

Saffron Walden Museum Society Limited

**Annual Report and Accounts
for the year ending 31st March 2017**

Company registration number 6469141

Registered Charity Number 1123209

Saffron Walden Museum Society Limited

Directors

E Anthony Watson - Chairman
Mrs SB Hollingworth
Cllr. BA Light
RJ Priestley BA
PS Salvidge
Mrs SC Sharpe
PJ Walker MA FCA

Company Secretary & Treasurer

PJ Walker MA

Secretary

Mrs SB Hollingworth

Principal Office

Saffron Walden Museum, Museum Street, Saffron Walden, Essex CB10 1JL

Registered Charity Number

1123209

Investment Advisers and Custodians

Charles Stanley and Company Limited, Richmond House, 16-20 Regent Street, Cambridge
CB2 1DB

Bankers

CAF Bank Limited, 25 Kings Hill Avenue, West Malling, Kent ME19 4JQ
CCLA Investment Management Ltd, 80 Cheapside, London EC2V 6DZ
Saffron Building Society, 1A Market Street, Saffron Walden, Essex CB101HX
Shawbrook Bank, Lutea House, Warley Hill Business Park, Brentwood, Essex CM13 3BE

Independent Examiner

GL Goodwin FCCA FCA
Abbey House
51 High Street
Saffron Walden
Essex CB10 1AF

Saffron Walden Museum Society Limited

Directors' Report

The directors present their report and financial statements for the year ending 31st March 2017.

Status

The Company was incorporated as a company limited by guarantee on 10th January 2008 and was registered as a charity by the Charity Commission on 14th March 2008. The Company was formed to take over the assets, liabilities and operations of Saffron Walden Museum Society, a registered charity. The Society was dissolved on 8th August 2009 and no transactions took place within the Company until after that date.

Aims

The aims of the Company are to promote the study and extend the knowledge of natural history and human history in all their branches and to further these aims to carry on the museum at Saffron Walden, to arrange lectures, demonstrations and other activities from time to time both within the museum and elsewhere.

The Company has continued to provide lectures for members of the Company, which are also available to the general public. There was only one major addition to the collection this year, as curatorial time was so engaged on the movement of items from the old stores to a new store.

The Company's freehold and leasehold property, museum specimens and objects are let to Uttlesford District Council rent-free. Under the terms of the lease and a separate management agreement Uttlesford District Council are responsible for the day to day running of the museum including meeting the salary costs of the curator and other staff, the maintenance of the fabric of the property and the responsibility for the collection of income. This income and expenditure is therefore not reflected in the attached accounts.

Management

The day to day management of the company is the responsibility of the directors acting under the Articles of Association of the company. Under these Articles, the directors are advised and aided by three committees responsible for particular aspects of the Museum: a Development Committee for planning the future of the Museum; a Support Committee for assisting in the ongoing running of the Museum; an Administration Committee for the management of events for members and other services. The Directors have power to appoint members to these Committees under rules made under powers given by clause 52 of the Articles of Association. The Board also appoint four Directors to the Museum Management Working Group of the Uttlesford District Council to review and advise on the running of the Saffron Walden Museum Service.

The Rules adopted under the Constitution created the positions of up to four Honorary Vice Presidents to acknowledge the distinguished service given to the Society by a member: they are Mr KL Eden, Mrs AJ Glover, Mr D Laing and Mr NB Newman MBE.

The persons who acted as directors during the period were:

Saffron Walden Museum Society Limited

Directors' Report - continued

Mrs SB Hollingworth – (elected 26th August 2016)
D Laing – (elected 2nd August 2013; resigned 26th August 2016)
Cllr. BA Light – (appointed 17th July 2015)
RJ Priestley – (elected 26th August 2016)
PS Salvidge - (elected 15th August 2014).
Mrs SC Sharpe - (elected 25th September 2015)
PJ Walker - (elected 25th September 2015)
E Anthony Watson – (elected chairman 25th September 2015)

The director retiring by rotation is PS Salvidge, and who being eligible offers himself for re-election.

