

REGISTERED CHARITY NUMBER: 1159405

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 30 JUNE 2016
FOR
RAYLEIGH TOWN MUSEUM**

ESW Chartered Accountants
162-164 High Street
Rayleigh
Essex
SS6 7BS

RAYLEIGH TOWN MUSEUM

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FOR THE YEAR ENDED 30 JUNE 2016**

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RAYLEIGH TOWN MUSEUM
CHAIRMAN'S REPORT
FOR THE YEAR ENDED 30 JUNE 2016

It is with great pleasure that I can report that the Rayleigh Town Museum was officially opened to the public on the 9 April 2016.

The opening ceremony was attended by our Patron, the Right Honourable Mark Francois, MP, the High Sheriff of Essex, Chairmen of both the Town & District Councils, Museum sponsors, Museum Trustees, members of the Museum Management Group, representatives from local businesses and invited guests.

I am very happy to announce that visitor numbers have exceeded expectations and that our 'Friends' support group has now reached over six hundred and fifty members which is a very positive indicator for our future sustainability.

Since opening we have held a number of special exhibitions and events for the public as well as welcoming private visits from local schools and groups and will continue to do so.

Our ongoing Museum development plans will continue to evolve with a number of exciting projects scheduled for the future which will include exhibitions and special events, all with a Rayleigh theme.

I would like to thank my fellow Trustees, members of the Management Group and volunteer stewards without whom our successful start would not have been possible.

Mike Davies
Chairman

Dated 17th November 2016

RAYLEIGH TOWN MUSEUM
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2016

The trustees present their report with the financial statements of the charity for the year ended 30 June 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1159405

Principal address

18 Dene Gardens
Rayleigh
Essex
SS6 9LJ

Trustees

M F Davies	Chairman	
D J Pymmer	Vice Chairman	
Mrs S P Smith	Secretary	
A A Harvey	Trustee	- resigned 30.6.16
Mrs V Martine-Irvine	Trustee	
T Rand	Trustee	
S Welsh	Trustee	

Independent examiner

ESW Chartered Accountants
162-164 High Street
Rayleigh
Essex
SS6 7BS

Museum Address:

1st Floor
91 High Street
Rayleigh
Essex
SS6 7EJ

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a Charitable Incorporated Organisation (CIO) and controlled by its foundation document registered 28 November 2014.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. A comprehensive risk assessment has been prepared and approved.

RAYLEIGH TOWN MUSEUM
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2016

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Rayleigh Town Museum has been formed out of a local heritage community group (Rayleigh Through the Looking Glass) to open and maintain a Rayleigh Town Museum. The Museum, funded initially by a grant from the Heritage Lottery Fund, Rayleigh Town Council and others opened to the general public on 9 April 2016. Dedicated solely to the history of Rayleigh, the Museum has acquired a large number of local artefacts, including an 18th. Century bow window, an original cinema projector, a scale working model of the local windmill, old pub signs, an original bakers cart and a large amount of ephemera, including postcards, newspapers, books. Town guides, maps and original documents of all sorts, all with a direct Rayleigh provenance.

A program of special events is being mounted with talks, slideshows, school visits, special exhibitions and children's and research areas. The Museum is also available as a base for community groups to meet.

All our visitors are met in the reception area of the Museum by two or more of our volunteer stewards who staff the Museum from 10.00 a.m. to 4.00 p.m. on Wednesday, Friday, Saturday and Sunday every week. Special provisions exist to open the Museum on selected bank holidays, evenings as required and for special events.

On-going funding is provided by our flourishing 'Friends' Group, which currently has over 600 members; by local business and private sponsorship, and by the provision of a small retail unit in the Museum which offers Rayleigh related products such as DVD's, books, key rings, small children's effects and soft toys for sale.

Our e-mail address is rayleightownmuseum@tesco.net

There is also provision on the site for using laptops and free Wi Fi for local research.

