

**FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM  
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

# FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

Jean Piggott - Chairman  
Frances Messenger - Vice Chairman  
Sarah Casdagli - Hon Secretary  
Richard Wilde - Hon Treasurer  
Maurice Pollock  
Margaret Ashdown  
Geoffrey Claridge  
Sue Davis  
John Hutson  
Penny Spence  
Cynthia Rivett  
Jean Symons  
Mary Tomlinson  
Patricia Wilkinson  
Diana Zeuner  
Ex-officio: Richard Harris (Museum Director)  
Co-opted: Bob Easson (Museum Visitor Services Manager)

### Secretary

Lisa Neville - Membership Secretary

### Charity number

288962

### Principal address

Singleton  
Chichester  
West Sussex  
PO18 OEU

### Independent examiner

Jones Avens  
Piper House 4 Dukes Court  
Bognor Road Chichester  
West Sussex PO19 8FX

### Bankers

Barclays Bank plc  
74/75 East Street  
Chichester  
West Sussex  
PO19 1HT

National Westminster Bank plc  
5 East Street  
Chichester  
West Sussex  
PO19 1HH

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# FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

## CONTENTS

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	<b>Page</b>
Trustees' report	1 - 2
Independent examiner's report	3
Statement of financial activities	4
Balance sheet	5
Notes to the accounts	6 - 10

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# FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

## TRUSTEES' REPORT

### *FOR THE YEAR ENDED 31 DECEMBER 2007*

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The trustees present their report and accounts for the year ended 31 December 2007.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 1993 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

#### **Structure, governance and management**

The Friends of the Weald & Downland Open Air Museum is an unincorporated Society governed by its Rules first adopted on the 29 August 1970 and amended in subsequent years, the latest being 12 April 2002. The conduct and administration of the Society are the responsibility of the committee who are the charity trustees. The committee consists of the officers, Chairman, Hon Secretary and Hon Treasurer, and up to twelve elected members. The committee elects one of its members to hold the office of Vice Chairman. Each year, four committee members resign and at the Annual General Meeting of the Society the members elect the three specified officers to serve for one year and committee members to fill the vacancies.

The trustees who served during the year were:

Jean Piggott - Chairman

Frances Messenger - Vice Chairman

Sarah Casdagli - Hon Secretary

Richard Wilde - Hon Treasurer (Appointed 16 July 2007)

Maurice Pollock (Appointed 16 July 2007)

Margaret Ashdown

Geoffrey Claridge

Sue Davis

Andrew (Fred) Fisher (Resigned 14 April 2007)

John Hutson

Penny Spence

Cynthia Rivett

Jean Symons

Mary Tomlinson

Patricia Wilkinson

Diana Zeuner

Ex-officio: Richard Harris (Museum Director)

Co-opted: Bob Easson (Museum Visitor Services Manager)

The Society employs one part-time administrator, Lisa Neville, as Membership Secretary.

Every year all members of the Friends are circulated with the annual report and accounts with details of the Annual General Meeting and are invited to nominate candidates for the officers and committee members to be considered at the Annual General Meeting. In the event that there are more candidates than there are vacancies the matter is decided by a vote of the members present. New trustees are provided with a package of information about the Society and the responsibilities of a charity trustee.

# FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

## TRUSTEES' REPORT (CONTINUED)

*FOR THE YEAR ENDED 31 DECEMBER 2007*

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### **Objectives and activities**

The Society is established to support and assist the Weald & Downland Open Air Museum and to promote its use and enjoyment by the public. The Society receives funds by subscriptions, donations and fund raising events. All funds may only be used for making grants or loans to the Weald & Downland Open Air Museum and for the expenses of administering the Society.

The Friends increased membership numbers and subscription income in 2007. Subscription income increased over 2006 by £9,495 to £159,020. Gift aid tax reclaims added a further £34,183. Two very successful fundraising events were held during the year which together raised £5,817 after all expenses. We are very grateful to Barclays Bank plc and their employees for their contribution of £3,241 towards this total from their community funds programme.

