



## HASLEMERE TOWN COUNCIL

Revenue Grant Application Form<sup>1</sup>**CONTACT DETAILS**

Name of Organisation	Haslemere Educational Museum
Contact Name	Julia Tanner
Position in Organisation	Curator
Address	78 High Street, Haslemere, Surrey. GU27 2LA
Telephone	01428 642112
Email	curator@haslemeremuseum.co.uk

**ORGANISATION DETAILS**

Name of organisation	Haslemere Educational Museum
Amount applied for from HTC	£5,000
What will the revenue grant money be used for – please be as specific as possible and use a separate sheet if necessary.	To support the role of the Visit Haslemere Manager. *Please see supporting document for more details*
What specific benefits for the Haslemere community do you expect will result from the grant? <sup>2</sup>	*Please see supporting document for more details*

**FUNDING DETAILS**

Have you or will you be applying to other bodies for financial assistance?	The Haslemere Museum also supports this post financially and will continue to contribute to the role and in addition be responsible for expenses incurred as the post is run from the Haslemere Museum.
If yes please state: To whom applied	
Amount(s) applied for	
Amount(s) received	
What fundraising activities will your organisation be doing to fund this project?	

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<sup>1</sup> Delete as appropriate<sup>2</sup> Use a separate sheet if required



## ORGANISATION DETAILS

Is your organisation a Registered charity or trust? (If yes please provide Registration Number)	Yes  Registration Number: 1071244
Is it affiliated to a National Body? If yes please specify.	<b>Yes / No</b>  Museums Association/Association of Independent Museums
What are the aims and objectives of the organisation?	<b>Haslemere Museum Mission Statement:</b> 'To forward and advance the study of Science, Literature and the Fine Arts by means of a well-equipped museum of Natural History and objects of art and of a scientific, literary and historical nature.'
What is the geographical area covered by your organisation?	Mainly Haslemere and hinterland, but also Waverley Borough, Surrey, Sussex, Hampshire and beyond.
Bank account to which payment should be made  This must be in the name of your organisation. Payments cannot be made to individuals.	Account Name: Haslemere Educational Museum

## VALIDITY CHECKLIST

For your project to be considered you must be able to confirm the following statements:

Criteria	Tick to confirm
The revenue grant will be used to specifically benefit to residents of the Council's electoral area	√
You hold a bank account in the name of the organisation applying, not an individual	√
This application is accompanied by either the latest audited financial report or, where this does not exist, a forecast budget of income and expenditure relating to the grant application.	√
The grant is not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	√
You consent to acknowledge HTC's contribution in your marketing / promotional material	√

## DECLARATION

In submitting this application on behalf of the stated organisation I certify that all statements made or enclosed to be true.  This application and all supporting information may be made publically available	Signed:    Print name:
Date	

## NOTES FOR APPLICANTS

### Application procedure

Please note that no application can be considered unless delivered to the Town Clerk at Haslemere Town Council, Town Hall, High Street, Haslemere, Surrey, GU27 2HG at least **ten (10)** working days before the relevant Grant Committee or Council meeting.

No application will be considered by the Committee unless the applicant is able to confirm all of the Validity Checklist criteria. If in doubt contact the Town Clerk 01428 654305.

### Consideration and notification

The application will be considered by the Grants Committee generally for capital expenditure only and on a matched funding basis.

The Committee meets every two [2] months. Successful applicants will be informed by letter/email as soon as possible thereafter.

### Payment procedure

A grant payment will only be made by the Town Clerk against production of an original invoice or invoices for goods or services made out to the recipient organisation. Under no circumstances will payment be made to an individual.

Payments are made by cheque/BACS therefore the recipient organisation must hold a bank account in the name of the organisation.

Grants should normally be drawn down in one amount. The Grant Letter will state that the grant will automatically lapse if it is not claimed within the time specified.

As a courtesy, a reminder letter will be sent to the applicant organisation one [1] month before the expiry of the grant advising that the funds have not yet been claimed.

### Data Protection

The information provided in this form will only be used by the Town Council in the administration of its Grants process and for no other reason. The information will be processed in accordance with the Council's data retention policy.

## **What will the revenue grant money be used for?**

To support the role of the Visit Haslemere Manager.

The Visit Haslemere Manager undertakes a number of roles within the Museum and the town. The job of the Visit Haslemere Manager is to raise the profile of both the Museum and the town of Haslemere, by bringing people into the area through various means.

