

Company Number: 07465640
Charity Number: 1141462

RIPON MUSEUM TRUST
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

HPH
Chartered Accountants
54 Bootham
York
YO30 7XZ

RIPON MUSEUM TRUST

(A company limited by guarantee)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

The Trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2018.

OBJECTIVES AND ACTIVITIES

Objectives

The objective of the Charitable Company as stated in our constitution of 5 March 2012 is:

The provision and maintenance of museums in or near Ripon for the exhibition to the public of articles of literary, artistic, scientific, cultural or historic interest.

In 2014 the Board adopted a 6-year strategic plan which sets out the vision, mission and strategic aims for the Trust.

Our vision:

To be the most engaging and admired small museum in the country delivering our mission with pride and integrity.

Our mission:

Our mission is to enrich the lives of all who experience and are inspired by our historic law and order sites and collection so that they gain insights into, and are provoked into thinking about, how the treatment of offenders and the relief of the poor have developed over the last 200 years. We will be a model of the ways in which the past is used to create a deeper, more compassionate and more equitable society. We also want to enhance substantially Ripon's sense of place and to improve the wellbeing of our volunteers and our local community.

Our Strategic Aims:

To deliver our mission we have distilled our priorities into six Strategic Aims:

- Being serious about our collection to ensure that our nationally important collection is well cared for and made available to the widest audience (Curation).
- Recognising our volunteers are our magic and utilising their skills, passions and abilities in every aspect of our work (Volunteers)
- Seeing that learning is our DNA and ensuring we deliver a high-quality learning offer for everyone as well as learning as an organisation (Learning)
- Making us Yorkshire's go-to museum, encouraging the widest possible range and number of people to visit our museums (Audience Development)
- Growing so that we can pay our way through enhancing our offer and developing new revenue streams (Finance)
- Running a truly professional operation so that everything we do is of the highest quality (Operations)

These strategic aims each have a set of actions under them which form the basis of our annual development plan, which guides the work of the Charitable Company. Progress against these aims is monitored and reported at the trustee meetings throughout the year.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

Public Benefit Activities

The Trustees confirm that they have complied with the duty under section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission and the Trustees have paid due regard to this guidance on deciding what activities the charity should undertake. The Trustees consider that all the activities set out in this report have been undertaken to further the charitable purposes for the public benefit. Full description of the key elements of our public benefit are detailed on the following pages.

ACHIEVEMENTS AND PERFORMANCE

This year we report by looking at the areas overseen by the four standing committees and by the Sharow View Project Board.

Business & Operations

2018 saw the significant expansion in our operations made possible by our role as a Band 1 National Portfolio Organisation (NPO) with the first tranche of funding from Arts Council England received in April enabling new staff to be appointed and new projects to be undertaken. The overall aim of this is to broaden and diversify the number and types of people engaging with our arts and culture, to increase the depth of their engagement and to enhance their lives through contributing to the Arts Council's mission of 'Great arts and culture for everyone'.

Notable achievements in the expanded Business Plan for 2018 have been:

- a more robust system for monitoring and reporting with quarterly returns being made to ACE
- the employment of the Trust's first full-time professional curator, Leah Mellors
- the employment of the Trust's first Marketing and Development Manager
- the engagement of a consultant to produce a report on digital opportunities across the museums with a view to putting ideas into practice in 2019 and beyond
- commissioning one art work per year: the first was planned for the Courthouse for 2019
- the employment of an Outreach Officer, Anna Cross, to reach into rural communities where barriers to engagement can be highest.

Footfall data for Day Visitors

Site	2018	2017	2016
Workhouse	13,350	13,564	11,490
Prison and Police	9,687	9,609	9,381
Courthouse	5,642	5,998	5,611
Total	28,679	29,171	26,482

The museums welcomed a footfall of 28,679 day visitors across the three sites, an decrease of 1.7% over that in 2017.

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Finance & Marketing

Finance

2018 saw a very substantial uplift in our Unrestricted Income due to us becoming a National Portfolio Organisation (NPO) accompanied by an additional Arts Council England (ACE) funding of £105,000 during the year.

