

SOUTH KERRIER HERITAGE TRUST

UNAUDITED FINANCIAL STATEMENTS

FOR THE PERIOD 1ST AUGUST 2016 TO 31ST JULY 2017

Registered Charity Number 1151834



Shoreline Accountancy Services

49 Trembel Road, Mullion;

Cornwall, TR12 7DY.

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Michelle Bowley is licensed and regulated by AAT to provide services
in accordance with licence number 278809.

SOUTH KERRIER HERITAGE TRUST

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SOUTH KERRIER HERITAGE TRUST

GENERAL INFORMATION

South Kerrier Heritage Trust (SKHT) is a Charitable Incorporated Organisation.

Registered Charity Number 1151834.

Registered Address:

Helston Museum
Market Place
Helston
TR13 8TH

Working Address:

Helston Museum
Market Place
Helston
TR13 8TH

Trustees:

Judith Haycock (Chairman)
Loveday Jenkin
John Boase
Nicola Boase
David Turnbull
Robert Grube
Maureen Hopcroft (Retired Nov 2016)
Paul Phillips (Retired Jan 2017)
Sally Herriett
Vicky Wiltshire
Sarah-Jane Marsden

Professional Advisers:

Bankers

National Westminster Bank plc
29 Meneage Street
Helston
TR13 8AZ

Independent Examiner

Marie Ridge MAAT
Assured Accountancy Services

Date:

6 / 3 / 2018

INDEPENDENT EXAMINER'S REPORT TO

THE TRUSTEES OF SOUTH KERRIER HERITAGE TRUST (Charity Number 1151834)

I report on the accounts of the Charity for the period 1st August 2016 to 31st July 2017, which are set out on pages 1 - 4.

Respective responsibilities of the trustees and examiners

The charity's trustees consider that an audit is not required for this period under section 144 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act.
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to 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. It also includes a consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters.

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 trustees have not met the requirements to ensure that:
 - proper accounting records are kept in accordance with section 130 of the Charities Act; and
 - accounts are prepared which agree with the accounting records and comply with the accounting records of the Charities Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mrs Marie Ridge MAAT
Assured Accountancy Services

Receipts and payments accounts

Period start date

01/08/2016

To

Period end date

31/07/2017

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Revenue Grants to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Education Income	1,318	-	-	1,318	1,670
Event income	766	-	-	766	1,181
Gifts and Donations	10,654	-	-	10,654	10,469
Hire of Space	899	-	-	899	422
Para Hen-Hollys Membership	50	-	-	50	175
Photocopier Income	73	-	-	73	50
Sales Income	16,981	-	-	16,981	17,365
Interest received	7	-	-	7	16
Cornwall Council Management Fee	-	-	45,000	45,000	90,000
Grant Income	-	48,310	-	48,310	39,877
Marketing Co-Ordinator	-	-	-	-	7,000
Total receipts	30,749	48,310	45,000	124,059	168,225

A2 Payments					
Employee Costs		-	-	-	-
Employee Pension Contribution	571	-	-	571	580
Employer Pension Contribution	546	-	-	546	2,127
Net Wages	28,442	-	-	28,442	30,381
Payroll Liabilities	5,767	-	-	5,767	5,487
Grant Expenditure	29,569	-	-	29,569	39,877
Overheads		-	-	-	-
Accounts and Consultancy	1,937	-	-	1,937	1,778
Advertising	2,633	-	-	2,633	2,604
Business Rates	669	-	-	669	730
Consumables	342	-	-	342	1,207
Contract Maintenance	4,840	-	-	4,840	4,472
Education Expense	12	-	-	12	376
Electricity and Water Rates	19,122	-	-	19,122	-
Events	698	-	-	698	1,943
Exhibition Expenses	349	-	-	349	158
Goods for Resale - Stock	4,843	-	-	4,843	8,728
Grant Close Out Expense	254	-	-	254	163
Insurance Expense	887	-	-	887	1,043
Office Expense	2,041	-	-	2,041	2,561
Photocopier	914	-	-	914	1,882
Subscriptions	521	-	-	521	557
Telephone	1,426	-	-	1,426	796
Training	100	-	-	100	241
Travel and Meetings	413	-	-	413	493
Water Rates	0	-	-	-	76
Bank Charges	0	-	-	-	-
Masterplan and Fixed Asset Costs	12,609	-	-	12,609	-
Miscellaneous Expense	427	-	-	427	-
Total payments	119,992	-	-	119,992	108,260

