

**CARPET MUSEUM TRUST**

**UNAUDITED TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31st DECEMBER 2018**

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**CARPET MUSEUM TRUST**

**TRUSTEES ANNUAL REPORT AND ACCOUNT 2018**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISORS**

**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2018**

**Trustees**

C E Talbot  
Mrs E A Pugh-Cook  
Mrs R Bishop (resigned 1 May 2018)  
D J Cory (resigned 15 May 2018)  
Ms D Blisson (resigned 1 October 2018)  
J R Perrin  
Mrs A Hingley (resigned 1 May 2018)  
D Ross  
J Wicks  
H Freeman  
Cllr R Vale  
Cllr M Stooke  
Cllr Mike Cheeseman (appointed 1 May 2018)  
Cllr John Hart (appointed 1 May 2018)  
D V Adam (appointed 1 September 2018)  
G Cooper (appointed 1 September 2018)  
J Edwards (appointed 1 September 2018)

Charity Registered Number

1163401

**Principal office**

Stour Vale Mill, Green Street, Kidderminster, Worcestershire, DY10 1AZ

**Accountants**

Crowe U.K. LLP, Black Country House, Rounds Green Road, Oldbury, West Midlands, B69 2DG

## **CARPET MUSEUM TRUST**

### **TRUSTEES ANNUAL REPORT AND ACCOUNT 2018**

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#### **TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2018**

The Trustees present their annual report together with the financial statements of the charity for the year to 31st December 2018. The Trustees confirm that the Annual Report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1 January 2015).

### **Objectives and Activities**

#### **a. Policies and objectives**

The purpose of the charity is to establish and maintain a museum and/or art gallery for the benefit of the public and to advance education for the benefit of the public. The Museum, its archives and Library were opened to the public on 19 October 2012.

The Museum explains the history of carpet weaving in Kidderminster with working hand and power looms, demonstrations of spinning yarn and weaving, exhibitions and assisted research facilities in its collections. It has a running programme of family, school and adult group visits. Due consideration has been given to the published guidance on the Public benefit requirement under the Charities Act 2011.

### **Achievements and performance**

#### **a. Key financial performance indicators**

The charity had income of £68,070 during the year, of which £6,589 was for restricted purposes and £7,260 which was used to upgrade the air conditioning System.

#### **b. Review of activities**

There were various changes to the makeup of the board during the year both in respect of the local authority appointments and other appointments. As regards the former there were resignations from Councillors Rose Bishop and Anne Hingley with appointments to the board of Councillors Michael Cheeseman, John Hart and Rebecca Vale. In respect of non-local authority board changes, David Cory and Debra Blisson resigned and new appointments comprised David Adam, Gordon Cooper and Jodi Edwards which considerably bolstered expertise in the areas of carpet industry knowledge, financial management and collections management respectively.

In March the Museum Manager, Beth Broadway, left to take up an appointment at the County Museum. In her place Sue Hetherington, our education officer, was able, very fortunately, to take over the reins immediately on the six-month contract which was subsequently renewed for a further 12 months. Emily Gilbert continued to provide valuable support as Museum Assistant and William Kendrick was appointed in October and has taken the role of Accreditation Officer with a view to the museum achieving Arts Council accreditation.

Balancing the income and expenditure was once again challenging especially given the need to install air-conditioning in the part of the museum occupied by the principal tenant. However, the cost of approximately £8,000 was accommodated from the receipt of a most generous legacy of nearly £11,000 from the estate of the late Ron Bubb. The Trust was also fortunate to receive a donation of £4000 from the proceeds of the annual Kidderminster Carpet Manufacturers National Charity Golf Tournament which helped the Museum to develop its educational offering. Once again, the "Friends" gave valuable support both financially and in the general promotion and operation of the Museum. In addition to a donation of £500 towards the summer exhibition the Society donated £2,500 towards the ongoing operating costs.

The summer exhibition (July – September) capitalised on the Museum's collection of remarkable ink paintings and beautiful hand-cut textile stencils from 19th century Japan. It charted the voyage of Kidderminster carpet manufacturer,

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Michael Tomkinson, who travelled Japan after the country opened its borders in 1854. His collection, which was donated to the Museum, was displayed alongside contemporary and historical Japanese inspired carpet designs by local manufacturers such as Brinton Carpets to highlight the marked influence of foreign styles and the impact it had on a local business. We thank them for their support. Many related events took place while the exhibition was on show which served to materially increase the Museum's admission numbers. We thank Sue Hetherington for masterminding this excellent project and also her efforts which generated grant income of £5,500 including £3,500 from Sasakawa Foundation and £1500 from Amada (UK) Ltd. We also thank Lady Perry for kindly arranging an open day to visit her Japanese style gardens for which funds were raised for the Museum.