Visit Haslemere is involved with the admin, marketing and management of many town events including:

- Town Easter events and trails
- The Charter Fair
- The Food Festival
- The Walking Festival
- Themed weekends

Visit Haslemere is also involved in organising many Museum events including:

- Museum Easter events, quizzes and trails
- Holiday quizzes and trails (to coincide with holiday workshops)
- Teddy Bears' Picnic
- Haunted Haslemere events
- Gin Festival

Day to day within the Museum, the Visit Haslemere Manager is responsible for:

- VH display area and town board, updating and ordering leaflets, posters etc
- Producing and updating the Accommodation list
- Producing and updating the Walks leaflets
- Producing and updating Information lists (groups, charities, food and drink, churches, schools etc)
- Updating VH website
- Regularly maintaining VH Facebook page
- Answering enquiries as appropriate
- Covering reception
- Covering the shop
- Covering some office duties when no one is in
- Helping the Education Officer with some holiday workshops

**REGISTERED COMPANY NUMBER: 03203702 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1071244**

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31 December 2021**  
**for**  
**HASLEMERE EDUCATIONAL MUSEUM**

# **HASLEMERE EDUCATIONAL MUSEUM**

## **Contents of the Financial Statements for the Year Ended 31 December 2021**

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## Report of the Trustees for the Year Ended 31 December 2021

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2021. The trustees have adopted the provisions of 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).

### OBJECTIVES AND ACTIVITIES

#### Strategies to achieve the year's objectives

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities. The Trustees have produced a five year plan covering the years 2022 to 2026. The plan identifies the continued promotion of the Museum as an educational and cultural centre and the engagement of as broad an audience as possible by a full and varied annual programme of events and activities. This is achieved by encouraging and supporting visits and visitors for events for both existing and new audiences.

On the learning and interpretation aspect relating to education, an extensive annual programme was identified, leading to the promotion and use of the education room and grounds of the Museum and further expanding the number of schools and local organisations that use the facilities. This is achieved through a combination of the Museum's website, development of leaflets and promotional material as well as continued contact with schools and other organisations.

#### Activities and achievements during the year

The Museum has served the town and beyond since 1888, providing education and entertainment and is fully integrated into the fabric of the town, organising and supporting many of the activities which make Haslemere so special. The financial year ended 31 December 2021 was again impacted by coronavirus which resulted in many museum activities having to be curtailed or cancelled. These included exhibitions, events and educational programmes.

Whilst coronavirus did not impact the Museum's activities as severely as in 2020, the continued enforced closures and the limited opening hours meant that whilst visitor numbers increased to 23,474 compared with 10,978 in 2020, they were still significantly below the levels of 2019 (40,177).

During these challenging times the Museum made efforts to engage with the local community through social media activity and through local community projects.

### FINANCIAL REVIEW

#### Financial position

The net excess of expenditure over income of the Museum at 31st December 2021, before unrealised gains on investments was £29,150 (2020: £2,702).

The pandemic continued to result in significant volatility in all the main investment markets around the world. In these challenging times, the Museum's investment portfolio performed well, with an unrealised gain of £247,652 for the year ended 31 December 2021(2020: £108,900). The Museum depends on the income which its investments produce to assist in funding its core and continuing activities. The income from investments is a vital source of funds and assists the museum in enabling it to cover the majority of its operating expenditure.

Total funds carried forward at 31st December 2021 were £2,556,458 (2020: £2,337,956), of which £2,263,212 was represented by Unrestricted Funds (2020: £2,053,211) and £293,246 (2020: £284,745) by restricted funds.



### FINANCIAL REVIEW

#### Principal funding sources and expenditure in the year under review

The Museum is reliant on the income earned from various sources to meet its costs, including entry donations, educational income, room hire, membership subscriptions, special donations, bequests and grants from various bodies. It also generates significant income from its investment portfolio.

The Covid 19 pandemic had a significant adverse impact on many of the Museum's sources of income during the year. Entry donations, educational income, room hire and income generated from exhibitions and activities were all significantly reduced as a result of the closure of the Museum or the reduced opening hours when open.

Investment income, which principally relates to the investments underpinning the Museum in a Million Endowment Fund was maintained at a similar level to the previous year at £55,558 (2020: £56,012). This income is vital to assist the Museum in reducing operating deficits which are forecast to continue in future.

Grants were received from a number of sources including Waverley Borough Council, Haslemere Town Council as well as from the government via the Job Retention Scheme. Grants increased to £71,360 compared with £42,995 for 2020. The Museum's income from trading activities increased to £46,646 from £17,580 in 2020. However, this is still well below the £90,000 generated from these activities in 2019. Total income amounted to £261,509 (2020: £236,425).

Total expenditure increased to £290,659 (2020: £239,127). This was primarily due to increased salary costs and an increase in expenditure relating to repairs and maintenance.

