

Saffron Walden Museum Society Limited

**Annual Report and Accounts
for the year ended 31st March 2020**

Company registration number 6469141

Registered Charity Number 1123209

Saffron Walden Museum Society Limited

Directors

E Anthony Watson - Chairman
KL Eden
Cllr. BA Light
RJ Priestley BA
PS Salvidge
SC Sharpe
PJ Walker MA

Company Secretary & Treasurer

PJ Walker MA

Registered Office

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

Company Registration Number

6469141

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

Amanda Prentice FCCA
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 ended 31st March 2020.

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 2008 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 Susan Hollingworth, and Mr D Laing.

The persons who acted as directors during the period were:

Saffron Walden Museum Society Limited

Directors' Report - continued

KL Eden – (elected 30th August 2019)
Cllr. BA Light – (appointed 17th July 2015)
RJ Priestley – (elected 30th August 2019)
PS Salvidge - (elected 15th August 2017).
Mrs SC Sharpe - (elected 24th August 2018)
PJ Walker - (elected 24th August 2018)
E Anthony Watson – (elected chairman 24th August 2018)

Note PJ Walker resigned on 31st May 2020.

Mrs SC Sharpe was appointed Treasurer & Company Secretary on 1st June 2020.

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

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

Annual Review

The Directors have worked with the Uttlesford District Council to consider the redevelopment of the Museum Building, following the successful development of the Shire Hall Store, and have obtained, jointly with the UDC, a NHLF award of £50,000, assisted by a matching grant by the Society of £10,000, to enable this to proceed. Appointments of consultants were made and a Project Steering Group have worked with the Consultants to prepare a Development plan. This work will continue in 2020. The Museum was closed to comply with the requirements of the Covid-19 outbreak on the 19th March 2020. The lock down has had little impact on the Society 2019/2020 accounts, but the lock down will have a major impact on the Museum and the Society's 2020/2021 accounts.

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 many people contributing towards the "Treasure Appeal" in the year, which itself raised £10,723.

A total of £10,550 was spent on acquiring Heritage Assets for the Museum. The sum of £500,000 within the Capital Fund has been reserved for the future development of the Museum Buildings as part funding together with a Heritage Lottery Fund application for action within the next five years.

The General Fund showed a surplus, but the Capital Fund had a deficit caused by substantial unrealised loss on investments, that took place during March 2020 during the global Covid-19 pandemic. 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.

Saffron Walden Museum Society Limited

Directors' Report - continued

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.

Reserves Policy

It is the policy of the charity to maintain cash in current and short notice accounts that equates to at least 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, Amanda Prentice, who has agreed to take on this vital post.

On behalf of the Board

Signed: E Anthony Watson

Date: 30 June 2020

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 2020, 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: Amanda Prentice

Date: 30 June 2020

Amanda Prentice FCCA

Saffron Walden Museum Society Limited : Company Registration Number 6469141

Statement of financial activities for the year ended 31st March 2020

	General Fund	Capital Fund	Total Funds	2019 Total Funds
	£	£	£	£
Incoming resources				
Subscriptions	3,680		3,680	3,535
Donations	759	26,223	26,982	2,056
Dividends		17,605	17,605	18,138
Interest	387	1,678	2,065	1,833
Lecture income	648		648	624
Total incoming resources	5,474	45,506	50,980	26,186
Resources expended				
Administration	202		202	407
Insurance	250		250	406
Lecture expenses	583		583	250
Member events	275		275	562
Website	50		50	74
Bank charges	60		60	60
Displays		500	500	1,187
Investment charges		4,486	4,486	4,150
Depreciation		2,987	2,987	2,710
Redevelopment costs		7,288	7,288	0
Education costs		1,566	1,566	0
Museum support		5,300	5,300	0
Total resources expended	1,420	22,127	23,547	9,806
Net incoming resources before gains/(losses)	4,054	23,379	27,453	16,380
Other Recognised Gains and (Losses)				
Realised on investments		-4,952	-4,952	-3,632
Unrealised on investments		-74,986	-74,986	14,836
	0	-79,938	-79,938	11,204
Net Movement in Funds	4,054	-56,559	-52,505	27,584
Fund balances brought forward (see Note 6)	37,888	1,461,122	1,499,010	1,471,426
Fund balances carried forward	£41,942	£1,404,563	£1,446,505	£1,499,010

