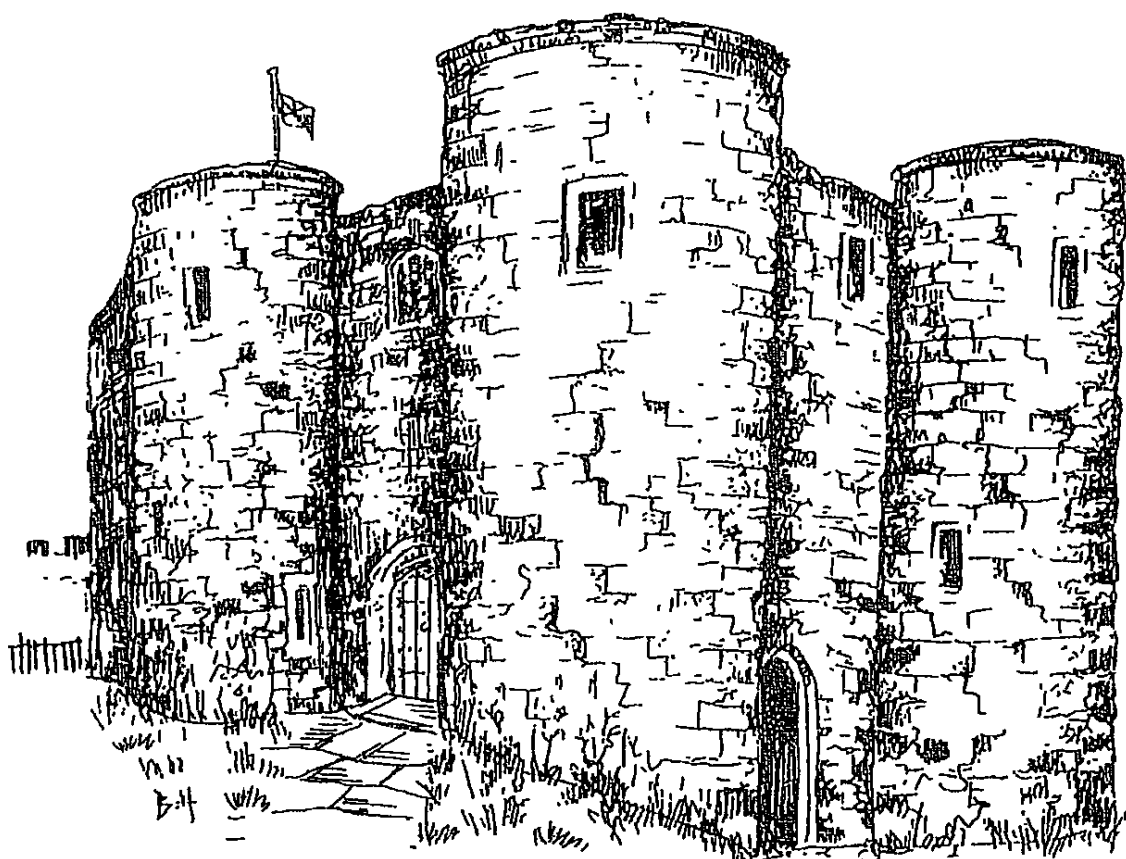


# **RYE MUSEUM ASSOCIATION**

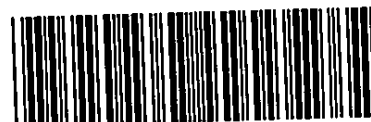
## **DIRECTORS' REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED  
5<sup>TH</sup> APRIL 2016**



COMPANY NUMBER 3226143  
REGISTERED CHARITY NUMBER: 1057421

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**RYE MUSEUM ASSOCIATION**  
**DIRECTORS' REPORT**  
**FOR THE YEAR ENDING 5<sup>TH</sup> APRIL 2016**

The Directors present their report together with their accounts for the year ended 5<sup>th</sup> April 2016.

Rye Museum Association is a private company limited by guarantee (number 3226143). It was registered as a charity (number 1057421) on 8<sup>th</sup> August 1996.

