

Charity Commission Annual Return 2005

PART A

Registered number **306338**

Main charity name **WEALD AND DOWNLAND OPEN AIR MUSEUM LIMITED**

A1 Financial year covered by this form

Please complete for the Financial Year ending on or after 1 January 2005.

Financial year start **01/01/2005**

Financial year end **31/12/2005**

Next financial year end **31/12/2006**

A2 Gross income and total expenditure

Extract the charity's **gross income and total expenditure** from the accounts prepared for the financial year shown above. Do not include the gross turnover/income of connected trading companies.

Gross income	£1,723,653 . 00 p
Total expenditure	£1,487,546 . 00 p

Pence **MUST** be rounded up/down to the nearest £

PART B

B1 Fund-raising (charities with an annual income exceeding £1 million need not answer this question)

a Does the charity engage in **fund-raising**? (If 'No', go directly to B2) Yes No

b State the **gross amount received from all fund-raising efforts** during the financial year £

c State the **gross total expenditure in the financial year connected with fund-raising efforts** £

d Does the charity make use of **professional fund-raisers** or **commercial participators**? (If 'No', go directly to B2) Yes No

If 'Yes', does the charity have a formal written agreement satisfying the requirements of Part II of the Charities Act 1992 with each of the **professional fund-raisers** or **commercial participators**? Yes No

B2 Trustees – general

- a If your charity works with **vulnerable beneficiaries**, are new trustees checked with the Criminal Records Bureau? Yes No
- b Do people other than the trustees vote at meetings of the trustees? Yes No
- c Have all trustee meetings in the last two years been quorate? Yes No

B3 Trustees – benefits

For the purposes of B3 and B4 “**charity trustees**” includes any persons, companies, or other bodies **connected** with them. Also “the charity” except in paragraph (f) includes any company or other body connected with it.

- a **Expenses** incurred by the charity trustees including travel, meals, accommodation and telephone costs. Do not include items which **charity trustees** buy on behalf of the charity and for which they are repaid by the charity at the price they paid, e.g. stationery and equipment supplies £

State the total amounts paid or payable (excluding expenses as detailed above) to the charity trustees during the financial year from the charity’s funds.

- b Amounts paid or payable for any **professional services** provided to the charity £
- c Amounts paid or payable for any other services provided to the charity. Include salaries, wages and honoraria, as well as payments for services other than professional services £
- d Other amounts paid or payable. Do not include the purchase of **trustee indemnity insurance** £
- e If any payments were made under b, c or d, do the **charity trustees** have specific authority (either in the governing document of the charity or from the court or the Charity Commission) to make these payments? Yes No

B4 Trustees – property

Please see the note at the start of B3. For the purposes of B4, property should include freehold or leasehold land or buildings, vehicles and computers etc. If the figure is zero, insert zero.

- a If the charity sold any property to any of the **charity trustees** without **authority** during the financial year, then please state the total value of the property sold £
- b If the charity purchased any property from any of the **charity trustees** without **authority** during the financial year, then please state the total value of the property purchased £
- c If the charity occupies any land or buildings belonging to any of the **charity trustees**, then please state the total amount paid during the financial year for that occupation. Include rent or licence fee, any premium or capital payment and all other payments made under the tenant’s covenants in the lease or under the terms of the licence, e.g. on repairs or improvements to the property £

B5 Dealings with connected trading companies

- a Does the charity have any **connected** trading companies? (If 'No', go directly to B6) Yes No
- b Give the total outstanding balance of all loans made by the charity to the **connected** trading companies as at the end of the financial year given in A1 (from the accounts) £
- i Are all the loans (in B5b) secured? Yes No
- ii Do the **connected** trading companies pay interest on all the loans (in B5b) at commercial rates? Yes No
- iii Are all the loans (in B5b) repayable within a period specified in each of the loan agreements? Yes No

The amount of the loans for each connected trading company is the maximum it owed at any time during the financial year. The total amount is the sum of all these maximum amounts.

- c Has any money originally loaned to a **connected** trading company not been repaid, but has instead during the financial year:
- i been subscribed by the charity for the issue of new shares in that company (i.e. converted to share capital)? Yes No
- ii been written off? Yes No

If the charity's accounts provide for the partial or total non-repayment of a loan made by the charity, then treat the loan as "written off".

- d State the total amounts due at the end of the financial year to the charity from the **connected** trading companies excluding loans £

This could include amounts owing to the charity for goods and services provided, or service charges, or as a result of charging the company's expenses to the charity.

- e Please give the following details about all the charity's connected trading companies for the last complete financial year ending on or before the last day of the financial year given in A1
- i Overall total turnover £ 323,682
- ii Overall total profit or loss on ordinary activities before taxation (losses should be given by placing figures in brackets) £ 244,976

For present purposes, calculate profit or loss on ordinary activities before deducting any gifts made to the charity.

Total amounts transferred to the charity £ 73,803

These should include amounts transferred by deed of covenant, gift aid, dividend or any similar means. Treat transfers by deed of covenant or gift aid as having been made by the company in the financial year in which they are treated as made for tax purposes.

B6 Misappropriation of assets

- a During the financial year, have any of the charity's assets been stolen or otherwise misappropriated by a person who was, at the time, associated with the charity (whether the assets or their value have been recovered or not)? Yes No

"Associated with" includes charity trustees, custodian trustees, holding trustees, officers, agents or employees and clients or beneficiaries of the charity or any persons, companies or other bodies connected with them.