Net of receipts/(payments)	- 89,244	48,310	45,000	4,066	59,965
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	97,564	37,599
Cash funds this year end	-	48,310	45,000	101,630	97,564

Section B Statement of assets and liabilities at the end of the period

B1 Cash funds

	Unrestricted funds to nearest £	Restricted funds to nearest £	TOTAL funds to nearest £
Natwest Current Account	48,098	17,661	65,759
Natwest Business Account	31,120	-	31,120
Not Hit Account	4,579	-	4,579
Till Float	72	-	72
Petty Cash	100	-	100
Total cash funds	83,969	17,661	101,630

B2 Capital Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total Funds to nearest £
Computer Grant	-	-	-
Flora Day Clock	-	-	-
Signage Grant	-	3,875	3,875
Projector and Laptop Grant	-	-	-
HLF Grant	-	270	270
HTC Guide Leaflet	-	-	-
Small Capital Grant	-	285	285
Small Grant Big Improvement	-	-	-
Total Capital Grants	-	4,430	4,430

B4 Assets retained for the charity's own use

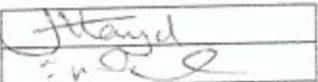
	Fund to which asset belongs	Cost (optional)	Current value (optional)
Fixed Assets at Cost	General	26,578	-
Shop Stock at Cost	General	4,556	-
Equipment at Cost	General	-	-
Total Assets	-	35,564	35,564

B5 Liabilities

	Fund to which liability relates	Amount due (optional)	When due (optional)
Water Rates	General	711	2018
Capital Grants	Restricted Fund	4,430	2018
Management Fee	General	37,500	2018
Marketing Co-Ordinator Grant	Restricted Fund	1,071	2018
SKHT Maintenance Responsibilities	Restricted Fund	12,160	2018
Accountancy	General	750	2018
Total Liabilities	-	56,621	56,621

Cash as of 31/07/17	101,630
Liabilities	51,051
Reserves	40,579
Year end free cash	20,669
	19,910

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

Signature	Print Name	Date of approval
	J. HAYCOCK	26/2/2018
	F BOASE	26/2/2018

SOUTH KERRIER HERITAGE TRUST

FINANCIAL STATEMENTS FOR THE PERIOD 1ST AUGUST 2016 TO 31ST JULY 2017

RESTRICTED FUND - CAPITAL GRANTS AND DONATIONS
RECEIPTS AND PAYMENTS ACCOUNT

GRANTS & DONATIONS

Computer Grant	b/f as of 1st August 2016	335
Payments		-335
	c/f as of 31st July 2017	0
Signage Grant	b/f as of 1st August 2016	3875
	c/f as of 31st July 2017	3875
HLF GRANT	b/f as of 1st August 2016	4934
Payments		-4664
	c/f as of 31st July 2017	270
HTC GUIDE / LEAFLET	b/f as of 1st August 2016	800
Payments		-800
	c/f as of 31st July 2017	0
SMALL CAPITAL GRANTS LIABILITY	b/f as of 1st August 2016	-6238
Reiepts		7002
Payments		-480
	c/f as of 31st July 2017	285
SMALL GRANT BIG IMPROVEMENT	b/f as of 1st August 2016	-490
Receipts		500
Payments		-10
	c/f as of 31st July 2017	0
CARRIED FORWARD AS OF 31ST JULY 2017	c/f as of 31st July 2017	4430

SOUTH KERRIER HERITAGE TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 1ST AUGUST 2016 TO 31 JULY 2017

- 1 The financial statements have been prepared on a Receipts & Payments basis.
- 2 South Kerrier Heritage Trust is a Charitable Incorporated Organisation which registered with the Charity Commission on 29th April 2013. Its charitable objects are to manage maintain and develop Helston Museum for the benefit of the public and to advance education in the heritage arts and crafts of the South Kerrier area. The Trust assumed responsibility for the running of the museum as from 1st August 2013 when it entered into a lease and management agreement with Cornwall Council and took possession of the Museum premises, its collection and inventory. Under the terms of the three year agreement, Cornwall Council has agreed to pay an annual management fee to the Trust of £45,000.
- 3 The General Fund represents the funds of the Trust that are not subject to any special restrictions regarding their use and are available for application to their general purposes of the trust. The Restricted Fund can only be used for the purpose of capital items in respect of which the grants and donations have been made.
- 4 As at 31st July 2015, the sum of £10,831 was ring fenced within the Cornwall Council Museum Donations Fund for the future development of Helston Museum. The trustees can apply for grants from this fund to meet the costs of specific projects in the future.
- 5 A reserves policy has been set up to ensure the continued running of the museum this is to be set at £20,699 (3 months running costs on present figures).

