

# COMPANIES HOUSE

Company registration number: 06322344

Charity registration number: 1120909

## The Towcester Museum

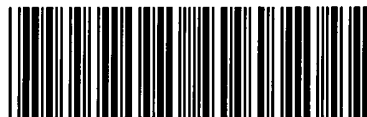
(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 30 September 2017

KRW Accountants  
KRW Accountants  
The Mill  
Pury Hill Business Park  
Alderton Road  
Towcester  
Northants  
NN12 7LS

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COMPANIES HOUSE

## **The Towcester Museum**

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## **The Towcester Museum**

### **Reference and Administrative Details**

<b>Trustees</b>	R Hamblin K Lovell J Scrase S A Willet S J Dowding D L Ward
<b>Principal Office</b>	White Horse Yard 163-165 Watling Steet Towcester Northants NN12 6BU  The charity is incorporated in England.
<b>Company Registration Number</b>	06322344
<b>Charity Registration Number</b>	1120909
<b>Solicitors</b>	Arnold Thomson 205 Watling Street Towcester Northamptonshire NN12 6BX
<b>Bankers</b>	CAF 25 Kings Hill Avenue West Maling Kent ME19 4JQ
<b>Independent Examiner</b>	KRW Accountants The Mill Pury Hill Business Park Alderton Road Towcester Northants NN12 7LS

## **The Towcester Museum**

### **Trustees' Report**

The trustees who are also directors of the charity for the purpose of the Companies Act 2006, present their report with the financial statements for the year ended 30 September 2017.

#### **Structure, Governance and Management**

##### **Governing document**

The charitable company is controlled by its governing document, Memorandum and Articles of Association.

The charitable company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the charitable company being wound up members are required to contribute an amount not exceeding £10.

##### **Recruitment and appointment of new trustees**

The Memorandum of Association of the charitable company provides for the trustees to meet at the least twice a year.

Members attending the Annual General Meeting elect trustees. The trustees, when complete consist of at least three and not more than twenty individuals, all of whom must be members. One third (or the number nearest one third) must retire and, if eligible, offer themselves for re-election at each Annual General Meeting. Those longest in service retire first and the choice between any of equal service being made by drawing lots. The trustees may at any time co-opt any person duly qualified to be appointed as a trustee to fill a vacancy in their number or as an additional trustee, but a co-opted trustee holds office only until the next Annual General Meeting when they must seek re-election.

##### **Induction and training of new trustees**

The chair of the trustees is responsible for the induction of any new trustees, which involves awareness of a trustee's responsibilities, the Memorandum and Articles of Association, administrative procedures, the history and philosophical approach of the charitable company. A new trustee would receive copies of the previous year's annual report and financial statements and a copy of the charity commission leaflet 'The Essential Trustee: What you Need to Know'. New trustees would also be encouraged to review other leaflets and publications issued by the Charity Commissions.

## **The Towcester Museum**

### **Trustees' Report**

#### **Risk Management**

The trustees have a duty to identify and review the risks to which the charitable company is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The trustees have a duty to identify and review the risks that the charitable company faces. To date these have mainly related to the handling of cash and fraud. In order to minimise the risks, the trustees meet regularly to collectively review the records of the charitable company to ensure all income and expenditure is being recorded and accounted for. In accordance with the Memorandums and Articles of Association of the charitable company all cheques and orders for payments of money are signed by at least two trustees. The trustees themselves do not receive a remuneration from the charitable company.

#### **Objectives and Activities**

##### **Objectives and aims**

The following objectives are to be applied in the town of Towcester and the area south of Northamptonshire ('the area to benefit'):

1. The establishment, maintenance and promotion of the Towcester Museum and the encouragement and maintenance of the interest and support of the public in the said museum.  
The giving and exchange of information and advance and the promotion and development of public education in all matters relating to the history and heritage of the town Towcester and surrounding area by the provision of displays, lectures, meetings, classes, films, audio visual presentation and the like.
- 2.
3. The promotion of study and research into the history of the town of Towcester and surrounding areas.

