

COMPANY REGISTRATION NUMBER: 00682542

CHARITY REGISTRATION NUMBER: 313614

PENDON MUSEUM TRUST LIMITED
Company Limited by Guarantee
UNAUDITED FINANCIAL STATEMENTS
31 DECEMBER 2020



NOCKELS GEE
Chartered Certified Accountants
5 The Chambers
Vineyard
Abingdon-on-Thames

PENDON MUSEUM TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTORS' REPORT)
YEAR ENDED 31 DECEMBER 2020

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published in October 2019

Objectives and activities

OBJECTIVES OF PENDON MUSEUM TRUST LIMITED

The principal activity is the construction and operation of an exhibition of landscape, model buildings and railways at Long Wittenham, Abingdon, Oxfordshire, together with supporting interpretative material and exhibits.

The Museum continues to work on developing and building its major exhibit, whilst at the same time maintaining existing displays and relics. Opening is normally every weekend and selected additional dates (bank holidays, half term and summer Wednesdays, Thursdays in August), where volunteers staff the Museum. Special showings are also arranged for pre-booked groups on request. However the Covid 19 pandemic meant that the museum closed to the public in March and was not able to reopen in 2020. Before closure about 1,000 people visited the Museum. Virtual contact with the public became very important and over 100,000 interactions were made during the year.

During the enforced closure the website content has been much enhanced with innovative features such as virtual tours of our prime exhibit, as has the Friends Place where access is limited to the Friends of Pendon. Considerable virtual access to our models is now available, a valuable resource and interpretation tool. Social Media presence has been strengthened.

The continuing support of our Friends, good cost control and the support received from Government have combined to ensure that the Trust remains financially secure.

PUBLIC BENEFIT

The activities of the Museum provide public benefit and can be divided into three main areas:

- Maintenance of archive records of landscape, buildings and railways, primarily from the Vale of White Horse area.
- Development of the Museum's major exhibits and displays which are of general interest and educational value to families and special interest groups. Increasing access to the exhibits and archives online.
- Provide facilities to volunteers and the public for training and to develop modeling and operational skills to maintain and improve the exhibits.

The museum is open to the public on typically 120 days per year plus additional openings for booked groups.

The Trustees regularly review the activities of the Museum and visitor arrangements especially for special interest groups. The Trustees actively encourage the wider involvement from Friends and Volunteers of the Museum.

PENDON MUSEUM TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTORS' REPORT)
(continued)
YEAR ENDED 31 DECEMBER 2020

Objectives and activities *(continued)*

The Trustees confirm that they have had regard to the Charity Commission's guide on public benefit and are satisfied that the activities of the Museum are of public benefit. The extensive involvement of volunteers and flexible visitor arrangements ensure that the facilities of the Museum are widely available to the public. Steps continue to be taken to further enhance the availability of archive material for Friends of the Museum and members of the public through the development of an on-line archive.

The award of Arts Council Accredited Museum Status, after the presentation of an extensive application portfolio and assessment visit, highlights our public benefit.

VOLUNTEERS

Our volunteers are an essential resource for the charity. The Trustees are grateful for the unstinting efforts of the volunteers who are involved in the activities. It is estimated that typically over 10,000 volunteer hours are provided during a year. If this is conservatively valued at £10 an hour the volunteer effort amounts to over £100,000.

Much of the Volunteer communication has also been put on line to help the dissemination of information in a more equitable and effective manner. Printed material is sent to volunteers not able to receive communications electronically, to ensure that no-one is disenfranchised.

Limited numbers of volunteers, both for Front of House and Backroom activities continues to be a challenge. Our volunteers are essential to Pendon's future.

Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

Achievements and performance

REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS

The Trust continued to develop the exhibition during the year and has continued to operate Gift Aid visitor admissions taking advantage of the Gift Aid scheme available through H M Revenue & Customs. This is a significant source of additional revenue to the Trust.

The Trust continues to provide access to its unique archive of life and transport in the Vale of White Horse during the 1920s and 1930s period, with ancillary information from the post war period and other locations.

PENDON MUSEUM TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTORS' REPORT)
(continued)
YEAR ENDED 31 DECEMBER 2020

Achievements and performance *(continued)*

In spite of prolonged closure 93 new individuals and families have joined Friends of Pendon. Part of the reason for this has been the new video series Views of the Vale introduced to the Friends Place website, these show models and the buildings as they are now in the Vale with information, commentary and stunning photography.