- b State the amount of money or value of the assets which have been stolen or otherwise misappropriated £

Summary Information Return of Aims, Activities and Achievements

This return is intended to comprise a **summary** of **key** information contained in the Annual Trustees' Report and Accounts and in other documents.

Question 1: The Charity's Aims	
What are your charity's aims?	
The purpose of the Weald & Downland Open Air Museum is to stimulate public interest in, and to promote the preservation of, buildings of architectural or historical interest and to stimulate public interest in ancient crafts, trades and manufactures	
Further details can be obtained from:	

Question 2: Who benefits?	
a) Who benefits from the charity's work?	
<ul style="list-style-type: none">- Visitors of all kinds, who learn from and are inspired by the Museum's collections (145,000 per year).- School children whose studies are enriched by the Museum's exhibits (23,000 per year).- Adults who participate in formal learning at the Museum (2,500 student days per year).- Our volunteers who contribute to, and benefit from, 35,000 hours per year of voluntary work.	
b) How do you respond to their needs and how do they influence the charity's developments?	
<ul style="list-style-type: none">- We learn about the needs of ordinary visitors through personal contact (volunteer stewards and guided tours), a comments book, surveys and other forms of feedback.- We learn about the needs of school children through regular contact between our Schools Service and teachers and children.- We learn about the needs of participants in adult formal learning through feedback sheets completed by every student.- We learn about the needs of volunteers by meeting and talking with them regularly.	
Further details can be obtained from:	

Question 3: The Charity's Strategy	
a) What are the key elements of your charity's medium- to long-term strategy?	
<ul style="list-style-type: none"> - Audience development , through an Audience Development Project. - Improved interpretation of exhibits based on our interpretation strategy. - Improved physical and intellectual access through the Access Project. 	
b) How does your charity measure the success of the strategy?	
One of the aims of the Audience Development Project is to establish baselines and develop methods for measuring how well we meet the needs of our audiences.	
Further details can be obtained from:	

Question 4: The Charity's Objectives and Achievements	
What were your charity's main annual objectives and were they achieved?	
Objective	Achievement
To run an open air museum that inspires and delights its users.	During 2005 a new Interpretation Department was established and staffed.
To provide lifelong learning based on the Museum's collections.	During 2005 we greatly increased both the number and range of adult courses, the number of visits by schoolchildren and started work on a new website resource for teachers.
To ensure high standards of collections care.	During the year we successfully completed a project to improve the access to our large objects collections which are held in an off-site store, and achieved "Accredited" status as a Museum.
To pursue reseach and scholarship.	During the year we established a Knowledge Transfer Partnership project with Reading University and employed an historical research associate.

Question 5: The Charity's Income and Expenditure		
a) What were your charity's sources of income in the year?		
Income source	% of Gross income	£ 000
1. Voluntary income	73.4	1,266
2. Activities for generating funds	6	104
3. Investment income	0.8	14
4. Incoming resources from charitable activities	18.8	324
5. Other incoming resources	0.9	16

Total	100	1,724
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b) What were your charity's most significant activities in the year, and how much did it spend on them?

Charitable Activities	Cost £ 000
All charitable activities	1,268
Total expenditure on charitable activities	1,268
Total expenditure	1,488

Explanatory Comments

The costs have not been identified by separate charitable activities as the 2005 accounts have been prepared in SORP 2000 format.

c) What were your charity's three main fundraising activities in the year, and how much did each generate and cost?

Fundraising activity	Income generated £ 000	Cost of Activity £ 000
Special events, venue hire, enhanced visits.	104	68
Total voluntary income and activities for generating funds	104	
Total cost of generating voluntary income and fundraising trading		68

Explanatory Comments

Further details can be obtained from:

Question 6: The charity's financial health

How would you describe your charity's financial health at the end of the period?

The Museum met its objective to generate a small surplus on unrestricted funds to add to our reserves. These will enable us to meet projected cashflow requirements through the winter period, when we have a lower income from admissions, and provide a fund to assist with the start up costs for new projects. The Museum transferred legacies totally £211,124 to the Endowment Trust to be invested for the longer term development of the Museum. The overall position is very satisfactory.

Further details can be obtained from:

Question 7: The next year	
a) How will the overall performance last year affect your charity's medium- to long-term strategy?	
The Museum's strong financial performance and disciplined approach to building an endowment fund will make the achievement of the Access Project much easier to realise.	
b) What are your charity's main annual objectives for the next year?	
<ul style="list-style-type: none"> • To achieve planning permission for new access arrangements • To launch a new website containing resources for teachers. • To start working towards an audience development strategy. • To erect one new exhibit building. 	
Further details can be obtained from:	

Question 8: The charity's governance	
How does your charity ensure that its governance arrangements are appropriate and effective?	
The trustees meet three times a year and more often if required. All aspects of the charity's organisation and operations are reviewed together with the Museum Director.	
Further details can be obtained from:	

Declaration

Those who give answers that they know or suspect are untrue or misleading may be committing an offence.

I certify that the information given in this form is correct to the best of my knowledge and **has been brought to the attention of all the charity trustees**

Signed by one of the
charity trustees on behalf
of all charity trustees

Date 23/05/2006

Title MR

Please use BLOCK CAPITALS

Full Name MAURICE ALEXANDER POLLOCK

Please use BLOCK CAPITALS

Daytime telephone
number 01243 811260

You may find it useful to keep a copy of your completed form.

Contact Details

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