##### **Charitable activities**

The charitable company main activities are currently:

1. To manage its leasehold property which includes the renting of the two retail outlets.
2. To provide the museum facilities in Towcester.

##### **Achievement and performance**

During the period, the charitable company continues to undertake these activities as described above. The museum opened to the public in December 2012.

##### **Financial review**

The net incoming resources for the period amounted to £8,424 (2016: £5,748). As at the 30 September 2017 the charity had a fund surplus of £119,898 (2016: £111,474), being a surplus on restricted funds of £45,161 (2016: £46,013) and a surplus in general reserves of £74,737 (2016: 65,461). The restricted funds are solely for improvements to the property or other specific expenditure agreed at the time of the award.

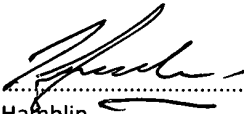
## **The Towcester Museum**

### **Trustees' Report**

#### **Reserves Policy**

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should be no less than 3 months of the resources expended. At this level, the trustees believe that they would be able to continue the current activities of the charity in the event of a significant drop in funding. Accordingly, the financial statements have been completed on the basis that the company is a going concern.

The annual report was approved by the trustees of the charity on 24 May 2018 and signed on its behalf by:

  
.....

R Hamblin  
Trustee

## **The Towcester Museum**

### **Statement of Trustees' Responsibilities**

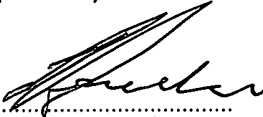
The trustees (who are also the directors of The Towcester Museum for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They 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.

Approved by the trustees of the charity on 24 May 2018 and signed on its behalf by:

  
.....  
R Hamblin  
Trustee

## **The Towcester Museum**

### **Independent Examiner's Report to the trustees of The Towcester Museum**

I report on the accounts of the charity for the year ended 30 September 2017 which are set out on pages 7 to 18.

#### **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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 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 statement 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 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.

  
.....

KRW Accountants

The Mill  
Pury Hill Business Park  
Alderton Road  
Towcester  
Northants  
NN12 7LS

24 May 2018



# The Towcester Museum

## Statement of Financial Activities for the Year Ended 30 September 2017 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2017 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	26,297	-	26,297
Other income	4	15,384	-	15,384
Total Income		41,681	-	41,681
<b>Expenditure on:</b>				
Charitable activities	5	(33,257)	-	(33,257)
Total Expenditure		(33,257)	-	(33,257)
Net income		8,424	-	8,424
Transfers between funds		852	(852)	-
Net movement in funds		9,276	(852)	8,424
<b>Reconciliation of funds</b>				
Total funds brought forward		65,461	46,013	111,474
Total funds carried forward	15	74,737	45,161	119,898
	Note	Unrestricted funds £	Restricted funds £	Total 2016 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	18,856	4,990	23,846
Other income	4	15,384	-	15,384
Total Income		34,240	4,990	39,230
<b>Expenditure on:</b>				
Charitable activities	5	(28,490)	(4,990)	(33,480)
Total Expenditure		(28,490)	(4,990)	(33,480)
Net income		5,750	-	5,750
Transfers between funds		(3,920)	3,920	-
Net movement in funds		1,830	3,920	5,750
<b>Reconciliation of funds</b>				
Total funds brought forward		63,631	42,093	105,724
Total funds carried forward	15	65,461	46,013	111,474

All of the charity's activities derive from continuing operations during the above two periods.

**The Towcester Museum**  
**(Registration number: 06322344)**  
**Balance Sheet as at 30 September 2017**

	Note	2017 £	2016 £
<b>Fixed assets</b>			
Tangible assets	10	122,674	130,300
<b>Current assets</b>			
Stocks	11	5,598	5,598
Debtors	12	543	620
Cash at bank and in hand		42,098	29,192
		48,239	35,410
<b>Creditors: Amounts falling due within one year</b>	13	(8,191)	(7,960)
<b>Net current assets</b>		40,048	27,450
<b>Total assets less current liabilities</b>		162,722	157,750
<b>Creditors: Amounts falling due after more than one year</b>	14	(42,824)	(46,276)
<b>Net assets</b>		119,898	111,474
<b>Funds of the charity:</b>			
<b>Restricted funds</b>		45,161	46,013
<b>Unrestricted income funds</b>			
Unrestricted funds		74,737	65,461
<b>Total funds</b>	15	119,898	111,474

