

Company No: 1968010

GODALMING MUSEUM TRUST
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 MARCH 1996



GODALMING MUSEUM TRUST
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GODALMING MUSEUM TRUST

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TRUSTEES AND ADVISERS

Trustees: Mrs M.M. Gordon (Life President)
A.J. Bott, O.B.E., M.A., F.S.A. (Chairman)
Rt. Hon. V. Bottomley, M.P.
A.J. Brigstocke
C. Carter
J.M. Cartwright
D.J. Coombs
Lady I. Freyberg
M.R. Goodridge
Mrs E. Grugeon
Dr. A.M. Hoxseman
Mrs M.E. Heath-Bullock
K.R. Masters
Mrs P. Pile

Secretary: J.T. Hawke

Treasurer: Dr. T.D. Kennea

Registered Office: 1 South Street
Godalming
Surrey
GU7 1DA

Accountants: Roffe Swayne
Ashcombe House
Queen Street
Godalming
Surrey
GU7 1BB

Solicitors: Hart Brown
1 South Street
Godalming
Surrey
GU7 1DA

Bankers: Lloyds Bank plc
49 High Street
Godalming
Surrey
GU7 1AT

Company No. 1968010

Registered Charity No. 292155

Registered Museum No. 255

GODALMING MUSEUM TRUSTREPORT OF THE TRUSTEES

The Trustees present their Report and the financial statements
for the year ended 31 March 1996

CONSTITUTION AND PRINCIPAL ACTIVITY

Godalming Museum Trust is a company limited by guarantee and is a registered charity. The principal activity of the company is the provision of the museum facilities in Godalming for the public.

FINANCIAL RESULTS

Particulars of the Income and Expenditure for the year are set out in detail on page 5. The Accounts disclose a Surplus for the year of £312 (1995 £2,182).

REVIEW OF ACTIVITIES AND FUTURE DEVELOPMENTS - by the ChairmanStaffing

Jill Benson left in November 1995. Her work has been spread among several volunteers with additional temporary help provided by Waverley Borough Council. The arrangement seems to be working satisfactorily.

Finance and Fund Raising

Much effort has been directed towards planning the Appeal for the Museum's refurbishment and enhancement. The Appeal was launched at the end of March 1996. Responses have been good but are reflected to only a small degree in the accompanying Accounts because they have occurred mainly in the next Financial Year.

Excluding the funds raised by the Appeal, income has been less than last year's with Donations and Letting Fees, particularly, being lower. Income from Godalming Museum Sales is £150 above last year's level. Partly, this increase is a consequence of the good sales of Nigel Coates' book but also, we hope, a result of our improved marketing.

Because the Trust has transferred the organisation of its lectures to the Friends, income from fund raising events is below last year's level. The annual lunch for supporters, held this year at Virginia Bottomley's house, and the Flag Day made valuable contributions to our finances.

The Friends continue to go from strength to strength. Their membership now exceeds 300 and their Calendar and programme of two excursion, six lectures and other events raised about £2,000.

Activities and Exhibitions

Plans for the Museum's enhancement and refurbishment were approved by Waverley Borough Council. As part of the Appeal they have been circulated throughout the Borough in the Waverley Newsletter and have been displayed in the Museum. Applications are being prepared seeking financial support from the National Lottery and other funding agencies.

Visitor numbers are slightly down on last year's at about 18,000. We are unsure of the reasons for the decline but believe that the move of the focus of the town's shopping activities to the Wharf/Bridge Street area may have contributed.

Bookings for exhibitions and Museum facilities were reduced following Jill Benson's departure but are now at or above last year's level.

The Museum is developing its role as part of the wider Godalming community by membership of appropriate local organisations, liaison with Godalming Trust and participation in day and weekend "Town" events. Children's and family activities have been particularly successful.

GODALMING MUSEUM TRUSTREPORT OF THE TRUSTEES - CONTINUEDOther Matters

The new arrangements for the revised Management Committee and the closer integration of the Friends within the Museum structure seem to be working well.

The library has had new furniture and continues to flourish in Joan Charman's care and with valuable help from Gill Foot and John Young. Opening hours have been extended to include most Thursday afternoons.

