

Elstree & Borehamwood Museum

Statement of Financial Activities & Balance Sheet

1st January 2016 - 31st December 2016

Elstree & Borehamwood Museum

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Elstree & Borehamwood Museum Charity Information

Charity Trustees

Ann Lawrence
Betty Chandler
Clive Butchins
Cythia Barker
Paul Welsh
Norman Shuker
Pat Strack
Elaine Butchins

Museum Curator

Dave Armitage

Finance

Ken Custance

Museum officer Hertsmere Borough council

Ruth Stratton

Principal Address

96 Shenly Road
Borehamwood
Herts
WD6 1EB

Website: www.elstree-museum.org.uk/

Registered number

1157770

Principal Activities & Objectives

The Charitable objects are to advance education for the public benefit, in particular in the subject of Elstree and Borehamwood, its history and heritage .

Elstree & Borehamwood Museum

Report of the Chairman of Trustees

1st January 2016 - 31st December 2016

Elstree & Borehamwood Museum is a distinguished institution for which I have had the privilege and honour of serving as Chairman for the past three years.

I would like to thank everyone involved in the running of the museum, in particular, my fellow trustees and volunteers, whose unfailing enthusiasm and commitment remain vital for the running of the museum, our Town Mayor, Clive Butchins, for choosing the museum as his chosen charity, Hertsmere Borough Council, which remains our main funder, Elstree & Borehamwood Town Council, Hertfordshire County Council and The Heritage Lottery Fund, whose ongoing support make all of our activities possible.

I am pleased to report on our progress:

1. The Museum can be proud of its continuing educational and community activities, as we welcomed just under 4,000 visitors through our doors this year.

- Highlights of the year included our very popular 'Down the Shops' exhibit, which created the feel of the village in Borehamwood. The exhibit recreated a shop front complete with sweet jars, highlighted the changes to the shopping experience in Shenley Road. Not only was it enjoyed by the visitors, it was also educational in that there were opportunities for active participation. Many children enjoyed measuring and weighing the sweets and were introduced to old imperial weights and measures for the first time.
- The Reminiscence group continues its good work and is much appreciated by senior members.
- Education continues to be a core part of our activities. This year, we increased our support to schools with more school visits, including Monksmead Primary School, followed by Haberdashers' Aske's School and others. We also hosted many other children's groups including the Cub Scouts and Brownies.

2. Friends of the museum continue to be an active and rewarding section of the museum, with several events and informal get-togethers laid on during the year. In line with the "Down the Shops" exhibit, Mr Fred Thomas gave a talk to Friends about Boreham Wood Ironmongers, which he ran for 40 years, sharing stories of his shop and shopping in the Village. Friends were also treated to a facilitating video, shot while Fred ran his shop. The film captured a snapshot of a time in history when small shops like his were the 'go to' place and formed the hub of the community before large supermarkets and chains took over. Most of the people in the audience have fond memories of Fred and his shop.

3. The Handling collection continues to be well used and educational.

4. The Oral History group, led by Matt Caro, has put together an invaluable collection of personal oral history of the local area digitally recorded and played back to visitors when they picked up the old-style phone in the display area. This activity is priceless, making a permanent record of knowledge, which would otherwise be lost.

5. This year was the 10th anniversary of the History Walk attended by around 30 History Walkers led by Dave Armitage. The walk was highly educational, as they explored Well End, Maxwell Park and the industrial areas of Borehamwood.

Cynthia Barker

Chairman, Elstree & Borehamwood Museum October 2017

Elstree & Borehamwood Museum
Statement of Financial Activities
For the period 1st January 2016 to 31st December 2016

	2016	2015
	£	£
<u>Incoming Resources (Unrestricted)</u>		
Cheques & Cash Deposited (Sales, Donations & Presentations)	2,569	3,048
Friends Subscriptions	570	420
Grants Received	10,500	15,775
Museum Development Contributions	-	2,049
Interest Earned	99	61
Total Incoming resources	13,738	21,353
<u>Resources expended</u>		
Bank Charges	60	10
Donations	-	50
Storage	-	302
Printing , Postage & Stationary	566	213
Consumables	355	460
Travel	30	162
Sundry	355	356
IT & Equipment expensed	844	1,880
Insurance	1,123	1,060
Temp Exhibition Design & Print	4,076	4,641
Education & Events	216	
Annual subscriptions & renewals	314	
Premises and other associated costs	5,000	12,000
Increase in accruals	123	
Total resources expended	13,062	21,134
Net incoming resources before other recognised gains/(losses)	676	219
<u>Net movement in funds (Unrestricted)</u>		
Total funds brought forward	219	-
Total funds carried forward	895	219

Elstree & Borehamwood Museum
Registered number: 1157770
Balance Sheet
as at 31st December 2016

	2016 £	2015 £
Current assets		
Cash at Bank and in hand	57,494	51,695
Creditors: amounts falling due within one year		
Accruals & deferred Income	5,500	5,377
Provisions		
Premises and other associated costs	5,000	12,000
Provision for Permanent storage of permanent collections from History Society	10,000	10,000
Historic Premises and other associated costs	36,099	24,099
	56,599	51,476
Total assets less current liabilities	895	219
Funds of the Charity		
Unrestricted funds b/fwd	219	-
Funds from SOFA	676	219
Unrestricted funds c/fwd	895	219

Signed by one or two trustees on behalf of all the trustees

Signature	Date of approval
Cynthia Barker	18/10/2017
Norman Shuker	18/10/2017

Note 1 Basis of Preparation

These accounts have been prepared on the basis of historic cost in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (FRS 102);
- and with Accounting Standards
- and with the Charities Act.

Note 2 Accounting policies

INCOMING RESOURCES

Recognition of incoming resources These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate.

Contractual income and performance related grants This is only included in the SoFA once the related goods or services have been delivered.

Gifts in kind Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.
 Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.
 Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.

Donated services and facilities These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer help The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Investment income This is included in the accounts when receivable.

EXPENDITURE AND LIABILITIES

Liability recognition Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Grants with performance conditions Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

Grants payable without performance conditions These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

ASSETS

Tangible fixed assets for use by charity These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt.