



DUNWICH READING ROOM AND MUSEUM CHARITY REPORT AND ACCOUNTS FOR THE PERIOD JANUARY TO DECEMBER 2020

The Trustees present their report with the financial statements of the charity for the year ended 31st December 2020. The Trustees have adopted the provisions of the Statement Of Recommended Practice (SORP) in accordance with Financial Reporting Standards applicable in the United Kingdom and the Charities Act 2011.

REGISTERED CHARITY No 310305

ACCREDITED MUSEUM No 592

Principal Addresses

Postal: Dunwich Museum, St James Street, Dunwich, Saxmundham, Suffolk IP17 3DT

Web: <http://www.dunwichmuseum.org.uk/>

Trustees

John Cary (Treasurer & Chairman)

John Francis (Secretary)

Katharine Chant (Curator)

David Cook

Susan Hardy

Patricia Boechler

Matthew Salusbury

Principal sub-contractors

Jane Hamilton (Manager)

Bethany Brookhouse (Associate Manager)

Timothy Holt-Wilson (Archivist)

Independent Examiner

Geoffrey Abell

Bankers

Barclays Bank plc, Waveney Valley, 23 New Market, Beccles, NR34 9HD

Solicitors

Nicholsons, 23 Alexandra Road, Lowestoft, NR32 IPP

REPORT OF ACTIVITIES DURING THE YEAR 2020

This was an exceptional year for us all. The pandemic brought its problems in common with all other indoor hospitality and entertainment, but it brought significant advantages too: business support grants from East Suffolk and a generous grant from the Arts Council in the end more than compensated for the loss in other income.

In February we held our annual dinner for volunteers with Professor Robert Liddiard of UEA and David Simms as guests of honour, who entertained and informed us with a very interesting after dinner talk about their latest book "A Very Dangerous Locality". It is always a great opportunity for the Trustees to thank all the volunteers and managers for their hard work during the year.

After the lock down in March we worked hard to provide a COVID secure environment in the museum in prospect of re-opening (which we did on July 9th). The Reading Room was locked up and rendered off limits. We produced the necessary signage, acquired sanitiser dispensers and installed a Perspex screen in front of the till, to comply with the regulations but also to reassure our visitors and volunteers as much as possible. Understandably most volunteers preferred to stay away.

We welcomed a new addition to the management team, Beth Brookhouse, who was able to provide all the back up and assistance Jane needed during the season, both front of house and in the archive. We also welcomed Ann Donnachie as museum accountant and bookkeeper, this year assisting me in my alternate role as treasurer but taking a more active role after the year end. She has also agreed to take minutes and provide services as Museum secretary from January 2021.

Sadly we said goodbye to John Francis, who had been our secretary trustee since 2005. Apart from a lot of work he did in the archive, to help identify hundreds of ancient metal pieces found on the beach, and apart from a splendid monograph he produced about the men of Dunwich who served in WWI, he has taken the minutes for every meeting since 2005 and most of the AGMs. We owe him a great debt of gratitude for all the time he has given to the Museum, and wish him many years of peaceful bird watching and gardening in the future.

The external work to the Reading Room was carried out. After lockdown was lifted, some small meetings were permitted in the Reading Room but the parish meeting was held in the garden, socially distanced.

The information boards and touch screen were put on hold until 2021.

At the end of the year I decided to step down after five years of chairmanship. The new chairman is Matt Salusbury.

Many thanks to Geoff Abell for doing the independent examination of our accounts.

John Cary, Chairman



Dunwich Reading Room and Museum Charity

Charity No 310305

FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31ST DECEMBER 2020

		<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2019</u>
		Unrestricted	SHARE	TOTAL	TOTAL
Income from Charitable Activities					
	Sales	3	10,295	10,295	17,391
	Less cost of sales	3	(4,311)	(4,311)	(9,442)
	Gross Profit		5,984	5,984	7,949
	School Visits	3	90	90	249
	Misc. Income	3	250	250	473
	Sponsorship	3	-	-	500
	Reading Room Hire	3	270	270	1,645
	Refunds	3	1,526	1,526	
			8,121	-	8,121
					10,816
Voluntary Income					
	Donations	3	14,636	14,636	24,006
	Grants	3	36,315	-	36,315
			50,951	-	50,951
					27,256
	Total Operating Income		59,071	-	59,071
					38,071
Less Expenditure					
	Trading and Direct Costs	4	25,242	-	25,242
	Management & Administration	4	4,224	738	4,961
	Total Expenditure		29,466	738	30,203
					27,332
	EBITDA		29,606	(738)	28,868
					10,739
	Less Depreciation	4	2,306	2,306	2,476
	Operating Surplus (Deficit)		27,300	(738)	26,562
					8,263
	Investment Income	3	1,961	1,961	1,191
	Unrealised Gains on investments	8	7,699	7,699	12,495
	Funds at 1 Jan 2020		369,800	738	370,538
	SURPLUS/ DEFICIT FOR YEAR		36,959	(738)	36,222
					21,950
	Funds at 31 Dec 2020		406,760	-	406,760
					370,538