Trustees' Annual Report for the period

Period start date		Period end date	
From	1st August 2016	To	31st July 2017

Section A Reference and administration details

Charity name South Kerrier Heritage Trust CIO

Other names charity is known by Helston Museum

Registered charity number (if any) 1151834

Charity's principal address Helston Museum,

Market Place, Helston,

Cornwall

Postcode TR13 8TH

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	Judith Anne Haycock	Trustee & Chairman		South Kerrier Heritage Trust
2	Loveday Elizabeth Trevenen Jenkin	Trustee		South Kerrier Heritage Trust
3	Felicity Nicola Eileen Boase	Trustee & Treasurer		South Kerrier Heritage Trust
4	Reginald John Lovett Boase	Trustee		South Kerrier Heritage Trust
5	Paul Phillips	Trustee	1st Aug 2016 to 24th Jan 2017	South Kerrier Heritage Trust
6	David John Turnbull	Trustee & Secretary		South Kerrier Heritage Trust
7	Maureen Winifred Hopcroft	Trustee	1st Aug 2016 to 1st Nov 2016	South Kerrier Heritage Trust
8	Robert Michael Grube	Trustee		South Kerrier Heritage Trust
9	Sally Herriet	Trustee	28th Feb 2017 to 31st July 2017	South Kerrier Heritage Trust
10	Sarah-Jane Marsden	Trustee	28th Feb 2017 to 31st July 2017	South Kerrier Heritage Trust
11	Victoria Wiltshire	Trustee	28th Feb 2017 to 31st July 2017	South Kerrier Heritage Trust
12				
13				
14				
15				
16				
17				
18				

19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	Shoreline Accountancy Services	49 Trembel Road, Mullion, Cornwall TR12 7YD

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

Museum Curator – Katherine Ashton

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods
(eg. appointed by, elected by)

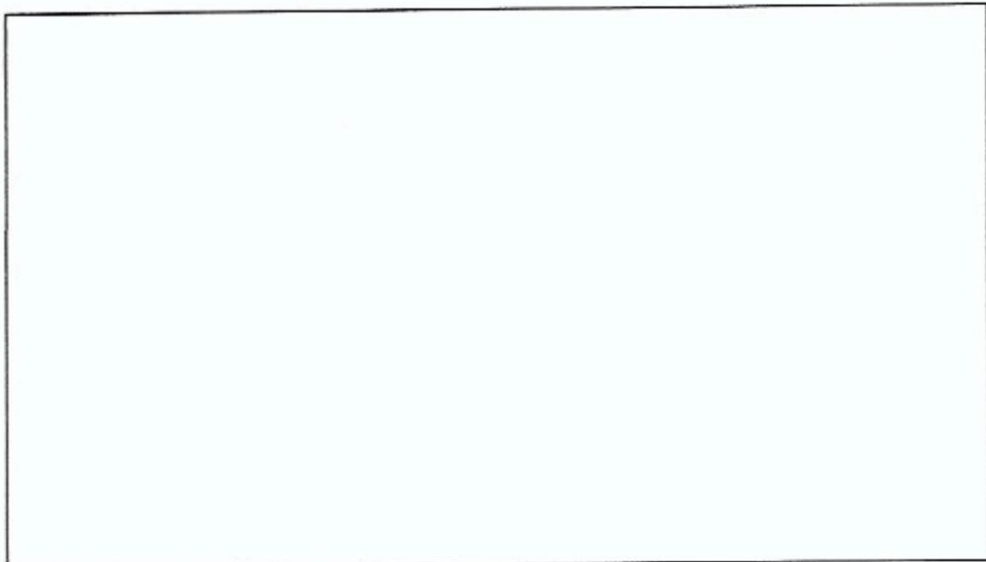
Appointment by resolution at a meeting of the Charity Trustees in accordance with the Charity's Constitution

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system

and procedures to manage them.



Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

To manage, maintain and develop Helston Museum for the benefit of the public and to advance education in the heritage, arts and crafts of the South Kerrier area.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

South Kerrier Heritage Trust (SKHT) is a community group formed by local volunteers who all have a special interest and connection with Helston Museum. SKHT is a Charitable Incorporated Organisation established specifically to manage the Museum.

