

**INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)**

**COMPANY REGISTRATION NO. 01683625**

**CHARITY REGISTRATION NO. 326410**

**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**

**FOR THE YEAR ENDING 30 SEPTEMBER 2024**

**REFERENCE AND ADMINISTRATIVE DETAILS**

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**Registered Company Number**

01683625

**Registered Charity Number**

326410

**Registered Office**

Kemp House  
152 City Road  
London  
EC1V 2NX

**Trustees/Directors**

Dr Christian Baars  
Nick Marchand  
Claire Messenger  
Abeer Eladany  
Maria Blyzinsky  
Arran John Rees  
Hannah Crowdy  
Duncan Dornan  
Liz Johnson  
Huaiyuan Ren  
Nerys Rudder  
Diane Gwilt  
Natalie Urquhart

Co-Chair  
Co-Chair  
Secretary  
Treasurer  
Blue Shield Liaison  
Head of the Bursary Sub-Committee  
Ordinary Member  
Ordinary Member  
Ordinary Member  
Ordinary Member  
Ordinary Member  
Ordinary Member  
Ordinary Member

**Independent Examiner**

Counterculture Partnership LLP  
23 St Leonards Road  
Bexhill-on-Sea  
East Sussex  
TN40 1HH

## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDING 30 SEPTEMBER 2024**

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The Trustees, who act as directors for the purposes of company law, present their report and financial statements for the year ended 30 September 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and 'Accounting and Reporting by Charities: Statement of Recommended Practice – Accounting and Reporting by Charities (SORP (FRS102), second edition issued in January 2019)'.

## **OBJECTIVES AND ACTIVITIES**

### **Principal Activities**

The objects of the charity, as defined in the Memorandum and Articles of Association are:

1. To further anywhere in the world, but especially in the United Kingdom, the educational purposes of museums which are open on a regular basis to the public at large and which are not established as or part of commercial enterprises by promoting or assisting in the promotion of improvements in the organisation of and the services provided by museums and generally in the quality of museums and by fostering the use and enjoyment of museums by the public so as to promote the greater knowledge of an understanding among peoples;
2. To organise cooperation and mutual assistance between museums and between the members of the museum profession in different countries;
3. To emphasise the importance of the role played by museums and the museum profession within each community and in the promotion of a greater knowledge and understanding among people.

### **Public Benefit**

The following assessment of the public benefit delivered by ICOM UK is provided in accordance with the requirements of the SORP reporting and the conditions set by the Charity Commission.

The Trustees confirm that they have complied with the duty in Section 17(5) of the 2011 Charities Act to have due regard to public benefit guidance published by the Charity Commission.

ICOM UK delivers benefit to the public in the following ways:

1. By facilitating professional collaboration and interaction between the UK and cultural heritage communities, ICOM UK supports the professional development aims of the world body of museums.
2. By promoting intercultural dialogue and understanding, ICOM UK supports the general interests of the public by providing a channel and means for improved international political relations.
3. By supporting the broader work of ICOM, ICOM UK is able to support work in the public interest such as the protection of cultural heritage at risk through disaster or conflict and the prevention or deterrence of illicit trade in cultural property.
4. By providing a conduit for the exchange of professional expertise, ICOM UK supports improvement in the care and management of cultural heritage and collections, ensuring that they are accessible to and can be enjoyed by current and future generations.

5. By organising professional development opportunities for UK museums to share, network and learn about international work here and abroad, ICOM UK contributes to an essential programme of international exchange.

## ACHIEVEMENTS AND PERFORMANCE

### Membership

The 2023/24 membership intake was the second to be processed via the new membership hub on the ICOM UK website. The hub is for all ICOM UK information and membership processing. The 2024 membership target had been set at a 7% increase over the 2023 final figures. In 2024, membership reached a combined total of 3,456 (2023: 2,684) across all membership categories, summarised in the table below. The membership income target for 2024 had been £255,627; the actual membership income achieved was £292,926 (2023: £247,899 – an increase year on year of 3%).