Pendon Museum Trust Limited's position as an exemplar of fine scale miniature modeling continues to attract visitor and press coverage as well as the support of modelers eminent in their field. Work of these people supports the development of the principal exhibit, which is developing new techniques to represent life in the 1920s and 1930s. Workshops had to be curtailed due to the pandemic, but rapid growth in virtual visitors kept the museum in the public eye and received much praise.

This year preparatory work has progressed on the Annex development and a project has continued on the future encapsulation and interpretation of the Vale scene. The museum has also been prepared for reopening with appropriate infrastructure to meet Covid 19 restrictions in place and an advance booking system to control numbers and spacing of visitors. New CCTV has been installed in the Vale and Dartmoor scenes.

Pendon Museum provides educational facilities and community talks on its subject to schools and adults over a wide geographical and demographic area, and brings a significant number of visitors to the Long Wittenham area. These come from across the region and beyond (the Museum holds a unique position and attracts visitors from home and abroad). It also continues to develop the skills of its volunteer force with training and education in order to enhance the presentation and accuracy of information to visitors.

Temporary exhibitions and visiting layouts provided added interest for visitors. 3-D images of many elements of the exhibits have been developed using the latest techniques and these have generated much interest through exhibitions and collaboration with a specialist modeling magazine.

The Museum was awarded Accredited Museum status by the Arts Council in 2018 (Accreditation No. 963). Trustees have used this award as a springboard to improve our processes and procedures in the Museum, helping us to enhance and maintain our professionalism. The 5-year Forward Plan submitted with the application has proved valuable in providing a structured way forward.

The support of the Oxfordshire Museum Development Officer is acknowledged with thanks - support helps financially to get new projects off the ground and also encourages the Trust to innovate in the way that the exhibits are interpreted by our visitors.

Friends, who subscribe to the Museum, have access to a number of events at a reduced rate, which include lecture evenings. They also have access to an area of the website called Friends Place which holds a growing body of information on social history, buildings and railway operations in the Vale of White Horse. The many improvements made to the Friends offer during the year are both worthwhile in themselves and are succeeding in attracting more new friends to join.

PENDON MUSEUM TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTORS' REPORT)
(continued)
YEAR ENDED 31 DECEMBER 2020

Financial review

The value of all funds as at 31 December 2020 was £555,457 (2019 - £524,816) which is comprised entirely of unrestricted funds of £555,457 (2019 - £524,816) as there were no restricted funds (2019 - £Nil).

PRINCIPAL FUNDING SOURCES

The total income for the year was £107,604 (2019 - £118,464) comprising museum admission income, subscriptions, donations and investment income plus Government grants under their Covid 19 support schemes. In addition to this regular income there were legacies totaling £7,000. This year the income exceeded the expenditure by £30,641 (2019 - £34,751). All surpluses are re-invested into the Charity to further the objectives. The Trustees review current and future funding needs on a regular basis.

RESERVES POLICY

The Trustees have reviewed the reserves of the charity. This review encompassed the nature of the income and expenditure streams, the need to match variable income with fixed commitments and the nature of the reserves. The review concluded that to allow the charity to be managed efficiently and to provide a buffer for uninterrupted services, a general reserve of £80,000 (about one year's operating costs) should be maintained for the unrestricted funds ("the free reserves") not committed or invested in tangible fixed assets. Our reserves meet this requirement at the present time.

The Trustees have reviewed this policy in light of their plans and expectations for the future. Given the commitments and income streams on which the charity depends, they have confirmed it is prudent to maintain the current policy.

RESULTS

The results for the year and the charity's financial position at the end of the year are shown in the attached financial statements.

The funds of the Trust are held in bank accounts and no financial investments are made. In order to maximise bank interest a proportion of the funds are held in saving accounts with the balance needed for day to day operation being held in bank current accounts. Saving accounts are split over a range of banking groups such that all would be covered by the Financial Services Compensation Scheme should a bank get into difficulties.

PENDON MUSEUM TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTORS' REPORT)
(continued)
YEAR ENDED 31 DECEMBER 2020

Financial review *(continued)*

RISK MANAGEMENT

The Trustees have carried out a detailed review of the charity's activities and have produced a comprehensive Forward Plan setting out the major opportunities available to the charity and the risks to which it is exposed. The Trustees monitor progress against the strategic objectives set out in the plan annually. The plan was updated towards the end of 2019 with firmed up detailed targets for 2020 and now covers the period 2020 - 2024. Strategic objectives were unchanged.