**Directors:**

The Directors who served during the year were

|                       |                       |
|-----------------------|-----------------------|
| Mrs Jo Kirkham        | Chairman              |
| Sheila Maddock        | Hon Treasurer         |
| Mrs Diana Hajikakou   | Hon Company Secretary |
| John Breeds           |                       |
| Mrs Jeanette Dencarez |                       |
| Alan Dickinson        |                       |
| Mrs Jean Floyd        |                       |
| John Lanigan          |                       |
| Mrs Susan Manktelow   |                       |
| Mrs Dilys Mayor       |                       |
| Mrs Yvonne Metcalf    |                       |
| Shane Redmond         |                       |
| Mrs Heather Stevenson |                       |

**Objects and Policies:**

The company was formed in succession to the unincorporated association of the same name. Its objectives are the provision of museum facilities in the Rye area, and the advancement of education and the exhibition of objects and collections with a Rye connection.

|                    |   |
|--------------------|---|
| The Stewards are   | Mike Berry, Ted Emson and Toby Mayor                                |
| Bankers            | Charities Aid Foundation Bank                                       |
| Solicitors         | Heringtons, Bank Chambers, Rye                                      |
| Reporting Examiner | B A. Antrobus BSc (Open) FCA CTA,<br>Lyndhurst, Peasmarsh, E Sussex |
| Registered Office. | 3, East Street, Rye, E Sussex, TN31 7JY                             |

**Activities and finance:**

The Association owns two museum sites at the Ypres Tower and 3 East Street, Rye.  
The Directors are satisfied that the company can meet its financial obligations.

### **Summary of Activities During the Year:**

Rye Museum Association continues to fulfil its commitments according to the Objectives and Policies of the Association.

Once again the Ypres Tower opened daily throughout the year (with the assistance of volunteer stewards during the lunch break) and visitor numbers reached 22,873, a 1% decrease over the previous financial year

Visits by school children were down from the previous year at 498. Including other groups and events, total entries to the Tower for the year were 24,864 as compared to 25,127 in 2014/5.

Visitors to East Street, (opened by volunteers during summer weekends and Bank Holidays), increased to 10,108 under the continuing policy of free entry This represents an increase of 24% The total number of entries including groups and events was 11,345, as compared to 9060 the previous year

Once again, the Directors would like to place on record their thanks to Peter Cosstick and his team at the Rye Heritage Centre who greatly assisted the Museum by directing many visitors to the Tower In addition, the Directors acknowledge the committed and skilled services of our guides, Mike Berry, Ted Emson and Toby Mayor.

A new display of maritime items was completed in the Tower. Twelve cases in East St have new displays including Rye Royale in the 1920s to mark Her Majesty's birthday As part of the Rye Arts Festival, we put on an Exhibition called 'leading up to Waterloo ' Updating of the Collection catalogue has continued under Linden Thomas

The planning application submitted to Rother District Council for a proposed new museum development in the courtyard at the Ypres Tower has still not been resolved Further discussions have been held and reports produced as required The Directors are unable to say with any certainty whether the project will proceed.

The Museum continued with its programme of annual maintenance at the Ypres Tower (a Scheduled Monument) to the plan prepared by our architects, and at East Street lighting was renewed and a new retail/storage area was installed with the help of grant funding.

Once again, the Directors wish to extend their warmest thanks to the many volunteers amongst their members without whom the Museum could not function

**Permanent Collection:**

The artefacts, documents and other exhibits are held by the company on loan from the Rye Museum Trust

The Trustees of the collection on 5th April 2016 were:

Sheila Maddock, Elizabeth Hughes, Jo Kirkham, Geoffrey Mead,  
Frank Palmer, Brion Purdey, and Cathy Walling

Some additions to the collection have taken place for which we are most grateful

**Directors' Responsibilities:**

Company law requires the Directors to prepare accounts for each financial year which give a true and fair view of the state of the company's affairs and of the surplus or deficit for that year. In preparing these accounts the Directors are required to

- Make suitable accounting policies and then apply them consistently,
- Make judgements and estimates that are reasonable and prudent,
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business

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

Under Charity Law, the Directors of Rye Museum Association are considered to have the status and responsibilities of Trustees.