### **Achievements and performance**

The Friends made grants to the Weald & Downland Open Air Museum totalling £185,247 during the year. A substantial part of this total, £105,000, was granted to support the costs of the essential activities of the Museum, including exhibit enhancements, historic gardens development and maintenance, marketing and publicity, horses and livestock, site maintenance, the schools service, staff and volunteer training and support for the curatorial and collections activities.

The balance, totalling £80,247, were made for a very wide range of projects and activities, from the purchase of capital equipment to site enhancements to research and dismantling for new exhibits. Full details of the grants made are included in the notes to the accounts.

To encourage the participation of members in the Friends and in the Museum, we also run a series of social activities throughout the year. In 2007 we had a six day spring tour and five one-day trips covering a wide variety of activities and interests.

### **Financial review**

The free reserves of the charity are the unrestricted funds arising from past operating results. The committee have examined the requirement to maintain free reserves and have concluded that the most appropriate level is between three and six months of committed expenditure. The Friends ended the year with £67,219 in reserves which is within the policy guidelines and will enable us to meet requests for grant support during the first half of 2008.

On behalf of the board of trustees

**Jean Piggott - Chairman**

Trustee

Dated: .....

# FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

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I report on the accounts of the charity for the year ended 31 December 2007, which are set out on pages 4 to 10.

#### **Respective responsibilities of trustees and examiner**

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, 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 Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 41 of the Act; and
  - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

#### **Jones Avens**

Neville Lacey BSc FCA  
Piper House 4 Dukes Court  
Bognor Road Chichester  
West Sussex PO19 8FX

Dated: .....

# FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2007

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	Notes	2007 £	2006 £
<b><u>Incoming resources from generated funds</u></b>			
Voluntary income	2	194,920	181,521
Activities for generating funds		6,518	5,299
Investment income	3	2,671	1,713
		<hr/>	<hr/>
		204,109	188,533
Other incoming resources	4	-	250
		<hr/>	<hr/>
<b>Total incoming resources</b>		<b>204,109</b>	<b>188,783</b>
		<hr/>	<hr/>
<b><u>Resources expended</u></b>			
<b>Costs of generating funds</b>			
Fundraising costs	5	701	524
		<hr/>	<hr/>
<b>Net incoming resources available</b>		<b>203,408</b>	<b>188,259</b>
		<hr/>	<hr/>
<b>Charitable activities</b>			
Supporting Weald & Downland Open Air Museum	6 & 7	198,678	190,361
		<hr/>	<hr/>
Governance costs	8	749	794
		<hr/>	<hr/>
<b>Total resources expended</b>		<b>200,128</b>	<b>191,679</b>
		<hr/>	<hr/>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>3,981</b>	<b>(2,896)</b>
		<hr/>	<hr/>
Fund balances at 1 January 2007		63,238	66,134
		<hr/>	<hr/>
<b>Fund balances at 31 December 2007</b>		<b>67,219</b>	<b>63,238</b>
		<hr/> <hr/>	<hr/> <hr/>

# FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

## BALANCE SHEET

AS AT 31 DECEMBER 2007

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	Notes	2007 £	£	2006 £	£
<b>Current assets</b>					
Debtors	11	16,557		744	
Cash at bank and in hand		51,877		64,982	
		<u>68,434</u>		<u>65,726</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(1,215)</u>		<u>(2,488)</u>	
<b>Total assets less current liabilities</b>		<u><u>67,219</u></u>		<u><u>63,238</u></u>	
<b>Income funds</b>					
Unrestricted funds		<u>67,219</u>		<u>63,238</u>	
		<u><u>67,219</u></u>		<u><u>63,238</u></u>	

The accounts were approved by the Trustees on .....

.....  
Jean Piggott - Chairman  
**Trustee**

# FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

## NOTES TO THE ACCOUNTS

**FOR THE YEAR ENDED 31 DECEMBER 2007**

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### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Charities Act 1993.

#### 1.2 Incoming resources

Membership subscriptions, donations and gift aid are recognised when they are received. Fundraising income is recognised in the year the event takes place.

Incoming resources from Social events are included net of expenditure within donations and gifts. Social events are run for the members and not for fundraising, and the policy adopted for a number of years has been to treat any surplus as donations.

