

Saffron Walden Museum Society Limited

**Annual Report and Accounts
for the year ending 31st March 2018**

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

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
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 2018.

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 were several material additions to the collection this year, funded by specific and general donations.

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 two committees responsible for particular aspects of the Museum: a Development Committee for planning the future of the Museum; an Organisation Committee for assisting in the ongoing running of the Museum, and 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:

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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 2017).
Mrs SC Sharpe - (elected 25th September 2015)
PJ Walker - (elected 25th September 2015)
E Anthony Watson – (elected chairman 25th September 2015)

The directors retiring by rotation are Mrs SC Sharpe, Mr PJ Walker and Mr EA Watson, and who being eligible offers themselves 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.

Our thanks are due to The Gibson Walden Fund which continues to support the Society, and to the late Rev M Swindlehurst who remembered the Society in his will. There were also generous donations from RAGT Seeds and NFU Mutual towards a special agricultural exhibition, from the Saffron Walden Decorative and Fine Arts Society and the Dunmow Museum for the purchase of specific Heritage Assets, from two anonymous donors for specific work, and from many people contributing towards the "Piano Hoard" appeal (which will be purchased in 2018/2019).

A total of £5,896 was spent on acquiring Heritage Assets for the Museum. The sum of £500,000.00 within the Capital Fund has been reserved for the future development of the Museum Buildings as part funding together with an Heritage Lottery Fund application for action within the next five years.

Both the General Fund and the Capital Fund showed a surplus, but whereas in the preceding year there were in addition large realised and unrealised gains on the investments, this year there were small losses. The Directors, however, 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.

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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 its thanks to the Independent Examiner, Mr Glynn Goodwin who has agreed to take on this vital post.

On behalf of the Board

Signed:

Date: 29 June 2018

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 2018, 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: 29 June 2018

Glynn Goodwin FCCA FCA

Saffron Walden Museum Society Limited

Statement of financial activities for the year ending 31st March 2018

	General Fund	Capital Fund	Total Funds	2017 Total Funds
	£	£	£	£
Incoming resources				
Subscriptions	3,810	-	3,810	4,095
Donations	259	9,840	10,099	4,389
Dividends	-	18,502	18,502	20,075
Interest	294	1,207	1,501	1,197
Lecture income	452	-	452	543
Book & Furniture sales	265	520	785	500
Total incoming resources	5,080	30,069	35,149	30,799
Resources expended				
Administration	327	-	327	663
Insurance	250	-	250	260
Lecture expenses	583	-	583	738
Member events	103	-	103	17
Website	60	-	60	74
Bank charges	65	-	65	30
Displays	-	500	500	1,000
Investment charges	-	4,276	4,276	3,670
Depreciation	-	2,645	2,645	2,645
Legal fees	-	2,397	2,397	0
Museum support	-	2,040	2,040	9,769
Total resources expended	1,388	11,858	13,246	18,866
Net incoming resources before gains/(losses)	3,692	18,211	21,903	11,933
Other recognised gains/(losses)				
Realised on investments	-	-600	-600	8,097
Unrealised on investments	-	-381	-381	64,883
	-	-981	-981	72,980
Net Movement in Funds	3,692	17,230	20,922	84,913
Fund balances brought forward (see Note 6)	32,154	1,418,350	1,450,504	1,365,591
Fund balances carried forward	35,846	1,435,580	1,471,426	1,450,504

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 2018

	2018		2017	
	£	£	£	£
Fixed Assets				
Tangible fixed assets – Note 2		434,128		436,773
Heritage assets – Note 3		256,860		250,965
Investments – Note 4		610,596		615,768
		<u>1,301,584</u>		<u>1,303,506</u>
Current Assets				
Debtors – Note 5	109		173	
Cash at banks & in hand	172,436		149,755	
	<u>172,545</u>		<u>149,928</u>	
Creditors	-2,158		-2,149	
Subscriptions in advance	-545		-780	
Net current assets	-----	169,842	-----	146,999
Total Net Assets		<u>1,471,426</u>		<u>1,450,504</u>
Funds – Note 6				
Capital Fund		1,435,580		1,418,350
General Fund		35,846		32,154
Total Funds		<u>1,471,426</u>		<u>1,450,504</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: 29 June 2018

Peter J Walker

Treasurer:

Date: 29 June 2018

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 2018

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 996 year lease on The Store, Shirehill, Saffron Walden.

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Notes on the Accounts for the Period Ended 31st March 2018 – 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	953	30,750	31,703
Charge for the year	-	381	2,264	2,645
Balance carried forward	0	1,334	33,014	34,348
Net book value March 2018	3,671	379,511	50,946	434,128
Net book value March 2017	3,671	379,892	53,210	436,774

3. Heritage Assets

	£
Balance at beginning of year	250,964
Additions	5,896
Balance at end of year	256,860

4. Investments

	At cost		Market value	
	2018 £	2017 £	2018 £	2017 £
Listed investments	524,560	507,069	603,975	599,668
Cash awaiting investment	6,621	16,100	6,621	16,100
Totals	531,181	523,169	610,596	615,768

	Market value	
	2018 £	2017 £
Value at the beginning of the year	599,668	500,427
Less: Disposals at opening book value	(102,216)	(144,795)
Add: Acquisitions at cost	106,904	179,152
Net Profit / (Loss) on revaluation at the end of the year	(381)	64,884
Value at the end of the year	603,975	599,668

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Notes on the Accounts for the Period Ended 31st March 2018 - continued

5. Debtors

	2018	2017
	£	£
Income tax recoverable	109	173
Other	-	-
Totals	109	173

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	1,301,584	1,301,584
Debtors	109	0	109
Cash at bank and in hand	36,348	136,088	172,436
Creditors	-60	-2,098	-2,158
Subscriptions in advance	-545	0	-545
Net Current Assets	35,852	133,990	169,842
Net assets	35,852	1,435,574	1,471,426