Museum admissions income grew by some 13% with footfall being similar to last year – ticket mix and a small price increase accounted for the growth. The very hot summer weather in June and July adversely affected expected visitor numbers.

In view of the substantial changes and growth there were some unexpected expenses related to moving the staff offices to the Main Block. Also it took a little longer than originally estimated to get the NPO programme up to full complement and speed. Therefore an accrual provision to ensure the Year 1 of NPO programme (ending 31/03/2019) is fully delivered has been incorporated into the 2018 accounts.

In this year of unprecedented change and growth, a surplus of £6,865 in our Unrestricted Trading accounts is, in the opinion of the board, a fair performance. The net position in relation to the Restricted Accounts is as expected and is accounted for by the matched funding required in respect of the various Projects and the standard 10% (circa £40,000) retention by HLF in respect of the Sharow View project.

Reserves policy

The total funds held by the Charitable Company are £418,206 (2017 - £469,735), of which £350,000 (2017 - £374,718) are restricted. Therefore, free reserves are £68,206 (2017 - £95,017).

The Trust's reserves policy is to have a minimum of six months' reserves on hand to cover the changes in cash flow during the year and to cover any unforeseen issues. The reserves in our unrestricted account at the end of 2018 represent about 3 months' worth of trading. In 2019 we have budgeted a surplus to help increase the reserves.

In summary, the Board considers the overall financial performance of the Trust to be satisfactory. We are grateful to the whole staff and volunteer team who contributed to the performance and for all their effort and passion.

Marketing

Linda Furniss was appointed as the Marketing & Development Manager to drive forward the Trust's marketing effort aimed at increasing footfall and reaching a more diverse audience in line with NPO goals.

Our presence on social media has been strengthened and more use made of blogs and marketing using our mailing list. Tickets for events and day visits can now be purchased online. Evidence from TripAdvisor, Google and Facebook shows the high regard for the museums and what they offer. We participate in an annual exchange of mystery shoppers with other regional museums and once again our scores were excellent and the feedback constructive.

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Marketing (continued)

Our volunteers undertook widespread audience survey work this year using the Audience Finder survey and methodology as part of our NPO commitments. This has significantly enhanced our ability to compare ourselves with other organisations and has improved our audience knowledge.

Learning & Curation

Learning

Footfall data for Learning Visits

Type	2018	2017	2016
Formal Learning	3,359	4,224	3,599
Informal Learning	1,371	1,478	1,609
Total	4,730	5,702	5,208

We welcomed 3,359 people on formal learning visits this year and 1,371 through informal group visits (which include Brownies, adult groups etc), giving us an annual total of 4,730. The reduction is due in part to the need to develop the NPO Learning programme that is substantial and new. Also our core cycle of schools can fluctuate between years. A substantial growth is anticipated for 2019. Price management meant that our Learning Income was slightly up on 2017. The series of adult talks continued this year, focussing on attracting top quality speakers from the world of academia to deliver interesting, insightful and unique talks that delve deeply into our subject matter.

The appointment of Anna Cross as our first Outreach Officer has allowed the Trust to develop a new programme of outreach activities. The community aspect of this has initially sought to work with older people and people with disabilities. Outreach has also been delivered to schools with the support of the University of Newcastle using techniques developed under their Art & Sole programme.

A scheme has been devised to deliver Arts Awards to 50+ children per year and this will be developed in 2019.

Work has begun to establish clusters of schools in targeted areas of low cultural engagement to increase our presence with both the children in the area and their parents.

Family learning activities continue to be an important feature of the museums during the holiday periods, with evidence of 5-star reviews on social media.

Ghost walks and events continue to attract much attention and have proved popular with all ages.

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Curation

The appointment of Leah Mellors as the Trust's first full-time professional Curator brought leadership to the collections and research teams.

The research room begun by Esther Graham was developed by Leah Mellors with the support of funds transferred from the Ripon Historical Society after it was folded into the Trust.

Preparations were made to move the object collections from the Town Hall basement to more suitable accommodation in the west wing of the Workhouse frontage building using a further slice of the Historical Society funding.

Data cleaning was completed and the final data was sent to Axiell for the migration to the new collections management system (CMS).