For the financial year ending 30 September 2017 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 charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

**The Towcester Museum**

**(Registration number: 06322344)**  
**Balance Sheet as at 30 September 2017**

The financial statements on pages 7 to 18 were approved by the trustees, and authorised for issue on 24 May 2018 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'R Hamblin', is written over a horizontal dotted line.

R Hamblin  
Trustee

## **The Towcester Museum**

### **Notes to the Financial Statements for the Year Ended 30 September 2017**

#### **1 Charity status**

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### **Basis of preparation**

The Towcester Museum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### **Transition to FRS 102**

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was required. No restatements are required as a result of the transition to FRS 102.

##### **Income and endowments**

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

## **The Towcester Museum**

### **Notes to the Financial Statements for the Year Ended 30 September 2017**

#### ***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

#### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### ***Expenditure***

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### ***Governance costs***

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### ***Taxation***

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

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

Individual fixed assets costing £0.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### ***Depreciation and amortisation***

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

## **The Towcester Museum**

### **Notes to the Financial Statements for the Year Ended 30 September 2017**

<b>Asset class</b>	<b>Depreciation method and rate</b>
Land & Buildings	2% straight line
Improvements to property	2% straight line
Office equipment	33% straight line
Fixtures & fittings	20% reducing balance

#### **Stock**

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Borrowings**

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

## The Towcester Museum

### Notes to the Financial Statements for the Year Ended 30 September 2017

#### 3 Income from donations and legacies

	Unrestricted funds		
	General	Total	Total
	£	2017	2016
		£	£
Donations and legacies;			
Donations from individuals	856	856	926
Gift aid reclaimed	252	252	-
Grants, including capital grants;			
Grants from other charities	10,000	10,000	7,990
Museum admission fees	15,189	15,189	14,930
	<u>26,297</u>	<u>26,297</u>	<u>23,846</u>

#### 4 Other income

	Unrestricted funds		
	General	Total	Total
	£	2017	2016
		£	£
Rental income	15,384	15,384	15,384

## The Towcester Museum

### Notes to the Financial Statements for the Year Ended 30 September 2017

#### 5 Expenditure on charitable activities

		Unrestricted funds		
	Note	General £	Total 2017 £	Total 2016 £
Purchases		-	-	4,990
Purchases		7,830	7,830	2,026
Rent and rates		240	240	204
Service charge expenses		2,201	2,201	2,022
Light, heat and power		2,092	2,092	2,088
Insurance		1,950	1,950	1,779
Repairs and maintenance		678	678	284
Repairs and renewals		1,362	1,362	1,138
Telephone and fax		1,163	1,163	966
Printing, postage and stationery		523	523	278
Trade subscriptions		-	-	159
Hire of other assets (Operating leases)		374	374	230
Sundry expenses		269	269	-
Cleaning		59	59	22
Travel and subsistence		181	181	144
Advertising and events		855	855	2,005
Depreciation of freehold property		100	100	100
Depreciation of plant and machinery		2,152	2,152	2,152
Depreciation of fixtures and fittings		5,930	5,930	7,297
Depreciation of office equipment		106	106	40
Governance costs	6	5,192	5,192	5,556
		<u>33,257</u>	<u>33,257</u>	<u>33,480</u>

£33,257 (2016 - £28,490) of the above expenditure was attributable to unrestricted funds and £Nil (2016 - £4,990) to restricted funds.



## The Towcester Museum

### Notes to the Financial Statements for the Year Ended 30 September 2017

#### 6 Analysis of governance and support costs

##### Governance costs

	Unrestricted funds		
	General	Total	Total
	£	2017 £	2016 £
Independent examiner fees			
Examination of the financial statements	960	960	1,333
Legal fees	183	183	227
Other governance costs	4,049	4,049	3,996
	<u>5,192</u>	<u>5,192</u>	<u>5,556</u>

## The Towcester Museum

### Notes to the Financial Statements for the Year Ended 30 September 2017

#### 7 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

Trustees were reimbursed in the year for goods purchased on behalf on the charity.

