Museum - contents	7	72,000		72,000	72,000
Plant & Machinery	7	864		864	853
		<u>249,754</u>		<u>249,754</u>	<u>251,733</u>
<u>Fixed Asset Investments</u>	8	108,067		108,067	100,368
TOTAL FIXED ASSETS		<u>357,821</u>		<u>357,821</u>	<u>352,101</u>
<u>Current Assets</u>					
Stock & Work in Progress	5	7,812		7,812	6,538
Debtor, prepayments & Gift Aid	5	2,107		2,107	3,315
Current bank accounts	5	19,386		19,386	12,665
COIF Deposit Account	5	25,030		25,030	3,069
Cash in hand	5	141		141	80
		<u>54,476</u>		<u>54,476</u>	<u>25,667</u>
<u>Creditors:</u>		<u>5,538</u>		<u>5,538</u>	<u>7,230</u>
<u>Amounts due within one year</u>	6	<u>5,538</u>		<u>5,538</u>	<u>7,230</u>
Net Current Assets		<u>48,938</u>		<u>48,938</u>	<u>18,437</u>
Total Net Assets		<u>406,760</u>		<u>406,760</u>	<u>370,538</u>
<u>Represented by</u>					
Capital Fund	9	249,427		249,427	251,733
General Reserve	9	18,951		18,951	19,404
Fabric and building repairs fund	9	25,000		25,000	19,792
Future Development fund	9	100,000		100,000	68,871
Acquisitions Fund	9	10,000		10,000	10,000
SHARE Restricted Fund	9	-		-	738
Arts Council COVID 19 Fund	9	3,382		3,382	
Funds at 31 Dec 2020		<u>406,760</u>		<u>406,760</u>	<u>370,538</u>

Signed by one or two trustees on behalf of all trustees

Signature

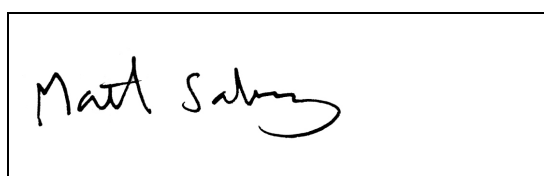
Print name

Date



John Cary

22/04/2021



Matt Salusbury

27/04/2021

Note I Basis of Preparation

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with

- Accounting and Reporting by Charities – Statement of Recommended Practice (FRS 102)
- and with Accounting Standards
- and with the Charities Act 2011

1.2 Change in basis accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year, except for the following:

1.3 Changes to previous accounts

No changes have been made to the accounts for previous years except for the following:
NONE

2 Accounting policies

Recognition of incoming resources

These are included in the Statement of Financial Activities when:

- The charity becomes entitled to the resources; and
- The trustees are virtually certain they will receive the resource; and
- The monetary value can be measured with sufficient reliability

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income and performance related grants

This is only included in the SoFA once the related goods or services have been delivered.

Gifts in kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable

Donated services and facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustee's annual report.

Investment income

This is included in the accounts when receivable.

Primary Purpose Trading

The charity trades as a gift shop to support its primary purpose

Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year

EXPENDITURE AND LIABILITIES

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

Support costs

Support costs include central functions and has been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

ASSETS

Tangible fixed assets for use by the charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value
Stocks and work in progress	These are valued at the lower of cost or market value

POLICIES ADOPTED ADDITIONAL TO OR DIFFERENT FROM THOSE ABOVE

It is the policy of the charity not to depreciate tangible fixed assets where contents cannot be differentiated from plant or equipment. However a charge is being made of 0% (SL) on buildings 10% (SL) on temporary buildings and 20% (SL) on plant where they can be identified

3 INCOMING RESOURCES	2020 Gen Res	2020 Cap Fund	2020 C-19 Fund	2020 Share	2020 Total	2019 <i>Total</i>
<u>Voluntary Income</u>						
Donations	12,103				12,103	24,006
Gift Aid Donations	2,533				2,533	
	14,636				14,636	24,006
<u>Grants from other organisations</u>						
Grants DTT	1,844				1,844	3,250
Grants SHARE	300				300	
Grants Arts Council			14,171		14,171	
COVID-19 Grants	20,000				20,000	
	22,144		14,171	-	36,315	3,250
<u>Income from Charitable Activities</u>						
Trading Turnover	10,295				10,295	17,391
Cost of Sales	(4,311)				(4,311)	(9,442)
School Visits	90				90	249
Misc Income TV Rights	250				250	473
Sponsorship	-				-	500
Reading Room Hire	270				270	1,645
Refunds	1,526				1,526	-
	8,121				8,121	10,816
<u>Investment Income</u>						
COIF Interest	12				12	42
COIF Dividends	1,949				1,949	1,150
	1,961				1,961	1,191
<u>TOTAL INCOMING RESOURCES</u>	46,861		14,171	-	61,032	39,263