Individuals	2023	2024	Institutions	2023	2024
Regular	1382	1671	I	11	19
Retired	642	749	II	14	15
Student	558	918	III	15	16
Supporting	10	10	IV	17	24
			V	10	8
			VI	25	26
<b>Total</b>	<b>2592</b>	<b>3348</b>		<b>92</b>	<b>108</b>

### ICOM UK Annual General Meeting 2024

ICOM UK's AGM took place online, 12:00 – 14:00 (UK time) on 5 July 2024. The papers and draft minutes are [available on the ICOM UK website](#).

Following the AGM, presentations were given on two projects with which ICOM UK has been involved:

- Anastasiia Manuliak (Head of Visual Arts, Ukrainian Institute) presented an update on the new 'Museum Guide to Decolonisation - focussed on Ukraine', due to be published in 2025. This is a partnership project between the Ukrainian Institute, ICOM UK, ICOM Ukraine and the Museums Association, supported by the British Council. The Guide will be available to download for free from the project partners' websites. A press release is available on the [ICOM UK website](#).

- Gül Pulhan (British Institute at Ankara) presented ‘Safeguarding and Rescuing Archaeological Assets of Turkey (SARAT)’, a project to build capacity and raise awareness concerning the safeguarding of archaeological assets in Turkey. This is a partnership project between the British Institute at Ankara (BIAA), Koç University Research Center for Anatolian Civilizations (ANAMED), and ICOM UK. More details can be found on the [BIAA website](#).

### **2024 ICOM UK Conference**

The 2024 ICOM UK Conference took place at Ulster Museum in Belfast on 12 April 2024. The theme of the conference was ‘**Common Ground: the role of museums in divided communities**’ (programme: <https://www.eventbrite.co.uk/e/2024-icom-uk-conference-registration-757653129907?aff=oddtcreator>; a summary was published here: <https://uk.icom.museum/2024-icom-uk-conference-common-ground/>). The conference was organised in partnership with the National Museum Directors’ Council (NMDC), National Museums Northern Ireland, with support from the British Council, Barker Langham, ICOM Ireland, the Irish Museums Association, and Northern Ireland Museums Council.

### **International Museum Day 2023**

IMD 2023 took place on 18 May 2024 and the theme selected by ICOM was ‘[Museums for Education and Research](#).’

### **SAREC-funded project: Digitisation of Kyiv-Pechersk Lavra Archives**

This project – a collaboration between ICOM UK, the National Preserve ‘Kyiv-Pechersk Lavra’ and the University of the West of England (UWE) in Bristol with support from the ICOM SAREC fund – was completed and a full report posted on the [ICOM UK website](#) in May 2024. The project’s aim was to create a digital catalogue and inventory of the National Preserve’s monuments, collections and archive materials. Digitisation will improve access, safeguard the collections, create proof of ownership and record the condition of objects and buildings during a time when cultural heritage in Ukraine is under threat from war.

### **Webinar series in collaboration with the V&A Culture in Crisis programme**

In June and July 2024, ICOM UK and the V&A Culture in Crisis team collaborated on a new webinar series, **Preserving the Past: Strategies for Heritage in Crisis**. The series focussed on different threats to heritage collections (fire, flood and earthquakes) and featured international and UK-based specialists. Speakers were:

- On the theme of fire: Nina Kjølseth Jernæs (Paintings Conservator at NIKU, the Norwegian Institute for Cultural Heritage Research) and Emma Coburn (Heritage Lead for Programmes, Resourcing and Risk at the Houses of Parliament);
- On the theme of flood: Andrea Richards (Caribbean public archaeologist with a focus on climate change) and Alex Rock (Director of Commercial and Operations at Derby Museums, and member of the NMDC Culture and Ecology Working Group).
- On the theme of earthquakes: Les Borsay (Emergency Planning Specialist for the J. Paul Getty Trust Security & Visitor Services Department) and Dr Rohit Ranjitkar (Director of Kathmandu Valley Preservation Trust).

Recordings of the webinars can be accessed via the [V&A Culture in Crisis](#) website.

### **International Workshop at the Belvedere Museum, Vienna, 23 May 2024**

ICOM UK in collaboration with the Ukrainian Institute and with support from the ERSTE foundation, hosted a Workshop to test the first draft text of the new ‘Museum Guide to Decolonisation – focussed on Ukraine’. The event was held at the Belvedere Museum in Vienna with participants from Austria (Belvedere), Germany (Albertinum, Museum Ludwig), Latvia (Art Museum RIGA BOURSE), Poland (Muzeum Pałacu Króla Jana III w Wilanowie), UK (British Museum) as well as Ukraine (Khanenko Museum, National Art Museum of Ukraine,

Kharkiv Literature Museum, Jam Factory). The workshop findings were used to develop the new museum guide to Ukraine.