No trustees have received any other benefits from the charity during the year.

#### 8 Independent examiner's remuneration

	2017 £	2016 £
Examination of the financial statements	<u>960</u>	<u>1,333</u>

#### 9 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 10 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Property Improvements £	Total £
<b>Cost</b>				
At 1 October 2016	4,995	63,578	107,599	176,172
Additions	<u>-</u>	<u>661</u>	<u>-</u>	<u>661</u>
At 30 September 2017	<u>4,995</u>	<u>64,239</u>	<u>107,599</u>	<u>176,833</u>
<b>Depreciation</b>				
At 1 October 2016	899	34,310	10,662	45,871
Charge for the year	<u>100</u>	<u>6,036</u>	<u>2,152</u>	<u>8,288</u>
At 30 September 2017	<u>999</u>	<u>40,346</u>	<u>12,814</u>	<u>54,159</u>
<b>Net book value</b>				
At 30 September 2017	<u>3,996</u>	<u>23,893</u>	<u>94,785</u>	<u>122,674</u>
At 30 September 2016	<u>4,096</u>	<u>29,268</u>	<u>96,937</u>	<u>130,301</u>

#### 11 Stock

	2017 £	2016 £
Stocks	<u>5,598</u>	<u>5,598</u>

# The Towcester Museum

## Notes to the Financial Statements for the Year Ended 30 September 2017

### 12 Debtors

	2017 £	2016 £
Prepayments	<u>543</u>	<u>620</u>

### 13 Creditors: amounts falling due within one year

	2017 £	2016 £
Bank loans	6,800	6,800
Other creditors	227	32
Accruals	<u>1,164</u>	<u>1,128</u>
	<u>8,191</u>	<u>7,960</u>

### 14 Creditors: amounts falling due after one year

	2017 £	2016 £
Bank loans	<u>42,824</u>	<u>46,276</u>

### 15 Funds

	Balance at 1 October 2016 £	Incoming resources £	Resources expended £	Transfers £	Balance at 30 September 2017 £
<b>Unrestricted funds</b>					
General	(65,461)	(41,681)	33,257	(852)	(74,737)
<b>Restricted funds</b>	<u>(46,013)</u>	<u>-</u>	<u>-</u>	<u>852</u>	<u>(45,161)</u>
<b>Total funds</b>	<u>(111,474)</u>	<u>(41,681)</u>	<u>33,257</u>	<u>-</u>	<u>(119,898)</u>

# The Towcester Museum

## Notes to the Financial Statements for the Year Ended 30 September 2017

	Balance at 1 October 2015 £	Incoming resources £	Resources expended £	Transfers £	Balance at 30 September 2016 £
<b>Unrestricted funds</b>					
General	(63,631)	(34,240)	28,490	3,920	(65,461)
<b>Restricted funds</b>	<u>(42,093)</u>	<u>(4,990)</u>	<u>4,990</u>	<u>(3,920)</u>	<u>(46,013)</u>
<b>Total funds</b>	<u>(105,724)</u>	<u>(39,230)</u>	<u>33,480</u>	<u>-</u>	<u>(111,474)</u>

### 16 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	General £	£	£
Tangible fixed assets	27,889	94,785	122,674
Current assets	48,239	-	48,239
Current liabilities	(1,391)	(6,800)	(8,191)
Creditors over 1 year	-	(42,824)	(42,824)
<b>Total net assets</b>	<u>74,737</u>	<u>45,161</u>	<u>119,898</u>

### 17 Analysis of net funds

	At 1 October 2016 £	Cash flow £	At 30 September 2017 £
Cash at bank and in hand	29,192	12,906	42,098
<b>Net debt</b>	<u>29,192</u>	<u>12,906</u>	<u>42,098</u>