As part of this process, the Trustees have implemented a risk management strategy which comprises:

- an annual review of the risks which the charity may face;
- the establishment of systems and procedures to mitigate those risks identified in the plan;
- the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise.

A number of decisions previously taken by Trustees, having due regard to advice briefings from the Charity Commission, have been maintained. These include increasing the operating cash reserve, placing reserves with a range of banks, and imposing strict controls on expenditure across all activities.

As in previous years a schedule of potential projects has been identified, with those most likely to proceed being ones to ensure compliance with legislation, having direct relevance to the work of the Museum, the control of running costs, or a positive impact on visitors' appreciation of Pendon.

Work continues to ensure that the Museum acts in a safe environment, with regular Health and Safety reviews. Volunteers carry out a safety briefing prior to each opening to the public. Provision has been made to ensure continued safe operation.

The Trustees are aware of their responsibilities to ensure compliance with all statutory legislation.

Plans for future periods

Following extensive consultation with a range of stakeholders the Museum Development Group proposed a new draft Five Year Action Plan for the Museum for the period 2017 - 2022. Following a consultation period, Trustees have formally adopted this plan. Detailed targets for 2020 have been agreed and an updated plan covering the period 2020 - 2024 has been put in place. This will be revised when the date that the museum can reopen becomes clear. The plan focuses on continuing to enhance interpretation and increasing the public space to allow more displays. The Interpretative Strategy developed a few years ago has been updated and forms a major input into the Trust's plans. Following the redesign and rebuild of the Museum's toilet facilities, focus has now moved to developing better use of space to maximize and improve public areas.

PENDON MUSEUM TRUST LIMITED

COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTORS' REPORT)

(continued)

YEAR ENDED 31 DECEMBER 2020**Plans for future periods (continued)**

LEGAL STATUS

The organisation is a charitable company limited by guarantee, incorporated on 3 February 1961 and registered as a charity.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company as defined by the Companies Act 2006 and is governed under its Articles of Association which were last amended on 3rd November 2012.

The Trustees are aware of their responsibility to ensure compliance with the legislation governing charitable companies.

Bank	National Westminster Bank Plc 11 Market Place, Abingdon-on-Thames, OX14 3HH
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Accountants Nockels Gee Accountants Limited
5 The Chambers, Vineyard, Abingdon-on-Thames, OX14 3PX

Structure, governance and management

ORGANISATION

The Charity is administered by the Trustees, supported by a management team appointed by Trustees.

The Charity has a wholly owned trading subsidiary, Pendon Museum Sales Limited, carrying out non-charitable trading activities for the charity. Full details are set out in note 19. The Directors of the subsidiary company are C J Webber and Dr K J Brown. For the financial year ended 31 December 2020 the company made a loss therefore had no profits to donate to the charity (2019 - £6,631).

APPLICATIONS AND NOMINATIONS FOR TRUSTEES

Any member of Pendon Museum Trust Ltd may stand for election at an Annual General Meeting to become a Trustee. Trustees are elected typically for a term of three years. The minimum number of Trustees is three. The Trustees may co-opt any member of the Trust to fill a casual vacancy. Any Trustee so appointed shall remain in office until the next Annual General Meeting and shall then be eligible for re-election.

All Trustees must be at least 18 years old and capable of managing their own affairs.

An induction procedure has been established by way of providing a governance document, including appropriate Charity Commission booklets, which is issued to all Trustees on appointment. Training is given as required.

MEMBERS

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31 December 2020 was 70 (2019 - 79).