Significant activities

We have maintained a high level of public awareness via Social Media, exhibitions, press coverage and local interaction. Our 'Friends' Group provide members with regular newsletters and the opportunity to participate in Coach Trips and Quiz Evenings which have a fundraising element. We have actively engaged with sponsors and Museum benefactors to financially support our aims and our Management Group meets regularly to deal with a multitude of issues. We continue to work with the regulatory bodies to ensure compliance with statutory regulations.

Public benefit

The Museum is designed for the benefit of residents of Rayleigh of all ages, those new to the Town, long term residents as well as those from the wider community. The Museum has fully compliant access for the disabled, both wheelchair users and those with mobility issues, including a disabled toilet. A Rayleigh Heritage leaflet is available to all new residents as part of the 'Welcome to Rochford' package, in partnership with the Town and District Councils, Estate Agents and Solicitors. There will be those who view the exhibits as a social visit, others for family research and those who wish to find out more about a specific aspect of our history.

We are working closely with local schools as part of their curriculum and all head teachers and heads of Department have attended introductory sessions at the Museum and indicated their support. A local school will also attend the Museum as part of their 50th. Anniversary celebrations.

A Rayleigh Town Museum Historical Society is planned for the future and we have already received requests for placements from colleges and sixth form colleges as well as from participants on the Duke of Edinburgh Awards Scheme.

Because we wish to encourage those who would not normally visit a Museum we have designed a diverse range of activities including a number of showings of the Imperial War Museum original film remembering the centenary of the Battle of the Somme this year and talks by local groups and experts from the RNLI, History of Rayleigh, the Windmill and items of general interest.

Activities will take place both inside and, where appropriate, outside the Museum, including a program of Town history walks.

Via our outreach plans, we are promoting the Museum and other heritage sites in Rayleigh and the surrounding area with benefits to the local economy.

RAYLEIGH TOWN MUSEUM

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2016

OBJECTIVES AND ACTIVITIES

Volunteers

The Museum has a dedicated team of volunteer stewards within the Museum. Development of volunteer skills is being undertaken by a series of courses including customer service, first aid, computer literacy and conservation. As a member of several Museum Associations, the Museum can identify a range of cost effective courses to help with Volunteer development and the advance of professionalism.

It is planned to work towards National Accreditation.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Museum provides a permanent home, safeguards and better management for our archives for the use of future generations within the ownership of a Charitable Incorporated Organisation. Our diverse range of activities within and without the Museum will help to maintain our sustainability. A sound financial base is maintained by our 'Friends' support group and a wide range of local and commercial sponsorship. A policy of exhibit rotation as well as a comprehensive range of activities will encourage new visitors which, in turn, will generate new income streams. We are working towards a greater participation by the whole community to encourage greater local pride and community identity within the Town.

All archives will be catalogued and digitised within an accession register which will be available for educational and recreational use of all visitors and we are currently working on the production of a Museum Ephemera and Library Catalogue for use in all fields of research and interests. We expect this catalogue to be available in 2017.

The Museum is open all year (Wed/Fri/Sat/Sun from 10 a.m to 4.00 p.m.) and has a regular rotation of exhibits and a range of diverse exhibitions to encourage those who would not normally visit a museum.

Fundraising activities

'Friends' Group, Quizzes, Coach Trips, Guided Walks, Slide Shows, Special Exhibitions, Themed Events, Sponsorship deals, Small shop and special merchandise such as Christmas Cards and Calendars.

FINANCIAL REVIEW

Reserves policy

As part of our on-going financial sustainability we have a 'contingency fund' to make available as required. Our planning policy includes having a Development Plan in place which includes all current income streams and the potential for emergencies such as the loss of our Council Grant or loss of income from Sponsors. We could consider other measures such as charging for entrance (currently free) if absolutely necessary.

Principal funding sources

Rayleigh Town Council

'Friends' Group (currently in excess of 650 members)

Heritage Lottery Fund

Sponsorship from local Trades and Organisations.