Work began on the development of our permanent displays, temporary exhibitions and our programming to ensure we reflect the fullness and diversity of our history.

The police museums development project run by Esther Graham and funded by the *Esmée Fairbairn Collections Fund* via the Museums Association was completed. This saw development work both in Ripon and in the Bradford Police Museum to improve the accessibility, storage and care of the collections, to engage with our respective target communities and to generate new objects for the collection as well as oral histories, broadening the collections and enhancing our relevance to contemporary debate. A travelling display visited communities across North and West Yorkshire.

The Homeless not Faceless exhibition devised with the support of the Harrogate Homeless Project and Ripon YMCA was on display in the Workhouse Dining Hall during the summer and was then on tour at sites in Harrogate town during the autumn and winter. It was then booked for Ripon Cathedral in the spring of 2019 and is due to return in summer 2019 to the Workhouse.

A further art project has been commissioned using NPO funding. A sound installation, *Stolen Things*, by Paul Rooney opened at the Courthouse in 2019.

PEOPLE

Volunteers

In 2018 the Better Impact volunteer management system became fully operational and has delivered real improvements in managing and communicating with our volunteers. It has also widened the opportunities for volunteers to try new activities and areas of interest.

The Trust continues to receive accolades for our volunteer programme including further success in the Harrogate and District Volunteering Oscars. This has further enhanced our reputation for volunteer management within the sector.

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Volunteers (continued)

With the support of the Coins Foundation we were able to appoint a Volunteer Development Officer, Gemma O'Connell, to develop further the work done in 2016/17 around social prescribing with Helen Young and Martin Webber. Working with GPs, local charities and agencies the Trust has provided, through its Volunteering for the Soul project, opportunities attractive to people with low level social isolation so they can benefit from the supportive and social atmosphere in the museums. Through the programme, they have been able to build their confidence, meet new people and learn new skills. Several have gone on to paid employment elsewhere as a result.

Demands on time and competition elsewhere continue to challenge the supply and retention of volunteers but the Trust has held its own and is confident that its reputation will endure as a worthwhile place to gain the benefits of volunteering to wellbeing.

Staff

2018 saw a significant growth in the staff complement mostly funded through the NPO programme. In December 2018 the museum director James Etherington resigned his post to enable him to take up a position at Kiplin Hall in 2019.

Sharow View Project

2018 was the first full year of public access to part of the main block of the Workhouse.

The HLF funded 'pilot' work to present the building and to trial temporary uses to assess potential future uses of the site was completed. Following evaluation of this work the final slice of grant was due to be paid by HLF (now the NLHF) in early 2019 and the trial project was completed on time and on budget. The pilot work is helping to inform discussion about the bigger picture of how the site should be developed and this will continue in 2019.

The most successful of the temporary exhibitions in main block was the Ripon Re-Viewed display of historic photographic images of Ripon curated by Ripon Civic Society with the support of the Heritage Lottery Fund. Unsurprisingly this was well-supported by local residents and widened knowledge of the museum's existence.

During the hot summer of 2018 the Master's garden was re-created in front of the central part of the main block. Temporary fencing was installed and planting beds established with the support of volunteer labour and grants from several sources including the West Riding Masons and the Yorkshire Gardens Trust. The garden has further emphasised the segregation of the original site users.

The offices were moved into main block allowing the space vacated to be prepared for the collections store.

The Trust began work on developing a fundraising strategy with the support of Catalyst Small Grants funding from ACE. The focus is on Trusts and Foundations and on individual giving. An experienced mentor, Judy Niner, is supporting a small team led by the Trust's Treasurer. The team have been able to visit examples of best practice across the UK to draw lessons from these and the aim is to feed in this experience to help develop the strategy in 2019.

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PLANS FOR FUTURE PERIODS

The Trust will continue to deliver and build on its existing offer of three museums, a garden, a strong and well received learning programme, a well-respected volunteer offer, and a burgeoning exhibitions programme.

Strategy development

Much has already been achieved under the current 2014 - 2020 strategy, notably the acquisition of most of the workhouse site. Many of the goals remain relevant and the Trust has decided to refresh and roll forward the strategy rather than to rewrite it. Work on this began in 2018 and will be completed in 2019.