The Museum Society's investments are held by custodian trustees, Charles Stanley and Company Ltd.

Financial Review

The principal activities of the Society during the year are set out in the attached statement of financial activities and the directors intend to continue and develop these activities.

The Subscription income has risen this year primarily because of the rise in individual fee from £15 to £10. Our thanks to Christine Sharpe who has had the difficult task of chasing many changes in Standing Orders without losing any members.

Our thanks are also due to The Gibson Walden Fund which continues to support the Society, and to the late Mr P Watson who remembered the Society in his will. Other Donations are substantially down, as last year's were inflated by the repayments by Viridor.

The dividends that make up a major element of the income for the Capital Fund have increased this year as the preceding year's investments made late in the year have been able to provide a full year of income.

A contribution of £7,500 was provided by the Capital Fund to the daily running of the Museum, as well as spending £3,700 on Heritage Assets.

Both the General Fund and the Capital Fund showed a surplus, especially after taking into account the substantial unrealised gains on many of the investment shareholdings; the Directors believe the state of the Company's affairs to be satisfactory.

Employees and remuneration

The company has no employees other than the directors, who are unremunerated, and, therefore, there are no employees with remuneration in excess of £60,000.

The company is dependent upon the services of a considerable number of unpaid volunteers who give up their time freely in connection with the Society's activities.

Investment Powers

These are governed by the Articles of Association which permits the investment of any surplus monies in any investments authorised by law for the investment of trust funds and to the transposition or variation of any existing or future investments held by or on behalf of the Company.

Saffron Walden Museum Society Limited

Directors' Report - continued

Reserves Policy

It is the policy of the charity to maintain cash in current and short notice accounts that equates to approximately five years unrestricted expenditure (at current levels). This provides sufficient funds to cover management, administration and support costs, and also provide a cushion for any unexpected expenditure that might arise. Available funds were maintained at this level throughout the financial year.

Risk Management

The trustees have examined the major strategic, business and operational risks which the charity faces and are satisfied that the regular reports they receive enable them to ensure that all risks to the Society are minimised.

Statement of Director's Responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

The Board wishes to express their thanks to the Independent Examiner, Mr Glynn Goodwin who has agreed to take on this vital post.

On behalf of the Board

Signed:

Date: 14 July 2017

E Anthony Watson

Chairman

Independent Examiner's Report to the Directors of Saffron Walden Museum Society Limited

I report on the Accounts of the Saffron Walden Museum Society Limited for the year ended 31st March 2017, which are set out on pages 7 to 11.

Relative responsibilities of trustees and examiner

The directors of Saffron Walden Museum Society are responsible for the preparation of the accounts.

The directors of Saffron Walden Museum Society Limited 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 is needed.

It is my responsibility to:

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

Basis of the independent examiner's report

My examination was carried out in accordance with the 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 directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

to keep proper accounting records are kept in accordance with section 386 of the Companies Act 2006; and

to prepare accounts which accord with the accounting records and comply with the accounting requirements of Section 396 of the Companies Act 2006 and Principles of the Statement of Recommended Practice, Accounting and Reporting by Charities

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.

Signed:

Date: 14 July 2017

Glynn Goodwin FCCA FCA

Saffron Walden Museum Society Limited

Statement of financial activities for the year ending 31st March 2017

	General Fund	Capital Fund	Total Funds	2016 Total Funds
	£	£	£	£
Incoming resources				
Subscriptions	4,095	-	4,095	3,088
Donations	426	3,963	4,389	19,499
Dividends	-	20,075	20,075	11,861
Interest	233	964	1,197	787
Lecture income	543	-	543	642
Book & Furniture sales	150	350	500	328
Total incoming resources	<u>5,447</u>	<u>25,352</u>	<u>30,799</u>	<u>36,205</u>
Resources expended				
Administration	663	-	663	382
Insurance	260	-	260	247
Lecture expenses	738	-	738	544
Member events	17	-	17	419
Website	74	-	74	60
Bank charges	30	-	30	0
Displays	-	1,000	1,000	2,431
Investment charges	-	3,670	3,670	2,562
Depreciation	-	2,645	2,645	3,469
Museum support	-	9,769	9,769	12,551
Total resources expended	<u>1,782</u>	<u>17,084</u>	<u>18,866</u>	<u>22,665</u>
Net incoming resources before gains/(losses)	<u>3,665</u>	<u>8,268</u>	<u>11,933</u>	<u>13,540</u>
Other recognised gains/(losses)				
Realised on fixed assets	-	-	-	0
Realised on investments	-	8,097	8,097	-348
Unrealised on investments	-	64,883	64,883	-16,692
	<u>-</u>	<u>72,980</u>	<u>72,980</u>	<u>-17,040</u>
Net Movement in Funds	<u>3,665</u>	<u>81,248</u>	<u>84,913</u>	<u>-3,500</u>
Fund balances brought forward (see Note 6)	<u>28,489</u>	<u>1,337,102</u>	<u>1,365,591</u>	<u>1,369,091</u>
Fund balances carried forward	<u>32,154</u>	<u>1,418,350</u>	<u>1,450,504</u>	<u>1,365,591</u>

All amounts relate to continuing activities. There were no recognised gains or losses other than those included above. The attached notes on pages 9 to 11 form part of these financial statements.

Saffron Walden Museum Society Limited

Balance Sheet as at 31st March 2017

	2017		2016	
	£	£	£	£
Fixed Assets				
Tangible fixed assets – Note 2		436,773		439,419
Heritage assets – Note 3		250,965		247,265
Investments – Note 4		615,768		545,338
		<u>1,303,506</u>		<u>1,232,022</u>
Current Assets				
Debtors – Note 5	173		571	
Cash at banks & in hand	<u>149,755</u>		<u>142,878</u>	
	149,755		143,449	
Creditors	-2,149		-8,990	
Subscriptions in advance	-780		-890	
Net current assets	-----	146,999	-----	133,569
Total Net Assets		<u><u>1,450,504</u></u>		<u><u>1,365,591</u></u>
Funds – Note 6				
Capital Fund		1,418,350		1,337,102
General Fund		32,154		28,489
Total Funds		<u><u>1,450,504</u></u>		<u><u>1,365,591</u></u>

In approving these financial statements as directors of the company we confirm:

- (a) that for the period stated above the company was entitled to the exemption from audit conferred by Section 477 of the Companies Act 2006;
- (b) that no notice has been deposited at the registered office of the company pursuant to Section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31st March 2016; and
- (c) that we acknowledge our responsibilities for
 - (i) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006, and
 - (ii) preparing financial statements which give a true and fair view of the state of the affairs of the company as at the end of the financial year and of its surplus or deficit for the period then ended in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2015).

The financial statements were approved by the Board on and signed on its behalf by:

Signed:

E Anthony Watson

Chairman:

Date: 14 July 2017

Peter J Walker

Treasurer:

Date: 14 July 2017

The attached notes on pages 9 to 11 form part of these financial statements.

Saffron Walden Museum Society Limited

Notes on the Accounts for the Period Ended 31st March 2017

1. Accounting Policies

a) Basis of preparation -The accounts have been prepared under the historical cost convention, with the exception that investments are valued at market value. The accounts are in accordance with applicable accounting standards, the Charities SORP (Accounting and Reporting by Charities), and comply with the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 1993.

b) Freehold property - Depreciation is not provided on freehold property on the basis that the market value of the property is greater than cost and the effect is not material to the result for the year.

c) Fixtures, Fittings and Equipment – Fixtures, fittings and equipment are capitalised and depreciated over their useful economic life. Items of less than £1,000 are expensed in full in the year of acquisition.