## **Student and Emerging Professionals**

### **Museum Talk Series (Online)**

6th March 2024: Mediating Cultural and Economic Values: Western Art Museum's IP Licensing in China. Jiahui Liao (PhD researcher in Culture, Media, and Creative Industries at King's College London).

24th July 2024: Beyond the Museum: exploring tangential careers in the cultural sector. Emily Primmer-Pyke (Cultural communications professional and freelance podcast producer based in London).

11th September 2024: Carving Passion to Purpose: Interpreting LGBT/Queer Histories in Heritage Collections. Indigo Dunphy-Smith (Visitor Services, Interpretation, Research and Engagement freelancer)

### **ICOM UK Conference Workshop Session**

April 2024, ICOM UK Annual Conference, Belfast. S&EP Breakfast with museum professionals from the Ulster Museum.

## **Board Business**

The AGM and Board meetings take place in accordance with the operating procedures set out in the Governing Document (Memorandum and Articles of Association). Board meetings are minuted and the minutes are reviewed at each subsequent meeting.

The Board of Trustees met on a quarterly basis in October 2023, February 2024, May 2024, July 2024 and September 2024, and at an additional informal meeting during the conference in Belfast. With trustees located across the UK, online board meetings are efficient in terms of time and cost, but the trustees recognise the benefits of meeting in person at least once a year. Board meetings were held online.

Board meetings are organised with a standing agenda, and meeting papers are prepared and distributed in advance of each meeting.

ICOM UK had a conversation with Steph Scholten (ICOM Executive Board member) about the concerns from UK members over safety when travelling to the 2025 General Conference in Dubai, due to the United Arab Emirates' legislative position on LGBTQ rights; following this conversation, ICOM UK was assured that ICOM members would not be at risk during this conference.

During the 2023 membership year, ICOM UK experienced a data breach. During transfer of member data from ICOM UK to ICOM, a duplication of a single membership number in the membership data spreadsheet had resulted in data misalignment. Consequently, when logging into their membership area on the ICOM website, two ICOM UK members were not seeing their own information, but that of another ICOM member, respectively. Once aware of this situation, ICOM UK informed the ICOM Membership Department in Paris, all members affected, the Information Commissioner's Office (ICO), and the Board. The reason for this problem was identified and rectified with the help of the ICOM Membership Department. A risk assessment and the conversation with the ICO resulted in the conclusion that the breach was not reportable because there was no risk to individuals, no member data were available publicly at any time, and remedial actions were taken as soon as practicably possible.

The Board progressed the work on converting to a CIO (Charitable Incorporated Organisation (Association Model)). Following the previous year's rejection by the Charity Commission of our CIO conversion application, Edmund Connolly was commissioned to help resolve some issues which had caused the previous application status to be declined. Edmund Connolly prepared a new application for submission to the Charity Commission. This process was ongoing at year end.

In implementing the new Strategic Plan, the Board decided to set up three new Working Groups (one each for our thematic working areas of Heritage Protection, Sustainability, and Decolonisation), in addition to the existing Students & Emerging Professionals, and Conference Working Groups; new Terms of Reference were agreed for these Working

Groups. In addition, the Board agreed to set up a Risk & Governance Subcommittee in addition to the already existing Bursaries Subcommittee.

The Bursaries Subcommittee undertook a review of the bursaries, which constitute one of ICOM UK's important membership benefits. The proposal of a considerably improved offer to members, including an increased budget for bursaries, was approved at the September 2024 Board meeting, to be prepared for public launch in early 2025.

The Board prepared the introduction of a new membership system for the start of the 2025 membership year to streamline the previously laborious manual processing of membership applications, and the introduction of automatic membership renewal from the 2026 membership year onwards. The implementation of this system was undertaken by ICOM UK's Administration Manager, Katie Hardgrave, and supported by ICOM UK's web developer, We Dig Media.

ICOM UK undertook a membership survey in 2024. The results indicated that, next to the membership card, networking, bursaries, knowledge sharing and professional development were regarded as important membership benefits. More than half the respondents were active in ICOM's International Committees. Three quarters of respondents supported an increase in the membership fee, with a larger proportional increase in institutional over individual categories.

