



## Trustees' Annual Report for the period

From **01/01/2022**

Period start date To **31/12/2022**

Period end date

**Charity name: Friends of the Oxfordshire Museum**

**Charity registration number:1007798**

## Objectives and Activities

|                                                                                                                                                                      | SORP reference     |                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the purposes of the charity as set out in its governing document                                                                                          | Para 1.17          | The education of the public by the promotion, support, assistance and improvement of the Oxfordshire Museum through the activity of a group of Friends                                                                                                                                                                                             |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | Monthly lectures in the Museum for Members and guests on topics of local historical interest; visits to historic local venues; disbursement of grants to the Museum for additions to the collection and improvement of the Museum's display and teaching facilities, and to contribute towards the costs of mounting special exhibitions           |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit                                         | Para 1.18          | The public benefit of this charity is demonstrated by<br>a) The enhancement of the Museum's facilities, to which the general public have access entirely free of charge, and the benefit this confers to the Museum's work in children's education; b) the charity's growing number of Members and their increased participation in its activities |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                  | SORP reference |                                                                                                                                                                                            |
|------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy on grant making                                           | Para 1.38      |                                                                                                                                                                                            |
| Policy on social investment including program related investment | Para 1.38      |                                                                                                                                                                                            |
| Contribution made by volunteers                                  | Para 1.38      | Management of the charity is entirely by unremunerated volunteers. Other Members of the Friends also regularly assist on the Museum's reception desk and in the café, without remuneration |
| Other                                                            |                |                                                                                                                                                                                            |

## Achievements and Performance

|                                                                                                                                                                                                 | SORP reference |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | The charity has progressively enhanced the Museum's facilities, in several ways: 1) By improving the quality of display in the exhibition galleries; 2) By financing the installation of state of the art lecture equipment, including the facilitation of simultaneous face-to-face and video delivery (by Zoom), thereby increasing member attendance and accessibility; 3) By providing pump-priming funds enabling the Museum to bid for recent archaeological finds |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                              |           |  |
|--------------------------------------------------------------|-----------|--|
| Achievements against objectives set                          | Para 1.41 |  |
| Performance of fundraising activities against objectives set | Para 1.41 |  |
| Investment performance against objectives                    | Para 1.41 |  |
| Other                                                        |           |  |

## Financial Review

|                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review of the charity's financial position at the end of the period              | Para 1.21 | As a result of the substantial legacy donated to the Charity in the period covered by this report, the Trustees regard its financial position as very strong. Continuing membership subscriptions broadly cover the recurring costs of fees paid to lecturers, and could be raised without detriment to membership numbers if required. The substantial balance of the Charity's fund is very much more than sufficient to enable the Charity to fulfil its charitable objectives. |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | As the charity has no financial obligations that would fall due on a decision to wind it up, the Trustees do not regard it as necessary to hold a reserve. All accounting is on a cash basis.                                                                                                                                                                                                                                                                                      |
| Amount of reserves held                                                          | Para 1.22 | Zero                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Reasons for holding zero reserves                                                | Para 1.22 | Please see above                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Details of fund materially in deficit                                            | Para 1.24 | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | There are no current uncertainties about the charity continuing as a going concern                                                                                                                                                                                                                                                                                                                                                                                                 |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 | Income in Financial Year 2022 was exceptional as the result of a substantial legacy of £26,000.00 from the estate of a late Member of the Friends. The charity's normal source of income is in membership fees, set at £15 p.a. for single and £25 p.a. for joint membership, deliberately set at affordable levels to encourage wide participation. This is enhanced by occasional fund-raising programmes for specific purposes. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | The Charity's investment policy is to obtain the best return possible without risk, by investing in interest-bearing funds protected by the FSCS                                                                                                                                                                                                                                                                                   |
| A description of the principal risks facing the charity                         | Para 1.46 | By maintaining prudent funds, and in the complete absence of financial obligations, the sole material risk facing the charity would be a significant reduction or total withdrawal of funding of the Museum by the local authority, causing the closure of the Museum. This would leave the charity without purpose and necessitate its wind-up                                                                                    |
| Other                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## Structure, Governance and Management

|                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description of charity's trusts:                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Type of governing document<br>(trust deed, royal charter)                                                                                                                 | Para 1.25 | Constitution                                                                                                                                                                                                                                                                                                                                                                                                                |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)                                                                                                  | Para 1.25 | Unincorporated association                                                                                                                                                                                                                                                                                                                                                                                                  |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Honorary officers on the Management Committee are elected by the Annual General meeting of the Members. The Chairman must be elected each year; one third of the other Honorary Officers must be elected each year, by rotation. Consideration is currently being given to some changes to the constitution, including appointing all members of the Committee as Trustees and thereby enhancing the standard of governance |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                           |           |  |
|-------------------------------------------------------------------------------------------|-----------|--|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 |  |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 |  |
| Relationship with any related parties                                                     | Para 1.51 |  |
| Other                                                                                     |           |  |