Personal Benefactors.

Retail Sales

Rental Income when the Museum is not open.

A venue for Civil Ceremonies planned for 2017.

Specialist talks and lectures.

RAYLEIGH TOWN MUSEUM

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2016**

FUTURE DEVELOPMENTS

Having been open since the 9th. April, the Museum has earned an excellent local reputation and is considered a permanent part of the Town amenities. The Trustees and Management Group have approved a five-year development plan which is now being implemented.

Conservation and item cataloguing will be on-going and has been built in to our annual costings. Membership of various national Museum Associations and continuing training for our volunteers is enabling us to build expertise and best practice. This insures that the collection will be preserved for future generations and remain accessible to all.

Approved by order of the board of trustees on 17 November 2016 and signed on its behalf by:

D J Pymmer - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
RAYLEIGH TOWN MUSEUM**

I report on the accounts for the year ended 30 June 2016 set out on pages seven to eleven.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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 required.

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 the 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 statements 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 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

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.

Stephen Cracknell
FCA
ESW Chartered Accountants
162-164 High Street
Rayleigh
Essex
SS6 7BS

17 November 2016

RAYLEIGH TOWN MUSEUM

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2016**

		Unrestricted fund £	Restricted fund £	Year Ended 30.6.16 Total funds £	Period 29.11.14 to 30.6.15 Total funds £
Notes					
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		30,983	80,818	111,801	10,613
Activities for generating funds	2	8,082	-	8,082	3,320
Total incoming resources		39,065	80,818	119,883	13,933
 RESOURCES EXPENDED					
Costs of generating funds					
Fundraising trading: cost of goods sold and other costs		6,605	129	6,734	750
Charitable activities					
Charitable Activities		29,234	11,294	40,528	2,117
Governance costs		-	-	-	200
Total resources expended		35,839	11,423	47,262	3,067
 NET INCOMING RESOURCES BEFORE TRANSFERS					
		3,226	69,395	72,621	10,866
Gross transfers between funds	6	59,631	(59,631)	-	-
Net incoming/(outgoing) resources		62,857	9,764	72,621	10,866
 RECONCILIATION OF FUNDS					
Total funds brought forward		10,866	-	10,866	-
 TOTAL FUNDS CARRIED FORWARD		73,723	9,764	83,487	10,866

The notes form part of these financial statements

RAYLEIGH TOWN MUSEUM

**BALANCE SHEET
AT 30 JUNE 2016**

	Notes	Unrestricted fund £	Restricted fund £	2016 Total funds £	2015 Total funds £
FIXED ASSETS					
Tangible assets	4	61,581	-	61,581	300
Heritage assets	5	1,781	-	1,781	656
		<u>63,362</u>	<u>-</u>	<u>63,362</u>	<u>956</u>
 CURRENT ASSETS					
Cash at bank and in hand		10,360	9,765	20,125	9,910
		<u>10,360</u>	<u>9,765</u>	<u>20,125</u>	<u>9,910</u>
NET CURRENT ASSETS					
		<u>10,360</u>	<u>9,765</u>	<u>20,125</u>	<u>9,910</u>
 TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>73,722</u>	<u>9,765</u>	<u>83,487</u>	<u>10,866</u>
 NET ASSETS					
		<u><u>73,722</u></u>	<u><u>9,765</u></u>	<u><u>83,487</u></u>	<u><u>10,866</u></u>
 FUNDS					
	6			73,722	10,866
Unrestricted funds				9,765	-
Restricted funds				<u>83,487</u>	<u>10,866</u>
TOTAL FUNDS					
				<u><u>83,487</u></u>	<u><u>10,866</u></u>

The financial statements were approved by the Board of Trustees on 17 November 2016 and were signed on its behalf by:

M F Davies -Trustee

D J Pymmer -Trustee

The notes form part of these financial statements

RAYLEIGH TOWN MUSEUM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2016

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The accounts have been prepared on the Receipts and Payments basis.