In line with the results of the membership survey and an AGM decision, as well as enhanced benefits through an improved bursaries offer, the Board decided to increase the membership fees for the 2025 membership year for the first time since 2018 (raising Individual and Supporting membership fees by 5% and Student, and Retired and Institutional fees by 8%).

### **ICOM UK Bursary Scheme**

ICOM UK supported six members with bursaries throughout the 2023-2024 financial year, awarding a total of £4,914. These included:

- [Stephanie Souroujon](#) – ICOM ICDAD Conference, Lisbon, Portugal, October 2023
- [Lizzy Moriaty](#) – ICOM Paraguay International Conference Museum Leadership in Climate Action, November 2023
- [Yen-Ting Lin](#) – ICOM-CECA 2023 Annual Conference – Museums: Shaping the Future of Education, Singapore, November 2023
- [Elisa Palomino](#) – ICME 2023 Annual Conference – Museums and Change: Transforming Our Institutions for the Future, December 2023
- [Kirsty Warner](#) – ICME 2023 Annual Conference – Museums and Change: Transforming Our Institutions for the Future, December 2023
- [Patricia Allan](#) – Commonwealth Association of Museums 2024 Triennial Conference – The View from Here: Sustainability, Community and Knowledge, March 2024

Reports from the bursary awardees can be found on the ICOM UK website: <https://uk.icom.museum/resource/travel-bursary-reports/>.

### **Student Placements**

ICOM UK continued to support the future generation of museum professionals and offered student placements. As ICOM UK does not have a fixed office, the opportunity to host remote placements is valued, and ICOM UK hosted a student from the University of Manchester. Rebecca Jackson (MA Heritage Studies) joined us as a Conference Assistant to assist with the preparation of the Belfast conference.

### **Communications**

The new website launched in November 2022 continued to be one of the main routes of communication with members in 2023/24. In addition, ICOM UK continued to curate a weekly news email sent directly each week to all members; these news items were also

posted on social media. Trello continued to be used for planning and scheduling posts to the website and social media.

An opinion piece was published in the *Museums Journal*, July/August 2024: 'New decolonialism guide will facilitate the contextualisation of Ukrainian heritage' jointly with the Ukrainian Institute.

### **Partnerships and Advocacy**

ICOM UK had official meetings with the following sector partners:

- Arts Council England
- Association of Independent Museums
- Barker Langham
- Blue Shield UK Committee and the 'Illicit Trafficking' and 'Military and Conflict' Working Groups
- British Council
- Department for Culture, Media and Sport
- ICOM (Membership Department, Heritage Protection Department)
- ICOM Advisory Council
- ICOM Germany
- ICOM Latvia
- ICOM Ordinary General Assembly
- ICOM Poland
- ICOM Ukraine
- Museums Association
- National Museums Directors Council
- Steph Scholten, Director, The Hunterian and ICOM Executive Board Member
- Touring Exhibitions Group
- Ukrainian Institute
- University of Manchester

ICOM UK signed a new Memorandum of Understanding with Barker Langham, with clearly defined benefits and commitments for each side.

We represented ICOM UK at the 2024 ICOMAM conference by opening this conference during an evening reception at the Tower in London and welcoming the international delegates to the UK.

The papers for the ICOM Advisory Council and Ordinary General Assembly meetings are available for all ICOM members to access on the ICOM website.

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

The International Council of Museums (United Kingdom) is a charitable company limited by guarantee and established under its Memorandum and Articles of Association (as amended by Special Resolution on 1 May 1996). In the event of the company being wound up every member of the charity undertakes to contribute such amount as may be required (not exceeding £1).

#### **Trustee Recruitment and Appointment - Process**

ICOM UK follows ICOM ('Statutes' and 'Internal Rules') and ICOM UK ('Memorandum of Association') guidelines for trustee recruitment. New trustees may be appointed as trustee positions become available, trustees reach the end of their term, an elected officer position (i.e., Chair or Co-Chair, Secretary, Treasurer, Head of the Bursary Sub-Committee, Blue Shield Liaison) becomes available, or if specific expertise is required on the Board. Available positions are advertised with a role description with a timetable for recruitment that aligns with the AGM, at which new trustees are appointed by the Board. In accordance with ICOM rules, the Chair or Co-Chair is nominated by the ICOM UK trustees.

