

Registered number  
1157770

Elstree & Borehamwood Museum  
Trustees Report and Financial Statements  
31 December 2017

**Elstree & Borehamwood Museum**  
**Report and financial statements**  
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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 Hersmere Borough council**

Ruth Stratton

### **Principal Address**

96 Shenley Road  
Borehamwood  
Herts  
WD6 1EB

**Website:** [www.elstree-museum.org.uk](http://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**

**Registered number: 1157770**

### **Report of the Chairman of Trustees**

1st January 2017 - 31st December 2017

## **A Review of the Year**

This year has seen the volunteers excel themselves with the creation of more outstanding exhibitions. It has also been an Award Winning year, with the collections and exhibitions team beating 13 other candidates in their group to scoop the Share Museums East Volunteers Award. Dave Armitage and John Woolston were invited to the ceremony at The Museum of Anglian Life in Stowmarket.

Then in September, the Town Council awarded the founders of the Museum a Community Award each for all their hard work in creating and sustaining a lasting heritage of Elstree and Borehamwood. The recipients were Mary Hanson, Ann and Alan Lawrence and Florrie Cowley.

Museum Manager Dave Armitage has been on the radio again, promoting the Museum to the 3 Counties audience and there have been many visits to the Museum from schools and the Girl Guides throughout the year.

The Museum is working towards Full Accreditation under the Arts Council Scheme in the summer of 2018.

The monthly reminiscence session continues to be popular and the volunteers have worked hard to devise interesting and entertaining themes for this free session. Subjects this year have included: Ghosts, Holidays, Industry, Music and Mystery photos.

## **Exhibitions**

***Total Visitor Numbers for 2017 were 3026***

### **From Village to Town: January 2017 to July 2017**

Eighteen months of behind the scenes work finally came to fruition with the opening of this exhibition. So many people had contributed, the Museum had to hold two private views!

Dave Armitage and John Woolston spent hours converting telephones into audio posts so that snippets of the many interviews conducted by Project Officer Matt Caro could be listened to. John also spent a great deal of time editing a film of more interviews with background archive footage of Borehamwood through the ages.

### **Toys, Games and Gadgets: July 2017 to January 2018**

This was a great success with children and big kids (adults!) alike. Toys, Games and Gadgets from the 1970s onwards were covered in this exhibition with a selection of hands-on authentic games to play again. Pong, Game Boy, Simon, Computer Perfection were just some of the toys to be fathomed out and remembered. Heaps of nostalgia and lots of fun.

## **Events**

The Museum's **Annual History Walk** led by Dave Armitage again, began at Stirling Corner and continued through to Woodcock Hill where the walkers discovered the Beacon, the Napoleonic Signal, and the crater from the VE1 that fell on Borehamwood in 1945. From there, the route crossed back across Furzehill past the Three Ways Centre and back down via the old RNLI building. Dave related many tales of how Boreham Wood was at the start of the last century, and how much the area had changed from farms to houses. Three miles in three hours and much history was absorbed.

As part of the Toys, Games and Gadgets exhibition, the Museum held a **Games Evening** on a cold night in November 2017. Despite the weather, a good crowd turned out to play as many games as possible in two hours. On offer were the old fashioned favourites such as Conkers, Jacks and Marbles to Table Football, Jenga and Tiddlywinks. Good fun was had by all and thanks to Helen Stamp for organising.

## **Learning and Outreach**

### **Learning - Schools**

**Haberdasher Aske's – visited the museum November 2017**

**St. Theresa's Primary School – visited the museum March 2018**

**A visit to Summerswood School took place April 2017**

### **Outreach**

In May 2017, Dave Armitage gave a presentation to the Radlett U3A group on the subject of Shenley in the 1900s. There were 50 members present and everyone said they really enjoyed it.

## **Friends and Volunteers**

We hold occasional events for the Friends of the Museum and the volunteers, including interesting outside speakers. During the year there were 31 Volunteers. As at May 2018 there were 138 friends.

*Cynthia Barker  
Chairman, Elstree & Borehamwood Museum  
Clive Butchins  
17 October 2018*

**Elstree & Borehamwood Museum**  
**Statement of Financial Activities**  
**for the year ended 31 December 2017**

	<b>Note</b>	<b>2017 £</b>	<b>2016 £</b>
<b>Income from:</b>			
Donations	2	11,880	13,069
Charitable activities	3	3,436	570
Investments	4	<u>59</u>	<u>99</u>
<b>Total income</b>		<b><u>15,375</u></b>	<b><u>13,738</u></b>
<b>Expenditure on:</b>			
Charitable activities	5	<u>(14,835)</u>	<u>(13,062)</u>
<b>Total expenditure</b>		<b><u>(14,835)</u></b>	<b><u>(13,062)</u></b>
Net movement in funds		540	676
Total funds at 1 January 2017		895	219
<b>Total funds at 31 December 2017</b>		<b><u>1,435</u></b>	<b><u>895</u></b>

**Elstree & Borehamwood Museum**  
**Detailed Statement of Financial Activities**  
**for the year ended 31 December 2017**