Risk analysis: the major risks to which the charity is exposed have been identified by the Directors, have been reviewed and systems are in place to mitigate those risks.

The Treasurer wishes to record her thanks to Ann and Nigel Antrobus who, once again, have worked so hard on these accounts.

Approved by the Board of Directors on 2<sup>nd</sup> June 2016 and signed on its behalf,

*D. Hajidakou Hon. Company Secretary*

**Independent Examiner's Report on the Unaudited Financial Statements to the Directors and Trustees of the Rye Museum Association.**

I report on the financial statements for the year ended 5<sup>th</sup> April 2016 as set out on pages 5 to 10.

**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.

It is my responsibility to:

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

**Basis of independent examiner's statement**

My examination was conducted in accordance with 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 the 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**

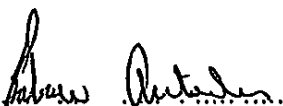
In the course of my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that, in any material respect 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 section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

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.

....  .....

B A Antrobus BSc (Open) FCA CTA

15 May 2016

Lyndhurst  
Main Street  
Peasmarsh, Rye  
East Sussex TN31 6YA

**RYE MUSEUM ASSOCIATION**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 5th APRIL 2016**

|  | Note | Unrestricted<br>Funds | Restricted<br>Funds<br>2016 | Total<br>Funds<br>2016 | Total<br>Funds<br>2015 |
|--|------|-----------------------|-----------------------------|------------------------|------------------------|
|  |      | £                     | £                           | £                      | £                      |
| <b>Incoming Resources</b>                      |      |                       |                             |                        |                        |
| Subscriptions                                  |      | 2,292                 | -                           | 2,292                  | 1,928                  |
| Donations                                      | 2    | 465                   | -                           | 465                    | 2,145                  |
| Grants   | 3    | 9,560                 | -                           | 9,560                  | 11,242                 |
| Entry Fees                                     |      | 61,112                | -                           | 61,112                 | 59,570                 |
| Sales (Trading)                                |      | 4,006                 | -                           | 4,006                  | 4,101                  |
| Investment income                              | 5    | 219                   | -                           | 219                    | 163                    |
| Fund-raising activities<br>and other income    | 6    | 5,814                 | -                           | 5,814                  | 5,689                  |
| <b>TOTAL INCOME</b>                            |      | <u>83,468</u>         | <u>-</u>                    | <u>83,468</u>          | <u>84,838</u>          |
| <b>Resources Expended</b>                      |      |                       |                             |                        |                        |
| Direct charitable expenditure                  | 7    | 55,351                | -                           | 55,351                 | 51,217                 |
| Fund-raising & other activities                | 8    | 1,865                 | -                           | 1,865                  | 3,512                  |
| Governance                                     | 9    | 750                   | -                           | 750                    | 725                    |
| Cost of Sales (Trading)                        |      | 2,856                 | -                           | 2,856                  | 2,823                  |
| Depreciation                                   | 9a   | 1,270                 | 56,901                      | 58,171                 | 51,569                 |
| <b>TOTAL EXPENDITURE</b>                       |      | <u>62,092</u>         | <u>56,901</u>               | <u>118,993</u>         | <u>109,846</u>         |
| <b>NET SURPLUS/<br/>(DEFICIT) FOR THE YEAR</b> |      | 21,376                | (56,901)                    | (35,525)               | (25,008)               |
| <b>Funds brought forward</b>                   |      | 142,548               | 362,715                     | 505,263                | 530,271                |
| <b>Funds carried forward</b>                   |      | <u>163,924</u>        | <u>305,814</u>              | <u>469,738</u>         | <u>505,263</u>         |

There were no recognised gains and losses other than those shown above.

The notes on pages 7 to 10 form part of these accounts.