## **Trustee Appointments and Resignations**

In addition to trustees representing Scotland and Northern Ireland, we appointed new representatives for Wales and, for the first time, for the UK's so-called Overseas Territories, making the Board more representative of our membership and diverse.

The following trustees retired from the Board at the 2024 AGM: Jane Henderson (co-opted as Wales Representative) and Jane Knowles (Secretary).

Christian Baars was re-elected as Co-Chair for a second term.

Huaiyuan Ren was re-appointed as Students and Emerging Professionals Representative for a second term.

Diane Gwilt was appointed as Wales Representative.

Natalie Urquhart was appointed as Overseas Territories Representative.

## **Contractors**

ICOM UK's long-standing contractors, Louise Bevan (Membership) and Dana Andrew (Executive Director) both left the organisation in November 2023; we are very grateful for more than ten years' service by each of them. The timing of this event (at the start of the new membership year) bore a risk of a potential significant income drop resulting from a delay in processing membership applications.

Following a rapid review of the administrative model by the two Co-Chairs, it was decided to combine some administrative elements of the previous Executive Director's role with those of the Membership Manager and create the role of Administration Manager. Katie Hardgrave was appointed into this role in a timely manner based on an agency contract in January 2024. For the first four months, the focus of this work was on membership administration; later in the year, Katie Hardgrave supported the introduction of a new membership administration system and setting up a new Microsoft account for nonprofit organisations (free of charge, allows central and secure data storage as well as ten individual email addresses).

To add capacity in a transition phase for combining the ongoing restructure of the organisation with a strategic review of governance and administration, an Interim Strategic Director (Kate Arthurs) was appointed in February 2024 with a specific dedicated remit to develop and implement strategic initiatives and set strategic priorities. This appointment was initially for six months and was then extended for a further six months. During this time, Kate Arthurs delivered a review of ICOM UK's Strategic Objectives (presented to the membership at the 2024 AGM) and plan for their delivery, a review of our strategic partnerships, new and deepened relationships (including with British Council and Museums Association), prepared a Communications Strategy, and prepared a joint initiative with British Council on international working in the museum sector.

In the role of Communications Assistant, Jemma Jarman ensured that news items were posted weekly on the website, in the weekly member newsletter, and on social media. This support meant that, in 2023/24, we were able to increase our communication substantially.

## **Declaration of Interests**

The following conflicts of interest were declared in accordance with the operating procedures set down by the Governing Document:

- Christian Baars declared that, in his professional capacity, he is line manager to trustee Nerys Rudder;
- Maria Blyzinsky declared her involvement in the Ukraine project Focus Groups, funded by the British Council, for which she received a facilitation fee. She donated it to ICOM Ukraine to support heritage professionals who have fled occupied areas.

## **Risk Management**

Responsibility for the review and management of risks to ICOM UK rests with the Trustees and is dealt with in the normal course of business.

## Related Parties

The charity is associated with the UK Committee of the International Council of Museums (ICOM), and undertakes activities which further the profile and engagement with ICOM by the UK museum profession.

