

RYE MUSEUM ASSOCIATION

DIRECTORS' REPORT AND ACCOUNTS

**FOR THE YEAR ENDED
5TH APRIL 2022**



COMPANY NUMBER: 3226143
REGISTERED CHARITY NUMBER: 1057421

THURSDAY



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RYE MUSEUM ASSOCIATION
DIRECTORS' REPORT
FOR THE YEAR ENDING 5TH APRIL 2022

The Directors present their report together with their accounts for the year ended 5th April 2022.

Rye Museum Association is a private company limited by guarantee (number 3226143) incorporated 17th July 1996. It was registered as a charity (number 1057421) on 8th August 1996.

Directors:

The Directors who served during the year were:

Jo Kirkham	Chairman
Sheila Maddock	Hon Treasurer
Diana Hajikakou	Hon Company Secretary
Michael Boyd	
John Breeds	
Alan Dickinson	
John Lanigan	
Susan Manktelow	
Stephen Masters	
Yvonne Metcalf	
Heather Stevenson	
Jen Tomkinson	
Lesley Voice	

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, Toby Mayor and Hayden Peters.
Bankers:	Charities Aid Foundation Bank
Solicitors:	Heringtons, Bank Chambers, Rye
Reporting Examiner:	B.A. Antrobus BSc (Open) FCA CTA, 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.

During the year April 2021 to March 2022 total income was £97,934 and expenditure £112,644. The cash in the bank is £233,959 so the financial position is healthy.

Rye Castle/ The Ypres Tower opened to visitors in a limited way in June 2021, and has been fully opened since July. Visitor numbers to the Tower were 24,057, which is lower than in 2019/20 as we were not open for a full year this time.

East Street was open during summer weekends staffed by volunteers, and the number of visitors was 4065, again lower than previous years as we did not open until August.

During the 2021-2022 year, the Museum Directors have met regularly by Zoom to deal with Museum matters. We welcomed two new Directors during the year, Stephen Masters and Jen Tomkinson. However, we very sadly lost our Hon. Company Secretary, Diana Hajikakou, in April 2022. We have welcomed Juliet Duff, who has taken on that role.

We had one social event in March 2022 to welcome regular and new volunteers. We have continued to produce a monthly e-Newsletter with interesting items. Our normal Talks Programme resumed in person in October 2021, but with limited numbers being allowed to attend due to Covid considerations, and these have proved popular.

We have received several gifts for the Collections:

The boots, knife, hat and other documents from a local man who was on the terrible Long March' of 950 miles made by thousands of British POWs, between January and May 1944

The sign about John Fletcher, the Rye born playwright, which had been in Fletchers House Tea Rooms for many years.

Several items from the descendant of E. H. Pulford – the Rye Town Crier from 1875-1899 including his Bell, other documents, some Rye bottles, and a book from Samuel Jeake's Library.

Some Frederick Mitchell Rye Pottery from Bognor – including a small dustpan and brush.

A 1903 painting of the Strand by John Riddle.

And, for our archives we have also collected a file of Rye specific Covid material and a fine illustrated project on 'Rye in Covid 19' from the perspective of a then fourteen-year-old.

The extension of the Office at East Street to provide a new Study Centre/ Library is complete, but we are still in the process of organising it for use due to pressure of work.

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

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 14th June, 2022 and signed on its behalf,

A handwritten signature in black ink, appearing to read 'J. Duff', with a stylized, looped flourish at the end.

J. Duff Hon. Company Secretary

Registration number 3226143

RYE MUSEUM ASSOCIATION
DIRECTORS' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 5TH APRIL 2022

Registered Charity No. 1057421

**Independent Examiner's Report on the Unaudited Financial Statements to the
Directors and Trustees of the Rye Museum Association**
Charity No: 1057421 Company No: 3226143

I report to the charity trustees on my examination of the accounts of the Company for the year ended 5th April 2022 set out on pages 5 to 10.

Responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

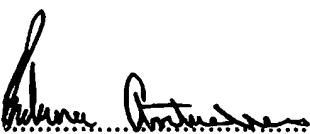
Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



B A Antrobus BSc (Open) FCA CTA

26 July 2022

Lyndhurst
Main Street
Peasmarsh, Rye
East Sussex TN31 6YA

RYE MUSEUM ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 5th APRIL 2022

	Note	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Income	3				
Donations and legacies		14,633	-	14,633	71,992
Charitable activities		79,276	-	79,276	-
Other trading activities		3,596	-	3,596	89
Investment income		429	-	429	573
TOTAL INCOME		<u>97,934</u>	<u>-</u>	<u>97,934</u>	<u>72,654</u>
Expenditure	4				
Raising funds		1,980	-	1,980	-
Charitable activities		66,505	-	66,505	45,604
Depreciation	6	12,963	31,196	44,159	44,454
TOTAL EXPENDITURE		<u>81,448</u>	<u>31,196</u>	<u>112,644</u>	<u>90,058</u>
NET SURPLUS/ (DEFICIT) FOR THE YEAR		16,486	(31,196)	(14,710)	(17,404)
Funds brought forward		357,840	108,763	466,603	484,007
Transfers between funds					
Funds carried forward		<u>374,326</u>	<u>77,567</u>	<u>451,893</u>	<u>466,603</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 2022

	Note	£	£	2021	£
Fixed Assets					
Tangible Assets	6		217,063		250,450
Current Assets					
Stock	7	1,187		1,107	
Debtors and prepayments	8	640		500	
Cash at bank		233,959		215,427	
Cash in hand		19		19	
		235,805		217,053	
Less: Current Liabilities					
Creditors and accruals	9	975	234,830	900	216,153
NET ASSETS			451,893		466,603
Funds of the Charity					
Restricted income funds:	10		77,567		108,763
Unrestricted income funds:					
General Purposes Fund			374,326		357,840
TOTAL FUNDS			451,893		466,603

The company was entitled to exemption from audit under s 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with s 476 of the Companies Act 2006

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

These accounts were approved by the Board on



Sheila Maddock

Trustee/Director

RYE MUSEUM ASSOCIATION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 5th APRIL 2022

1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared under the historic cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with:

the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

1.2 The company is not registered for VAT. All items in the accounts include attributable VAT.

1.3 Change of accounting policy

The accounts present a true and fair view and no changes have been made to the accounting policies adopted in note 2.

2 Accounting policies

2.1 INCOME

Recognition of income	These are included in the Statement of Financial Activities (SoFA) when the monetary value can be measured with sufficient reliability.
Offsetting	There has been no offsetting of assets and liabilities, or income and expenses unless required or permitted by the FRS 102 SORP or FRS 102.
Grants and donations	Grants and donations are only included in the SoFA when the general income criteria are met (5.10 to 5.12 FRS102 SORP).
Government grants	The charity has received government grants in the reporting period.
Support Costs	The charity has incurred expenditure on support costs.

2.2 EXPENDITURE AND LIABILITIES

Liability recognition	Liabilities are recognised where there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.
Creditors	The charity has creditors which are measured at settlement amounts.

2.3 ASSETS

Tangible fixed assets	They are capitalised if they can be used for more than one year and cost at least £100. They are valued at cost.
Stocks and work in progress	Stock of publications for resale is valued at the lower of cost and net realisable value, after making allowance for obsolete and slow moving items.
Debtors	Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount.

RYE MUSEUM ASSOCIATION

NOTES TO THE ACCOUNTS **FOR THE YEAR ENDED 5th APRIL 2022**

3 Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Donations, Legacies, and Grants				
Donations and Gift Aid	4,883	-	4,883	9,152
Grants - general	7,655	-	7,655	60,320
Subscriptions	2,095	-	2,095	2,520
	<u>14,633</u>	<u>-</u>	<u>14,633</u>	<u>71,992</u>
Charitable activities				
Entry fees	<u>79,276</u>	<u>-</u>	<u>79,276</u>	<u>-</u>
Other trading activities				
Fund raising activities	95	-	95	-
Sales (trading)	<u>3,501</u>	<u>-</u>	<u>3,501</u>	<u>89</u>
	<u>3,596</u>	<u>-</u>	<u>3,596</u>	<u>89</u>
Investment income				
Bank interest received	<u>429</u>	<u>-</u>	<u>429</u>	<u>573</u>

