

REGISTERED COMPANY NUMBER: SC251697 (Scotland)  
REGISTERED CHARITY NUMBER: 029804

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 30 November 2018**  
**for**  
**Oban War and Peace Museum**



Jean Ainsley. CA  
Ainsley Smith & Co  
Chartered Accountants  
21 Argyll Square  
Oban  
Argyll  
PA34 4AT

**Oban War and Peace Museum**

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**for the Year Ended 30 November 2018**

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## **Oban War and Peace Museum**

### **Report of the Trustees** **for the Year Ended 30 November 2018**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 November 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

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

### **Organisational structure**

Chairman's Report for the Financial Year ended 30th November, 2018

The Museum has completed yet another season of bringing the story of Oban and its people '---In War & Peace---' to local folk and visitors alike, its 24th. It is a great tribute to our volunteers that we have managed to attract such a consistently good number of visitors throughout the year. Having visited a number of similar 'local museums, I think many would like to have a 'footfall' such as ours; for the first time for some years, this figure has exceeded 31,000 (by 327, to be exact) and this is an increase on the 2017 total of 1,083. This is very satisfying although we must appreciate that just getting people to visit is only part of our remit; the Museum must aim to be of interest to a wide spectrum of people, be educational and entertaining and, very importantly, welcoming. I think we achieve these aims, if the comments to be found in our Visitors Books are a reliable guide

Following on from the comments on visitor number, it is a disappointing fact that they do not equate with the income (the VITAL income) that we derive from the donation boxes. Despite the encouragement of various notices and the 'Front of House' staff at the desk, the average amount donated per person is less than 45 pence (the presence in the boxes of £5, £10 and £20 notes indicates that some people are very generous but slews the actual figures considerably) We advertise 'Free Entry' to the museum and we want this to continue to be the museum's policy. The situation has been discussed by the Board at some length; there was a suggestion that we should change to an 'Entry by Donation' policy but this could cause a misunderstanding in some peoples' minds. It was decided that, for the coming season, we should stress the importance of donations with the signing suitably amended at the door and by or on the boxes. I would ask all the Watchkeepers to draw attention to the situation and point out that the Museum's only income is from this source. The sale of items from the desk has continued and makes a significant addition to income. The popularity of items has altered over the years. It has become difficult to obtain postcards of a suitable type in the last few years; at the same time, the popularity of such cards has reduced; folk email their holiday news to friends and family rather than sending the traditional card. Our best selling (and profitable) item is the Museum's DVD; many people watch it here and then decide to have one to take home. John MacPherson monitors the availability of suitable items to sell and orders accordingly.

The museum continues to encourage schools and other organisations to visit; 2018 has seen a reduction in these, despite some good cover in the media and through other channels. It is important that the younger generation should be informed of what has happened to their town in the past and the museum is the ideal place to do this, especially if young folk hear some of our Watchkeepers' stories! Advertising in appropriate publications is important and the Board keeps this under review. The Museum benefits from it being part of both the Argyll & Bute Museums and Heritage Forum and Museums and Galleries Scotland and these spread the word as to our activities.

I have to report, with sadness, the deaths of the following 'Museum People' during the year, in alphabetical order: Alex Cameron, Bill Grant, Donnie MacKay, Brain MacFarlane, Eireen Stephen and Ian Tindall

Their contributions to the museum over the years and in various ways is much appreciated and it is right that we acknowledge their passing. Someone else who made a very great contribution to the Museum is Alison Palmer who has recently moved from Oban. The setting up of many of our computer and other systems were her work and I am delighted to hear that she is still prepared to advise and assist with some administrative matters; we wish her well in her new home.

**Oban War and Peace Museum**

**Report of the Trustees**  
**for the Year Ended 30 November 2018**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

SC251697 (Scotland)

**Registered Charity number**

029804

**Registered office**

Old Oban Times Building

Corran Esplanade

Oban

PA34 5PX

**Trustees**

E Thornton

C Struthers

W Leech

D Hodge

A Dunlop

F Gillanders

P Salt

**Company Secretary**

E Thornton

**Independent examiner**

Jean Ainsley, CA

Ainsley Smith & Co

Chartered Accountants

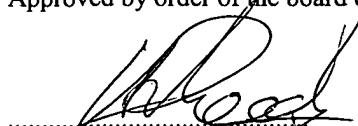
21 Argyll Square

Oban

Argyll

PA34 4AT

Approved by order of the board of trustees on ..... 22/2/19 ..... and signed on its behalf by:



.....  
W Leech - Trustee

**Independent Examiner's Report to the Trustees of**  
**Oban War and Peace Museum**

I report on the accounts for the year ended 30 November 2018 set out on pages five to twelve.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 I do not express an audit opinion on the view given by the accounts.