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity receives the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on a payments 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.

Taxation

The charity is exempt from 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. ACTIVITIES FOR GENERATING FUNDS

	Year Ended 30.6.16 £	Period 29.11.14 to 30.6.15 £
Fundraising events	925	2,354
Shop income	3,942	666
Sponsorships	3,215	300
	<u>8,082</u>	<u>3,320</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2016 nor for the period ended 30 June 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 June 2016 nor for the period ended 30 June 2015.

RAYLEIGH TOWN MUSEUM

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2016**

4. TANGIBLE FIXED ASSETS

	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 July 2015	-	100	200	300
Additions	36,638	22,893	1,750	61,281
	<u>36,638</u>	<u>22,893</u>	<u>1,750</u>	<u>61,281</u>
At 30 June 2016	<u>36,638</u>	<u>22,993</u>	<u>1,950</u>	<u>61,581</u>
 NET BOOK VALUE				
At 30 June 2016	<u>36,638</u>	<u>22,993</u>	<u>1,950</u>	<u>61,581</u>
At 30 June 2015	<u>-</u>	<u>100</u>	<u>200</u>	<u>300</u>

5. HERITAGE ASSETS

	Total £
MARKET VALUE	
At 1 July 2015	656
Additions	1,125
	<u>1,781</u>
At 30 June 2016	<u>1,781</u>
 NET BOOK VALUE	
At 30 June 2016	<u>1,781</u>
At 30 June 2015	<u>656</u>

6. MOVEMENT IN FUNDS

	At 1.7.15 £	Net movement in funds £	Transfers between funds £	At 30.6.16 £
Unrestricted funds				
General fund	10,866	3,225	59,631	73,722
 Restricted funds				
Heritage Lottery Fund	-	69,396	(59,631)	9,765
	<u>10,866</u>	<u>72,621</u>	<u>-</u>	<u>83,487</u>
TOTAL FUNDS	<u>10,866</u>	<u>72,621</u>	<u>-</u>	<u>83,487</u>

RAYLEIGH TOWN MUSEUM

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2016

6. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	39,065	(35,840)	3,225
Restricted funds			
Heritage Lottery Fund	80,818	(11,422)	69,396
TOTAL FUNDS	<u>119,883</u>	<u>(47,262)</u>	<u>72,621</u>

RAYLEIGH TOWN MUSEUM

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2016**

	Year Ended 30.6.16 £	Period 29.11.14 to 30.6.15 £
INCOMING RESOURCES		
Voluntary income		
Donations	30,981	6,733
Grants	80,820	-
Subscriptions	-	3,880
	111,801	10,613
Activities for generating funds		
Fundraising events	925	2,354
Shop income	3,942	666
Sponsorships	3,215	300
	8,082	3,320
Total incoming resources	119,883	13,933
RESOURCES EXPENDED		
Fundraising trading: cost of goods sold and other costs		
Purchases	6,734	750
Charitable activities		
Postage and stationery	-	893
Governance costs		
Legal fees	-	200
Support costs		
Management		
Rent and rates	14,917	220
Insurance	1,413	-
Light and heat	956	-
Telephone	1,205	-
Postage and stationery	3,294	33
Advertising	4,709	53
Sundries	1,762	626
Travel expenses	1,174	292
Computer expenses	1,375	-
Repairs and renewals	4,226	-
Administration costs	561	-
Accountancy fees	900	-
Professional fees	4,036	-
	40,528	1,224
Total resources expended	47,262	3,067

This page does not form part of the statutory financial statements

RAYLEIGH TOWN MUSEUM

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2016

	Year Ended 30.6.16 £	Period 29.11.14 to 30.6.15 £
Net income	<u>72,621</u>	<u>10,866</u>

This page does not form part of the statutory financial statements