# **RYE MUSEUM ASSOCIATION**

## **BALANCE SHEET** **AT 5th APRIL 2016**

|                                   | Note | £              | £                     | £              | £                     |
|-----------------------------------|------|----------------|-----------------------|----------------|-----------------------|
|                                   |      |                |                       | 2015           |                       |
| <b>Fixed Assets</b>               | 10   |                | 334,423               |                | 392,624               |
| <b>Current Assets</b>             |      |                |                       |                |                       |
| Stock                             |      | 1,435          |                       | 1,889          |                       |
| Debtors and prepayments           | 11   | 2,518          |                       | 2,960          |                       |
| Cash at bank                      |      | 132,092        |                       | 108,495        |                       |
| Cash in hand                      |      | 20             |                       | 20             |                       |
|                                   |      | <u>136,065</u> |                       | <u>113,364</u> |                       |
| <b>Less: Current Liabilities</b>  |      |                |                       |                |                       |
| Creditors and accruals            | 12   | <u>750</u>     | <u>135,315</u>        | <u>725</u>     | <u>112,639</u>        |
| <b>NET ASSETS</b>                 |      |                | <u><u>469,738</u></u> |                | <u><u>505,263</u></u> |
| <b>REPRESENTED BY:</b>            |      |                |                       |                |                       |
| <b>Unrestricted income funds:</b> |      |                |                       |                |                       |
| General Purposes Fund             |      |                | 163,924               |                | 142,548               |
| <b>Restricted income funds:</b>   |      |                |                       |                |                       |
| General Fund                      | 13   | 500            |                       | 500            |                       |
| Fabric Fund                       | 13   | 69             |                       | 69             |                       |
| Garden Fund                       | 13   | 82             |                       | 82             |                       |
| Womens' Tower                     | 13   | 261,061        |                       | 292,257        |                       |
| Lottery Fund                      | 13   | <u>44,102</u>  | <u>305,814</u>        | <u>69,807</u>  | <u>362,715</u>        |
| <b>TOTAL FUNDS</b>                |      |                | <u><u>469,738</u></u> |                | <u><u>505,263</u></u> |

These annual accounts have not been audited because the company is entitled to the exemption provided by s 477 Companies Act 2006 and its members have not required the company to obtain an audit of these accounts in accordance with s.476

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records that comply with ss 386 and 387 Companies Act 2006. The directors also acknowledge their responsibilities for 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 results for the financial year in accordance with the requirements ss 394 and 395 Companies Act 2006, and which otherwise comply with the requirements of that Act relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies subject to the small companies regime.

These accounts were approved by the Board on

5<sup>th</sup> May 2016

Sheila Maddock

Director

**RYE MUSEUM ASSOCIATION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 5th APRIL 2016**

**1 Accounting Policies**

- a) These accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities.
- b) Donated income is accounted for when received.
- c) Grants in respect of capital and revenue expenditure are credited to the Statement of Financial Affairs in the year in which they are received. This is in line with the Statement of Recommended Practice on Accounting by Charities (revised 2005)
- d) The company is not registered for VAT. All items in the accounts include attributable VAT.

Depreciation is provided on fixed assets at the following annual rates based on the estimated useful life and anticipated residual value.

|                                    |     |                          |
|------------------------------------|-----|--------------------------|
| Freehold improvements              | 10% | - on cost                |
| Display equipment.                 |     |                          |
| - furniture, fixtures and fittings | 10% | - on cost                |
| - computer equipment               | 20% | - on cost                |
| Office equipment                   | 15% | - reducing balance basis |

Assets purchased by the RMA in its own right and those purchased with Heritage Lottery grants are depreciated in line with the above rates.

No depreciation is provided on the original acquisition cost of the freehold land and buildings.

- f) Stock of publications for resale is valued at the lower of cost and net realisable value, after making allowances for obsolete and slow moving items.
- g) In accordance with the recommendations of the Statement of Recommended Practice on Accounting by Charities, the Permanent Collection of Museum Exhibits has been excluded from the Balance Sheet. See note 14

| <b>2 Donations</b> | <b>Unrestricted Funds</b> | <b>Restricted Funds</b> | <b>Total Funds 2016</b> | <b>Total Funds 2015</b> |
|--------------------|---------------------------|-------------------------|-------------------------|-------------------------|
|                    | £'                        | £                       | £                       | £                       |
| General            | 465                       | -                       | 465                     | 2,145                   |
|                    | <u>465</u>                | <u>-</u>                | <u>465</u>              | <u>2,145</u>            |