**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 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

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.

Jean Ainsley. CA  
Ainsley Smith & Co  
Chartered Accountants  
21 Argyll Square  
Oban  
Argyll  
PA34 4AT



Date: .....26.12.19.....

**Oban War and Peace Museum**

**Statement of Financial Activities**  
**for the Year Ended 30 November 2018**

		Unrestricted fund	Restricted fund	30.11.18 Total funds	30.11.17 Total funds
	Not es	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		26,104	-	26,104	25,683
Other trading activities	2	4,472	-	4,472	5,398
Investment income	3	<u>15</u>	<u>-</u>	<u>15</u>	<u>11</u>
<b>Total</b>		<b>30,591</b>	<b>-</b>	<b>30,591</b>	<b>31,092</b>
 <b>EXPENDITURE ON</b>					
Raising funds		6,239	-	6,239	5,960
Other		<u>17,082</u>	<u>118</u>	<u>17,200</u>	<u>16,207</u>
<b>Total</b>		<b>23,321</b>	<b>118</b>	<b>23,439</b>	<b>22,167</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>7,270</b>	<b>(118)</b>	<b>7,152</b>	<b>8,925</b>
 <b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>220,247</b>	<b>641</b>	<b>220,888</b>	<b>211,963</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>227,517</u></b>	<b><u>523</u></b>	<b><u>228,040</u></b>	<b><u>220,888</u></b>

The notes form part of these financial statements

**Oban War and Peace Museum**

**Balance Sheet**  
**At 30 November 2018**

		Unrestricted fund	Restricted fund	30.11.18 Total funds	30.11.17 Total funds
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	9	247,613	523	248,136	254,336
<b>CURRENT ASSETS</b>					
Stocks	10	660	-	660	817
Cash at bank and in hand		<u>34,442</u>	<u>-</u>	<u>34,442</u>	<u>30,052</u>
		35,102	-	35,102	30,869
<b>CREDITORS</b>					
Amounts falling due within one year	11	(469)	-	(469)	(469)
<b>NET CURRENT ASSETS</b>		<u>34,633</u>	<u>-</u>	<u>34,633</u>	<u>30,400</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		282,246	523	282,769	284,736
<b>ACCRUALS AND DEFERRED INCOME</b>	12	(54,729)	-	(54,729)	(63,848)
<b>NET ASSETS</b>		<u>227,517</u>	<u>523</u>	<u>228,040</u>	<u>220,888</u>
<b>FUNDS</b>	13				
Unrestricted funds				227,517	220,247
Restricted funds				<u>523</u>	<u>641</u>
<b>TOTAL FUNDS</b>				<u>228,040</u>	<u>220,888</u>

The notes form part of these financial statements

**Oban War and Peace Museum**

**Balance Sheet - continued**  
**At 30 November 2018**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 November 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 November 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on .....22/2/19..... and were signed on its behalf by:



.....  
W Leech - Trustee



## **Oban War and Peace Museum**

### **Notes to the Financial Statements** **for the Year Ended 30 November 2018**

#### **1. ACCOUNTING POLICIES**

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

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Income**

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

##### **Expenditure**

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

##### **Tangible fixed assets**

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

Freehold property	- 2% on cost
Fixtures and fittings	- 15% on reducing balance
Computer equipment	- 25% on reducing balance

##### **Stocks**

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

##### **Taxation**

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

##### **Fund accounting**

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

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

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

#### **2. OTHER TRADING ACTIVITIES**

	<b>30.11.18</b>	<b>30.11.17</b>
	<b>£</b>	<b>£</b>
Sales	<b>3,181</b>	4,006
Memberships	<b><u>1,291</u></b>	<u>1,392</u>
	<b><u>4,472</u></b>	<u>5,398</u>

