

GODALMING MUSEUM TRUST
(A Company Limited by Guarantee)

REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

Company Registered No. 1968010



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REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

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GODALMING MUSEUM TRUST
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REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2017

The Trustees present their Report and the Financial Statements for the year ended 31 March 2017.

CONSTITUTION AND PRINCIPAL ACTIVITY

Godalming Museum is a company limited by guarantee (Memorandum of Association dated 4 November 1985) and is a registered charity. The principal activity of the Company is the provision of museum facilities in Godalming for the public benefit.

TRUSTEES:

The Trustees at the end of the year under review were:

A J Bott, OBE, MA, FSA (Chairman)
Lady Forbes
M R Goodridge, MBE, LLB (Vice Chairman)
M Hartnall, FCA
Mrs M E Heath-Bullock
Rt Hon Jeremy Hunt, MA, MP
Dr T D Kennea, RD, MSc
M More-Molyneux, HM Lord Lieutenant of Surrey
J N Parsons, BA, LRAM, ARCM
A Kelly, FCA
W M H Edwards, MA
T E Martin
R A Gordon-Smith, BSc, Cert Stat

Secretary: Simon Vere Nicoll, LL.B

Treasurer: A Kelly, FCA
Roffe Swayne
Ashcombe Court
Woolsack Way
Godalming
Surrey, GU7 1LQ

Registered Office: Beaufort House
Chertsey Street
Guildford
Surrey, GU1 4 HA

Independent Examiner: P J Osborne FCA
Osbornes Accountants Limited
20 Market Place
Kingston upon Thames
Surrey
KT1 1JP

Solicitors: Clyde & Co
Beaufort House
Chertsey Street
Guildford
Surrey, GU1 4HA

Bankers: HSBC Bank Plc
110 High Street
Godalming
Surrey, GU7 1DP

GODALMING MUSEUM TRUST
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REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2017

Registered Charity No: 292155

Registered Museum No: 255

Review of Performance, Progress and Achievements
2016 – 2017

Collections

110 accessions were added to the collections in 2016, representing an unusually large number of individual items, due to the donation of several significant collections of photographs, each accessioned under a single number. These included:

- 12,710 photographs donated by John Young, dating from the 1980s to the 2010s and documenting community events and development in the town and surrounding area
- 214 photographs of Godalming and the surrounding area donated by Kenneth Bryant who was a professional photographer locally for many years, a friend of the Museum and a diligent recorder of local events
- 2,805 colour slides of gardens designed by Gertrude Jekyll, taken by Jane Balfour. The Museum Trust is very grateful to the Arts and Crafts Movement in Surrey who paid for these to be digitised and so made accessible
- A large collection (catalogued so far only at top level so exact number not known) of photographs of Godalming and the surrounding area taken and collected by Olive Muddle and her father John who, from 1891, ran a photography studio in Godalming

Other accessions included: the archive of the Godalming and District Chamber of Commerce, documenting commercial life in the town over more than a century; a collection of books on Sir Edwin Lutyens which included A S G Butler's *The Architecture of Sir Edwin Lutyens* in three volumes; and a large archive of papers, photographs and drawings collected by Alan Bott when preparing his history of Godalming Parish Church.

The Museum was thrilled to receive two more postcards sent by Jack Phillips, Chief Wireless Operator on the Titanic to his sisters and the original album in which they were kept. This album came up at auction in the 1990s when the Museum tried unsuccessfully to buy it. It was bought by a dealer who took out the postcards and sold them individually. Jack Phillips' biographer, Mandy Le Boutillier, subsequently bought the album and several of the postcards. She donated one to the Museum in 2012 to mark the centenary of the loss of the Titanic and made these further generous donations this year.