PENDON MUSEUM TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTORS' REPORT)
(continued)
YEAR ENDED 31 DECEMBER 2020

Structure, governance and management *(continued)*

Trustees' Responsibilities

The Trustees (who are also directors of Pendon Museum Trust for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Standards (United Kingdom Accounting Standards).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including income and expenditure for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

PENDON MUSEUM TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTORS' REPORT)
(continued)
YEAR ENDED 31 DECEMBER 2020

Reference and administrative details

Registered charity name Pendon Museum Trust Limited
Charity registration number 313614
Company registration number 00682542
Principal office and registered office Pendon Museum Trust Limited
Long Wittenham
Abingdon on Thames
OX14 4QD
UK

The trustees

Dr K J Brown
P Leonard
M Moignard
M Ray
M Whittick (Resigned 2 June 2020)
P J Wiltshire
P N Wood

The Trustees who served during the year and up to the date of this report are named above. They are Directors for the purpose of company law and Trustees for the purpose of charity law

OFFICERS

All Trustees are officers of the charity. Those elected to specific roles by Trustees during the period were as follows:

Chairman: P Leonard
Treasurer: Dr K J Brown
Secretary: M Moignard

PRESIDENT AND VICE PRESIDENTS

The Trust has conferred the following appointments in respect of exceptional services by the individuals to the Trust.

President: P R King C Eng, MI Mech E (Deceased 18 May 2020)
Vice President: K R Surman (Deceased 13 June 2020)

The positions of President and Vice President are considered by Trustees and the Members to be honorary. Those appointed do not undertake any role in the management of the Trust in that capacity, and therefore are not Trustees by virtue of that position.

Company secretary M Moignard
Independent examiner Helen Gee FCCA
5 The Chambers
Vineyard
Abingdon-on-Thames

PENDON MUSEUM TRUST LIMITED

COMPANY LIMITED BY GUARANTEE

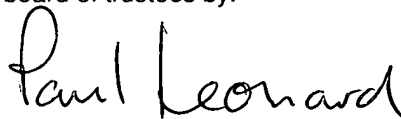
TRUSTEES' ANNUAL REPORT (INCORPORATING THE DIRECTORS' REPORT)
(continued)

YEAR ENDED 31 DECEMBER 2020

The trustees' annual report (incorporating the directors' report) and the strategic report were approved on 14 APRIL 2021 and signed on behalf of the board of trustees by:



Dr K J Brown
Trustee



P Leonard
Trustee

PENDON MUSEUM TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PENDON
MUSEUM TRUST LIMITED
YEAR ENDED 31 DECEMBER 2020

I report to the trustees on my examination of the financial statements of Pendon Museum Trust Limited ('the charity') for the year ended 31 December 2020.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the 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 matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Helen Gee FCCA
Independent Examiner

5 The Chambers
Vineyard
Abingdon-on-Thames

27 APRIL 2021

PENDON MUSEUM TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31 DECEMBER 2020

		2020		2019
	Note	Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	5	67,945	67,945	69,557
Other trading activities	6	5,116	5,116	40,038
Investment income	7	2,117	2,117	2,238
Other income	8	32,426	32,426	6,631
Total income		<u>107,604</u>	<u>107,604</u>	<u>118,464</u>
Expenditure				
Expenditure on raising funds:				
Costs of raising donations and legacies	9	3,595	3,595	3,881
Expenditure on charitable activities	10,11	73,368	73,368	79,832
Total expenditure		<u>76,963</u>	<u>76,963</u>	<u>83,713</u>
Net income and net movement in funds		<u>30,641</u>	<u>30,641</u>	<u>34,751</u>
Reconciliation of funds				
Total funds brought forward		524,816	524,816	490,065
Total funds carried forward		<u>555,457</u>	<u>555,457</u>	<u>524,816</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

PENDON MUSEUM TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL POSITION
31 DECEMBER 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible fixed assets	16	73,652	80,351
Current assets			
Debtors	18	13,890	27,486
Investments	19	100	100
Cash at bank and in hand		468,834	417,839
		<u>482,824</u>	<u>445,425</u>
Creditors: amounts falling due within one year	20	<u>1,019</u>	<u>960</u>
Net current assets		<u>481,805</u>	<u>444,465</u>
Total assets less current liabilities		<u>555,457</u>	<u>524,816</u>
Net assets		<u>555,457</u>	<u>524,816</u>
Funds of the charity			
Unrestricted funds		555,457	524,816
Total charity funds	21	<u>555,457</u>	<u>524,816</u>

For the year ending 31 December 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 14 April 2021, and are signed on behalf of the board by:



Dr K J Brown
Trustee



P Leonard
Trustee

PENDON MUSEUM TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2020

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Pendon Museum Trust Limited, Long Wittenham, Abingdon on Thames, OX14 4QD, UK.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies**Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue. The reserves of the charity meet the requirement that has been set-out by the Trustees in their report.