#### Investment policy and objectives

The investment objectives are to generate a sustainable income stream which at least maintains its real value in future years and at least maintains the capital value over the long term. To reduce risk, the Trustees have taken advantage of common investment funds, as they concluded that these funds offer the most cost effective access to a well diversified portfolio that reasonably matches the Museum's requirements and objectives.

During the year the majority of funds were transferred from the COIF Charities Investment Fund into the COIF Charities Ethical Investment Fund. This fund is managed by CCLA Fund Managers Limited, one of the UK's largest charity fund managers. The investment fund is a mixed asset fund which comprises a diversified portfolio of assets with a substantial exposure to overseas equities with the aim of providing a good level of income and long term protection from inflation.

The Ethical Investment Fund adheres to an ethical policy that imposes a range of investment restrictions. The Fund aims to pursue a long term sustainable investment solution which incorporates environmental, social and governance (ESG) considerations into the investment strategy.

## **FINANCIAL REVIEW**

### **Reserves policy**

The Trustees have agreed a policy to hold unrestricted and undesignated reserves equivalent to at least one year's annual expenditure, which at 31 December 2021 amounted to £290,659 (2020: £239,127). These reserves are held in bank accounts or in readily realisable investments. But for the existence of the Museum in a Million Expendable Endowment Fund, the Trustees would have considered it necessary to agree a policy to hold unrestricted reserves equivalent to at least five years' annual expenditure. Total unrestricted reserves at 31 December 2021 amounted to £2,263,211 (2020: £2,053,211).

The reasons why the Trustees consider reserves at this level are required are as follows:

1. Most of the Museum's expenditure comprises fixed costs which relate to the running of the Museum. The majority of this expenditure comprises non-discretionary establishment and staff employment costs. Establishment costs are high as the Museum is located in an 18th century listed building set in large grounds.
2. The Museum is critically dependant upon volunteer workers in order to be able to maintain and run its activities. Annual expenditure would increase by around 50% if commercial rates were paid to individuals or outside agencies to carry out the work currently undertaken by volunteers.
3. With the exception of the investment income generated by the designated funds, only a small proportion of the Museum's annual income can be regarded as regular recurring income.
4. Despite the Trustees keeping a tight control over expenditure, the Museum's budgets for 2021 and the coming years anticipate operating deficits (an excess of expenditure over income) in each future financial year. This deficit is after taking account of the investment income generated by the expendable endowment fund.

The principal purpose of the Museum in a Million Expendable Endowment Fund is to generate income to assist in securing the Museum's future. The investment income generated from this Fund provides regular income which partly offsets the annual running costs of the Museum as well as reducing the Museum's annual deficit. All unrestricted funds are held in a combination of investments, term deposit accounts and cash balances.

## **FUTURE PLANS**

The Museum has a full programme of events, exhibitions and activities planned for 2022.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

### Report of the Trustees for the Year Ended 31 December 2021

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Charity constitution**

The Museum was founded in 1888 by Sir Jonathan Hutchinson FRS, an eminent physician and surgeon.

In 1913 a Committee was established to run the Museum which in 1926 concluded an Agreement with the Hutchinson Trustees whereby the Museum was handed over to a new Board of Trustees. In 1934 these Trustees created a Committee of Management. The Trust Deed governing this arrangement was modified in 1990 with the agreement of the Charity Commissioners.

On 24th May 1996 the Museum was incorporated as a Company limited by Guarantee as Company No.3203702. As such it has its Board of Directors, and a Management Committee that reports to the Board. The Museum is registered with the Charity Commission as a Charity, No. 1071244, the Trustees of which are also the members of the Board of Directors of the Company.

The Company holds certain properties comprised in a conveyance dated 5th June 1925 and a deed dated 22nd March 1926 as a Trustee for a separate unincorporated charity No. 1054842 named 'Haslemere Museum Charity' whose objects are to lease or loan the property to the Company or any other charity for any educational or other charitable purpose in such manner as the Trustees see fit. Having regard to the complexity of the inter-relationship between the respective charities No. 1071244 and 1054842 it has been separately agreed by the Charity Commission that the Trustee's Report and the Accounts of the former may incorporate the affairs and financial transactions, if any, of the latter.

##### **Organisational structure**

The Board of Directors and the Charity Trustees are legally responsible for the overall management and control of the Museum. Full board meetings are held six times a year scheduled in advance held in alternate months beginning in January of each year. The day to day activities of the charity are handled through a management committee consisting of the appointed Chairman, Curator, the Honorary Treasurer and Honorary Secretary, and the management committee normally meets every two months and reports to the Board. In addition a sub-committee has been formed to review Health and Safety. Other committees are convened when it is considered necessary, to address matters arising.