In addition to the summer exhibition the Museum's staff and volunteers generated a comprehensive range of other activities. These included:

- a) **Living with dementia:** a weekly workshop with a number of other museums where musicians were invited to work with the participants.
- b) **WEA Project (Adult Learning):** involved the making of a film named **Tapestry** which related the story of carpet manufacturing utilising the Museum's archives.
- c) Attended **Country Fantastic Show** at Malvern Showground which focussed on the story of wool.
- d) An exhibition commemorating **100 years of women and the vote.**
- e) Organised a celebration of the 150<sup>th</sup> birthday of Kidderminster's oldest surviving weaver, Gwen Palmer.
- f) in addition, a number of other successful lectures and workshops were organised.

On a more mundane note an exercise was undertaken to review all of the Museum's operating contracts some of which had been extant since the museum opened in 2012 which resulted in a not insubstantial amount of financial savings.

A push to recruit new volunteers was successful and it was also good to see many existing volunteers take on additional responsibilities and tasks. Without the volunteers the Museum could not operate, and the trustees thank them and the modest numbers of staff members who have all worked so hard to assist the Museum in achieving a most successful year in 2018.

#### Financial review

##### a. Going concern

The organisation's planning processes and financial projections are reviewed regularly and at the end of the 2018 financial year, after receiving a substantial legacy of £10,880 and other and large donations, that are also promised for 2019, additional income arising substantial from a Japanese exhibition (plus its usual fundraising activities) and an ongoing increase in regular room hire will ensure that the museum will meet its day-to-day working capital and other financial requirements.

The trustees are also aware that the museum building contains much high-class lettable space which is currently underutilised. Attention will be given to increasing income from this source. As a result the trustees believe that the going concern basis of accounting is appropriate.

##### b. Reserves policy

The Trustees have established the Charity's Reserves Policy with reference to the Charity Commission guidance (CC 19) and accounting standards (FRS 102). Cash flow is carefully monitored on a continuing basis to meet this objectives. The Trustees do not intend to build up reserves for unspecified purposes, but rather to apply income to direct charitable purposes. This intention is established annually when the Trustees agree the budget for the forthcoming year. The unrestricted reserves at the period end were £ 31,321 and the restricted reserves were £1,000. Free unrestricted and restricted reserves were in surplus by 8,682 at 31<sup>st</sup> December 2018, before the charge for depreciation, which is an improvement on the prior year (deficit £4,361),

A budget has been set for 2019 and is to be monitored on an ongoing basis. A cash flow projection for 2019 shows a surplus at the end of 2019.

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#### TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2018

##### c. Principal funding

The principal funding sources for Carpet Museum Trust are museum admissions and room hire, voluntary donations, grants and rental income.

##### Structure, governance and management

###### a. Constitution

The nature of the governing document is a Charitable Incorporated Organisation entered on 3 September 2015. The Deed regulates the election and appointment of the first and subsequent Trustees .

In 2018 the Charity Commission has recommended a new governance code for smaller charities. The trustees embrace the aspirations of that code and will consider to more fully implementing its principles and practices during the 2019 financial year.

###### b. Method of appointment or election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Charitable Incorporated Organisation

###### c. Policies adopted for the induction and training of Trustees

All the trustees use the charity commission guidelines for trustees as a reference.

###### d. Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.


##### Plans for future periods

###### a. Future developments

During 2018 a major public exhibition of the comprehensive Japanese designs already held in the Museum's Archives and which were originally collected by the Tomkinson family and in 2019 a further exhibition will take place with a "Woven" theme. This will ensure at the same time the Museum to continue its principal objective of education for the benefit of the public. The accreditation process will continue in 2019 and this will give access to more funding streams. There will be a continued development of community activities with an emphasis on education. Opportunities will be researched to increase room booking. An initiative started during 2018 to obtain corporate sponsorship and to develop stronger links with the carpet industry will continue.

This report was approved by the Trustees, on 20<sup>th</sup> February 2019 and signed on their behalf by:

David Adam (Chair)



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**INDEPENDENT EXAMINER'S REPORT**

**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2018**

**Independent Examiner's Report to the Trustees of Carpet Museum Trust (the 'charity')**

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 December 2018.