Risk Management Policy

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Risk is regularly reviewed as part of ongoing operations and for projects. The Trust conforms to all standards required including safeguarding, health and safety, data protection etc. All relevant policies and procedures are in place and are reviewed regularly by the People Committee. A risk register was developed as part of business planning.

STRUCTURE GOVERNANCE AND MANAGEMENT

Memorandum and Articles of Association

Ripon Museum Trust is a company limited by guarantee governed by its Memorandum and Articles of Association dated 5 March 2012. It is registered as a charity with the Charity Commission. Anyone over the age of 18 can become a member of the Company and there are currently eight members, each of whom agrees to contribute up to £10 in the event of the Charity winding up.

Trustees

The registered office and officers and advisors are detailed on page 10.

The Board of Trustees of the Charity meets quarterly as well as for two away days a year to consider strategic issues. Following a review of governance, the Board has established four standing committees which meet four times a year and report to it. They are for Business & Operations, Finance & Marketing, Learning & Curation and People. In addition, the Remuneration Committee and the Sharow View Project Board meet as required.

Operational management

This is delegated to the Museum Director supported by a staff team and over 140 volunteers, detailed on page 10.

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Appointment of new Trustees

Recruitment, appointment and induction of Trustees

Appointment of Trustees is governed by the Constitution. The Board is authorised to appoint new Trustees to fill vacancies arising through resignation or death of an existing Trustee.

One third of the Trustees must retire at the Annual General Meeting. However, if eligible, they may offer themselves for re-election.

The Trust has a trustee induction pack containing all relevant policies, procedures and documentation. New Trustees meet with the Chair and the Museum Director for initial induction sessions as well as meeting key members of staff. Trustees are encouraged to attend relevant training, especially sessions on governance provided by the Association of Independent Museums.

At the year ending 31 December 2018 there were nine Trustees, the full complement, and one up on the previous year. Two Trustees stood down and did not offer themselves for re-election, Grenville Hargreaves and John Witherick, both of whom had given freely of their time and expertise over many years. Following a skills audit and a diversity audit, the board identified the characteristics for new Trustees, and was pleased to recommend to the Annual General Meeting in March 2018 two people who met the requirements. The AGM approved the appointments of Lizzy Tyler, a locally-based HR consultant and Alexa Vernon, Visitor Experience Manager for the National Trust at Fountains Abbey/Studley Royal.

Relationship to Unincorporated Charity number 512913

This was the original charity for the Trust prior to Incorporation in 2012. All assets and liabilities have been transferred from this charity to the new incorporated charity. The only exception to this is the lease of the Prison and Police Museum. We are currently working with Harrogate Borough Council to transfer the Lease to the new charity, at which point we will close the old charity entirely. Four of the Trustees of the new charity remain as Trustees of the old charity:

Mr R I C Taylor
Mr A D Thelwall
Mr A Chadwick
Miss M Whitehead

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

A. R. Chadwick
H. G. Hargreaves (resigned 1 January 2019)
C. R. Hughes
R. I. C. Taylor
A. D. Thelwall
E. A. Tyler (appointed 18 April 2018)
A. M. Vernon (appointed 18 April 2018)
Prof M. P. Webber
M. Whitehead
J. M. Witherick (resigned 18 April 2018)

Staff team

James Etherington	Museum Director
Wendy Hunwick-Brown	Volunteers & Operations Manager
Xantha Mephram	Operations Officer
Gemma Connell	Volunteer Development Officer
Carrie Phillip	Learning & Outreach Manager
Katy O'Malley	Learning Officer
Anna Cross	Outreach Officer
Leah Mellors	Curator
Catherine Baxter	Garden Leader
Paul Grayson	Technical Assistant

Company Number

07465640 (England & Wales)

Charity Number

1141462 (England & Wales)

Registered Office

The Workhouse Museum
75 Allhallowgate
Ripon
North Yorkshire
HG4 1LE

Independent Examiner

A. C. Rodaway, FCA, DChA
HPH Chartered Accountants
54 Bootham
York
YO30 7XZ

RIPON MUSEUM TRUST

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

Committee membership as at 31 December 2018:

Business & Operations	Christopher Hughes (Chair) David Thelwall Lizzy Tyler Ann Jackson (Volunteer) James Etherington (Director) Wendy Hunwick-Brown (Volunteers & Operations Manager)
Finance & Marketing	David Thelwall (Chair) Richard Taylor Grenville Hargreaves Alexa Vernon James Cunningham (Volunteer) Christine Orsler (Volunteer) James Etherington (Director) Linda Furniss (Marketing Manager)
Learning & Curation	Martin Webber (Chair) Richard Taylor Anthony Chadwick Joyce Walmsley (Volunteer) Nick Baird (Volunteer) Christian Buntin (Volunteer) Beth Harris (Volunteer) Leah Mellors (Curator) Carrie Philip (Learning & Outreach Manager)
People	Mandy Whitehead (Chair) Chris Hughes Lizzy Tyler Amy Stow (Volunteer) Lindy Webb (Volunteer) James Etherington (Director) Wendy Hunwick-Brown (Volunteers & Operations Manager)
Sharow View Project Board	Richard Taylor (Chair) Mandy Whitehead David Thelwall Anthony Chadwick John Witherick (Architectural Advisor) Peter Higginbotham (Volunteer) Moiria Smith (Volunteer) James Etherington (Director) Leah Mellors (Curator)

The **Museum Mentor** is Mick Stanley and the **Architectural Advisor** is John Witherick.

Ralph Lindley, a member of the Trust from its earliest days and a former curator, held the honorary position of Vice-President until his standing down on 31 December 2018.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

TRUSTEES' FINANCIAL RESPONSIBILITIES

Company law requires the Trustees of the Charitable Company to prepare financial statements that give a true and fair view of the state of affairs of the Charitable Company at the end of the financial year and of its surplus or deficit for the financial year. In preparing those financial statements, the Trustees are required to:

- a) Select suitable accounting policies and then apply them consistently;
- b) Make judgements and estimates that are reasonable and prudent; and
- c) State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- d) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charitable Company will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the Charitable Company and which enables them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the Charitable Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant information of which the company's independent examiners are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the Charitable Company's independent examiners are aware of that information.

This report is prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities and in accordance with special provisions of the Small Companies Regime.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The Trustees' annual report was approved on 15 June 2019 and signed on behalf of the Board of Trustees by:

A. D. Thelwall

RIPON MUSEUM TRUST

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the Charitable Company's Trustees on my examination of the accounts of the Charitable Company for the year ended 31 December 2018, which are set out on pages 14 to 22.

This report is made solely to the Charitable Company's Trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and the Charitable Company's Trustees as a body in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the Charitable Company'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 Charitable Company, the Charitable Company's Members as a body and the Charitable Company's Trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the Charity's Trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

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.

A. C. Rodaway, FCA, DChA
15 June 2019

HPH, Chartered Accountants
54 Bootham
York
YO30 7XZ

RIPON MUSEUM TRUST
(A company limited by guarantee)
STATEMENT OF FINANCIAL ACTIVITIES (INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31 DECEMBER 2018

	Note	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
INCOME					
Donations and legacies	3	124,714	-	124,714	28,109
Charitable activities	4	-	41,776	41,776	452,727
Other trading activities	5	172,066	3,592	175,658	158,667
Investments	6	10,598	-	10,598	7,789
TOTAL INCOME		307,378	45,368	352,746	647,292
EXPENDITURE					
Costs of raising funds		1,600	-	1,600	1,505
Charitable activities	7	298,913	103,762	402,675	288,420
TOTAL EXPENDITURE		300,513	103,762	404,275	289,925
Net income / (expenditure) before transfers		6,865	(58,394)	(51,529)	357,367
Transfers between funds	16	(33,676)	33,676	-	-
Net movement in funds		(26,811)	(24,718)	(51,529)	357,367
Reconciliation of funds					
Total funds brought forward	16	95,017	374,718	469,735	112,368
Total funds carried forward	16	£ 68,206	£ 350,000	£ 418,206	£ 469,735

All activities derive from continuing operations.