4 OUTGOING RESOURCES	Gen Res	Cap Fund	C-19 Fund	Share	Total	<i>Total</i>
Charitable Activities						
Grants Payable						
Institutions						
Trading & Direct Costs						
Managers	11,500		1,443		12,943	13,130
Distribution (Shop) Expenses	85				85	88
Business Rates	-				-	413
Utilities	2,086				2,086	3,216
Telephone/ ISP	425				425	783
Cleaning	953				953	1,075
Repairs & Renewals (Museum)			3,086		3,086	152
Repairs & Renewals (Reading Room)			2,728		2,728	23
Security & Fire Prevention	1,220				1,220	606
Insurance	1,446				1,446	1,373
Exhibitions & Activities			270		270	545
	17,716		7,526	-	25,242	21,405
Management & Administration						
Office Expenses	216				216	271
Subscriptions	157				157	175
General expenses	6				6	2,001
Advertising & Marketing			911		911	1,098
Bank Charges	191				191	133
Finance Costs	390				390	365
Archive & Curatorial Expenses			1,734	738	2,471	1,243
Conservation	-				-	-
Volunteer Expenses			618		618	642
	961		3,263	738	4,961	5,927
Depreciation						
Depreciation (unrestricted)		2,306			2,306	2,476
		2,306			2,306	2,476
Governance Costs						
Independent Examiner						
TOTAL OUTGOING RESOURCES						
	18,676	2,306	10,789	738	32,509	29,808
NET INCOMING RESOURCES						
	28,185	(2,306)	3,382	(738)	28,523	9,455

5 Current Assets	Total	Total	<i>Total</i>
Stock & Work in Progress	7,812	7,812	6,538
Trade Debtors & prepayments	-	-	3,315
Gift Aid Pending	2,107	2,107	-
Current Bank	18,688	18,688	12,606
Undeposited Receipts	61	61	-
Paypal Bank	569	569	59
Sumup Acc	129	129	-
COIF Bank	25,030	25,030	3,069
Cash	80	80	80
TOTAL	54,476	54,476	25,667

6 Creditors	Total	Total	Total
Amounts due within 1 year:			
Amazon	(51)	(51)	-
Bristol Energy	-	-	191
East Suffolk	-	-	105
Richard Hoggett	200	200	200
Leiston Press	224	224	
Liberty Accs	-	-	31
M&U Cleaning	77	77	39
Modes	88	88	
Suff Wildlife Tst	-	-	196
Jane Hamilton (expenses)	-	-	449
Wave	-	-	7
Deferred Income	5,000	5,000	5,000
Tim Holt-Wilson	-	-	1,013
TOTAL	5,538	-	5,538

7 Fixed Assets	Cost 2020	Depr 2020	NBV 2020	Cost 2019	Depr 2019	NBV 2019
Buildings	203,801	27,008	176,793	203,801	25,189	178,612
F&F	1,183	1,086	98			
Museum Contents	72,000	-	72,000	72,000	-	72,000
Plant & Machinery	1,908	1,044	864	2,764	1,643	1,121
TOTAL FIXED ASSETS	278,892	29,138	249,754	278,564	26,832	251,733

8 Investment Assets	Units 1 Jan	Jan p/ share	Value 1 Jan	Dec p/ share	Value 31 Dec	Gains/ Losses
Income Units	3,759	1,689	63,488	1,798	67,567	4,079
Additions		-	-			
Total Units	3,759					
Accumulation Units	196	18,776	36,880	20,619	40,501	3,620
TOTAL			100,368		108,067	7,699

9 Statement of Funds	Capital Fund	General Reserve	Fabric and building repairs fund	Future Developme nt fund	Acquisiti ons Fund	SHARE	Arts Council COVID 19 Fund	TOTAL
Funds at 1st January 2020	251,733	19,404	19,792	68,871	10,000	738		370,538
Additions								-
Net incoming resources	(2,306)	28,185				(738)	3,382	28,523
Revaluation of assets		7,699						7,699
Transfers		(31,129)		31,129				
Transfers		(5,208)	5,208					
Funds at 31st December 2020	249,427	18,951	25,000	100,000	10,000	-	3,382	406,760