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## PLANS FOR FUTURE PERIODS

### Major activities planned for 2024-25 are:

- Complete a partnership project jointly with ICOM Ukraine, Ukrainian Institute, Museums Association and funded by the British Council to develop a new Museum Guide to decolonisation Focussed on Ukraine, to be published in English and Ukrainian, followed by training sessions for museum professionals.
- Help to promote the new Guide to Ukraine at talks and conferences online and globally including:
  - The Museums Association conference in Leeds, November 2024
  - The Association for Slavic, East European and Eurasian Studies conference in Boston, USA, November 2024
- Recruit new Strategic Director to succeed Kate Arthurs once her contract expires.
- Start a new partnership project jointly with British Council: research to establish both the opportunities and barriers for UK museums to work internationally.
- Continue working to increase membership numbers and diversify the membership of ICOM UK.
- Develop and deliver the 2025 ICOM UK Conference with partners in England (Liverpool, 1/2 May 2025).
- Commence planning for the 2026 ICOM UK Conference.
- Continue to consult ICOM UK members and feed into the ICOM consultations on the revision of the ICOM Code of Ethics, and any other surveys arising.
- Apply to the University of Manchester to host two students for online placements.
- Continue administration of the ICOM UK Bursary Scheme.
- Submit a revised application to convert ICOM UK to a CIO (Charitable Incorporate Organisation: Association Model) from a registered Charitable Company.
- Review and update governance documents (including Risk Register, EDI Policy, Reserves Policy etc) and compile a new financial management handbook.
- Implement three thematic Working Groups, chaired by a trustee each with members from the ICOM UK membership at large, to facilitate implementation of the Strategic Plan.
- Implement a Communications Strategy and improve communication with members and the museum sector.
- Continue attending sector organisation meetings hosted by DCMS, ACE, Blue Shield, Museums Association and other sector stakeholders and funders and support relevant advocacy campaigns within the sector.
- Continue to represent ICOM UK on the Blue Shield UK committee and represent ICOM UK by speaking at the Blue Shield UK symposium in June 2025
- Continue attending ICOM meetings (Advisory Council, Ordinary Assembly, and others).
- Represent ICOM UK at the 2025 General Conference in Dubai.

## Financial Review

ICOM UK's financial position remains stable. More than 90% of income was from membership fees. The most significant threats for 2024-25 are any potential deterioration in the Sterling to Euro exchange rate, the cost-of-living situation and any forthcoming recession in the UK, the impact of budget reviews and redundancy consultations across the

sector, and any political instability or change in the UK that impacts DCMS. An increase in membership subscription fees was appropriate at this time given the uncertainty across the sector, and was approved at the 2024 AGM.

### **Reserves**

ICOM UK holds reserves of approximately 19% of annual turnover, deemed to be sufficient to manage any short-term cash flow fluctuations. These funds are held in ICOM UK's Savings Account. On 30 September 2024, ICOM UK held £57,492 as reserves in the Savings Account.

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees, who are also the directors of International Council of Museums (UK) for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select the most suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on a going concern basis unless it is not appropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Signed on behalf of the company directors:



C Baars  
Co-Chair



M. Blyzinsky  
Co-Chair

# INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

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I report to the trustees on my examination of the financial statements of International Council of Museums (United Kingdom) (the charity) for the year ended 30 September 2024.

#### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

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

#### **Independent examiner's statement**

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements 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 financial statements 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 financial statements to be reached.

#### **Tom Wilcox**

Counterculture Partnership LLP

23 St Leonards Road

Bexhill-on-Sea

East Sussex

TN40 1HH

Date: .....

# INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 30 SEPTEMBER 2024**

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### **1 Accounting policies**

#### **Charity information**

International Council of Museums (United Kingdom) is a private company limited by guarantee incorporated in England and Wales. The registered office is 124 City Road, London, EC1V 2NX.

#### **1.1 Accounting convention**

International Council of Museums (United Kingdom) is a private company limited by guarantee incorporated in England. The registered office is Kemp House, 152 City Road, London, EC1V 2NX.

The financial statements have been prepared in accordance with the charitable company's memorandum and articles of association, the charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice - Accounting and Reporting by Charities (SORP (FRS102), second edition issued in January 2019)", the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2024

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.7 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

# INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 30 SEPTEMBER 2024**

Current financial year		Unrestricted funds general 2024 £	Unrestricted funds Designated 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
	Notes					
<b>Income from:</b>						
Donations and grants	3	4	-	40,703	40,707	10,639
Charitable activities	4	303,139	-	-	303,139	249,399
Investments	5	832	-	-	832	580
<b>Total income</b>		303,975	-	40,703	344,678	260,618
<b>Expenditure on:</b>						
Charitable activities	6	298,009	-	16,272	314,281	256,689
<b>Total expenditure</b>		298,009	-	16,272	314,281	256,689
<b>Net income and movement in funds</b>		5,966	-	24,431	30,397	3,929
<b>Reconciliation of funds:</b>						
Fund balances at 1 October 2023		68,654	5,000	17,862	91,516	87,587
<b>Fund balances at 30 September 2024</b>		74,620	5,000	42,293	121,913	91,516