The notes on pages 16 to 22 form part of the accounts.

RIPON MUSEUM TRUST
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BALANCE SHEET
AS AT 31 DECEMBER 2018
Company registration number: 07465640

	Note	2018	2017
		£	£
FIXED ASSETS			
Tangible Assets	10	351,575	350,000
CURRENT ASSETS			
Stock		4,684	4,912
Debtors	11	13,400	-
Cash at Bank and in hand		87,658	131,323
		<u>105,742</u>	<u>136,235</u>
LIABILITIES: amounts falling due within one year	12	<u>(39,111)</u>	<u>(16,500)</u>
NET CURRENT ASSETS		66,631	119,735
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>418,206</u>	<u>469,735</u>
NET ASSETS		<u>£ 418,206</u>	<u>£ 469,735</u>
THE FUNDS OF THE CHARITY			
Restricted Funds	16	350,000	374,718
Unrestricted Funds			
- Undesignated Funds	16	68,206	95,017
TOTAL FUNDS		<u>£ 418,206</u>	<u>£ 469,735</u>

For the financial year ended 31 December 2018, the Charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The Members have not required the Charitable Company to obtain an audit of its accounts for the year in question in accordance with section 476. The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 2006 relating to small companies.

The notes on pages 16 to 22 form part of the accounts.

These financial statements were approved by the trustees on 15 June 2019 and signed on their behalf by:

A. D. Thelwall

RIPON MUSEUM TRUST
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NOTES TO THE ACCOUNTS
FOR YEAR ENDED 31 DECEMBER 2018

1 GENERAL INFORMATION

The Charitable Company is a private company limited by guarantee, which is incorporated and registered in England and Wales (no.07465640). It was registered as a charity on 14 April 2011. The Charity number is 1141462.

The address of its registered office is The Workhouse Museum, 75 Allhallowgate, Ripon, HG4 1LE.

2 ACCOUNTING POLICIES

2.1 Basis of preparation of accounts

The financial statements have been prepared 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Ripon Museum Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

2.2 Going Concern policy

The Trustees have a reasonable expectation that the Charitable Company has adequate resources to continue in operational existence for the foreseeable future. They continue to adopt the going concern basis of accounting in preparing the annual financial statements.

2.3 Fund accounting

The trustees have a defined policy for identification of different types of income:

- a) Designated funds are unrestricted funds but are specifically earmarked by the Trustees for a particular purpose.
- b) Restricted funds are only to be used for the specific purpose laid down by the donor. Expenditure which meets this criteria is charged to the fund.
- c) Unrestricted funds are the residue of incoming resources receivable or generated from the objects of the charity without further specified purposes and are available as general funds.

2.4 Income

All income is recognised in the statement of financial activities when the conditions for receipt have been met and there is reasonable assurance of receipt. Except for the following:

Grants receivable

Grants for immediate expenditure are accounted for when they become receivable. Grants received for specific purposes are treated as restricted funds. Grants which are received for a future accounting period are deferred and recognised in those periods.

Capital Grants for specific fixed assets are included in restricted income when received. Once the asset is purchased these monies are transferred to unrestricted funds unless there is a restriction on the disposal of the asset. If so, the net book value of the asset is shown as a restricted fund.

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NOTES TO THE ACCOUNTS
FOR YEAR ENDED 31 DECEMBER 2018

2 ACCOUNTING POLICIES (continued)

2.5 Expenditure

Expenditure is recognised on a cash basis. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

Costs of generating funds - costs associated with attracting voluntary income.

Charitable activities - costs incurred by the Charitable Company in delivering its services to clients.

Support costs - allocated to charitable activities on an equal basis.

2.6 Tangible fixed assets and depreciation

Fixed assets for the Charitable Company to use are capitalised at cost, for items above £1,000. Donated assets are valued at market value on donation. They are stated in the accounts at cost/original value less depreciation.

Depreciation is calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Plant and machinery 10% straight line basis

2.7 Stock

Stock is valued at the lower of cost and net realisable value.