##### **Objectives and policies**

The 1934 Deed defined the objects of the Museum as being 'to forward and advance the study of Science, Literature and the Fine Arts by means of a well equipped Museum of Natural History and objects of art and of a scientific literary and historical nature'. These are embodied unchanged in the Company's Memorandum of Association.

From its establishment in 1888 the emphasis has been on education and life long learning, particularly of young people - in 1898 it became the first institution of its kind in the country to provide regular lessons and practical demonstrations to visiting school parties. The Agreement of 1926 referred to above required that the Museum retained the name 'Haslemere Educational Museum' and the educational function continues to be at the forefront of the Museum's activities. In furtherance of this function a full-time Education Officer was appointed, and has been in place since the beginning of 2001.

While admission is free, visitors are encouraged to make a donation. Access to the Museum by all members of the public is important to the charity in promoting the importance of education for everyone.

## **HASLEMERE EDUCATIONAL MUSEUM**

### **Report of the Trustees for the Year Ended 31 December 2021**

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Appointment, induction and training of Trustees**

Trustees are appointed for an initial period of three years, after which there is the possibility of re-appointment for a second three year term, subject to approval. After this second period of appointment unless co-opted by the Board, Trustees must stand down and may not be appointed again for a period of at least 12 months.

New Trustees are provided with an information pack including the charity's governing document giving explanations of the charitable objectives, together with copies of the financial statements and other relevant information, to allow them to understand and be aware of the activities of the charity.

Trustees are appointed from a broad cross section of the surrounding area and bring with them knowledge and skills which help with the management and directional leadership of the museum.

##### **Employment Policy**

The Museum places importance on the involvement of its employees and there are regular meetings with them. Where training for improved job performance is required every effort is made to ensure it is provided.

Work experience is offered to students, particularly if they are interested in a career in museums

##### **Risk assessment**

The Trustees have assessed the major risks to which the charity is exposed and are satisfied that policies and systems are in place to mitigate exposure.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

03203702 (England and Wales)

##### **Registered Charity number**

1071244

##### **Registered office**

78 High Street  
Haslemere  
Surrey  
GU27 2LA

##### **Trustees**

Dr M J Clayton  
Ms M J Odell MBE (Chairwoman and President)  
A Perry (resigned 6.1.21)  
C J F Reay FCA  
Sir A J Rose CBE FRSA  
R C Sabin  
C L R Boobyer (resigned 30.9.21)

##### **Company Secretary**

Ms S A Porter

##### **Independent Examiner**

Knox Cropper LLP  
Chartered Accountants  
Office Suite 1  
Haslemere House  
Lower Street  
Haslemere  
Surrey  
GU27 2PE

# **HASLEMERE EDUCATIONAL MUSEUM**

## **Report of the Trustees for the Year Ended 31 December 2021**

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Approved by order of the board of trustees on 25 August 2022 and signed on its behalf by:

C J F Reay - Trustee

**Independent examiner's report to the trustees of Haslemere Educational Museum ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2021.

This report is made to the Trustees, as a body, in accordance with the terms of my engagement. Our work has been undertaken so that we might carry out an Independent Examination of the financial statements in accordance with the General Directions given by the Charity Commissioners. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees, as a body, for our work or for this report.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

James Holland-Leader FCA  
ICAEW  
Knox Cropper LLP  
Chartered Accountants  
Office Suite 1  
Haslemere House  
Lower Street  
Haslemere  
Surrey  
GU27 2PE

25 August 2022

# HASLEMERE EDUCATIONAL MUSEUM

## Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 December 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	124,714	33,591	158,305	152,672
<b>Charitable activities</b>					
Charitable Objectives	5	9,824	-	9,824	1,595
Other trading activities	3	36,822	-	36,822	15,985
Investment income	4	55,558	-	55,558	56,012
Other income		1,000	-	1,000	10,161
<b>Total</b>		<b>227,918</b>	<b>33,591</b>	<b>261,509</b>	<b>236,425</b>
<b>EXPENDITURE ON</b>					
Raising funds	6	6,389	-	6,389	1,450
<b>Charitable activities</b>					
Charitable Objectives	7	259,180	25,090	284,270	237,677
<b>Total</b>		<b>265,569</b>	<b>25,090</b>	<b>290,659</b>	<b>239,127</b>
Net gains on investments		247,652	-	247,652	108,900
<b>NET INCOME</b>		<b>210,001</b>	<b>8,501</b>	<b>218,502</b>	<b>106,198</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		2,053,211	284,745	2,337,956	2,231,758
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>2,263,212</b>	<b>293,246</b>	<b>2,556,458</b>	<b>2,337,956</b>

### CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

# HASLEMERE EDUCATIONAL MUSEUM

## Balance Sheet 31 December 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	14	20,871	220,332	241,203	252,839
Investments	15	<u>2,125,647</u>	<u>-</u>	<u>2,125,647</u>	<u>1,877,109</u>
		<b>2,146,518</b>	<b>220,332</b>	<b>2,366,850</b>	2,129,948
<b>CURRENT ASSETS</b>					
Stocks	16	3,636	-	3,636	3,187
Debtors	17	21,351	-	21,351	33,795
Investments	18	96,818	17,186	114,004	77,658
Cash at bank and in hand		<u>15,531</u>	<u>55,729</u>	<u>71,260</u>	<u>102,112</u>
		<b>137,336</b>	<b>72,915</b>	<b>210,251</b>	216,752
<b>CREDITORS</b>					
Amounts falling due within one year	19	<u>(20,643)</u>	<u>-</u>	<u>(20,643)</u>	<u>(8,744)</u>
<b>NET CURRENT ASSETS</b>		<u><b>116,693</b></u>	<u><b>72,915</b></u>	<u><b>189,608</b></u>	<u>208,008</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>2,263,211</b></u>	<u><b>293,247</b></u>	<u><b>2,556,458</b></u>	<u>2,337,956</u>
<b>NET ASSETS</b>		<u><u><b>2,263,211</b></u></u>	<u><u><b>293,247</b></u></u>	<u><u><b>2,556,458</b></u></u>	<u><u>2,337,956</u></u>
<b>FUNDS</b>	20				
Unrestricted funds				2,263,211	2,053,211
Restricted funds				<u>293,247</u>	<u>284,745</u>
<b>TOTAL FUNDS</b>				<u><u><b>2,556,458</b></u></u>	<u><u>2,337,956</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year 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 charitable company.

The notes form part of these financial statements



## HASLEMERE EDUCATIONAL MUSEUM

### Balance Sheet - continued 31 December 2021

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These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 25 August 2022 and were signed on its behalf by:

C J F Reay - Trustee

The notes form part of these financial statements

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## 1. ACCOUNTING POLICIES

### **Basis of preparing the financial statements**

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 Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

### **Going concern**

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the company to continue as a going concern. The trustees make this assessment in respect of a period of at least one year from the date of authorisation for issue of the financial statements and have concluded that the Museum has adequate resources to continue in operational existence for the foreseeable future and there are no material uncertainties about the Museum's ability to continue as a going concern, thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

### **Critical accounting judgements and key sources of estimation uncertainty**

There are no significant judgements in relation to the following accounting policies that have a material impact on the accounts.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

### **Donations, Legacies and Collections**

Grants are accounted for when Haslemere Educational Museum is notified of its legal entitlement and the amount due is probable.

### **Investment and Investment Income**

Investments are stated at market value-bid price. The income element of any accumulation shares is shown as income with the corresponding amount shown as an addition to the investments.

### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Building Improvements	- 2% on cost
Galleries Improvements	- 5% on cost
Plant and machinery	- 20% on cost
Fixtures and fittings	- 20% on cost
Computer equipment	- 25% on cost

**1. ACCOUNTING POLICIES - continued**

**Tangible fixed assets**

Tangible fixed assets comprising the freehold land and buildings at High Street, Haslemere are used to meet the charitable objectives. The original Museum buildings are grade II listed property and, as such, are considered to be 'Heritage Assets'. As permitted by the SORP, these buildings have not been capitalized, but expenditure on the improvement of the buildings and the galleries has been capitalized.

The Museum Collection has not been capitalized as the Trustees consider that it is impractical to ascertain either a cost or a market value. Consistent with this, object purchases and acquisition expenses are written off via the Statement of Financial Activities, in the year of acquisition.

Certain of the freehold land and buildings and the artefacts in the collection are held by the company as a Trustee for a separate charity named Haslemere Museum Charity (Charity No. 1054842) whose objectives are to lease or loan such property to the Company or any other charity for any educational or other charitable purpose and to benefit the Museum or any of the educational or other charitable purposes in such manner as the Trustees see fit.

**Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

**Cash at Bank and in Hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less.

**Creditors**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discount due.

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2021**1. ACCOUNTING POLICIES - continued****Financial Instruments**

The Charity only has basic financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2. DONATIONS AND LEGACIES**

	2021 £	2020 £
Donations	69,915	79,225
Gift aid	11,483	9,540
Legacies	-	13,002
Grants	71,360	42,995
Membership subscriptions	5,547	7,910
	<u>158,305</u>	<u>152,672</u>

Grants received, included in the above, are as follows:

	2021 £	2020 £
British Museum	-	5,968
Brighton & Hove	1,248	3,533
JRS Grant	10,870	28,099
Waverley Borough Council	36,690	5,395
Haslemere Town Council	10,000	-
Other grants	12,552	-
	<u>71,360</u>	<u>42,995</u>