Disclosure exemptions

The charity satisfies the criteria of being a qualifying entity as defined in FRS 102. As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102:

- (a) No cash flow statement has been presented for the company.
- (b) Disclosures in respect of financial instruments have not been presented.

Consolidation

The charity has taken advantage of the option not to prepare consolidated financial statements contained in Section 398 of the Companies Act 2006 on the basis that the entity and its subsidiary undertakings comprise a small group.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires trustees to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome.

PENDON MUSEUM TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS *(continued)*
YEAR ENDED 31 DECEMBER 2020

3. Accounting policies *(continued)*

Taxation policy

Pendon Museum Trust Limited is a registered charity and accordingly is exempt for taxation on its income and gains where they are to be applied for charitable purposes.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Volunteers

The value of the services provided by volunteers is not incorporated into these financial statements. Further details of their contribution is provided in note 17 to these financial statements and in the Trustees' Report.

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations, the Friend of Pendon scheme and grants are recognised when there is evidence of entitlement, receipt is probable and its amount can be measured reliably.
- income from Gift Aid is recognised in the appropriate accounting period.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from museum admissions, event and lectures are recognised in the appropriate accounting period.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered, and is classified under headings of the statement of financial activities to which it relates.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

PENDON MUSEUM TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS *(continued)*
YEAR ENDED 31 DECEMBER 2020

3. Accounting policies *(continued)*

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold building	-	2% straight line
Equipment	-	20% straight line
Permanent Exhibits	-	Fully depreciated

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs.

Debtors

Debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Investments

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Cash at bank and in hand

Investments are stated at their original cost.

A review for impairment is carried out at each reporting date. Where the carrying value exceeds the recoverable amount the investment is impaired accordingly.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

4. Limited by guarantee

The company is registered in England and Wales and is limited by guarantee. The liabilities of the members is limited to £1 per member.

PENDON MUSEUM TRUST LIMITED

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS *(continued)*

YEAR ENDED 31 DECEMBER 2020

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Donations				
Donations	7,874	7,874	12,450	12,450
Friends of Pendon subscriptions	41,778	41,778	39,009	39,009
Gift Aid claimed on donations and subscriptions	10,408	10,408	10,486	10,486
Gift Aid claimed on museum admissions	885	885	7,112	7,112
Legacies				
Legacies	7,000	7,000	500	500
	<u>67,945</u>	<u>67,945</u>	<u>69,557</u>	<u>69,557</u>

6. Other trading activities

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Museum admission income	4,595	4,595	36,804	36,804
Workshops, lectures and other events	521	521	3,234	3,234
	<u>5,116</u>	<u>5,116</u>	<u>40,038</u>	<u>40,038</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Bank interest receivable	2,117	2,117	2,238	2,238

8. Other income

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Donation of profits from trading company	—	—	6,631	6,631
Job retention grant income	5,426	5,426	—	—
Local authority grant income	27,000	27,000	—	—
	<u>32,426</u>	<u>32,426</u>	<u>6,631</u>	<u>6,631</u>

9. Costs of raising donations and legacies

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Friends of Pendon administration	3,595	3,595	3,881	3,881

PENDON MUSEUM TRUST LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS *(continued)*
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10. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Museum expenses	71,854	71,854	79,082	79,082
Support costs	1,514	1,514	750	750
	<u>73,368</u>	<u>73,368</u>	<u>79,832</u>	<u>79,832</u>

11. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2020 £	Total fund 2019 £
Museum expenses	71,854	–	71,854	79,082
Governance costs	–	1,514	1,514	750
	<u>71,854</u>	<u>1,514</u>	<u>73,368</u>	<u>79,832</u>

12. Net income

Net income is stated after charging/(crediting):

	2020 £	2019 £
Depreciation of tangible fixed assets	<u>6,699</u>	<u>11,202</u>

13. Independent examination fees

	2020 £	2019 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>720</u>	<u>660</u>

14. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020 £	2019 £
Wages and salaries	13,551	17,233
Employer contributions to pension plans	80	123
	<u>13,631</u>	<u>17,356</u>

The average head count of employees during the year was 2 (2019: 2). The average number of full-time equivalent employees during the year is analysed as follows:

	2020 No.	2019 No.
Number of museum staff	<u>2</u>	<u>2</u>

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

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NOTES TO THE FINANCIAL STATEMENTS *(continued)*
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15. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by any of the Trustees in both this and the previous financial year.