This report is made solely by the Charity Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the Charity Trustees as a body, for my work or for this report in

**Responsibilities and Basis of Report**

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent Examiner's Statement**

Your attention is drawn to the fact that the charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed



Kerry Brown FCA

**Crowe U.K. LLP**

Chartered Accountants  
Black Country House  
Rounds Green Road  
Oldbury  
West Midlands B69 2DG

22 July 2019

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### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2018

	Notes	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
<b>Income from:</b>					
Donations and Legacies	2	12,584	7,349	19,933	20,194
Activities for generation funds	3	29,687	-	29,687	21,002
Income Sources from Charitable Activities	4	11,950	6,500	18,450	24,621
<b>Total income</b>		<u>54,221</u>	<u>13,849</u>	<u>68,070</u>	<u>65,817</u>
<b>Expenditure on:</b>					
Generating Funds	7/8	1,809	-	1,809	-
Charitable Activities	7/8	<u>46,780</u>	<u>75,334</u>	<u>122,114</u>	<u>134,648</u>
<b>Total outgoing resources</b>		<u>48,589</u>	<u>75,334</u>	<u>123,923</u>	<u>134,648</u>
<b>Net movement in funds before Transfers</b>		5,632	(61,485)	55,853	(68,831)
<b>Transfers between Funds</b>					
Transfers restricted to unrestricted	8	<u>4,471</u>	<u>(4,471)</u>	<u>-</u>	<u>-</u>
<b>Net Incoming</b>		10,103	(65,956)	(55,853)	-
<b>Reconciliation of Funds</b>					
Total Funds brought forwards	5/6	<u>21,218</u>	<u>1,494,239</u>	<u>1,515,457</u>	<u>1,584,288</u>
<b>Total funds carried forwards</b>		<u>31,321</u>	<u>1,428,283</u>	<u>1,459,604</u>	<u>1,515,457</u>

The notes on page 8 to 15 form part of these Financial Statements

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### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2018

	Notes	2018 £	2018 £	2017 £
<b>Fixed Assets</b>				
Tangible Fixed Assets	9		1,451,938	<u>1,509,213</u>
<b>Current Assets</b>				
Stocks	11	2,614		2,160
Debtors	13	2,534		2,398
Cash at Bank and In Hand		<u>22,758</u>		<u>21,438</u>
		27,906		25,996
<b>Creditors</b>				
Amounts falling due within one year	14	<u>(20,240)</u>		<u>(19,752)</u>
<b>Net Current Assets</b>			7,666	6,244
<b>Net Assets</b>			<u>1,459,604</u>	<u>1,515,457</u>
<b>Charitable funds</b>				
Unrestricted Funds				
Revenue	5		31,321	21,218
Restricted				
Capital		1,427,283		
Revenue	6	<u>1,000</u>	<u>1,428,283</u>	<u>1,494,239</u>
Total Funds			<u>1,459,604</u>	<u>1,515,457</u>

The Financial Statements were approved by the Trustees on 20<sup>th</sup> February 2019 and signed on their behalf.

David Adam  
Chair



The notes on pages 8 to 15 form part of these Financial Statements

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### **TRUSTEES ANNUAL REPORT AND ACCOUNT 2018**

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#### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2018**

## **1. Accounting Policies**

### **1.1 Legal status**

The Carpet Museum Trust is a Charitable Incorporated Organisation (CIO), whose registered office is Stour Vale Mill, Green Street, Kidderminster, Worcestershire, DY10 1AZ.

### **1.2 Basis of preparation of financial statements**

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements 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 financial statements 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 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

Carpet Museum Trust constitutes a public benefit entity as defined by FRS 102.

### **1.3 Going concern**

The Charity has cash resources and has no requirement for external funding. The trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing the annual financial statements.

### **1.4 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

### **1.5 Income**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate

Receipt of a legacy, in whole or in part, is only considered probable when the amount can be

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#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2018

measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

#### 1.6 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters.

Charitable activities and Governance costs are costs incurred on the charity's educational operations, including support costs and costs relating to the governance of the charity apportioned to charitable activities.

#### 1.7 Tangible fixed assets and depreciation

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Long-term leasehold property	-	over the life of the lease
Fixtures and fittings	-	10% straight line
Office Equipment	-	33% Straight Line

#### 1.8 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2018

#### 1.9 Financial instruments

##### Debtors

Short term debtors are measured at transaction price, less any impairment.

##### Creditors

Short term creditors are measure at transaction price.

##### Cash

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

There are no complex financial instruments.