**Oban War and Peace Museum**

**Notes to the Financial Statements - continued**  
**for the Year Ended 30 November 2018**

**3. INVESTMENT INCOME**

	<b>30.11.18</b>	<b>30.11.17</b>
	<b>£</b>	<b>£</b>
Deposit account interest	<u><b>15</b></u>	<u><b>11</b></u>

**4. SUPPORT COSTS**

	<b>Management</b>	<b>Finance</b>	<b>Governance</b>	<b>Totals</b>
	<b>£</b>	<b>£</b>	<b>costs</b>	<b>£</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Other resources expended	<u><b>8,936</b></u>	<u><b>6,200</b></u>	<u><b>860</b></u>	<u><b>15,996</b></u>

**5. NET INCOME/(EXPENDITURE)**

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

	<b>30.11.18</b>	<b>30.11.17</b>
	<b>£</b>	<b>£</b>
Depreciation - owned assets	<u><b>6,200</b></u>	<u><b>6,332</b></u>

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 30 November 2018 nor for the year ended 30 November 2017.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 30 November 2018 nor for the year ended 30 November 2017.

**7. STAFF COSTS**

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

	<b>30.11.18</b>	<b>30.11.17</b>
	<b>-</b>	<b>-</b>
	<u><b>-</b></u>	<u><b>-</b></u>

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

**8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	<b>fund</b>	<b>fund</b>	<b>funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	<b>25,683</b>	<b>-</b>	<b>25,683</b>
Other trading activities	<b>5,398</b>	<b>-</b>	<b>5,398</b>
Investment income	<u><b>11</b></u>	<u><b>-</b></u>	<u><b>11</b></u>
<b>Total</b>	<b>31,092</b>	<b>-</b>	<b>31,092</b>
 <b>EXPENDITURE ON</b>			
Raising funds	<b>5,960</b>	<b>-</b>	<b>5,960</b>

**Oban War and Peace Museum**

**Notes to the Financial Statements - continued**  
**for the Year Ended 30 November 2018**

**8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	<b>Unrestricted fund £</b>	<b>Restricted fund £</b>	<b>Total funds £</b>
Other	<u>16,061</u>	<u>146</u>	<u>16,207</u>
<b>Total</b>	<u>22,021</u>	<u>146</u>	<u>22,167</u>
<b>NET INCOME/(EXPENDITURE)</b>	<b>9,071</b>	<b>(146)</b>	<b>8,925</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	<u>211,176</u>	<u>787</u>	<u>211,963</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u><u>220,247</u></u>	<u><u>641</u></u>	<u><u>220,888</u></u>

**9. TANGIBLE FIXED ASSETS**

	<b>Freehold property £</b>	<b>Improvement s to property £</b>	<b>Fixtures and fittings £</b>	<b>Computer equipment £</b>	<b>Totals £</b>
<b>COST</b>					
At 1 December 2017 and 30 November 2018	<u>278,061</u>	<u>27,974</u>	<u>18,305</u>	<u>4,176</u>	<u>328,516</u>
<b>DEPRECIATION</b>					
At 1 December 2017	55,610	-	14,907	3,663	74,180
Charge for year	<u>5,561</u>	<u>-</u>	<u>510</u>	<u>129</u>	<u>6,200</u>
At 30 November 2018	<u>61,171</u>	<u>-</u>	<u>15,417</u>	<u>3,792</u>	<u>80,380</u>
<b>NET BOOK VALUE</b>					
At 30 November 2018	<u><u>216,890</u></u>	<u><u>27,974</u></u>	<u><u>2,888</u></u>	<u><u>384</u></u>	<u><u>248,136</u></u>
At 30 November 2017	<u><u>222,451</u></u>	<u><u>27,974</u></u>	<u><u>3,398</u></u>	<u><u>513</u></u>	<u><u>254,336</u></u>

**10. STOCKS**

	<b>30.11.18</b>	<b>30.11.17</b>
	<b>£</b>	<b>£</b>
Stocks	<u><u>660</u></u>	<u><u>817</u></u>

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>30.11.18</b>	<b>30.11.17</b>
	<b>£</b>	<b>£</b>
Accrued expenses	<u><u>469</u></u>	<u><u>469</u></u>