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 30 SEPTEMBER 2024**

Prior financial year		Unrestricted funds general 2023 £	Unrestricted funds Designated 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes				
<b>Income from:</b>					
Donations and grants	3	376	-	10,263	10,639
Charitable activities	4	247,899	-	1,500	249,399
Investments	5	580	-	-	580
<b>Total income</b>		248,855	-	11,763	260,618
<b>Expenditure on:</b>					
Charitable activities	6	240,618	-	16,071	256,689
<b>Total expenditure</b>		240,618	-	16,071	256,689
<b>Net income/(expenditure) and movement in funds</b>		8,237	-	(4,308)	3,929
<b>Reconciliation of funds:</b>					
Fund balances at 1 October 2022		60,417	5,000	22,170	87,587
<b>Fund balances at 30 September 2023</b>		68,654	5,000	17,862	91,516

# INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

## STATEMENT OF FINANCIAL POSITION

AS AT 30 SEPTEMBER 2024

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	Notes	2024 £	£	2023 £	£
<b>Current assets</b>					
Cash at bank and in hand		123,828		97,083	
<b>Creditors: amounts falling due within one year</b>	<b>12</b>	<u>(1,915)</u>		<u>(5,567)</u>	
<b>Net current assets</b>			<u>121,913</u>		<u>91,516</u>
<b>The funds of the charity</b>					
Restricted income funds	<b>13</b>		42,293		17,862
Unrestricted funds - general	<b>14</b>		74,620		68,654
Unrestricted funds - Designated	<b>15</b>		<u>5,000</u>		<u>5,000</u>
			<u>121,913</u>		<u>91,516</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 September 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the trustees on .....

.....  
Dr Christian Baars  
**Trustee**

Company registration number 01683625 (England and Wales)

# INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

## STATEMENT OF FINANCIAL POSITION (CONTINUED)

AS AT 30 SEPTEMBER 2024

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Income from donations and grants

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	4	-	4	376	-	376
Grants	-	40,703	40,703	-	10,263	10,263
	<u>4</u>	<u>40,703</u>	<u>40,707</u>	<u>376</u>	<u>10,263</u>	<u>10,639</u>
<b>Grants</b>						
ICOM UK - Grant	-	-	-	-	10,263	10,263
British Council	-	40,703	40,703	-	-	-
	<u>-</u>	<u>40,703</u>	<u>40,703</u>	<u>-</u>	<u>10,263</u>	<u>10,263</u>

### 4 Income from charitable activities

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<b>Total</b>						
Subscriptions	291,301	-	291,301	238,047	-	238,047
Conference income	11,838	-	11,838	9,852	1,500	11,352
	<u>303,139</u>	<u>-</u>	<u>303,139</u>	<u>247,899</u>	<u>1,500</u>	<u>249,399</u>

# INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

## STATEMENT OF FINANCIAL POSITION (CONTINUED)

AS AT 30 SEPTEMBER 2024

### 5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	832	580

### 6 Expenditure on charitable activities

	Total 2024 £	Total 2023 £
<b>Direct costs</b>		
Membership dues to ICOM	202,072	173,676
Conference expenditure	33,030	23,396
Travel Bursaries	5,650	4,236
Management and administration	66,560	46,719
Website development	-	2,165
Other governance costs	1,837	4,673
Other freelance contractor fees	2,886	-
Charitable donations	331	-
	<u>312,366</u>	<u>254,865</u>
<b>Share of support and governance costs (see note 7)</b>		
Governance	1,915	1,824
	<u>314,281</u>	<u>256,689</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	298,009	240,618
Restricted funds	16,272	16,071
	<u>314,281</u>	<u>256,689</u>

Governance costs includes independent examiners fees of £1,915 (2023: £1,824).

### 7 Support costs allocated to activities

	2024 £	2023 £
Governance costs	1,915	1,824
<b>Analysed between:</b>		
Total	<u>1,915</u>	<u>1,824</u>

# INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

## STATEMENT OF FINANCIAL POSITION (CONTINUED)

AS AT 30 SEPTEMBER 2024

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<b>8 Net movement in funds</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>

The net movement in funds is stated after charging/(crediting):

Fees payable for the independent examination of the charity's financial statements	1,915	1,824
	<u>          </u>	<u>          </u>

### 9 Trustees

No trustees received any emoluments during the year (2022: none).

The number of trustees paid expenses were 6 (2023: 6).

