

**INTERNATIONAL COUNCIL OF MUSEUMS
(UNITED KINGDOM)
(A COMPANY LIMITED BY GUARANTEE)**

ACCOUNTS FOR THE YEAR ENDED

31 DECEMBER 2014

COMPANY NUMBER : 1683625

CHARITY REGISTRATION NUMBER : 326410

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**INTERNATIONAL COUNCIL OF MUSEUMS
(UNITED KINGDOM)
(A COMPANY LIMITED BY GUARANTEE)**

INDEX TO THE ACCOUNTS

AT 31 DECEMBER 2014

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**INTERNATIONAL COUNCIL OF MUSEUMS
(UNITED KINGDOM)
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2014**

LEGAL AND ADMINISTRATIVE INFORMATION

Directors:

Adler, Karen (resigned 18 June 2014)
Bailey, Chris
Barnes, Janet
Christensen, Birthe Kruse (appointed 18 August 2014)
Macalister, Fiona
McDermott, Catherine
O'Neill, Mark
Orr, Joanne
Ragan, Maria
Sadler, Nigel
Scott, Carol Ann- Chair
Jane Weeks

Registered Charity No. 326410
Registered Company No. 1683625
Registered Office: Critchleys LLP, Greyfriars Court, Paradise Square, Oxford OX1 1BE
Independent Examiners: Critchleys LLP, Greyfriars Court, Paradise Square, Oxford OX1 1BE

The Directors present their report, together with the financial accounts for the year ended 31 December 2014.

Corporate Status

The International Council of Museums (United Kingdom) was incorporated under the Companies Acts on 2 December 1982. It is a private company limited by guarantee and not having a share capital (no 1683625), and is exempted by the Secretary of State from the requirement to use the word 'limited' in its name. The liability of each member is limited to an amount not exceeding £1. The company is a registered charity (no 326410).

The charity is governed by its Memorandum and Articles of Association (as amended by Special Resolution on 1 May 1996).

PRINCIPAL ACTIVITIES AND REVIEW OF THE BUSINESS

ICOM UK Ltd is a charitable company limited by Guarantee without share capital, registered as a Charity in England and Wales.

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

1. To further anywhere in the world, but especially 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 and 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 peoples.

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

REPORT OF THE TRUSTEES (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

The Charity is associated with the UK Committee of the International Council of Museums (ICOM), and undertakes activities which further the profile of and engagement with ICOM by the UK museum profession. The Charity does not engage in non-primary-purpose trading.

Review of the Year

1. Membership

In 2013, memberships increased by 35%. In 2014, memberships increased by a further 12% to a total of 1041 memberships. In September 2014, the Executive Committee voted to increase fees by 10% to provide a 12 month service by the membership team.

2. Working Internationally 2014 Conference

The conference was held at the Victoria and Albert Museum on the 27th February 2014. ICOM UK continued its partnership with NMDC and welcomed the V&A as the 2014 venue partner. A capacity audience of 140 people attended the event. The theme was 'Getting down to basics' with speakers and sessions addressing the why and how of international working. Policy, funding and support agencies were part of the programme as well as an international case study on working with India. Six workshops examined process and procedure issues including approvals, funding, partnerships, challenges, benefits, learning and evaluation. Professor Hans Martin Hinz, International President of ICOM gave the closing remarks. The sessions were documented by Lucy Watts and are available on the ICOM UK website.

3. Working Internationally Regional Project

ICOM UK was the lead partner for a project including the British Council, the National Museum Directors' Council, the Association of Independent Museums and Heritage without Borders in a successful submission to Arts Council England for funding from the Renaissance Regional Support Fund. The grant of £51,000 was announced in early March 2014 allowing ICOM UK and the Project Board to employ Dana Andrew as Co-ordinator to manage and deliver the project. The project objectives were the provision of networking and skill building opportunities for regional and local museums interested in or embarking on international work. The project delivered research into the current state of international work in England, workshops in each of the 5 ACE regions (Leeds, Birmingham, London, Cambridge and Exeter) and a dedicated resource section on the ICOM UK website. The project was the basis for a second successful submission to continue the project for a further two years (2015-7).

4. Blue Shield

As Britain began commemorations for the start of the first World War, ICOM UK encouraged members to write to their local MP's asking them to support the UK ratification of The Hague Convention and its 1954 and 1999 Protocols and to seek parliamentary time for the amended Bill to be brought before parliament. In addition, the 2014 AGM welcomed Professor Peter Stone to talk about the work of the UK Blue Shield of which ICOM UK is a founding member, material cultural heritage in zones of conflict and his work with military personnel to encourage them to adopt an appropriate response when part of a force where material cultural heritage is at risk.

5. Communications

- In 2014, four newsletters produced by Lucy Watts, editor, were distributed to the membership each quarter.
- Lucy Watts also began work on the design and architecture for an upgrade of the ICOM UK website.
- The Coordinator of the Working International Regional Project (Dana Andrew) promoted the WIRP project at the Association of Independent Museums conference in June 2014.
- ICOM UK took an exhibitor's stall at the Museums Association conference in Cardiff in November 2014.