In February we held an exhibition on the Godalming Sanitary Steam Laundry curated by volunteer Gavin Maclachlan. This was the latest in a series of exhibitions based on oral history interviews collected by the Museum. Following the inaugural *Keeping Memories Alive* we have held exhibitions on Weyburn Engineering, RFD and Paines Knitwear. Each of these exhibitions has had an impact on the Museum's collecting; accessions this year have included the last of a backlog of items donated during the RFD exhibition and a 1930s framework knitting machine and a "linker" donated as a result of the Paines exhibition. As has become the tradition, the Laundry exhibition opened with a reunion of former employees, including Vi Lake, now in her 90s, who featured in the exhibition in a photograph of Laundry employees taken in 1933.

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REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2017 (continued)

Review of Performance, Progress and Achievements
2016 – 2017 (continued)

Collections (continued)

Comments from visitors to the exhibition included:

"This exhibition really brings the past alive – so interesting!"

"Fantastic exhibition. Very well done. Made many people very happy."

"Wonderful exhibition – fantastic seeing where Mum worked when younger."

"So very interesting – could stand for hours reading it all. Was able to pick out my eldest sister (eldest of 7!) Well done everyone."

"Loved looking back at OUR history."

The Museum is grateful to all the volunteers who have worked on the collections over the year. Jan Frankcom led the work of accessioning and cataloguing new acquisitions with the help of several young volunteers including Matthew Bradbury and Katie Collins (completing her volunteering for her Duke of Edinburgh Gold Award).

Education

306 school children visited the Museum in 9 groups and a further 674 children enjoyed workshops in schools. An estimated 857 students made use of the Museum's loan boxes. Comments from teachers have included:

"Thank you ever so much for the workshops - the children thoroughly enjoyed them, as did we! I very much hope that we can do this again next year."

"Please pass on my gratitude to everyone who gave up their time to help the children today - it was a wonderful visit and I was impressed with how thoroughly planned and informative every activity was."

"Just wanted to say a massive thank you for a fantastic trip to the museum on Monday. The day was thoroughly planned out and the children enjoyed all of the activities. They have been really inspired about what they have learnt and want to do more Anglo-Saxon activities!"

From a parent accompanying a school visit:

"I just wanted to take a moment to praise the great work going on at Godalming Museum. Today I visited with a group of year 5 children from Frimley. The day was very well planned, the variety of activities was impressive and the kids learnt and experienced so much. The coordinators were great with the kids. As a parent I have helped out on many school trips over the last 6 years for both of my children, this trip to Godalming Museum was my favourite. I will definitely be visiting this gem in the centre of Godalming again during the summer holidays."

And from the children themselves:

"We had much fun as you whizzed us through the amazing history of Godalming. Thank you for teaching us about Jack Phillips and about how our town was founded."

"I usually don't enjoy history but the Godalming history was way more interesting."

"Thank you for the outstanding trip to the museum and Godalming. You have loaded me up with the most wonderful facts about where I live."

"My favourite activity would probably have to be Archaeology as it was great fun using the right technique and proper tools."

"I really enjoyed the foil art because it is something new I had never done before. I enjoyed learning about Anglo Saxon designs."

"I enjoyed the walk because you told us lots of funny and interesting stories. I also loved walking around the village looking at the flowing rivers, the flowers and all the old buildings."

GODALMING MUSEUM TRUST
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REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2017 (continued)

Review of Performance, Progress and Achievements
2016 – 2017 (continued)

Events

The Museum organised a programme of events and lectures, which were promoted to the general public as well as to members of the Museum Trust and the Godalming Trust. In addition museum volunteers and the Curator have given talks to groups and led guided tours of the Museum and town. In June the Museum was delighted to welcome the Medieval Studies Group of the Surrey Archaeological Society and in March the Odysee de la Culture, a group of French and Canadian visitors following the route taken by First World War soldier Jean Arsenault from Halifax in Nova Scotia to Vimy Ridge. Jean Arsenault had spent time at Witley Army Camps.

- | | |
|-----|---|
| May | Visit to Stratfield Saye, led by Tony Barron who also gave a fascinating talk about the battle of Waterloo to all those going on the trip.