**RYE MUSEUM ASSOCIATION**

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 5th APRIL 2016**

|   | Unrestricted<br>Funds<br>£                          | Restricted<br>Funds<br>£ | Total<br>Funds 2016<br>£ | Total<br>Funds 2015<br>£ |
|---|---|--------------------------|--------------------------|--------------------------|
| <b>3 Grants</b>                                   |   |                          |                          |                          |
| General   | <u>9,560</u>  | <u>-</u>                 | <u>9,560</u>             | <u>11,242</u>            |
| <b>4</b>  | No special grants were received during this period. |                          |                          |                          |
| <b>5 Investment income</b>                        |   |                          |                          |                          |
| Bank interest received                            | <u>219</u>  | <u>-</u>                 | <u>219</u>               | <u>163</u>               |
| <b>6 Fund-raising activities and other income</b> |   |                          |                          |                          |
| Womens' Tower Appeal                              | -   | -                        | -                        | -                        |
| Events Proceeds                                   | 5,814   | -                        | 5,814                    | 5,376                    |
| Other Income                                      | -   | -                        | -                        | 313                      |
|   | <u>5,814</u>  | <u>-</u>                 | <u>5,814</u>             | <u>5,689</u>             |
| <b>7 Direct charitable expenditure</b>            |   |                          |                          |                          |
| Ypres Courtyard Project                           | 3,114   | -                        | 3,114                    | 522                      |
| Salaries  | 21,670  | -                        | 21,670                   | 24,934                   |
| Rent, rates and water                             | 1,583   | -                        | 1,583                    | 1,444                    |
| Light and heat                                    | 2,132   | -                        | 2,132                    | 3,850                    |
| Property Maintenance                              | 14,697  | -                        | 14,697                   | 8,574                    |
| Conservation                                      | 194   | -                        | 194                      | 245                      |
| <b>Support Costs</b>                              |   |                          |                          |                          |
| Telephone & Web                                   | 1,961   | -                        | 1,961                    | 2,325                    |
| Postage and stationery                            | 1,315   | -                        | 1,315                    | 668                      |
| Secretarial expenses                              | 495   | -                        | 495                      | 516                      |
| Sundry Expenses                                   | 886   | -                        | 886                      | 1,806                    |
| Insurance and Security                            | 6,884   | -                        | 6,884                    | 5,885                    |
| Subscriptions & affiliation fees                  | 420   | -                        | 420                      | 448                      |
|   | <u>55,351</u>                                       | <u>-</u>                 | <u>55,351</u>            | <u>51,217</u>            |
| <b>8 Fund-raising and publicity costs</b>         |   |                          |                          |                          |
| Advertising and promotion                         | 1,142   | -                        | 1,142                    | 836                      |
| Fund-raising event costs                          | 723   | -                        | 723                      | 2,676                    |
|   | <u>1,865</u>  | <u>-</u>                 | <u>1,865</u>             | <u>3,512</u>             |

# **RYE MUSEUM ASSOCIATION**

## **NOTES TO THE ACCOUNTS**

### **FOR THE YEAR ENDED 5th APRIL 2016**

|                              | Unrestricted<br>Funds | Restricted<br>Funds | Total<br>Funds 2016 | Total<br>Funds 2015 |
|------------------------------|-----------------------|---------------------|---------------------|---------------------|
|                              | £                     | £                   | £                   | £                   |
| <b>9 Governance</b>          |                       |                     |                     |                     |
| Accountancy                  | <u>750</u>            | <u>-</u>            | <u>750</u>          | <u>725</u>          |
| <b>9a Depreciation</b>       |                       |                     |                     |                     |
| Heritage Lottery Fund assets | -                     | 56,901              | 56,901              | 51,040              |
| All other assets             | <u>1,270</u>          | <u>-</u>            | <u>1,270</u>        | <u>529</u>          |
|                              | <u>1,270</u>          | <u>56,901</u>       | <u>58,171</u>       | <u>51,569</u>       |