Balance Sheet as at 31 Dec 2020

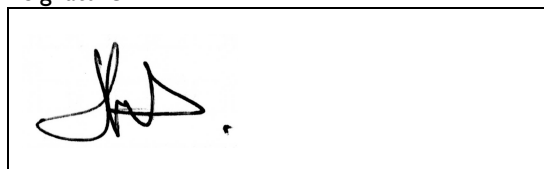
		<u>2020</u>	<u>2020</u>	<u>2020</u>	<u>2019</u>
<u>Fixed Assets NBV</u>					
Buildings	7	176,793		176,793	178,612
Fixtures & Fittings	7	98		98	268
Museum - contents	7	72,000		72,000	72,000
Plant & Machinery	7	864		864	853
		<u>249,754</u>		<u>249,754</u>	<u>251,733</u>
<u>Fixed Asset Investments</u>	8	108,067		108,067	100,368
TOTAL FIXED ASSETS		<u>357,821</u>		<u>357,821</u>	<u>352,101</u>
<u>Current Assets</u>					
Stock & Work in Progress	5	7,812		7,812	6,538
Debtor, prepayments & Gift Aid	5	2,107		2,107	3,315
Current bank accounts	5	19,386		19,386	12,665
COIF Deposit Account	5	25,030		25,030	3,069
Cash in hand	5	141		141	80
		<u>54,476</u>		<u>54,476</u>	<u>25,667</u>
<u>Creditors:</u>		<u>5,538</u>		<u>5,538</u>	<u>7,230</u>
<u>Amounts due within one year</u>	6	<u>5,538</u>		<u>5,538</u>	<u>7,230</u>
Net Current Assets		<u>48,938</u>		<u>48,938</u>	<u>18,437</u>
Total Net Assets		<u>406,760</u>		406,760	<u>370,538</u>
<u>Represented by</u>					
Capital Fund	9	249,427		249,427	251,733
General Reserve	9	18,951		18,951	19,404
Fabric and building repairs fund	9	25,000		25,000	19,792
Future Development fund	9	100,000		100,000	68,871
Acquisitions Fund	9	10,000		10,000	10,000
SHARE Restricted Fund	9		-	-	738
Arts Council COVID 19 Fund	9	3,382		3,382	
Funds at 31 Dec 2020		<u>406,760</u>		406,760	<u>370,538</u>

Signed by one or two trustees on behalf of all trustees

Signature

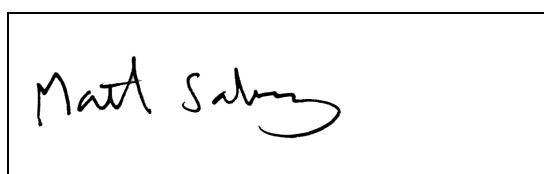
Print name

Date



John Cary

22/04/2021



Matt Salusbury

27/04/2021

Note I Basis of Preparation

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with

- Accounting and Reporting by Charities – Statement of Recommended Practice (FRS 102)
- and with Accounting Standards
- and with the Charities Act 2011

1.2 Change in basis accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year, except for the following:

1.3 Changes to previous accounts

No changes have been made to the accounts for previous years except for the following:
NONE

2 Accounting policies

Recognition of incoming resources

These are included in the Statement of Financial Activities when:

- The charity becomes entitled to the resources; and
- The trustees are virtually certain they will receive the resource; and
- The monetary value can be measured with sufficient reliability

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income and performance related grants

This is only included in the SoFA once the related goods or services have been delivered.

Gifts in kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.

Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.

Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable

Donated services and facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustee's annual report.

Investment income

This is included in the accounts when receivable.