**3. OTHER TRADING ACTIVITIES**

	2021 £	2020 £
Special events & Exhibitions	26,351	10,471
Shop sales	10,471	5,514
	<u>36,822</u>	<u>15,985</u>

# HASLEMERE EDUCATIONAL MUSEUM

## Notes to the Financial Statements - continued for the Year Ended 31 December 2021

### 4. INVESTMENT INCOME

	2021	2020
	£	£
COIF ethical investment fund	52,784	51,364
COIF fixed interest fund	1,144	1,453
Deposit account interest	1,630	3,195
	<u>55,558</u>	<u>56,012</u>

### 5. INCOME FROM CHARITABLE ACTIVITIES

	2021	2020
	£	£
Hire and use of Premises	9,824	1,595
Activity Charitable Objectives		

### 6. RAISING FUNDS

#### Other trading activities

	2021	2020
	£	£
Purchases	6,389	1,450

### 7. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 8)	Support costs (see note 9)	Totals
	£	£	£
Charitable Objectives	279,663	4,607	284,270

### 8. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2021	2020
	£	£
Staff costs	142,112	132,333
Rates and water	351	358
Insurance	8,661	8,230
Light and heat	13,106	11,667
Telephone	3,004	2,737
Repairs & maintenance	33,881	17,197
IT costs	4,097	4,550
Security costs	2,342	358
Care of collection	3,707	4,171
Postage & Stationery	6,896	3,456
Sundries	2,902	468
Special events & exhibitions	10,555	1,535
Unrecoverable VAT adjustment	8,328	5,930
Marketing	3,096	3,339
Subscriptions	3,948	2,180
Cleaning	4,461	5,759
Carried forward	251,447	204,268

## HASLEMERE EDUCATIONAL MUSEUM

### Notes to the Financial Statements - continued for the Year Ended 31 December 2021

#### 8. DIRECT COSTS OF CHARITABLE ACTIVITIES - continued

	2021	2020
	£	£
Brought forward	251,447	204,268
Covid expenses	117	4,417
Depreciation	<u>28,099</u>	<u>25,146</u>
	<u>279,663</u>	<u>233,831</u>

#### 9. SUPPORT COSTS

	Governance costs
	£
Charitable Objectives	<u>4,607</u>

Support costs, included in the above, are as follows:

	2021	2020
	Charitable Objectives	Total activities
	£	£
Bank charges	2,522	1,946
Independent Examination Fee	<u>2,085</u>	<u>1,900</u>
	<u>4,607</u>	<u>3,846</u>

#### 10. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation - owned assets	28,100	25,146
Pension Costs	2,901	2,966
Independent Examination Fee	<u>2,085</u>	<u>1,900</u>

#### 11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020 (but see note 20).

##### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2021 nor for the year ended 31 December 2020.

## HASLEMERE EDUCATIONAL MUSEUM

### Notes to the Financial Statements - continued for the Year Ended 31 December 2021

#### 12. STAFF COSTS

Key management personnel is defined as the Trustees, Museum Management Committee and Julia Tanner as curator.

Total emoluments paid to Key Management Personnel in the year amount to £38,352 (2020: £38,736)

The following staff costs were incurred in the year:

Salaries: £134,743 (2020: £125,946)  
Social Security: £4,468 (2020: £3,421)  
Pension: £2,901 (2020: £2,966)

Total staff costs: £142,112 (2020: £132,333)

#### Volunteers

The Museum continued to have the support of over 100 unpaid volunteers who are involved in almost every activity and provide invaluable help to the Museum

The average monthly number of employees during the year was as follows:

	2021	2020
Administration	<u>9</u>	<u>9</u>

No employees received emoluments in excess of £60,000.

#### 13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	141,729	10,943	152,672
<b>Charitable activities</b>			
Charitable Objectives	1,595	-	1,595
Other trading activities	15,985	-	15,985
Investment income	56,012	-	56,012
Other income	<u>10,161</u>	<u>-</u>	<u>10,161</u>
<b>Total</b>	225,482	10,943	236,425
<b>EXPENDITURE ON</b>			
Raising funds	1,450	-	1,450
<b>Charitable activities</b>			
Charitable Objectives	<u>205,917</u>	<u>31,760</u>	<u>237,677</u>
<b>Total</b>	207,367	31,760	239,127
Net gains on investments	<u>108,900</u>	<u>-</u>	<u>108,900</u>
<b>NET INCOME/(EXPENDITURE)</b>	127,015	(20,817)	106,198