2.8 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

2.9 Cash at bank and in hand

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

2.10 Creditors

Creditors are recognised where the Charitable Company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

2.11 Financial Instruments

The Charitable Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2.12 Pension costs

The Charitable Company operates a defined contribution pension scheme. Contributions are charged in the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

2.13 Limited by guarantee

Each member's liability is limited to £10 in the case of winding up of the Charitable Company.

RIPON MUSEUM TRUST
(A company limited by guarantee)
NOTES TO THE ACCOUNTS
FOR YEAR ENDED 31 DECEMBER 2018

	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
3 DONATIONS AND LEGACIES				
Donations	124,714	-	124,714	28,109
	<u>£ 124,714</u>	<u>£ -</u>	<u>£ 124,714</u>	<u>£ 28,109</u>

Restricted donations and legacies in 2017 was £26,280.

The Charitable Company also benefits from the involvement and enthusiastic support of its many volunteers. In accordance with Charities SORP, the economic contribution of general volunteers is not recognised in the accounts.

4 INCOME FROM CHARITABLE ACTIVITIES

Performance related grants	-	41,776	41,776	452,727
	<u>£ -</u>	<u>£ 41,776</u>	<u>£ 41,776</u>	<u>£ 452,727</u>

Restricted income from charitable activities in 2017 was £434,303.

5 INCOME FROM OTHER TRADING ACTIVITIES

Fundraising events	15,144	3,592	18,736	17,406
Shop income	8,324	-	8,324	9,402
Admissions	147,978	-	147,978	131,257
Memberships	620	-	620	602
	<u>£ 172,066</u>	<u>£ 3,592</u>	<u>£ 175,658</u>	<u>£ 158,667</u>

Restricted income from other trading activities in 2017 was £392.

6 INCOME FROM INVESTMENT INCOME

Bank interest receivable	-	-	-	150
Rent receivable	10,598	-	10,598	7,639
	<u>£ 10,598</u>	<u>£ -</u>	<u>£ 10,598</u>	<u>£ 7,789</u>

Restricted income from investment income in 2017 was £nil.

RIPON MUSEUM TRUST
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NOTES TO THE ACCOUNTS
FOR YEAR ENDED 31 DECEMBER 2018

7 ANALYSIS OF TOTAL EXPENDITURE

	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
7.1 Charitable activities				
Staff costs	155,941	29,254	185,195	140,318
Premises costs	47,219	55	47,274	47,466
Administrative costs	15,397	3,490	18,887	15,372
Volunteer costs	6,683	-	6,683	2,122
Primary purpose trading	47,342	64,136	111,478	50,787
Stock expense	4,035	450	4,485	5,315
Support costs (Note 7.2)	22,296	6,377	28,673	27,040
	<u>£ 298,913</u>	<u>£ 103,762</u>	<u>£ 402,675</u>	<u>£ 288,420</u>
7.2 Support costs				
Independent Examiner's fee	900	-	900	720
Accountancy	1,392	-	1,392	1,245
Other professional fees	3,149	4,034	7,183	20,594
Advertising	16,680	2,343	19,023	4,481
Depreciation	175	-	175	-
	<u>£ 22,296</u>	<u>£ 6,377</u>	<u>£ 28,673</u>	<u>£ 27,040</u>

Restricted expenditure in 2017 was £91,662.

8 TOTAL STAFF COSTS	2018 £	2017 £
Wages and Salaries	169,684	130,003
Social Security Costs	12,758	9,366
Employer Pension Contributions	2,753	949
	<u>£ 185,195</u>	<u>£ 140,318</u>

No employee earned £60,000 per annum or more in the year (2017 - none).

Number of employees

The head count of employees on the payroll as at December 2018 was 12 (December 2017 - 10).

The average number of full-time equivalent employees during the year was 7 (2017 - 6).

The key management personnel of the Charitable Charity comprise the trustees and the senior management team. The total employee benefits of the key management personnel, with only senior management team members being paid, was £95,365 (2017 - £65,145).

RIPON MUSEUM TRUST
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NOTES TO THE ACCOUNTS
FOR YEAR ENDED 31 DECEMBER 2018

9 RELATED PARTIES

No Trustees received remuneration or expenses during the year (2017 - £nil).