10 Reconciliation and movement of Funds	Net Current Assets	Tangible Assets	Fixed Asset Investments	TOTAL
Capital Fund	-	249,427		249,427
General Reserve	18,624	328		18,951
Fabric and building repairs fund	25,000			25,000
Future Development fund			100,000	100,000
Acquisitions Fund	1,933		8,067	10,000
Arts Council Covid-19 Fund	3,382			3,382
SHARE Archive Fund	-	-	-	-
Assets at 31st December 2020	48,938	249,754	108,067	406,760

Section A

Independent Examiner's Report

Report to the trustees of

The Dunwich Reading Room and Museum Charity

On the accounts for the year ended

3	1	1	2	1	7	Charity No	3	1	0	3	0	5	
---	---	---	---	---	---	------------	---	---	---	---	---	---	--

Set out on pages

1 - 6

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 42(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act); and
- 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 Commissioners. 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 trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention (other than that disclosed below):

- 1) Which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- 2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



21/04/2021

Name

Geoffrey Abell

Address

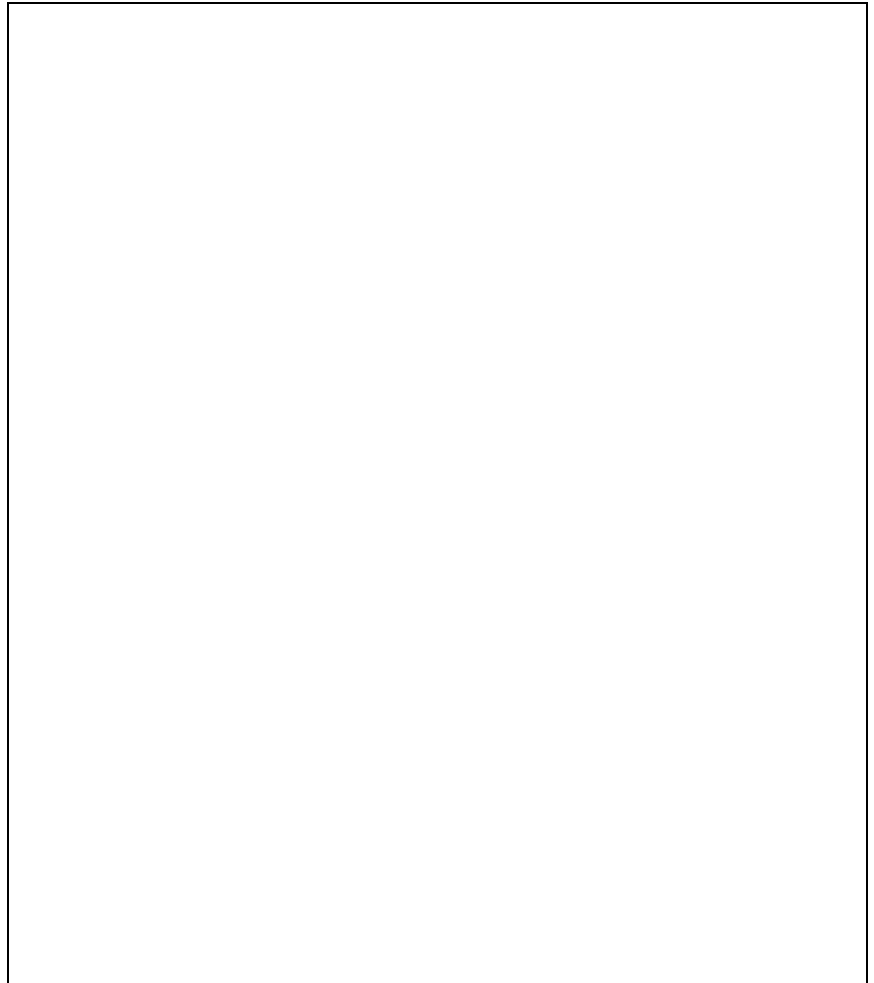
The Old Forge, St James Street, Dunwich Saxmundham IP17 3DU

Section B

Disclosure

Only complete if the examiner needs to highlight material problems

Give here brief details of any items that the examiner wishes to disclose

A large, empty rectangular box with a thin black border, intended for the user to provide details of items for disclosure. The box is currently blank.