# HASLEMERE EDUCATIONAL MUSEUM

## Notes to the Financial Statements - continued for the Year Ended 31 December 2021

### 13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
<b>Transfers between funds</b>	<u>20,070</u>	<u>(20,070)</u>	<u>-</u>
<b>Net movement in funds</b>	147,085	(40,887)	106,198
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<u>1,906,126</u>	<u>325,632</u>	<u>2,231,758</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>2,053,211</u></u>	<u><u>284,745</u></u>	<u><u>2,337,956</u></u>

### 14. TANGIBLE FIXED ASSETS

	Building Improvements £	Land & Buildings £	Galleries Improvements £
<b>COST</b>			
At 1 January 2021	<b>26,646</b>	<b>353,585</b>	<b>231,620</b>
Additions	-	-	-
Disposals	<u>-</u>	<u>-</u>	<u>-</u>
At 31 December 2021	<u><b>26,646</b></u>	<u><b>353,585</b></u>	<u><b>231,620</b></u>
<b>DEPRECIATION</b>			
At 1 January 2021	<b>10,872</b>	<b>134,503</b>	<b>218,277</b>
Charge for year	<b>2,665</b>	<b>7,072</b>	<b>11,581</b>
Eliminated on disposal	<u>-</u>	<u>-</u>	<u>-</u>
At 31 December 2021	<u><b>13,537</b></u>	<u><b>141,575</b></u>	<u><b>229,858</b></u>
<b>NET BOOK VALUE</b>			
At 31 December 2021	<u><u><b>13,109</b></u></u>	<u><u><b>212,010</b></u></u>	<u><u><b>1,762</b></u></u>
At 31 December 2020	<u><u>15,774</u></u>	<u><u>219,082</u></u>	<u><u>13,343</u></u>



# HASLEMERE EDUCATIONAL MUSEUM

## Notes to the Financial Statements - continued for the Year Ended 31 December 2021

### 14. TANGIBLE FIXED ASSETS - continued

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 January 2021	9,433	20,356	22,537	664,177
Additions	12,579	-	3,885	16,464
Disposals	-	-	(15,534)	(15,534)
At 31 December 2021	<u>22,012</u>	<u>20,356</u>	<u>10,888</u>	<u>665,107</u>
<b>DEPRECIATION</b>				
At 1 January 2021	9,433	18,241	20,012	411,338
Charge for year	2,517	1,547	2,718	28,100
Eliminated on disposal	-	-	(15,534)	(15,534)
At 31 December 2021	<u>11,950</u>	<u>19,788</u>	<u>7,196</u>	<u>423,904</u>
<b>NET BOOK VALUE</b>				
At 31 December 2021	<u>10,062</u>	<u>568</u>	<u>3,692</u>	<u>241,203</u>
At 31 December 2020	<u>-</u>	<u>2,115</u>	<u>2,525</u>	<u>252,839</u>

### 15. FIXED ASSET INVESTMENTS

	COIF Charities Ethical Investment Fund £	COIF Charities Fixed Interest £	Cash and settlements pending £	Totals £
<b>MARKET VALUE</b>				
At 1 January 2021	1,784,251	42,710	50,148	1,877,109
Additions	-	-	886	886
Revaluation	250,464	(2,812)	-	247,652
At 31 December 2021	<u>2,034,715</u>	<u>39,898</u>	<u>51,034</u>	<u>2,125,647</u>
<b>NET BOOK VALUE</b>				
At 31 December 2021	<u>2,034,715</u>	<u>39,898</u>	<u>51,034</u>	<u>2,125,647</u>
At 31 December 2020	<u>1,784,251</u>	<u>42,710</u>	<u>50,148</u>	<u>1,877,109</u>

There were no investment assets outside the UK.

# HASLEMERE EDUCATIONAL MUSEUM

## Notes to the Financial Statements - continued for the Year Ended 31 December 2021

### 16. STOCKS

	2021 £	2020 £
Shop stock	<u>3,636</u>	<u>3,187</u>

### 17. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade debtors	1,035	-
VAT	218	401
Prepayments and accrued income	<u>20,098</u>	<u>33,394</u>
	<u>21,351</u>	<u>33,795</u>

### 18. CURRENT ASSET INVESTMENTS

	2021 £	2020 £
Other	<u>114,004</u>	<u>77,658</u>

### 19. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	2,917	1,021
Social security and other taxes	3,043	2,564
Other creditors	550	539
Accrued expenses	<u>14,133</u>	<u>4,620</u>
	<u>20,643</u>	<u>8,744</u>

