



Trustees' Annual Report for the period

From 01 November 2016 To 31 December 2017

Charity name: Deal Maritime & Local History Museum

Charity registration number: 1168344

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	For the public benefit, to establish and maintain a museum in Deal for the exhibition of artefacts and displays illustrating the history of Deal, Walmer and district.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ol style="list-style-type: none">a. The extension, enhancement, preservation, maintenance and storage of the museum's collectionsb. The fostering of an environment where visitors of all ages are able to explore, and be inspired by the history of the local areac. The provision of opportunities for research and learning relating to the museum's collectionsd. The facilitation of the ongoing recording of the history of Deal, Walmer and district
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have all acknowledged that they have read and understood the CC Guidance on Public Benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by	Para 1.38	

volunteers		
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<ul style="list-style-type: none"> • Visitor numbers have grown during the 2017 season including a greater proportion of children • The structure and fabric of the museum buildings have been preserved and improved so that exhibition space has been extended • The museum's archive has been re-opened for public access • A "virtual" museum has been developed through display of items on social media and the museum website • Two important talks were hosted by the museum trustees by authors and historians • A permanent Royal Marines exhibition has been created for the coming season • The museum has begun formal moves to gain Arts Council accreditation • Important collections have been acquired for the museum including an extensive photographic oeuvre spanning 40 years

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The museum accounts show a balance of approximately £19,000
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A reserve has been held for some 5 years to protect the charity should outstanding loans made by former trustees be called in
Amount of reserves held	Para 1.22	£6,500
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Foundation Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed by existing trustees at formal meetings

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Deal Maritime & Local History Museum
Other name the charity uses	
Registered charity number	1168344
Charity's principal address	22 St George's Road DEAL Kent CT14 6BA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	David Hossack	Chair		
2	Kathy HOSTETTLER	Secretary		
3	Robert ACTON			
4	Quentin WITHALL			
5	Sheila LEGG			
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20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

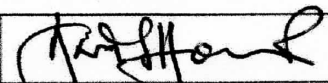
Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	David HOSSACK	
Position (eg Secretary, Chair, etc)	Chair	
Date	10 February 2018	

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	David HOSSACK	
Position (eg Secretary, Chair, etc)	Chair	
Date	10 February 2018	

Other optional information

Reason for non-disclosure of key personnel details

Exemptions from disclosure

Names of chief executive or names of senior staff members (optional information)

name	address	email

name

email

address

Names and addresses of advisers (optional information)

Additional information (optional)

assets	
from the charity's own segregation of such assets safe custody and details of arrangements for	
charity's objects held within the custody assets are held and how the charity on whose behalf the name and objects of the	
held in the capacity Description of the assets	

Funds held as custodian trustees on behalf of others

Deal Maritime & Local History Museum
Profit and Loss

From: 21st July 2016

To: 31st December 2016

Year to date

Sales

Donations

Grants

Fund Generation - Fund Raising

32

Investment Income

6

Other Income

38

Purchases

Charitable Expenditure - Grants Payable

11

11

Direct Expenses

Charitable Expenditure - Stock for Charity Shop

60

Cost of Fund Generation - Fund Raising

32

92

Gross Profit/Loss

-64

Overheads

Support Costs - Rent and Rates

25

Support Costs - Heat, Light and Power

56

Support Costs - Printing and stationery

182

Support Costs - Telephone and Computer

87

Support Costs - Maintenance

150

500

-564

Note: Charity Registered 21/07/16 but did not become operational until 01/11/16

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Deal Maritime & Local History Museum

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Profit and Loss

From: Month 1, January 2017
To: Month 12, December 2017

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Sales			
Donations	9,840.85	9,840.85	
Grants	5,755.82	5,755.82	
Fund Generation - Fund Raising	2,473.86	2,473.86	
Investment Income	7.41	7.41	
Other Income	511.50	511.50	
	18,589.44		18,589.44
Purchases			
Charitable Expenditure - Grants Payable	928.01	928.01	
	928.01		928.01
Direct Expenses			
Charitable Expenditure - Stock for Charity Shop	554.68	554.68	
Cost of Fund Generation - Fund Raising	6,464.73	6,464.73	
	7,019.41		7,019.41
Gross Profit/(Loss):	<u>10,642.02</u>		<u>10,642.02</u>
Overheads			
Support Costs - Rent and Rates	183.60	183.60	
Support Costs - Heat, Light and Power	1,469.66	1,469.66	
Support Costs - Travelling Expenses	21.70	21.70	
Support Costs - Printing and Stationery	230.97	230.97	
Support Costs - Telephone and Computer	2,482.47	2,482.47	
Support Costs - Maintenance	2,650.23	2,650.23	
Support Costs - General Expenses	25.50	25.50	
Management & Admin - Gross Wages	114.00	114.00	
Management & Admin - Professional Fees	107.85	107.85	
	7,285.98		7,285.98
Net Profit/(Loss):	<u>3,356.04</u>		<u>3,356.04</u>