One or more trustees were reimbursed expenses during the current and prior year.

The total expenses reimbursed to trustees were £2,097 (2023: £3,619).

### 10 Employees

There were no employees during the year (2023: none).

	<b>2024</b>	<b>2023</b>
	<b>Number</b>	<b>Number</b>
Total	-	-
	<u>          </u>	<u>          </u>

There were no employees whose annual remuneration was more than £60,000.

### 11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

### 12 Creditors: amounts falling due within one year

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income	1,915	5,567
	<u>          </u>	<u>          </u>

# INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

## STATEMENT OF FINANCIAL POSITION (CONTINUED)

AS AT 30 SEPTEMBER 2024

### 13 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 October 2023	Incoming resources	Resources expended	At 30 September 2024
	£	£	£	£
British Council	17,165	40,703	(16,272)	41,596
ICOM Special Project Grant (SAREC Ukraine)	697	-	-	697
	<u>17,862</u>	<u>40,703</u>	<u>(16,272)</u>	<u>42,293</u>
<b>Previous year:</b>	<b>At 1 October 2022</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>At 30 September 2023</b>
	£	£	£	£
British Council	22,170	-	(5,005)	17,165
ICOM Special Project Grant (SAREC Ukraine)	-	10,263	(9,566)	697
Museums Galleries Scotland	-	1,500	(1,500)	-
	<u>22,170</u>	<u>11,763</u>	<u>(16,071)</u>	<u>17,862</u>

#### Purposes and restrictions in relation to the funds:

**British Council Grant** - This is open to members and non members. It enables recipients to undertake international visits to build reciprocally international projects and partnerships through sharing skills, expertise and experience. 50% of the funding in each round is ring-fenced for travel to ODA countries. The grants cover international and local transport, visas accommodation and subsistence. The grants cannot be used to attend international conferences and events. In accordance with the grant contract, a sum from the fund was allocated as a general administration fee to ICOM UK to cover contractor time to administer the grant and associated programmes of activity. In accordance with the grant contract, defined sums were also allocated in 2021-22 to the annual ICOM UK Working Internationally Conference.

**ICOM Special Project Grant (SAREC Ukraine)** - This was a project funded by the ICOM Strategic Allocation Review Committee. In September 2022 ICOM advertised an open call to support museums and museum professionals in Ukraine. This Special Grants round was a pilot effort; outcomes were assessed as a model for response to future emergency responses in other regions of the world. ICOM UK (jointly with partners ICOM Ukraine, National Preserve "Kyiv-Pechersk Lavra" and University of the West of England (UWE Bristol) successfully applied to undertake digitalization of the Preserve's archive materials kept in its archive and collection. The total project budget was €23,462.67; ICOM SAREC provided €11,944.00, UWE provided €8,701.67 in equipment, in-kind support was €2,852 (between Kyiv-Pechersk Lavra, UWE, ICOM UK). All funding was restricted to purposes dedicated to this project.

**Museums Galleries Scotland** - ICOM UK applied for with, and was awarded by, Museums Galleries Scotland a grant of £1,500 for the 2023 ICOM UK Conference in Glasgow.

# INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

## STATEMENT OF FINANCIAL POSITION (CONTINUED)

AS AT 30 SEPTEMBER 2024

### 14 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 October 2023	Incoming resources	Resources expended	At 30 September 2024
	£	£	£	£
General funds	68,654	303,975	(298,009)	74,620
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Previous year:</b>	<b>At 1 October 2022</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>At 30 September 2023</b>
	£	£	£	£
General funds	60,417	248,855	(240,618)	68,654
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

### 15 Unrestricted funds - Designated

These are unrestricted funds which are material to the charity's activities.

	At 1 October 2023	At 30 September 2024
	£	£
Travel bursaries	5,000	5,000
	<u>          </u>	<u>          </u>
<b>Previous year:</b>	<b>At 1 October 2022</b>	<b>At 30 September 2023</b>
	£	£
Travel bursaries	5,000	5,000
	<u>          </u>	<u>          </u>

#### Designated funds:

Travel Bursaries - A fund designated to provide travel grants for ICOM UK members in the UK and Overseas territories to attend relevant international conferences and meetings. An agreed sum (currently £5,000) is drawn annually from ICOM UK's membership income for the fund.