The Charity's purpose is as follows and all activities undertaken support this purpose:-

"Helston Museum preserves, protects and promotes the history and culture of Helston and The Lizard Peninsula. The extensive collections are a powerful education and learning resource for all the community, regardless of age, ability or background.

The Museum aims to inspire people to take a fresh look at their surroundings and to foster an interest in and understanding of local heritage, to contribute to the regeneration of the local area by attracting visitors to the town, and to be fully accountable to the people of Helston and the Lizard Peninsula."

Helston Museum is operated wholly for public benefit and the Objects of SKHT are worded to ensure that this remains sole focus of SKHT.

Helston Museum was established in 1949 and holds extensive and significant social and local history collections. It is housed in the former Helston Market House and Drill Hall, which is a Grade 2 listed building. It is a Registered Museum and has achieved Full Accreditation under the Museum, Library and Archive Council's Accreditation Scheme.

Following the transition from operation under Cornwall Council to management by SKHT in 2013, the Museum has enjoyed an increasing number of visitors and is now open 6 days per week. The Museum is well-supported by the local communities of Helston and the Lizard as well

as attracting significant numbers of holiday-makers to Helston.

SKHT Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

This report covers the 12 month period from 1st August 2016 to 31st July 2017 and is the fourth such report since the establishment of South Kerrier Heritage Trust (SKHT) as a Charitable Incorporated Organisation in April 2013.

Significant positive progress has been achieved in the year and the Trust can report success in negotiating a further 10 year management term for Helston Museum with Cornwall Council. This agreement was signed in June 2017 and gives SKHT tenure until April 2027 as well as an annual revenue grant to support operations. This clearly demonstrates Cornwall Council's confidence in the performance and management abilities of the Trust and provides for a timescale which will allow the Trust to continue the development of Helston Museum with certainty of tenure.

In December 2016 the Museum Curator, Katherine Ashton left SKHT in order to relocate and we were able to advertise and recruit for the position of Museum Director. This post was filled in April 2017 by Annette MacTavish. Annette has significant museum management experience and grant management skills which have already proven extremely useful to the Trust.

Since February 2016 we have employed a Digitisation Officer following a successful application to the Heritage Lottery Fund (HLF); this continued through the year and we have now completed the HLF project with a significant proportion of our photographic collection digitised and available for public research.

We continue to offer work experience opportunities to the wider community. We have had many students from the local schools gaining work experience and Duke of Edinburgh training and additionally have had degree students from Plymouth University.

We continue to raise visitor figures. Comparing the figures for visitor numbers for 2012/2013 supplied by Cornwall Council, we have increased visits by 100% to 20,000 in 2016/17. Shop sales continue to perform well at around £17,000 pa. Donations have increased by 100% to over £10,000 since SKHT commenced management of the Museum.

We continue to invest in digital marketing and have very active Twitter, Instagram and Facebook accounts.

We have seen significant progress during the year in working with Cornwall Museums Partnership (CMP) and as part of a joint bid to the Arts Council with CMP and other Cornwall museums we have been successful in securing National Portfolio Organisation funding to cover the period 2018 to 2022. This will provide annual revenue funding for additional staff to focus upon developing and promoting the Museum's curatorial, visitor experience and education roles.

Additionally, during the year, we have received funding from the Museums Resilience Fund to fully survey and develop a Master Plan for the Museum building. This defines an investment plan which, subject to raising capital funding, will allow us to develop the building to provide improved facilities for staff and visitors.

In terms of finances, SKHT has achieved a positive financial position for 2016-7, reporting an operating surplus £4,066 (receipts less payments)

* refer to enclosed Annual Accounts 2016/17

Section E**Financial review****Brief statement of the charity's policy on reserves**

SKHT reserves policy targets the holding of a reserve value of at least 3 months' operating costs.

Now completing the fourth year of operation of the Charity, SKHT has achieved a reserve level of this value.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

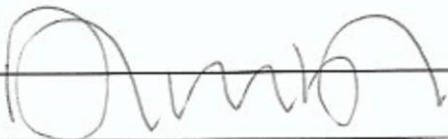
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F**Other optional information****Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Judith Haycock

David Turnbull

Position (eg Secretary, Chair, etc)

Chair

Secretary

Date

26th February 2018