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Deal Maritime & Local History Museum
Balance Sheet

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From: Month 1, January 2017
To: Month 12, December 2017

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
		0.00	0.00
Current Assets			
Deposits and Cash	(218.83)	7,520.76	
Bank Account	3,574.57	16,755.94	
		3,355.74	24,276.70
Current Liabilities			
Creditors : Short Term	(0.30)	(0.30)	
		(0.30)	(0.30)
Current Assets less Current Liabilities:		3,356.04	24,277.00
Total Assets less Current Liabilities:		3,356.04	24,277.00
Long Term Liabilities			
Creditors : Long Term	0.00	6,500.00	
		0.00	6,500.00
Total Assets less Total Liabilities:		3,356.04	17,777.00
Capital & Reserves			
Funds	0.00	14,420.96	
P & L Account	3,356.04	3,356.04	
		3,356.04	17,777.00

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Period Trial Balance

To Period: Month 12, December 2017

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
1200	Natwest Current Account	16,755.94	
1220	N/W Building Society Account	7,421.16	
1230	Petty Cash	48.90	
1235	Cash Register	50.00	
1251	Postage Stamps	0.70	
2100	Creditors Control Account	0.30	
2301	Prev. Trustee(s) Loan		6,500.00
3200	Operating Funds		14,420.96
4000	Donations Received - Gift Aid		1,027.00
4001	Donations Received - Non Gift Aid		1,089.54
4002	Subscriptions - Gift Aid		1,264.00
4003	Subscriptions - Non Gift Aid		329.80
4004	Entrance Fees		4,492.00
4005	Shop Sales		1,506.56
4006	Refreshment Sales		131.95
4100	Grants		5,755.82
4500	Fund Generation - Supporter Events	118.12	
4501	Fund Generation - Supporter Events Raffle		281.00
4503	Strawberry Tea		564.53
4504	Cheese & Wine		626.90
4505	Quiz Night		616.25
4507	Event Talks		503.30
4701	Building Society Interest Received		7.41
4801	Tax Reclaimed - Gift Aid		511.50
5001	Charitable Expenditure - Misc	43.00	
5002	Shop Purchases	783.58	
5003	Misc - Front of House	60.38	
5004	Shop Refreshments	41.05	
6100	Fund Raising Expenses	54.31	
6101	Advertising	19.12	
6102	PR (Literature & Brochures)	0.60	
6103	Stables Project	4,501.08	
6104	General Exhibition Costs	542.73	
6105	Archive Project	61.58	
6106	Marines Project	1,018.76	
6107	External Membership	130.00	
6108	Accessioning	136.55	
6202	Miscellaneous Purchases	554.68	
7002	Water Rates	183.60	
7104	Premises Insurance	784.66	
7105	Electricity	670.00	
7108	Other Heating Costs	15.00	
7200	Travelling	13.35	
7206	Subsistence	8.35	
7300	Printing	61.25	
7301	Postage and Carriage	94.40	
7302	Office Stationery	75.32	
7350	Telephone	679.85	
7352	Computer and Software	1,802.62	
7501	Cleaning	174.95	
7503	Premises Expenses	2,114.34	
7510	Fire Safety	360.94	

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Deal Maritime & Local History Museum
Period Trial Balance

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To Period: Month 12, December 2017

<u>N/C</u>	<u>Name</u>	<u>Debit</u>	<u>Credit</u>
7604	Insurance	25.50	
7808	Recruitment Expenses	114.00	
7903	Consultancy Fees	45.00	
7904	Professional Fees	35.00	
7907	Paypal charges	27.85	
	Totals:	<u>39,628.52</u>	<u>39,628.52</u>