Tea party to celebrate the birthdays of two of our volunteers, John Young (90) and Rita Wright (100)
Flag Day on the High Street, Bridge Street and at Secrett's farm shop |
| Jul | Summer lunch at St Catherine's School, Bramley - a highly enjoyable occasion with many people staying on to take advantage of the school's kind offer of tours of the school and grounds. The Museum is very grateful to the Headmistress and staff for their hospitality and support and to all the volunteers who work so hard to make this annual event a success. |
| Aug | Flag day, Waitrose |
| Sep | Flag day, Sainsbury's.

As usual, the Museum supported Heritage Open Days, handling the ticketing for those properties where numbers were restricted and opening additionally on the Sunday. |
| Oct | Martin Lutyens Chairman of the Lutyens Trust formally unveiled watercolour sketches and letters from Sir Edwin Lutyens lent to the Museum by the Trust.

Talk, Materials of Building – Wood, by Mervyn Mewis |
| Nov | Talk, Materials of Building – Bricks & Tiles, by Michael Edwards
Stall at Christmas Lights switch on |
| Dec | Stall at the Mayor's Christmas Fair |
| Jan | Talk, Materials of Building – Glass, by Rachel Mulligan |
| Mar | Talk, Materials of Building – Iron, by Lucy Quinell |

Exhibitions

- | | |
|----------|---|
| Apr | A Neighbourhood Plan for Godalming and Farncombe exhibition by Godalming Town Council |
| Apr-May | Scottish Islands in drawings, etchings and lithographs by Rose Seber |
| May -Jun | Collages by Martin Jones |
| Jun | Up the Garden Path , botanical art by Liz Sherras Clark |
| Jul | A Place in the Town photographs of Godalming's independent traders by Phil Kemp and Giles Pattison |
| Jul | Godalming Photographic Club Annual Exhibition |

GODALMING MUSEUM TRUST
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REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2017 (continued)

Review of Performance, Progress and Achievements
2016 – 2017 (continued)

Exhibitions (continued)

Sep	Studio 12 Annual Exhibition
Sep-Oct	Broadwater Artists Annual Exhibition
Oct – Dec	Cards for Good Causes
Jan	Michael Woods – Paintings and Other Works
Feb	Beneath the Surface underwater photography by Chris Hutchinson
Mar	Godalming Sanitary Steam Laundry
Apr	Mayford Art Group

Governance and Management

The Health and Safety committee met regularly through the year and conducted periodic inspections. The Museum Management Committee met every three months and the Trustees in July and January. Marketing and publicity.

The Museum is grateful to all the volunteers who help with marketing and publicity: Jacky Beale issued regular press releases; Hugh Turrall-Clarke, assisted by Jan Frankcom kept the website up to date; Yvonne Burley edited the newsletter and Giles Pattison designed and typeset the spring and summer exhibition brochures. This year the Museum started a Facebook page www.facebook.com/GodalmingMuseum.

Shop

The shop continued to provide valuable support to the work of the Museum, both financially and as a visitor service, with the shop team putting in a great deal of hard work to stock and staff museum stalls at town events and to make sure that suitable stock was available for group and school visits.

Staff

Curator:	Alison Pattison
Volunteer Coordinator:	Angela Terelak
Archivist:	Shirley Dixon
Gardener:	Patricia Liechti Clarke
Cleaners	RKF Cleaning

For all other aspects of its work, the Museum depends on, and is deeply grateful for, the hard work and good will of its team of 80 volunteers who generously give their time and expertise to facilitate the practical day-to-day operation of the museum, to develop and deliver its services and to keep it financially viable. Three volunteer training sessions were held during the year.

Visitors and service users

The Museum counted 16,178 service users in 2016-17, compared to 17,317 in 2015-16. The decrease was largely in visitors to museum events held off-site. This year the Museum was unfortunately unable to attend the Godalming Town Fete, while last year we also attended the Witley fete and a First World War commemorative event organised by Waverley Borough Council.