16. Tangible fixed assets

	Freehold building £	Equipment £	Permanent Exhibits £	Total £
Cost				
At 1 January 2020 and 31 December 2020	<u>162,460</u>	<u>58,703</u>	<u>3,000</u>	<u>224,163</u>
Depreciation				
At 1 January 2020	86,907	53,905	3,000	143,812
Charge for the year	<u>3,249</u>	<u>3,450</u>	<u>—</u>	<u>6,699</u>
At 31 December 2020	<u>90,156</u>	<u>57,355</u>	<u>3,000</u>	<u>150,511</u>
Carrying amount				
At 31 December 2020	<u>72,304</u>	<u>1,348</u>	<u>—</u>	<u>73,652</u>
At 31 December 2019	<u>75,553</u>	<u>4,798</u>	<u>—</u>	<u>80,351</u>

The freehold building is subject to a charge in favour of National Westminster Bank plc.

17. Heritage assets

Many of the Museum's displays and models have been created by volunteers. These models and displays are unique, representing thousands of hours of volunteer time over many decades. The Trustees do not consider that an accurate value can be attached to them and the costs are not capitalised.

18. Debtors

	2020 £	2019 £
Amounts owed by group undertakings	<u>13,259</u>	20,068
Other debtors	<u>631</u>	<u>7,418</u>
	<u>13,890</u>	<u>27,486</u>

PENDON MUSEUM TRUST LIMITED
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19. Investments

Pendon Museum Trust Ltd owns 100% of the 100 Ordinary £1 Shares of Pendon Museum Sales Ltd (company number 01251264).

Pendon Museum Sales Ltd is the trading company for the charity and operates the shop at the museum. Shop takings received by Pendon Museum Sales Ltd for the year ended 31 December 2020 were £3,513 (2019 - £18,549), and total expenses were £4,152 (2019 - £18,549). The profits each year are donated to Pendon Museum Trust Ltd however as there was a loss made in the year of £639, there will be no donation made. The value of the donation to Pendon Museum Trust Ltd for the year ended 31 December 2020 will be £nil (2019 - £6,631), as set out in note 8.

Pendon Museum Sales Ltd has historic profit reserves brought forward of £4,427 (2019 - £4,427) therefore the capital and reserves of the subsidiary at 31 December 2020 were £3,788 (2019 - £4,527).

20. Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	300	300
Accruals and deferred income	719	660
	<u>1,019</u>	<u>960</u>

21. Analysis of charitable funds**Unrestricted funds**

	At 1 January 2020 £	Income £	Expenditure £	Transfers £	At 31 December 2020 £
General funds	444,465	107,604	(70,264)	-	481,805
Buildings, fixtures and equipment	80,351	-	(6,699)	-	73,652
	<u>524,816</u>	<u>107,604</u>	<u>(76,963)</u>	<u>-</u>	<u>555,457</u>

	At 1 January 2019 £	Income £	Expenditure £	Transfers £	At 31 December 2019 £
General funds	400,739	118,464	(72,511)	(2,227)	444,465
Buildings, fixtures and equipment	89,326	-	(11,202)	2,227	80,351
	<u>490,065</u>	<u>118,464</u>	<u>(83,713)</u>	<u>-</u>	<u>524,816</u>

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21. Analysis of charitable funds *(continued)*

The general funds are unrestricted and can be used in accordance with the charitable objectives at the discretion of the Trustees. There is no stipulation on how these funds are spent.

There is a designated fund in respect of the buildings, fixtures and equipment of the charity. Their book value in the financial statements is reflected in the figures above. The expenditure represents the annual depreciation charge in the accounts. Transfers relate to newly acquired assets, where appropriate.

Restricted funds

There were no restricted funds held during the year ended 31 December 2020.

22. Analysis of net assets between funds

	Unrestricted Funds	Total Funds 2020
	£	£
Tangible fixed assets	73,652	73,652
Investments	100	100
Current assets	481,705	481,705
Net assets	555,457	555,457

	Unrestricted Funds	Total Funds 2019
	£	£
Tangible fixed assets	80,351	80,351
Investments	100	100
Current assets	444,365	444,365
Net assets	524,816	524,816

23. Related parties

Dr K J Brown is a Director of both Pendon Museum Trust Ltd and Pendon Museum Sales Ltd. He received no remuneration from either entity in this or the previous year. There are no related party transactions to disclose.