Primary Purpose Trading

The charity trades as a gift shop to support its primary purpose

Investment gains and losses

This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year

EXPENDITURE AND LIABILITIES

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance costs

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

Support costs

Support costs include central functions and has been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

ASSETS

Tangible fixed assets for use by the charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value
Stocks and work in progress	These are valued at the lower of cost or market value

POLICIES ADOPTED ADDITIONAL TO OR DIFFERENT FROM THOSE ABOVE

It is the policy of the charity not to depreciate tangible fixed assets where contents cannot be differentiated from plant or equipment. However a charge is being made of 0% (SL) on buildings 10% (SL) on temporary buildings and 20% (SL) on plant where they can be identified

3 INCOMING RESOURCES	2020 Gen Res	2020 Cap Fund	2020 C-19 Fund	2020 Share	2020 Total	2019 <i>Total</i>
<u>Voluntary Income</u>						
Donations	12,103				12,103	24,006
Gift Aid Donations	2,533				2,533	
	14,636				14,636	24,006
<u>Grants from other organisations</u>						
Grants DTT	1,844				1,844	3,250
Grants SHARE	300				300	
Grants Arts Council			14,171		14,171	
COVID-19 Grants	20,000				20,000	
	22,144		14,171	-	36,315	3,250
<u>Income from Charitable Activities</u>						
Trading Turnover	10,295				10,295	17,391
Cost of Sales	(4,311)				(4,311)	(9,442)
School Visits	90				90	249
Misc Income TV Rights	250				250	473
Sponsorship	-				-	500
Reading Room Hire	270				270	1,645
Refunds	1,526				1,526	-
	8,121				8,121	10,816
<u>Investment Income</u>						
COIF Interest	12				12	42
COIF Dividends	1,949				1,949	1,150
	1,961				1,961	1,191
<u>TOTAL INCOMING RESOURCES</u>	46,861		14,171	-	61,032	39,263

4 OUTGOING RESOURCES	Gen Res	Cap Fund	C-19 Fund	Share	Total	<i>Total</i>
Charitable Activities						
Grants Payable						
Institutions						
Trading & Direct Costs						
Managers	11,500		1,443		12,943	13,130
Distribution (Shop) Expenses	85				85	88
Business Rates	-				-	413
Utilities	2,086				2,086	3,216
Telephone/ ISP	425				425	783
Cleaning	953				953	1,075
Repairs & Renewals (Museum)			3,086		3,086	152
Repairs & Renewals (Reading Room)			2,728		2,728	23
Security & Fire Prevention	1,220				1,220	606
Insurance	1,446				1,446	1,373
Exhibitions & Activities			270		270	545
	17,716		7,526	-	25,242	21,405
Management & Administration						
Office Expenses	216				216	271
Subscriptions	157				157	175
General expenses	6				6	2,001
Advertising & Marketing			911		911	1,098
Bank Charges	191				191	133
Finance Costs	390				390	365
Archive & Curatorial Expenses			1,734	738	2,471	1,243
Conservation	-				-	-
Volunteer Expenses			618		618	642
	961		3,263	738	4,961	5,927
Depreciation						
Depreciation (unrestricted)		2,306			2,306	2,476
		2,306			2,306	2,476
Governance Costs						
Independent Examiner						
TOTAL OUTGOING RESOURCES						
	18,676	2,306	10,789	738	32,509	29,808
NET INCOMING RESOURCES						
	28,185	(2,306)	3,382	(738)	28,523	9,455
5 Current Assets						
	Total				Total	<i>Total</i>
Stock & Work in Progress	7,812				7,812	6,538
Trade Debtors & prepayments	-				-	3,315
Gift Aid Pending	2,107				2,107	-
Current Bank	18,688				18,688	12,606
Undeposited Receipts	61				61	-
Paypal Bank	569				569	59
Sumup Acc	129				129	-
COIF Bank	25,030				25,030	3,069
Cash	80				80	80
TOTAL	54,476				54,476	25,667

6 Creditors	Total	Total	Total
Amounts due within 1 year:			
Amazon	(51)	(51)	-
Bristol Energy	-	-	191
East Suffolk	-	-	105
Richard Hoggett	200	200	200
Leiston Press	224	224	
Liberty Accs	-	-	31
M&U Cleaning	77	77	39
Modes	88	88	
Suff Wildlife Tst	-	-	196
Jane Hamilton (expenses)	-	-	449
Wave	-	-	7
Deferred Income	5,000	5,000	5,000
Tim Holt-Wilson	-	-	1,013
TOTAL	5,538	-	5,538

7 Fixed Assets	Cost 2020	Depr 2020	NBV 2020	Cost 2019	Depr 2019	NBV 2019
Buildings	203,801	27,008	176,793	203,801	25,189	178,612
F&F	1,183	1,086	98			
Museum Contents	72,000	-	72,000	72,000	-	72,000
Plant & Machinery	1,908	1,044	864	2,764	1,643	1,121
TOTAL FIXED ASSETS	278,892	29,138	249,754	278,564	26,832	251,733

8 Investment Assets	Units 1 Jan	Jan p/ share	Value 1 Jan	Dec p/ share	Value 31 Dec	Gains/ Losses
Income Units	3,759	1,689	63,488	1,798	67,567	4,079
Additions		-	-			
Total Units	3,759					
Accumulation Units	196	18,776	36,880	20,619	40,501	3,620
TOTAL			100,368		108,067	7,699

9 Statement of Funds	Capital Fund	General Reserve	Fabric and building repairs fund	Future Developme nt fund	Acquisiti ons Fund	SHARE	Arts Council COVID 19 Fund	TOTAL
Funds at 1st January 2020	251,733	19,404	19,792	68,871	10,000	738		370,538
Additions								-
Net incoming resources	(2,306)	28,185				(738)	3,382	28,523
Revaluation of assets		7,699						7,699
Transfers		(31,129)		31,129				
Transfers		(5,208)	5,208					
Funds at 31st December 2020	249,427	18,951	25,000	100,000	10,000	-	3,382	406,760

10 Reconciliation and movement of Funds	Net Current Assets	Tangible Assets	Fixed Asset Investments	TOTAL
Capital Fund	-	249,427		249,427
General Reserve	18,624	328		18,951
Fabric and building repairs fund	25,000			25,000
Future Development fund			100,000	100,000
Acquisitions Fund	1,933		8,067	10,000
Arts Council Covid-19 Fund	3,382			3,382
SHARE Archive Fund	-	-	-	-
Assets at 31st December 2020	48,938	249,754	108,067	406,760

Section A

Independent Examiner's Report

Report to the trustees of

The Dunwich Reading Room and Museum Charity

On the accounts for the year ended

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Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 42(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act); and
- to state whether particular matters have come to my attention.

Basis of Independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention (other than that disclosed below):

- 1) Which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; 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



21/04/2021

Name

Geoffrey Abell

Address

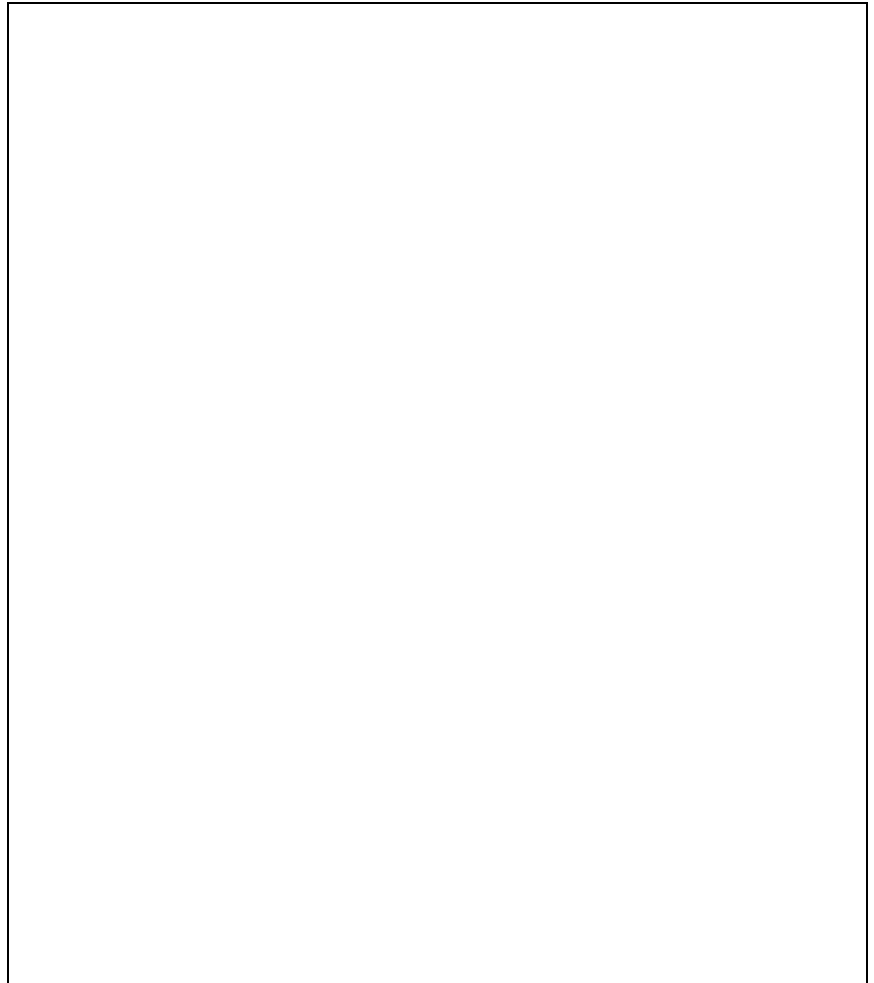
The Old Forge, St James Street, Dunwich Saxmundham IP17 3DU

Section B

Disclosure

Only complete if the examiner needs to highlight material problems

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

A large, empty rectangular box with a thin black border, intended for the user to provide details of items for disclosure.