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REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2017 (continued)

Review of Performance, Progress and Achievements
2016 – 2017 (continued)

Visitors and service users (continued)

Comments from visitors this year have included:

"What a gem of a museum! We thoroughly enjoyed our visit – so much to see, we will return. Thank you."

"One of the best local museums I have ever been to – fascinating and hope to return another time"

"Truly wonderful, wonderful museum, as was the welcome, thank you."

"Excellent little museum. Made all the more interesting by the enthusiastic guides."

"Very informative, lovely staff, had an excellent day."

In conclusion, the Trustees wish to thank Waverley Borough Council, Godalming Town Council, the Friends and Patrons of the Museum, our volunteers and other supporters for their continuing help. Our task would have been much more difficult without their financial and other contributions. The repetition of these words each year should not be taken to mean that the Trustees' thanks are in any way formulaic or less than heartfelt. It simply reflects the ongoing partnership between all these people and organisations, which makes the provision of a museum service for Godalming and the surrounding area possible.

GODALMING MUSEUM TRUST
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REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2017

REVIEW OF FINANCIAL ACTIVITIES AND AFFAIRS

Over the year, the Trust's assets rose from £112,782 to £124,812 (as per the Balance Sheet on page 9), although £16,765 of these are ring-fenced for specific Restricted Funds. This means that the assets available to meet our future needs at the year end were £108,047. The Trustees consider this to be an adequate level of reserves to meet the Museum's immediate expenditure needs.

There was a small surplus in General Funds of £2,763 from day-to-day activities during the year (as per the Statement of Financial Activities on page 8) although the Trust's investments rose in value over the year by £11,872 principally due to the increase in the markets over the year.

However, it should be remembered that the value of the Trust's investments move up and down depending on general investment and economic conditions, so we cannot be certain of how the value will change in the coming periods, especially given the economic uncertainties at present.

We are grateful for the continued financial support of both Waverley Borough Council and Godalming Town Council, with the latter's contributions being used towards the cost of the volunteer co-ordinator as in previous years. The Trustees are aware of changes that are likely to have adverse effects on levels of funding in future years.

We have also continued to receive funds for the longer term projects, all of which are very much appreciated.

On the expenditure side the costs of maintaining the Museum continue to be challenging but generally under control, and Trustees are continuing to monitor expenses closely.



..... **A J BOTT**

Chairman of the Trustees

..... *1 August 2017*

Date

GODALMING MUSEUM TRUST

**STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)**

FOR THE YEAR ENDED 31 MARCH 2017

	Notes	General Funds	Restricted Funds	Total 2017	Total 2016
		£	£	£	£
INCOME					
Donations		5,795	50	5,845	9,384
Income from charitable activities	3	22,456	-	22,456	26,655
Income from other trading activities	4	30,343	-	30,343	21,184
Investment income		2,668	-	2,668	2,125
Total income		<u>61,262</u>	<u>50</u>	<u>61,312</u>	<u>59,348</u>
EXPENDITURE					
Expenditure on charitable activities	5	55,186	-	55,186	51,406
Project expenditure		-	-	-	900
Cost of fundraising		3,313	-	3,313	2,621
Total expenditure		<u>58,499</u>	<u>-</u>	<u>58,499</u>	<u>54,927</u>
Net income before gains on investments		2,763	50	2,813	4,421
Unrealised gain on investments		9,217	-	9,217	2,331
Net income and net movement of funds for the year		<u>11,980</u>	<u>50</u>	<u>12,030</u>	<u>6,752</u>
Reconciliation of funds					
Total funds brought forward		96,067	16,715	112,782	106,030
Total funds carried forward		<u>108,047</u>	<u>16,765</u>	<u>124,812</u>	<u>112,782</u>

GODALMING MUSEUM TRUST
(Company Registered Number 1968010)
BALANCE SHEET AT 31 MARCH 2017

	Notes	2017 £	2016 £
FIXED ASSETS			
Investments	6	85,027	73,155
CURRENT ASSETS			
Shop stocks	7	6,834	7,794
Debtors:			
Income tax recoverable		1,957	2,213
Sundry debtors		498	2,518
Prepayments		1,671	1,924
		4,126	6,655
Cash at bank and in hand:			
Charities Aid Foundation		9,951	11,941
Savings account		1,811	2,042
Current account		9,589	7,255
Shop bank account		9,959	6,898
Cash in hand		149	116
		31,459	28,252
		42,419	42,701
CREDITORS: Amounts falling due within one year:			
Creditors and accruals		2,634	3,074
NET CURRENT ASSETS		39,785	39,627
TOTAL ASSETS LESS CURRENT LIABILITIES		124,812	112,782
Represented by:			
FUNDS			
Unrestricted General Fund		108,047	96,067
Restricted Funds	8	16,765	16,715
		124,812	112,782

GODALMING MUSEUM TRUST

(Company Registered Number 1968010)

BALANCE SHEET AT 31 MARCH 2017

(continued)

For the year ending 31 March 2017 the Company was entitled to exemption from audit under Section 477 of the Companies Act 2006.

No notice has been deposited under Section 476 of the Companies Act 2006 in relation to its financial statements for the year.

The Trustees acknowledge the responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

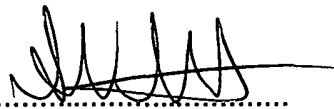
The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved on behalf of the Trustees on 1 August 2017

A J BOTT

..... 

A KELLY

..... 

**GODALMING MUSEUM TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017**

1. ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

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.

Godalming Museum Trust 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.

b) Reconciliation with previous Generally Accepted Accounting Practice

The accounts for the year ended 31 March 2016 were prepared under the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Accepted Accounting Practice applicable to Smaller Entities) and the Companies Act 2006. The transition to FRS 102 has had no impact on its reported financial performance. Accordingly, no reconciliations of its surplus determined under FRSSE 2015 at 31 March 2016 to its surplus determined in accordance with FRS 102 have been presented.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

d) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

e) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Trust's work.

f) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

g) Stock

Stock is included at the lower of cost or net realisable value.

h) Debtors

Debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

GODALMING MUSEUM TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017
(continued)

1. ACCOUNTING POLICIES (continued)

i) Cash at bank and in hand

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.

j) 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. Creditors and provisions are normally recognised at their settlement amount.

k) Financial instruments

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2. LEGAL STATUS OF THE TRUST

The Trust is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2017 £	Unrestricted Funds 2016 £
Friends' subscriptions	3,681	3,690
Local Authority grants	6,850	8,700
Fundraising events	7,633	8,583
Educational visits	1,461	1,460
Lettings and exhibitions	875	1,390
Corporate donations	1,790	2,160
Sundry income	256	672
	22,456	26,655

4. INCOME FROM OTHER TRADING ACTIVITIES

	Unrestricted Funds 2017 £	Unrestricted Funds 2016 £
Shop and exhibition sales	25,692	16,322
Refreshment sales	2,235	2,405
Cards for Good Causes	2,416	2,457
	30,343	21,184

GODALMING MUSEUM TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017
(continued)

5. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted Funds 2017 £	Unrestricted Funds 2016 £
Shop purchases and payments to exhibitors	16,230	9,376
Refreshment purchases	965	1,085
Rent	2,220	2,220
Utilities, telephone and internet	4,819	5,715
Volunteer co-ordinator	6,900	7,435
Archiving, cataloguing and conservation	6,046	3,980
Repairs, maintenance and security	3,338	8,111
Insurance	1,875	925
Cleaning, waste disposal and garden costs	5,478	5,112
Exhibitions	905	927
Computer costs	1,535	498
Publicity and newsletter	1,395	1,568
Library	447	859
Other expenses	2,529	3,067
Governance costs – independent examiner's fee	504	528
	55,186	51,406

6. INVESTMENTS

	2017 £	2016 £
Schroders Charity Equity Fund 3527.8346 units	36,760	29,433
Schroders Charity Fixed Interest Fund 26,984.86 units	20,816	19,138
CAF Fixed Interest B Fund	15,128	14,437
UK Equitrak Fund	12,323	10,147
Market Value as at 31 March 2017	85,027	73,155

All investments are in common or collective investment schemes registered in the UK.