### Reference and Administrative details

|                             |                                                   |
|-----------------------------|---------------------------------------------------|
| Charity name                | Friends of the Oxfordshire Museum                 |
| Other name the charity uses |                                                   |
| Registered charity number   | 1007798                                           |
| Charity's principal address | Fletchers House, Park Street, Woodstock, OX20 1SN |
|                             |                                                   |



## Funds held as custodian trustees on behalf of others

|                                                                                                                               |                |
|-------------------------------------------------------------------------------------------------------------------------------|----------------|
| Description of the assets held in this capacity                                                                               | None           |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | Not applicable |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | Not applicable |

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| None            |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

#### Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|      |
|------|
| None |
|------|

## Other optional information

|  |
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|  |
|--|

# Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

|                                     |                   |                                                           |
|-------------------------------------|-------------------|-----------------------------------------------------------|
| Signature(s)                        | John Barclay      | EM Poskitt                                                |
| Full name(s)                        | JOHN NEIL BARCLAY | EM POSKITT<br><del>ELIZABETH MARGARET EMERY</del> POSKITT |
| Position (eg Secretary, Chair, etc) | CHAIR .           | VICE CHAIR                                                |

Date 23.10.23

**FRIENDS OF THE OXFORDSHIRE MUSEUM**

**Notes to the Accounts to 31 December 2022**

|                           | 2022              | 2021             |
|---------------------------|-------------------|------------------|
| <b><u>1 Receipts</u></b>  |                   |                  |
| Subscriptions             | £4,929.50         | £4,830.50        |
| Donations and Grants      | £5.00             | £5.00            |
| BAFM                      | £28.50            |                  |
| Legacy                    | £26,000.00        |                  |
| Gift aid reclaimed        | £1,366.28         |                  |
| Refund                    | £119.70           |                  |
| Wednesday Talks /Visitors | £5.00             | £5.00            |
| Miscellaneous             |                   | £75.00           |
|                           | <b>£32,453.98</b> | <b>£4,915.50</b> |

**2 Investment Income**

|          |         |         |
|----------|---------|---------|
| Interest | £410.24 | £158.56 |
|----------|---------|---------|

**3 Total Receipts**

|  |            |           |
|--|------------|-----------|
|  | £32,864.22 | £5,074.06 |
|--|------------|-----------|

|                               | 2022              | 2021             |
|-------------------------------|-------------------|------------------|
| <b><u>4 Payments</u></b>      |                   |                  |
| Museum - Donations            | £10,048.31        | £2,869.28        |
| Museum - garden               | £336.71           | £583.20          |
| Entertainment                 | £166.57           |                  |
| Wednesday Talks, speaker fees | £878.40           | £480.00          |
| Local Groups                  | £21.00            |                  |
| Admin Costs, office etc       | £505.20           | £1,566.52        |
| IT Equipment                  | £1,477.07         |                  |
| BafM insurance                | £647.82           | £387.00          |
|                               | <b>£14,081.08</b> | <b>£5,886.00</b> |

**5 Cash Funds**

|                                                         | Total Funds<br>to 31 12 22 | Total Funds<br>to 31 12 21 |
|---------------------------------------------------------|----------------------------|----------------------------|
| Barclays Bank Community Account<br>(current)            | £29,410.47                 | £11,077.57                 |
| Skipton Building Society/Barclays Bank<br>Saver Account | £45,798.90                 | £45,388.66                 |

Cash Float

|            |            |
|------------|------------|
| £75,209.37 | £56,466.23 |
| £40.00     |            |
| £75,249.37 | £56,466.23 |



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Friends of The Oxfordshire Museum

**On accounts for the year  
ended**

31 December 2022

**Charity no  
(if any)**

1007798

**Set out on pages**

1 to 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2019

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:**

**Date:**

28 April 2023

**Name:**

Roy Smith

**Relevant professional  
qualification(s) or body  
(if any):**

**Address:**

5 The Ley

Woodstock

Oxon, OX20 1UX

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

None