#### 1.10 Role of Volunteers

The charity has in the region of 40 volunteers. The value of these is not Incorporated within the accounts.

#### 2. Income for Donations and Legacies

	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018.00 £	Total Funds 2017 £
Donations	6,463	2,589	9,052	11,694
Legacies/Grants	6,121	4,760	10,881	8,500
<b>Total</b>	<b>12,584</b>	<b>7,349</b>	<b>19,933</b>	<b>20,194</b>

3.Activities for Generating funds	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018.00 £	Total Funds 2017 £
Room Hire	13,356	-	13,356	11,694
Rental Income	12,175	-	12,175	9,308
Shop Sales	2,714	-	2,714	-
Commission	242	-	242	-
Corporate Sponsorship	1,200	-	1,200	-
<b>Total</b>	<b>29,687</b>	<b>-</b>	<b>29,687</b>	<b>21,002</b>

4. Charitable Income	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018.00 £	Total Funds 2017 £
Admissions	8,136	-	8,136	16,121
Fundraising	1,192	-	1,192	-
Community Activities	2,464	-	2,464	-
Grants	-	6,500	6,500	8,500
Other Income	158	-	158	-
<b>Total</b>	<b>11,950</b>	<b>6,500</b>	<b>18,450</b>	<b>24,621</b>

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FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2018

	Balance at 1st January 2018 £	Income £	Expenditure £	Transfers In/Out £	Balance at 31 <sup>st</sup> December 2018 £	<i>Balances at 31<sup>st</sup> December 2017 £</i>
<b>6. Restricted funds</b>						
Museum Project Fund	1,484,518	7,260	64,535	-	1,427,243	1,484,518
Councillors		-	-			
Divisional Fund	450	-	-	(450)	-	450
Small Grants Fund	350	-	-	(350)	-	350
Journey to Work Fund	1,538	-	-	(1,538)	-	1,538
WMMDO Fund	2,133	-	-	(2,133)	-	2,133
Maintenance Fund	2,320	-	2,320	-	-	2,320
Education Fund	1,930	-	1,930	-	-	1,930
Kidderminster Town Council						
Accreditation Fund	1,000	-	-	-	1,000	1,000
Amada	-	1,500	1,500	-	-	-
Friends	-	500	500	-	-	-
Sasakawa Foundation	-	3,500	3,500	-	-	-
Worcestershire CC	-	1,000	1,000	-	-	-
Donations	-	89	49	-	40	-
<b>Total Restricted Funds</b>	<b>£1,494,239</b>	<b>£13,849</b>	<b>£75,334</b>	<b>(£4,471)</b>	<b>£1,428,283</b>	<b>£1,494,239</b>

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2018

Museum Project Fund	Is an appeal towards funding of the carpet museum which is also funded by Heritage Lottery Fund.
Councillors Divisional Fund	Grant from Council in an earlier period the purpose of which has been fulfilled.
Small Grants Fund	Grant for small projects that have been completed.
The Journey to Work Fund	Grant funding provided by the Clore Foundation to support a project aimed at developing the soft employability skills of local young people.
WMMDO	Fund Grant funding provided by the West Midlands Museum Development Office to engage new audiences through a variety of small projects linked to Kidderminster's historic carpet industry.
Maintenance Fund	Grant funding to support the costs of maintaining the museum building.
Education Fund	Grant funding provided by the Wyre Forest District Council through the localism fund to assist with the employment of an Education Officer at the museum.
Kidderminster Town Council	Grant funding provided to support the museums aim of achieving Arts Council Accreditation.
Accreditation Fund	Amada Grant for Japanese Exhibition held during summer 2018
Friends of Carpet Museum	Grant for Japanese Exhibition held during summer 2018
Sawakawa Foundation	Grant for Japanese Exhibition held during summer 2018
Worcestershire CC	Grant for Japanese Exhibition held during summer 2018
Donations	Grant for Japanese Exhibition held during summer 2018
Transfers between funds	The transfers out £4,471 represents the leftover funding upon completion of the projects. This has been transferred to the general funds as there is no obligation to return any surplus. The only Restricted Funds carried to 2019 is the £1,000 for accreditation which will be used in 2019.