7. STOCKS

	2017 £	2016 £
Stocks for resale	6,834	7,794

GODALMING MUSEUM TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017
(continued)

8. RESTRICTED FUNDS

	Jekyll Digitisation Project £	What's Your Story App £	Sir Kenneth Clucas Legacy £	Education Resources £	TOTAL £
INCOME					
Donations	50	-	-	-	50
Balance brought forward at 1 April 2016	5,500	2,500	7,715	1,000	16,715
Balance carried forward at 31 March 2017	5,550	2,500	7,715	1,000	16,765

9. TRUSTEES' REMUNERATION AND EXPENSES

No remuneration was paid to any of the Trustees nor are any expenses reimbursed to them for their services to the Trust during the year (2016 – None).

10. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year (2016-Nil).

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Investments £	Net Current Assets £	Total £
Restricted Funds (see note 9)	-	16,765	16,765
Unrestricted Funds	85,027	23,020	108,047
	85,027	39,785	124,812

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF GODALMING MUSEUM TRUST

I report on the accounts of the Charity for the year ended 31 March 2017 which are set out on pages 5 to 11.

Respective responsibilities of Trustees and Examiner

As the Charity's Trustees you 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 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;
- follow the procedures laid down in the general Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- 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 the seeking of 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 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and 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.



P J Osborne FCA
Osbornes Accountants Limited
20 Market Place
Kingston upon Thames
Surrey
KT1 1JP

Date.....11/8/17.....

GODALMING MUSEUM TRUST
INCOME AND EXPENDITURE ACCOUNT – UNRESTRICTED FUNDS
FOR THE YEAR ENDED 31 MARCH 2016

	2017		2016	
INCOME	£	£	£	£
Grants and donations:				
Waverley Borough Council	1,850		3,700	
Godalming Town Council	5,000		5,000	
General donations	<u>3,836</u>		<u>2,941</u>	
		10,686		11,641
Friends' subscriptions		3,681		3,690
Shop and exhibition sales	25,692		16,322	
Less: shop purchases and payments to exhibitors	<u>(16,230)</u>		<u>(9,376)</u>	
		9,462		6,946
Cards for Good Causes		2,416		2,457
Income tax recoverable under Gift Aid		1,959		2,213
Fundraising events	7,633		8,583	
Less: expenses	<u>(3,313)</u>		<u>(2,621)</u>	
		4,320		5,962
Sales of refreshments	2,235		2,405	
Less: expenses	<u>(965)</u>		<u>(1,085)</u>	
		1,270		1,320
Educational visits		1,576		1,460
Lettings and exhibitions		875		1,390
Bank and other interest		13		19
Income from investments		2,655		2,106
Corporate donations		1,700		2,160
Other income		<u>141</u>		<u>672</u>
		40,754		42,036
LESS: EXPENDITURE				
Rent	2,220		2,220	
Water, electricity, telephone and internet	4,819		5,715	
Volunteer co-ordinator	6,900		7,435	
Repairs and maintenance	1,888		3,800	
Archiving, cataloguing and conservation	6,046		3,980	
Insurance	1,497		925	
Security	1,828		4,311	
Garden	1,200		778	
Independent examiner's fees	504		528	
Cleaning and waste disposal	4,278		4,334	
Library and administration	447		859	
Publicity and newsletter	1,395		1,568	
Parking costs	939		1,603	
Exhibitions	905		927	
Subscriptions	142		120	
Education and training	295		173	
Website and IT support costs	1,535		498	
Miscellaneous	594		465	
Shop administrative expenses	<u>559</u>		<u>706</u>	
		37,991		40,945
SURPLUS FOR THE YEAR		<u>2,763</u>		<u>1,091</u>