4 Analysis of expenditure

Expenditure on raising funds				
Staging fundraising events	-	-	-	-
Advertising and promotion	446	-	446	-
Cost of sales (trading)	<u>1,534</u>	<u>-</u>	<u>1,534</u>	<u>-</u>
	<u>1,980</u>	<u>-</u>	<u>1,980</u>	<u>-</u>
Expenditure on charitable activities				
Professional fees	2,843	-	2,843	3,383
Salaries	32,319	-	32,319	26,853
Rent, rates and water	1,814	-	1,814	249
Light and heat	4,088	-	4,088	1,937
Maintenance & Conservation	8,258	-	8,258	1,365
Telephone & Web	801	-	801	757
Postage and stationery	205	-	205	-
Secretarial expenses	1,563	-	1,563	455
Sundry Expenses	1,675	-	1,675	684
Insurance and Security	11,612	-	11,612	8,553
Subscriptions & affiliation fees	352	-	352	468
Accountancy fees (note 5)	<u>975</u>	<u>-</u>	<u>975</u>	<u>900</u>
	<u>66,505</u>	<u>-</u>	<u>66,505</u>	<u>45,604</u>

RYE MUSEUM ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 5th APRIL 2022

6 Fixed Assets (continued)

Depreciation

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Womens' Tower		31,196	31,196	31,196
All other assets	12,963	-	12,963	13,258
	<u>12,963</u>	<u>31,196</u>	<u>44,159</u>	<u>44,454</u>

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.

7 Stocks

	2022 £	2021 £
Opening stock for resale	1,107	1,107
Added in period	1,614	-
Expensed in period	-1,534	
Closing stock	<u>1,187</u>	<u>1,107</u>

8 Debtors

	2022 £	2021 £
Prepayments and deposits	<u>640</u>	<u>500</u>

9 Creditors

	2022 £	2021 £
Accruals and payables	<u>975</u>	<u>900</u>

10 Restricted income funds

	<u>Opening Balance</u> £	<u>Incoming Resources</u> £	<u>Resources Expended</u> £	<u>Closing Balance</u> £
General Fund	3,531	-	-	3,531
Fabric Fund	69	-	-	69
Garden Fund	82	-	-	82
Lottery Fund	-	-	-	-
Womens' Tower Fund	105,081	-	31,196	73,885
	<u>108,763</u>	<u>-</u>	<u>31,196</u>	<u>77,567</u>

11 Permanent collection

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

12 Limited by guarantee

Rye 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.

RYE MUSEUM ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 5th APRIL 2022

	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£
5 Fees for examination of accounts				
Independent examiner's fee	<u>975</u>	<u>-</u>	<u>975</u>	<u>900</u>

6 Fixed Assets

	<u>Freehold Property</u>	<u>Display Equipment</u>	<u>Office Equipment</u>	<u>TOTAL</u>
	£	£	£	£
Cost b/fwd	1,037,240	153,394	39,487	1,230,121
Additions	<u>-</u>	<u>-</u>	<u>10,772</u>	<u>10,772</u>
Cost c/fwd	<u>1,037,240</u>	<u>153,394</u>	<u>50,259</u>	<u>1,240,893</u>
Accumulated depreciation b/fwd	811,221	140,667	27,783	979,671
Depreciation for period	<u>39,188</u>	<u>1,600</u>	<u>3,371</u>	<u>44,159</u>
Accumulated depreciation c/fwd	<u>850,409</u>	<u>142,267</u>	<u>31,154</u>	<u>1,023,830</u>
Balance at 5th April 2022	<u>186,831</u>	<u>11,127</u>	<u>19,105</u>	<u>217,063</u>
Balance at 5th April 2021	<u>226,019</u>	<u>12,727</u>	<u>11,704</u>	<u>250,450</u>

Freehold property comprises: (before depreciation)

3 East Street, Rye - cost	157,795
Womens' Tower - capitalised improvement expenditure	311,955
Ypres Tower - cost	501
Ypres Tower - capitalised improvement expenditure	267,631
3 East Street, Rye - capitalised improvement expenditure	<u>299,358</u>
	<u>1,037,240</u>

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

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

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 11.