### 20. MOVEMENT IN FUNDS

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
<b>Unrestricted funds</b>			
General fund	351,998	(37,652)	314,346
Premises Fund - Unrestricted	6,559	-	6,559
The Museum in a Million Fund	1,345,612	247,652	1,593,264
The AE Orchard Educational Fund	<u>349,042</u>	<u>-</u>	<u>349,042</u>
	2,053,211	210,000	2,263,211
<b>Restricted funds</b>			
Education	24,915	20,848	45,763
Care of Collection	9,685	7,501	17,186
Museum Development Fund	232,425	(18,653)	213,772
Premises - Restricted	<u>17,720</u>	<u>(1,194)</u>	<u>16,526</u>
	284,745	8,502	293,247
<b>TOTAL FUNDS</b>	<u>2,337,956</u>	<u>218,502</u>	<u>2,556,458</u>

**20. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	227,918	(265,570)	-	(37,652)
The Museum in a Million Fund	-	-	247,652	247,652
	227,918	(265,570)	247,652	210,000
<b>Restricted funds</b>				
Education	22,242	(1,394)	-	20,848
Care of Collection	11,349	(3,848)	-	7,501
Museum Development Fund	-	(18,653)	-	(18,653)
Premises - Restricted	-	(1,194)	-	(1,194)
	33,591	(25,089)	-	8,502
<b>TOTAL FUNDS</b>	<u>261,509</u>	<u>(290,659)</u>	<u>247,652</u>	<u>218,502</u>

**Comparatives for movement in funds**

	At 1.1.20 £	Net movement in funds £	Transfers between funds £	At 31.12.20 £
<b>Unrestricted funds</b>				
General fund	306,805	25,123	20,070	351,998
Premises Fund - Unrestricted	6,559	-	-	6,559
The Museum in a Million Fund	1,243,720	101,892	-	1,345,612
The AE Orchard Educational Fund	349,042	-	-	349,042
	1,906,126	127,015	20,070	2,053,211
<b>Restricted funds</b>				
Education	23,892	286	737	24,915
Care of Collection	15,355	(5,807)	137	9,685
Museum Development Fund	251,184	(18,654)	(105)	232,425
Premises - Restricted	35,201	3,358	(20,839)	17,720
	325,632	(20,817)	(20,070)	284,745
<b>TOTAL FUNDS</b>	<u>2,231,758</u>	<u>106,198</u>	<u>-</u>	<u>2,337,956</u>

## HASLEMERE EDUCATIONAL MUSEUM

### Notes to the Financial Statements - continued for the Year Ended 31 December 2021

#### 20. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	225,482	(207,367)	7,008	25,123
The Museum in a Million Fund	<u>-</u>	<u>-</u>	<u>101,892</u>	<u>101,892</u>
	225,482	(207,367)	108,900	127,015
<b>Restricted funds</b>				
Education	3,976	(3,690)	-	286
Care of Collection	-	(5,807)	-	(5,807)
Museum Development Fund	(1)	(18,653)	-	(18,654)
Premises - Restricted	<u>6,968</u>	<u>(3,610)</u>	<u>-</u>	<u>3,358</u>
	<u>10,943</u>	<u>(31,760)</u>	<u>-</u>	<u>(20,817)</u>
<b>TOTAL FUNDS</b>	<u>236,425</u>	<u>(239,127)</u>	<u>108,900</u>	<u>106,198</u>

#### DESIGNATED FUNDS

Part of the unrestricted funds have been designated by the Trustees for specific future purposes.

##### The AE Orchard Educational Fund

This fund is designated to underpin and strengthen the educational resources of the Museum

##### Premises Fund

The Trustees periodically designate certain amounts to ensure sufficient funds are available to complete major tasks on the building.

##### The Museum in a Million Fund

This is an expendable endowment fund and is designed to highlight the achievements of the appeal and is reflected in the fixed asset investment fund which is used to generate income to assist in securing the future of the Museum for generations to come.

#### RESTRICTED FUNDS

##### Museum Development Fund

This balance represents the amount spent on building improvements to the Museum and the refurbishment of the galleries less annual depreciation. The cost was met mainly by Lottery funding and the balance is shown in tangible assets in the Balance Sheet, represented by Land and Buildings and Galleries Improvements, and is subject to annual depreciation.

##### Premises Fund

The balance represents grants received for improvements to premises less expenditure incurred.

##### Education

Funds received are used specifically for educational projects such as the ongoing dementia outreach project and HYPE

##### Haslemere Town Council/Visitor Information Centre Fund

Funds are received from Haslemere Town Council in support of the work carried out by the Visitor Information Centre

**20. MOVEMENT IN FUNDS - continued**

**Care of Collection**

The funds represent grants and donations received specifically to be used in storing and maintaining the museum artefacts

**21. RELATED PARTY DISCLOSURES**

During the year, the Museum paid £720 (2020: £330) to Mrs M Odell MBE (Trustee) in respect of professional IT services.