The above illustrates the effect of the depreciation charge on assets purchased with the Heritage Lottery Fund grant. That charge is included within expenses shown in note 13 and is charged against the Lottery Fund

### **10 Fixed Assets**

|                                | <u>Freehold<br/>Property</u> | <u>Display<br/>Equipment</u> | <u>Office<br/>Equipment</u> | <u>TOTAL</u>     |
|--------------------------------|------------------------------|------------------------------|-----------------------------|------------------|
|                                | £                            | £                            | £                           | £                |
| Cost b/fwd                     | 944,850                      | 135,901                      | 25,110                      | 1,105,861        |
| Additions:                     | -                            | -                            | -                           | -                |
| Cost c/fwd                     | <u>944,850</u>               | <u>135,901</u>               | <u>25,110</u>               | <u>1,105,861</u> |
| Accumulated depreciation b/fwd | 560,693                      | 135,901                      | 16,643                      | 713,237          |
| Depreciation for period        | <u>56,901</u>                | <u>-</u>                     | <u>1,270</u>                | <u>58,171</u>    |
| Accumulated depreciation c/fwd | <u>617,594</u>               | <u>135,901</u>               | <u>17,913</u>               | <u>771,408</u>   |
| Balance at April 5th 2016      | <u>327,256</u>               | <u>-</u>                     | <u>7,197</u>                | <u>334,453</u>   |
| Balance at April 5th 2015      | <u>384,157</u>               | <u>-</u>                     | <u>8,467</u>                | <u>392,624</u>   |

Freehold property comprises: (before depreciation)

|  |                |
|--|----------------|
| 3 East Street, Rye - cost                                | 67,385         |
| 3 East Street, Rye - capitalised improvement expenditure | 297,378        |
| Ypres Tower - cost                                       | 501            |
| Ypres Tower - capitalised improvement expenditure        | 267,631        |
| Womens' Tower - capitalised improvement expenditure      | <u>311,955</u> |
|  | <u>944,850</u> |

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 5th APRIL 2016**

**10 Fixed Assets (continued)**

During 1997, the freehold of the Ypres Tower was purchased at a cost of £1 plus legal expenses of £500. The Ypres Tower freehold is subject to pre-emption rights granted to Rother District Council and Rye Town Council granting them a right of purchase in the event of a sale.

|                   | 2016<br>£    | 2015<br>£    |
|-------------------|--------------|--------------|
| <b>11 Debtors</b> |              |              |
| Prepayments       | 2,518        | 2,960        |
|                   | <u>2,518</u> | <u>2,960</u> |

**12 Creditors**

|                       |            |            |
|-----------------------|------------|------------|
| Accruals and payables | <u>750</u> | <u>725</u> |
|-----------------------|------------|------------|

**13 Restricted income funds**

|               | <u>Opening<br/>Balance</u><br>£ | <u>Incoming<br/>Resources</u><br>£ | <u>Resources<br/>Expended</u><br>£ | <u>Closing<br/>Balance</u><br>£ |
|---------------|---------------------------------|------------------------------------|------------------------------------|---------------------------------|
| General Fund  | 500                             | -                                  | -                                  | 500                             |
| Fabric Fund   | 69                              | -                                  | -                                  | 69                              |
| Garden Fund   | 82                              | -                                  | -                                  | 82                              |
| Lottery Fund  | 69,807                          | -                                  | 25,705                             | 44,102                          |
| Womens' Tower | 292,257                         | -                                  | 31,196                             | 261,061                         |
|               | <u>362,715</u>                  | <u>-</u>                           | <u>56,901</u>                      | <u>305,814</u>                  |

**14 Permanent Collection**

The permanent collection of museum exhibits is held by the Rye Museum Trust.

**15 Contingent Liability**

Under the terms of Heritage Lottery Funding, RMA must maintain the Ypres Tower for the purposes set out in the grant application for a period of 10 years from 2008. Should the terms of the grant be breached, RMA would be required to repay the greater amount of the grant or the net proceeds of sale.

**16 Limited by guarantee**

Ryr Museum Association is a registered charity. It is a private company limited by guarantee, and does not have a share capital. The liability of each member is limited to £1.