d) Museum collections and displays - The charity regards the museum collection and displays as Heritage Assets. Newly purchased assets are capitalised at cost. Assets acquired in the past that were previously expensed, would be difficult and costly to attribute a cost or value to. The trustees believe that the costs of the valuation process outweigh the potential benefits to the accounts' users, and therefore no cost value has been assigned to the historic* assets. Because of the length of life of these assets, no depreciation is charged on them.

e) Investments - Investments held for long-term to generate income or capital growth are carried at market value as fixed assets,

f) Incoming resources – All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. No amounts are included in the financial statements for services donated by volunteers.

g) Expenditure – All expenditure is accounted for on an accruals basis and allocated to expense headings on a direct cost basis.

h) Fund Accounting – The General Fund has unrestricted funds that are available for use at the discretion of the directors in furtherance of the general objectives of the charity, including the running of a membership society, and have not been designated for other purposes. The Capital Fund comprises assets that have arisen through the long life of the Museum, from the sale of freehold property or that have been raised by the charity for particular purposes; it is the responsibility of the Directors to use its assets for the purposes of the museum.

Investment income and gains are all allocated to the Capital Fund.

2. Tangible fixed assets

The Society owns the freehold of the Museum and of the Schoolroom - the Schoolroom is held at cost and the Museum is held at nil value; this reflects the low historic costs and the value of the lease held by Uttlesford District Council. The Society also holds a 997 year lease on The Store, Shirehill, Saffron Walden.

Saffron Walden Museum Society Limited

Notes on the Accounts for the Period Ended 31st March 2017 – continued

	Freehold land and buildings £	Leasehold land and buildings £	Fixtures and fittings £	Totals £
Cost of Assets				
Balance at start of year	3,671	380,845	83,960	468,476
Additions	-	-	-	-
Balance carried forward	3,671	380,845	83,960	468,476
Depreciation				
Balance at start of year	0	572	28,485	29,057
Charge for the year	-	381	2,264	2,645
Balance carried forward	0	953	30,749	31,702
Net book value March 2017	3,671	379,892	53,210	436,774
Net book value March 2016	3,671	380,273	55,475	439,419

3. Heritage Assets

	£
Balance at beginning of year	247,264
Additions	3,700
Balance at end of year	250,964

4. Investments

	At cost		Market value	
	2017 £	2016 £	2017 £	2016 £
Listed investments	507,069	449,609	599,668	500,427
Cash awaiting investment	16,100	44,911	16,100	44,911
Totals	523,169	494,520	615,768	545,338

	Market value	
	2017 £	2016 £
Value at the beginning of the year	500,427	351,536
Less: Disposals at opening book value	(144,795)	(10,438)
Add: Acquisitions at cost	179,152	176,021
Net Profit / (Loss) on revaluation at the end of the year	64,884	(16,692)
Value at the end of the year	599,668	500,427

Saffron Walden Museum Society Limited
Notes on the Accounts for the Period Ended 31st March 2016 - continued

5. Debtors

	2017	2016
	£	£
Income tax recoverable	173	204
Other	-	367
Totals	<u>173</u>	<u>571</u>

6. Funds

The Capital Fund is for the acquisition, maintenance and display of any or all of the artefacts owned by the Company, for the maintenance of the fabric of the buildings as is the Company's responsibility, for the development of the Museum, and for any appeals that may be made for future developments that the Company may decide to undertake. The General Fund is the reserves arising from the activities directly involving the members of the Society.

7. Analysis of Net Assets between Funds

	General Fund £	Capital Fund £	Total Funds £
Fixed assets	0	1,303,506	1,303,506
Debtors	173	0	173
Cash at bank and in hand	34,002	115,752	149,754
Creditors	-1,241	-908	-2,149
Subscriptions in advance	-780	0	-780
Net Current Assets	<u>32,154</u>	<u>114,844</u>	<u>146,998</u>
Net assets	<u>32,154</u>	<u>1,418,350</u>	<u>1,450,504</u>