*This schedule does not form part of the submitted financial statements*

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>Income from:</b>		
Donations:		
Grants Received	10,500	10,500
Sales, donations and presentations	<u>1,380</u>	<u>2,569</u>
	11,880	13,069
Charitable activities		
Friends subscriptions	561	570
Fund raising	3,437	-
Retail	<u>(562)</u>	<u>-</u>
	3,436	570
Investments		
Bank interest earned	<u>59</u>	<u>99</u>
<b>Total income</b>	<b><u>15,375</u></b>	<b><u>13,738</u></b>
 <b>Expenditure on charitable activities:</b>		
Temp Exhibition Design & Print	(4,597)	(4,076)
Education and events	(345)	(216)
Insurance	(1,158)	(1,123)
IT and equipment expenses	(1,736)	(844)
Premises and associated costs	(5,000)	(5,000)
Printing, postage & stationery	(897)	(566)
Other		
Annual subscriptions and renewals	(330)	(314)
Bank charges	(40)	(60)
Consumables	(136)	(355)
Friends Expenses	(270)	0
Increase in accruals	0	(123)
Sundry	(187)	(355)
Travel	<u>(139)</u>	<u>(30)</u>
	(1,102)	(1,237)
<b>Total expenditure</b>	<b><u>(14,835)</u></b>	<b><u>(13,062)</u></b>
Net movement in funds	540	676
Total funds at 1 January 2017	895	219
<b>Total funds at 31 December 2017</b>	<b><u>1,435</u></b>	<b><u>895</u></b>

**Elstree & Borehamwood Museum**  
**Registered number: 1157770**  
**Balance Sheet**  
**as at 31 December 2017**

	Note	2017 £	2016 £
<b>Current assets</b>			
Stocks	6	400	-
Cash at bank and in hand	7	<u>62,634</u>	<u>57,494</u>
		63,034	57,494
<b>Creditors: amounts falling due within one year</b>	8	<u>(5,500)</u>	<u>(5,500)</u>
<b>Net current assets</b>		57,534	51,994
<b>Total assets less current liabilities</b>		<u>57,534</u>	<u>51,994</u>
<b>Provisions for liabilities</b>	9	(56,099)	(51,099)
<b>Net assets</b>		<u>1,435</u>	<u>895</u>
<b>Represented by:</b>			
Unrestricted funds	10,11	1,435	895
<b>Total funds</b>		<u>1,435</u>	<u>895</u>

These financial statements were approved by the trustees on 18 October 2018 and signed on their behalf by:

**Norman Shuker**  
**Clive Butchins**



**Elstree & Borehamwood Museum**  
**Notes to the financial statements**  
**for the year ended 31 December 2017**

**1 Accounting policies**

***Basis of preparation***

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

***Recognition of income***

Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the resources, it is more likely than not the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations are only included in the SoFA when the general income recognition criteria are met.

***Income from membership subscriptions***

Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies. Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

***Income from interest***

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

***Volunteer help***

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

***Stocks***

Goods provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.

***Liability recognition***

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

***Provisions for liabilities***

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date

**Elstree & Borehamwood Museum**  
**Notes to the financial statements**  
**for the year ended 31 December 2017**

<b>2 Income from donations</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Donations and gifts	1,380	2,569
General grants	10,500	10,500
	<u>11,880</u>	<u>13,069</u>

All of the above relates to unrestricted funds.

<b>3 Income from charitable activities</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Fund raising	3,437	-
Membership subscriptions	561	570
Retail profit/(loss)	(562)	-
	<u>3,436</u>	<u>570</u>

All of the above relates to unrestricted funds.

<b>4 Investment income</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Bank interest	<u>59</u>	<u>99</u>

All of the above relates to unrestricted funds.

<b>5 Analysis of expenditure on charitable activities</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Exhibition	(4,597)	(4,076)
Education and events	(345)	(216)
Insurance	(1,158)	(1,123)
IT and equipment expenses	(1,736)	(844)
Premises and associated costs	(5,000)	(5,000)
Printing, postage & stationery	(897)	(566)
Other	(1,102)	(1,237)
	<u>(14,835)</u>	<u>(13,062)</u>

<b>6 Stock</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>Charitable activities:</b>		
Opening stock as at 1 January 2017	-	-
Added in the year	<u>400</u>	<u>-</u>
Closing stock as at 31 December 2017	<u>400</u>	<u>-</u>

**Elstree & Borehamwood Museum**  
**Notes to the financial statements**  
**for the year ended 31 December 2017**

<b>7 Cash at bank and in hand</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Cash at bank and in hand	<u>62,634</u>	<u>57,494</u>
<b>8 Creditors: amounts falling due within one year</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Deferred income	<u>5,500</u>	<u>5,500</u>
<i>Movement in deferred income:</i>		
Balance at 1 January 2017	5,500	5,377
Amounts added in the year	5,500	5,500
Amounts released to income from prior year	(5,500)	(5,377)
Balance at 31 December 2017	<u>5,500</u>	<u>5,500</u>
<b>9 Provisions for liabilities and charges</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Balance at 1 January 2017	51,099	46,099
Amount added in the current year	5,000	5,000
Balance at 31 December 2017	<u>56,099</u>	<u>51,099</u>

Provisions include £46,099 (2016: £41,099) of historic premises costs which are awaiting assessment by the landlord, and £10,000 (2016: £10,000) which is reserved for acquisition of storage space for exhibition materials. The timing of both outflows is uncertain.

<b>10 Unrestricted income funds</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Balance at 1 January	895	219
Incoming resources	15,375	13,738
Outgoing resources	(14,835)	(13,062)
Balance at 31 December	<u>1,435</u>	<u>895</u>

**Elstree & Borehamwood Museum**  
**Notes to the financial statements**  
**for the year ended 31 December 2017**

**11 Analysis of net assets between funds**

	<b>Net Current assets £</b>	<b>Provisions £</b>	<b>Total £</b>
Unrestricted income funds	<u>57,534</u>	<u>(56,099)</u>	<u>1,435</u>

**12 Other information**

Elstree & Borehamwood Museum is a charitable incorporated organisation and is registered with the Charity Commission. It is not required to register with the Companies House as a company. It has limited liability so that its members and trustees do not need to contribute in the event of the charity being wound up.