More bulbs and plants have been bought for the garden which, thanks to Michael Edwards and its increasing maturity, improves continuously.

Finally, I wish to thank all the Trustees and volunteers for their help during the year. Without their dedication, the Museum would not be able to function.

Trustees

The Trustees in office throughout the year were:

Mrs M.M. Gordon (Life President)	M.R. Goodridge
A.J. Bott, O.B.E., M.A., F.S.A. (Chairman)	Mrs E. Grugeon
Rt. Hon. V. Bottomley, M.P.	Mrs M.E. Heath-Bullock
A.J. Brigstocke	Mrs. P. Pile
C. Carter	
J.M. Cartright	
D.J. Coombs	

The following Trustees were appointed on 13 July 1995:

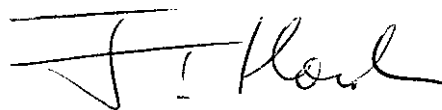
Lady I. Freyberg
 Dr. A.M. Horseman (Waverley Borough Council representative)
 K.R. Masters

A.M. Kerry resigned as a Trustee on 13 July 1995.

Mr Goodridge has been replaced as the Waverley Borough Council representative but continues as a Trustee in a personal capacity.

In accordance with the Articles of Association Mrs M.E. Heath-Bullock and Mrs P. Pile retire by rotation at the forthcoming Annual General Meeting.

None of the Trustees receives remuneration from the Trust.



By Order of the Trustees

J.T. HAWKE

Secretary

1 South Street,
 Godalming,
 Surrey.
 GU7 1DA

3 July 1996

GODALMING MUSEUM TRUSTINCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 1996

<u>INCOME</u>	<u>1996</u>	<u>1995</u>
General and library donations	2,559	2,783
Special grants and donations:		
Godalming Town Council	-	505
Other	<u>311</u>	<u>290</u>
	311	795
Donations under deed of covenant and gift aid (net):		
Godalming Museum Sales Limited	2,775	2,625
Other	<u>705</u>	<u>725</u>
	3,480	3,350
<u>Add</u> Income tax recoverable	<u>1,160</u>	<u>1,233</u>
	4,640	4,583
Fund raising events, net of expenses	1,008	1,257
Bank and other deposit interest	1,062	1,203
Letting fees	<u>959</u>	<u>1,244</u>
	10,539	11,865
<u>LESS EXPENDITURE</u>		
Rent	3,000	3,000
<u>Less</u> Council grant	<u>1,500</u>	<u>1,500</u>
	1,500	1,500
Water	128	103
Heat and light	1,333	1,323
Electrical and other repairs and replacements	368	141
Telephone	404	425
Insurance	1,095	1,077
Security	659	616
Garden	442	321
Audit and accountancy	353	563
Museum Assistant	848	1,412
Cleaner	881	522
Library books and photocopies	57	99
Publicity	74	192
Miscellaneous	<u>926</u>	<u>986</u>
	9,068	9,280
Purchases for Museum	1,079	-
Planning Application	80	-
Bookbinding	<u>-</u>	<u>403</u>
	10,227	9,683
<u>SURPLUS FOR THE YEAR</u>	312	2,182
<u>Deduct</u> Transfer to Capital Fund	<u>-</u>	<u>2,000</u>
Balance transferred to Accumulated Fund	<u>£ 312</u>	<u>£ 182</u>

CONTINUING OPERATIONS

None of the company's activities were acquired or discontinued during the current and previous year.

GODALMING MUSEUM TRUST
STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES
FOR THE YEAR ENDED 31 MARCH 1996

	<u>1996</u>	<u>1995</u>
Surplus for the year	312	2,182
Net Income on Appeal Fund	<u>1,637</u>	<u>-</u>
TOTAL RECOGNISED GAINS AND LOSSES RELATING TO THE YEAR	<u>£1,949</u>	<u>£2,182</u>