6. ICOM International annual meeting

Janet Barnes represented ICOM UK at the annual meeting of the National and International Committees in Paris 2-4 June 2014 inclusive.

Recruitment and Appointment of New Trustees

Trustees are nominated periodically by the Chairman and members' recommendation. Normally a skills deficiency is identified on the Board and met through this appointment process. Nominees are seconded and their appointment, if successful, ratified at the Annual General Meeting.

- Birthe Christensen was co-opted to the position of Treasurer in August 2014.
- Philip Marshall, Head of Director of International Engagement at the British Museum was co-opted to the Executive Committee in November 2014.

Declaration of Interests

No interests have been declared in accordance with the operating procedures set down by the Governing Document.

Board Business

The Board meet on a quarterly basis, with one meeting each year designated as an Annual General Meeting 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.

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

REPORT OF THE TRUSTEES (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

Bursaries

ICOM UK is responsible for the administration of the following grant schemes:

a) Camilla Boodle Fund:

While one application was made to the Fund during 2013, no offer of grant assistance was made in 2013 or 2014.

b) Travel Bursaries

- Zoe Lanceley (Historic Royal Palaces) received an ICOM UK bursary of £1000 to attend the ICOM-CC triennial conference in Melbourne, Australia in September 2014
- Paola Ricciardi was granted £313.69 in respect of her attendance at a conference in Washington DC in February 2014.
- Lucia Savi (Victoria and Albert Museum) received a bursary of £750 to attend the ICOM Costume Committee conference in Greece in September 2014.
- Eleanor Gawne (Architectural Association School of Architecture) was offered a bursary of £800 to attend the ICAM conference in Washington, DC in September 2014.
- William Blair (National Museums Northern Ireland) received £675 to attend the ICOMAM Military History Museums: Contemporary History and Social Relevance Congress In October 2014 in Moscow.
- Bursaries totalling £550 were awarded to Freda Matassa and Hilary Bauer to attend the COMCOL Annual Conference in December 2014.

c) Working Internationally Regional Project (WIRP)

In 2014, ICOM UK in partnership with the British Council, the National Museum Directors' Council, the Association of Independent Museums and Heritage Without Borders received £51,000 from the Arts Council England Renaissance Regional Support Fund to deliver the 'Working Internationally Regional Project'.

The 'Working Internationally Regional Project' fund is funded by the Arts Council England Grant. Expenditure of £32,974 has been incurred against the project.

Public Benefit

The following assessment of the public benefit delivered by ICOM UK is provided in accordance with the requirements of 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 international 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 improvements 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 the progress of a vibrant programme of international exchange.

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

REPORT OF TRUSTEES (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2014

Risk Management

Responsibility for the review and management of risks to the Charity rests with the Directors and is dealt with in the normal course of business.

Future Activities

The major activities to be undertaken during 2015-6 are:

1. Working Internationally Regional Project- Stage 2 of the project is funded from 1st May 2015-30th April 2017. In addition to workshops delivered in each of the ACE regions, there will be workshops each year with ACE Museum Development Officers and Relationship Managers to encourage the long term sustainability of international working by regional museums and galleries. A new development is a small travel grant programme to foster new or established international projects. Work will continue on building the resources section of the ICOM UK website dedicated to providing information, contacts and case studies for those interested in international work.
2. The 4th Working Internationally Conference will be held in Manchester on the 4th March 2016.
3. A new contract for the Membership Services function will be let by September 2015.
4. Weekly news bulletins sent to members are now a feature of the ICOM UK website.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Annual Report and financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law they have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities and applicable law (UK Generally Accepted Accounting Practice applicable to Smaller Entities).


Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the profit or loss of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the company 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.

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

BY ORDER OF THE BOARD


Carol Ann Scott- Trustee
26/8/15

**INDEPENDENT EXAMINERS REPORT
TO THE MEMBERS OF
INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)**

I report on the accounts for the company for the year ended 31 December 2014, which are set out on pages 6 to 9.

Respective responsibilities of Trustees and examiner

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below:

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005).

have not been met; or

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Caroline Webster FCA
Critchleys LLP

Greyfriars Court
Paradise Square
Oxon
OX1 1BE

27 August 2015

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

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**

FOR THE YEAR ENDED 31 DECEMBER 2014

INCOME AND EXPENDITURE	Unrestricted Fund		Total Funds 2014 £	Total Funds 2013 £
	Restricted Funds £	General Funds £		
Incoming Resources				
Incoming Resources from Charitable Activities				
Subscriptions	-	91,588	91,588	83,102
Grant income	45,900	-	45,900	1,500
Conference fees	2,549	-	2,549	1,500
Incoming Resources from Generated Funds				
Investment income	-	27	27	34
Total Incoming Resources	48,449	91,615	140,064	84,636
Resources Expended				
Charitable Activities				
Payments to ICOM	-	75,839	75,839	64,852
Bursaries	-	3,764	3,764	3,000
Conference expenditure	2,261	-	2,261	-
Grant activities	31,814	2,128	33,942	3,000
Support costs- management and administration	816	13,869	14,685	14,800
- museum support	-	-	-	-
Governance costs – independent examiners fees	-	1,130	1,130	1,000
Total Resources Expended	34,891	96,730	131,621	83,652
Net incoming/(outgoing) resources before transfers	13,558	(5,115)	8,443	984
Transfers between funds	-	-	-	-
Net incoming/(outgoing)resources for the year	13,558	(5,115)	8,443	984
Reconciliation of Funds				
Fund balances brought forward at 1 January 2014	<u>3,771</u>	<u>53,509</u>	<u>57,280</u>	<u>56,296</u>
Fund balances carried forward at 31 December 2014	<u>17,329</u>	<u>48,394</u>	<u>65,723</u>	<u>57,280</u>