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 : Company Registration Number 6469141

Balance Sheet as at 31st March 2020

	2020		2019	
	£	£	£	£
Fixed Assets				
Tangible fixed assets – Note 2		433,639		432,708
Heritage assets – Note 3		273,044		262,494
Investments – Note 4		533,230		617,035
		<u>1,239,913</u>		<u>1,312,237</u>
Current Assets				
Debtors – Note 5	117		143	
Cash at banks & in hand	214,789		189,465	
	<u>214,906</u>		<u>189,608</u>	
Creditors	-7,434		-2,110	
Subscriptions in advance	-880		-725	
Net current assets	-----	206,592	-----	186,773
Total Net Assets		<u>£1,446,505</u>		<u>£1,499,010</u>
Funds – Note 6				
Capital Fund		1,404,563		1,461,122
General Fund		41,942		37,888
Total Funds		<u>£1,446,505</u>		<u>£1,499,010</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.

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

Signed:

E Anthony Watson

Chairman:

Date: 30 June 2020

Christine Sharpe

Treasurer:

Date: 30 June 2020

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 2020

1. Accounting Policies

a) Basis of preparation - The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011.

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

Saffron Walden Museum Society Limited
Notes on the Accounts for the Period Ended 31st March 2020 – 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	85,250	469,766
Additions	-	-	3,919	3,919
Balance carried forward	3,671	380,845	89,169	473,685
Depreciation				
Balance at start of year	0	1,715	35,344	37,059
Charge for the year	-	381	2,606	2,987
Balance carried forward	0	2,096	37,950	40,046
Net book value March 2020	3,671	378,749	51,219	433,639
Net book value March 2019	3,671	379,130	49,907	432,708

3. Heritage Assets

	£
Balance at beginning of year	262,494
Additions	10,550
Balance at end of year	273,044

4. Investments

	At cost		Market value	
	2020	2019	2020	2019
	£	£	£	£
Listed investments	517,627	526,318	516,937	604,618
Cash awaiting investment	16,293	12,417	16,293	12,417
Totals	533,920	538,735	533,230	617,035

	Market value	
	2020	2019
	£	£
Value at the beginning of the year	604,618	603,975
Less: Disposals at opening book value	(86,924)	(125,117)
Add: Acquisitions at cost	74,229	110,924
Net Profit / (Loss) on revaluation at the end of the year	(74,986)	14,836
Value at the end of the year	516,937	604,618

Saffron Walden Museum Society Limited
Notes on the Accounts for the Period Ended 31st March 2020 - continued

5. Debtors

	2020	2019
	£	£
Income tax recoverable	117	143
Other	-	-
Totals	117	143

6. Creditors

	2020	2019
	£	£
Creditors	2,434	2,110
Accruals	5,000	-
Totals	7,434	2,110

7. 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.

8. Analysis of Net Assets between Funds

	General Fund £	Capital Fund £	Total Funds £
Fixed assets	-	1,239,913	1,239,913
Debtors	117	-	117
Cash at bank and in hand	42,726	172,063	214,789
Creditors	-21	-7,413	-7,434
Subscriptions in advance	-880	-	-880
Net Current Assets	41,942	164,650	206,592
Net assets	41,942	1,404,563	1,446,505

9. Directors Remuneration and Expenses

No Directors received any remuneration.

A director may claim direct reimbursement of out-of-pocket expenses when acting as agent for the Charity. Expenses totalling £861 in respect of room hire, insurance, website fees, newsletter production and member events' food & drink were reimbursed to three Directors. No other expenses were paid to any director.

10. Related party transactions

There were no related party transactions during the year.