## 7. Support Costs

	Total	2017
	£	£
Salaries NI & Pensions	6,755	5,638
Advertising	-	2,672
Conference	460	-
Building Maintenance	5,978	-
Printing & Stationery	254	1,418
Cleaning	554	-
Insurance	3,449	3,627
Professional Fees	761	-
Computer Cost	393	-
Utilities	4,004	3,902
Bank Charges	-	694
Subscriptions	331	598
Independent Examination	1,200	1,976
Accountancy	-	3,505
Miscellaneous	1,293	473
Total Support Costs	<u>£25,432</u>	<u>£24,503</u>

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2018

#### 8. Direct Costs

	£	£
Salaries NI & Pensions	18,572	20,779
Exhibition & Event Costs	5,987	8,761
Educational Materials	29	164
Equipment	754	-
Conservation	304	-
Retail Costs	-	103
Telephone	3,993	3,572
Computer Costs	3,173	3,481
Repairs & Maintenance	-	5,709
Consultancy	-	2,875
Transport	120	-
Staff & Volunteers Travel	39	211
Tutors Fees	608	-
Marketing	377	-
Depreciation	64,535	64,470
Total Direct Costs	£98,491	£110,125
Total Support and Direct Costs	£123,923	£134,628

#### 9. Tangible Fixed Assets

	Long Term Leasehold Property £	Fixtures & Fittings £	Office Equipment £	Total £
Cost				
At 1st January 2018	1,548,995	334,109	36,742	1,919,846
Additions	7,260	-	-	7,260
At 31st December 2018	<u>1,556,255</u>	<u>334,109</u>	<u>36,742</u>	<u>1,927,106</u>
Depreciation				
At 1st January 2018	177,579	196,312	36,742	410,633
Charges in year	31,124	33,411	-	64,535
At 31st December 2018	<u>208,703</u>	<u>229,723</u>	<u>36,742</u>	<u>475,168</u>
Net Book Value				
At 31st December 2017	<u>1,371,416</u>	<u>137,797</u>	<u>-</u>	<u>1,509,213</u>
At 31st December 2018	<u>1,347,552</u>	<u>104,386</u>	<u>-</u>	<u>1,451,938</u>

# CARPET MUSEUM TRUST

## TRUSTEES ANNUAL REPORT AND ACCOUNT 2018

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2018

#### 10. Analysis of Expenditure by expenditure type

	Staff Costs 2018 £	Depreciation £	Other Costs £	Total Costs £	Total 2017 £
Cost of operating museum	25,327	64,535	34,061	123,923	134,648

#### 11. Net Income (expenditure)

This is stated after charging	2018 £	2017 £
Depreciation of tangible fixed assets -owned by charity	64,535	64,470

Independent examiners remuneration The Independent Examiner's remuneration amounts to an Independent Examination fee of £1,200 (2017 - £1,976), and payroll services of £ 440 (2017- £440).

12. Stocks	2018 £	2017 £
Merchandise	<u>2,614</u>	<u>2,160</u>

#### 13. Debtors

	2018 £	2017 £
Trade Debtors	1,202	605
Prepayments and accrued income	<u>1,332</u>	<u>1,793</u>
Total	<u>2,534</u>	<u>2,398</u>

#### 14. Creditors

	2018 £	2017 £
Trade Creditors	1,036	3,142
Other Taxation & Social Security	750	1,087
Other Creditors	10,799	10,799
Accruals and Deferred Income	<u>7,655</u>	<u>4,724</u>
Total	<u>20,240</u>	<u>19,752</u>

# CARPET MUSEUM TRUST

## TRUSTEES ANNUAL REPORT AND ACCOUNT 2018

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### NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2018

#### 15. Financial Instruments

	20 18	2017
	£	£
Financial assets measured at amortised cost	24,290	22,043
Financial liabilities measured at amortised Cost	20,240	19,752

Financial assets measured at amortised cost comprising cash at bank and in hand, trade debtors and Gift Aid

Financial liabilities measured at amortised cost comprising trade creditors, VAT, PAYE and other creditors and accruals.

#### 16. Staff Costs

Staff costs were as follows	2018	2017
	£	£
Wages and salaries	<u>£25,327</u>	<u>£26,417</u>

No employee received remuneration amounting to more than £60,000 in either year. The key management personnel of the charity consist of the trustees and the Museum manager. The total remuneration paid to the key management personnel during the year was £15,237 (2016 - £9,860).

During the year, no Trustees received any remuneration (2017 - £NIL). During the year, no Trustees received any benefits in kind (2017 - £NIL). During the year, no Trustees received any reimbursement of expenses (2017 - £NIL).

#### 17. Operating lease commitments

At 31 December 2018 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2018	2017
Amount payable	£	£
After more than 5 years	<u>1</u>	<u>1</u>

#### 18. Related party transactions

There were no related party transactions during the year.