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

AS AT 31 DECEMBER 2014

	2014	2013
	£	£
Current Assets		
Bank current account	83,526	56,662
Bank deposit account	2,739	115
CAF savings account	26	26
Bank savings account	45,494	45,467
Trade debtors and prepayments	<u>592</u>	<u>-</u>
	<u>132,377</u>	<u>102,270</u>
Creditors; amounts falling due within one year		
Trade creditors and accruals	10,962	1,098
Subscriptions in advance (note 3)	<u>55,692</u>	<u>43,892</u>
	<u>66,654</u>	<u>44,990</u>
Net Current Assets	<u>65,723</u>	<u>57,280</u>
Total Assets Less Current Liabilities	<u>65,723</u>	<u>57,280</u>
Represented by:		
Designated funds	-	-
General funds	48,394	53,509
Restricted funds	<u>17,329</u>	<u>3,771</u>
	<u>65,723</u>	<u>57,280</u>

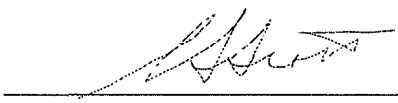
The directors are satisfied that the company was entitled to exemption under section 477(1) of the Companies Act 2006 and that members have not required an audit in accordance with section 476(1).

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with section 386; and
- (b) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime under the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved and authorised for issue by the Trustees and signed on its behalf by:


 Carol Ann Scott- Chair of Trustees

28/11/15

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

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2014**

1. Accounting Policies

Basis of Accounting

The accounts are prepared under the historical cost convention and are prepared in compliance with all relevant statements of standard accounting practice, the Charities SORP and the Financial Reporting Standard for Smaller Entities (effective April 2008).

Income

Incoming resources are accounted for when receivable. Subscriptions are allocated to the period to which they relate. Subscriptions received in advance are included in deferred income.

Interest is included when receivable.

Resources Expended

Resources expended are recognised on an accruals basis.

Governance costs comprise the costs of complying with statutory requirements, independent examination costs.

Support costs are allocated on the basis of time spent.

2. Trustees

Directors were reimbursed £1,160 for expenses during the year (2013: £70).

3. Subscriptions in advance

	2014	2013
	£	£
Brought forward	43,892	30,158
Released from previous year	(43,892)	(30,158)
Deferred in current year	<u>(55,692)</u>	<u>(43,892)</u>
	<u>(55,692)</u>	<u>(43,892)</u>

4. Limitation of Liability

This company is limited by guarantee and there is no share capital. Every member of the company undertakes to contribute to the assets of the company, in the event of the same being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the company contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding one pound.

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

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2014**

5. Analysis of Net Assets Between Funds

	Restricted Funds £	Designated Funds £	General Funds £	Total Funds £
Net current assets	<u>17,329</u>	<u>-</u>	<u>48,394</u>	<u>65,723</u>
Total net assets	<u>17,329</u>	<u>-</u>	<u>48,394</u>	<u>65,723</u>

The Restricted Funds include the following two funds:

- "The Camilla Boodle" Fund was set up in memory of a Board Member. The fund will award bursaries for members who wish to extend their travel or museum visiting before or after an ICOM meeting. No grants were made under the fund during 2014.
- The 'Working Internationally Regional Project' funded by the Arts Council England Grant. Expenditure of £32,974 has been incurred against the project.

6. Analysis of Restricted Funds

The Restricted Funds include the following two funds:

- "The Camilla Boodle" Fund was set up in memory of a Board Member. The fund will award bursaries for members who wish to extend their travel or museum visiting before or after an ICOM meeting. No grants were made under the fund during 2014.
- The 'Working Internationally Regional Project' funded by the Arts Council England Grant. Expenditure of £32,974 has been incurred against the project.

Restricted Fund Movements	Fund balances brought forward	Incoming resources	Resources expended	Fund balances carried forward
	£	£	£	£
The Camilla Boodle Fund	3,771	-	-	3,771
Working Internationally Regional Project Fund	<u>-</u>	<u>48,449</u>	<u>34,891</u>	<u>13,558</u>
Total Restricted funds	<u>3,771</u>	<u>48,449</u>	<u>34,891</u>	<u>17,329</u>

6. Related Party Transactions

The Charity is associated with the UK Committee of the International Council of Museums (ICOM) and made payments to ICOM in the year of £75,839 (2013: £64,852).