#### 1.3 Resources expended

Liabilities are recognised when they are incurred.

Fundraising costs are recognised in the year the event takes place.

Charitable activity expenditure and corporate governance costs are recognised when they have been incurred.

### 2 Voluntary income

	<b>2007</b>	2006
	£	£
Donations and gifts	<b>1,717</b>	578
Members subscriptions	<b>159,020</b>	149,525
Gift aid	<b>34,183</b>	31,418
	<b>194,920</b>	181,521

### 3 Investment income

	<b>2007</b>	2006
	£	£
Interest receivable	<b>2,671</b>	1,713

# FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2007

### 4 Other incoming resources

	Total 2007 £	Total 2006 £
Other income	-	250

### 5 Total resources expended

	Staff costs £	Other costs £	Grant funding £	Total 2007 £	Total 2006 £
<b>Costs of generating funds</b>					
Fundraising costs	-	701	-	701	524
<b>Charitable activities</b>					
<u>Supporting Weald &amp; Downland Open Air Museum</u>					
Grant funding of activities	-	-	185,247	185,247	178,135
Support costs	7,471	5,960	-	13,431	12,226
Total	7,471	5,960	185,247	198,678	190,361
<b>Governance costs</b>	-	749	-	749	794
	<u>7,471</u>	<u>7,410</u>	<u>185,247</u>	<u>200,128</u>	<u>191,679</u>

Governance costs includes payments to the independent examiner of £360 (2006: £353) for examination fees and £240 (2006: £235) for the preparation of the accounts.

# FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2007

### 6 Grants payable

	2007 £	2006 £
Supporting Weald & Downland Open Air Museum	<u>185,247</u>	<u>178,135</u>

#### Analysis of grants made in 2007:-

£105,000 - This grant was made in four quarterly payments and makes a contribution towards the costs of core activities of the Museum, including exhibit enhancements, historic gardens development and maintenance, marketing and publicity, horses and livestock, site maintenance, the schools service, staff and volunteer training and support for curatorial and collections activities.

£583 - New Range in Wittakers

£3,727 - Archive store in Gridshell

£8,500 - Clothing Project

£7,104 - Tractor plus Accessories

£1,250 - Wooden Scaffolding

£340 - Bench in Memoriam Mrs M Hallam

£3,812 - Woodland and Boarhunt pathways

£16,833 - Thatch overhaul - Court Barn

£5,000 - Tiled Roof Maintenance Programme

£1,000 - Teachers Conference

£1,000 - Images of Bayleaf Exhibition

£5,250 - New photocopier

£500 - Signboard Toll Cottage

£750 - Gang Mower

£10,000 - Rare Breed Show sponsorship

£9,000 - Coldwaltham shed resiting project

£4,598 - Threshing Machine restoration

£1,000 - Picnic tables

# FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2007

### 7 Support costs

	2007 £	2006 £
Printing, postage and stationery	5,210	4,507
Sundry expenses	750	652
Staff costs	7,471	7,067
	<u>13,431</u>	<u>12,226</u>

### 8 Governance costs

	2007 £	2006 £
Other governance costs comprise:		
Accounts examination	600	588
AGM expenses	149	206
	<u>749</u>	<u>794</u>

### 9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or reimbursement of expenses during the year.

### 10 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2007 Number	2006 Number
Part-time administrator	<u>1</u>	<u>1</u>

#### Employment costs

	2007 £	2006 £
Wages and salaries	7,080	6,840
Social security costs	391	227
	<u>7,471</u>	<u>7,067</u>

There were no employees whose annual emoluments were £60,000 or more.

# FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2007

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<b>11 Debtors</b>	<b>2007</b>	2006
	£	£
Prepayments and accrued income	<b>16,557</b>	744
	<u>16,557</u>	<u>744</u>

  

<b>12 Creditors: amounts falling due within one year</b>	<b>2007</b>	2006
	£	£
Payments in advance - 2007 events	-	1,900
Accruals	<b>1,215</b>	588
	<u>1,215</u>	<u>2,488</u>
	<u>1,215</u>	<u>2,488</u>