**Oban War and Peace Museum**

**Notes to the Financial Statements - continued**  
**for the Year Ended 30 November 2018**

**12. ACCRUALS AND DEFERRED INCOME**

	<b>30.11.18</b>	<b>30.11.17</b>
	<b>£</b>	<b>£</b>
Deferred government grants	<u><b>54,729</b></u>	<u><b>63,848</b></u>

**13. MOVEMENT IN FUNDS**

	<b>At 1.12.17</b>	<b>Net movement in funds</b>	<b>At 30.11.18</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>			
General fund	220,247	7,270	227,517
<b>Restricted funds</b>			
Restricted	641	(118)	523
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u><b>220,888</b></u>	<u><b>7,152</b></u>	<u><b>228,040</b></u>

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

	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Movement in funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>			
General fund	30,591	(23,321)	7,270
<b>Restricted funds</b>			
Restricted	-	(118)	(118)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u><b>30,591</b></u>	<u><b>(23,439)</b></u>	<u><b>7,152</b></u>

**Comparatives for movement in funds**

	<b>At 1.12.16</b>	<b>Net movement in funds</b>	<b>At 30.11.17</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted Funds</b>			
General fund	211,176	9,071	220,247
<b>Restricted Funds</b>			
Restricted	787	(146)	641
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u><b>211,963</b></u>	<u><b>8,925</b></u>	<u><b>220,888</b></u>

**Oban War and Peace Museum**

**Notes to the Financial Statements - continued**  
**for the Year Ended 30 November 2018**

**13. MOVEMENT IN FUNDS - continued**

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

	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Movement in funds £</b>
<b>Unrestricted funds</b>			
General fund	31,092	(22,021)	9,071
<b>Restricted funds</b>			
Restricted	-	(146)	(146)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<b><u>31,092</u></b>	<b><u>(22,167)</u></b>	<b><u>8,925</u></b>

A current year 12 months and prior year 12 months combined position is as follows:

	<b>At 1.12.16 £</b>	<b>Net movement in funds £</b>	<b>At 30.11.18 £</b>
<b>Unrestricted funds</b>			
General fund	211,176	16,341	227,517
<b>Restricted funds</b>			
Restricted	<u>787</u>	<u>(264)</u>	<u>523</u>
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<b><u>211,963</u></b>	<b><u>16,077</u></b>	<b><u>228,040</u></b>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Movement in funds £</b>
<b>Unrestricted funds</b>			
General fund	61,683	(45,342)	16,341
<b>Restricted funds</b>			
Restricted	<u>-</u>	<u>(264)</u>	<u>(264)</u>
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<b><u>61,683</u></b>	<b><u>(45,606)</u></b>	<b><u>16,077</u></b>

Restricted funds:

Restricted funds shown represents funds of £700.00 received from the Northern Lighthouse Board for the purpose of purchasing a display case. Together with funds of £500.00 received from Museum Galleries for the purchase of computer equipment. These assets are being depreciated at 15% and 25% respectively.

**14. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 30 November 2018.

**Oban War and Peace Museum**

**Detailed Statement of Financial Activities**  
**for the Year Ended 30 November 2018**

	30.11.18 £	30.11.17 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	16,985	16,564
Release of capital grants	<u>9,119</u>	<u>9,119</u>
	26,104	25,683
<b>Other trading activities</b>		
Sales	3,181	4,006
Memberships	<u>1,291</u>	<u>1,392</u>
	4,472	5,398
<b>Investment income</b>		
Deposit account interest	<u>15</u>	<u>11</u>
<b>Total incoming resources</b>	30,591	31,092
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Administrator	4,900	4,300
<b>Other trading activities</b>		
Purchases	1,339	1,660
<b>Other</b>		
Repairs & renewals	1,204	1,004
<b>Support costs</b>		
<b>Management</b>		
Insurance & Security	2,264	2,382
Light and heat	3,598	2,160
Telephone & Internet	968	1,444
Postage, stationery & admin	505	533
Advertising	1,084	825
Sundries	<u>517</u>	<u>627</u>
	8,936	7,971
<b>Finance</b>		
Depreciation of tangible fixed assets	6,200	6,332
<b>Governance costs</b>		
Accountancy and legal fees	<u>860</u>	<u>900</u>
<b>Total resources expended</b>	23,439	22,167
	<hr/>	<hr/>
<b>Net income</b>	<u><u>7,152</u></u>	<u><u>8,925</u></u>

This page does not form part of the statutory financial statements