GODALMING MUSEUM TRUSTBALANCE SHEET AS AT 31 MARCH 1996

<u>CURRENT ASSETS</u>	<u>1996</u>	<u>1995</u>
Investments: (see note 3)	10,000	10,000
Debtors:		
Income tax recoverable	1,493	1,233
Prepayments	<u>1,110</u>	<u>2,067</u>
	2,603	3,300
Cash at bank and on deposit:		
Charities Aid Foundation account	15,387	14,467
Instant Savings account	3,415	1,706
Current account	<u>4,020</u>	<u>2,913</u>
	22,822	19,086
	<u>35,425</u>	<u>32,386</u>
<u>CREDITORS: Amounts falling due within one year:</u>		
Creditors and accruals	<u>2,008</u>	<u>918</u>
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>	<u>£33,417</u>	<u>£31,468</u>

Represented by:

ACCUMULATED FUND

Balance at 1 April 1995	4,629	4,447
Add Transferred from Income and Expenditure Account	<u>312</u>	<u>182</u>
	4,941	4,629

SPECIAL FUNDSCapital Fund

Balance at 1 April 1995	23,500	21,500
Add Transferred from:		
Income and Expenditure account	<u>-</u>	<u>2,000</u>
	23,500	23,500

Purchases and Conservation Fund

Balance at 1 April 1995 and at 31 March 1996	2,339	2,339
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Repairs and Renewals Fund

Balance at 1 April 1995 and at 31 March 1996	1,000	1,000
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Appeal Fund

Income	1,643	
Less: Costs of fund raising	<u>6</u>	<u>-</u>
	1,637	
	<u>£33,417</u>	<u>£31,468</u>

GODALMING MUSEUM TRUST

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BALANCE SHEET AS AT 31 MARCH 1996

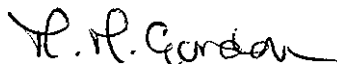
The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 March 1996.

No notice has been deposited under Section 249B(2) of the Companies Act 1985 in relation to its financial statements for the financial year.

The trustees acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

In preparing these financial statements, the Trustees have taken advantage of special exemptions applicable to small companies conferred by Part 1 of Schedule 8 to the Companies Act 1985. The Trustees have done so on the grounds that, in their opinion, the company is entitled to the benefit of those exemptions because it meets the qualifying conditions for small companies as stated in Section 247 of the Companies Act 1985.



M.M. GORDON



A.J. BOTT

Approved on behalf of the Trustees on 3 July 1996

GODALMING MUSEUM TRUSTNOTES TO THE FINANCIAL STATEMENTSFOR THE YEAR ENDED 31 MARCH 1996**1. ACCOUNTING POLICIES****Accounting Convention**

The financial statements have been prepared under the historical cost convention.

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

Donations

Income from lump sum donations under Deed of Covenant is dealt with on a cash received basis. For the year ended 31 March 1996 there were no such donations (1995 - £120).

Capital Fund

This fund has been created by regular transfers from accumulated reserves. The aim is to reach £100,000 by the end of the century so that the Trust can then be self-financing.

Purchases and Conservation Fund

This fund was created by an original transfer from accumulated reserves of £2,000 in 1991 and in recent years has been augmented with specific donations. The fund is available to meet specific costs which the Trustees may from time to time determine.

Repairs and Renewals Fund

Created by an original transfer of £1,000 from accumulated reserves in 1991, this fund is available for major repair or renewal expenditure.

Appeal Fund

This has been created for Donations and other income for the project to enhance and refurbish the Museum. The Appeal was launched in March 1996.

2. EMPLOYEE COSTS

The Trust does not have any employees.

3. INVESTMENTS

	<u>1996</u>	<u>1995</u>
Schroders Charity Equity Fund 3,527.8 units	5,000	5,000
Schroders Charity Fixed Interest Fund 4,143.8 units	<u>5,000</u>	<u>5,000</u>
	£10,000	£10,000
(Market value as at 31 March 1996 - £12,412)	<u> </u>	<u> </u>

4. RECONCILIATION OF MOVEMENT OF FUNDS

Surplus for the year	312	2,182
Net Income on Appeal Fund	<u>1,637</u>	<u>-</u>
NET ADDITION TO FUNDS	1,949	2,182
Opening Funds	<u>31,468</u>	<u>29,286</u>
Closing Funds	<u>£33,417</u>	<u>£31,468</u>