There were no related party transactions in the reporting year which require disclosure (2017 - nil).

10 TANGIBLE FIXED ASSETS

	Plant and machinery £	Land and buildings £	Total £
Cost			
At 1 January 2018	-	350,000	350,000
Additions	1,750	-	1,750
	<hr/>	<hr/>	<hr/>
At 31 December 2018	1,750	350,000	351,750
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1 January 2018	-	-	-
Charge for year	175	-	175
	<hr/>	<hr/>	<hr/>
At 31 December 2018	175	-	175
	<hr/>	<hr/>	<hr/>
Net Book Amounts			
At 31 December 2018	£ 1,575	£ 350,000	£ 351,575
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 December 2017	£ -	£ 350,000	£ 350,000
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Included within land and buildings is £350,000 for property for which the Charity has a restricted title. The property was funded by a grant from the National Heritage Memorial Fund and is charged to them in perpetuity.

	2018 £	2017 £
11 DEBTORS		
Trade Debtors	13,400	-
	<hr/>	<hr/>
	£ 13,400	£ -
	<hr/> <hr/>	<hr/> <hr/>

RIPON MUSEUM TRUST
(A company limited by guarantee)
NOTES TO THE ACCOUNTS
FOR YEAR ENDED 31 DECEMBER 2018

	2018 £	2017 £
12 LIABILITIES: Amounts falling due within one year		
Trade Creditors	2,362	-
Social Security and Other Taxes	2,990	-
Accruals	17,259	-
Other Loan	16,500	16,500
	£ 39,111	£ 16,500

15 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Undesignated Funds £	Restricted Funds £	Total Funds £
Current year			
Tangible Fixed Assets	1,575	350,000	351,575
Current Assets	105,742	-	105,742
Current Liabilities	(39,111)	-	(39,111)
	£ 68,206	£ 350,000	£ 418,206
At 31 December 2018			
	Unrestricted Undesignated Funds £	Restricted Funds £	Total Funds £
Comparative year			
Tangible Fixed Assets	-	350,000	350,000
Current Assets	95,017	41,218	136,235
Current Liabilities	-	(16,500)	(16,500)
	£ 95,017	£ 374,718	£ 469,735
At 31 December 2017			

RIPON MUSEUM TRUST
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NOTES TO THE ACCOUNTS
FOR YEAR ENDED 31 DECEMBER 2018

16 FUNDS

	Balance at 1 January 2018 £	Income £	Expenditure £	Transfers £	Balance at 31 December 2018 £
Restricted Funds					
Land and buildings	350,000	-	-	-	350,000
Other restricted funds	24,718	45,368	(103,762)	33,676	-
	<u>374,718</u>	<u>45,368</u>	<u>(103,762)</u>	<u>33,676</u>	<u>350,000</u>
Unrestricted Funds					
Undesignated					
Free reserves	95,017	307,378	(300,513)	(33,676)	68,206
	<u>95,017</u>	<u>307,378</u>	<u>(300,513)</u>	<u>(33,676)</u>	<u>68,206</u>
Total Unrestricted Funds	95,017	307,378	(300,513)	(33,676)	68,206
	<u>95,017</u>	<u>307,378</u>	<u>(300,513)</u>	<u>(33,676)</u>	<u>68,206</u>
Total Funds	<u>£ 469,735</u>	<u>£ 352,746</u>	<u>£ (404,275)</u>	<u>£ -</u>	<u>£ 418,206</u>
	<u><u>£ 469,735</u></u>	<u><u>£ 352,746</u></u>	<u><u>£ (404,275)</u></u>	<u><u>£ -</u></u>	<u><u>£ 418,206</u></u>
	Balance at 1 January 2017 £	Income £	Expenditure £	Transfers £	Balance at 31 December 2017 £
Restricted Funds					
Land and buildings	-	350,000	-	-	350,000
Other restricted funds	5,405	110,975	(91,662)	-	24,718
	<u>5,405</u>	<u>460,975</u>	<u>(91,662)</u>	<u>-</u>	<u>374,718</u>
Unrestricted Funds					
Undesignated					
Free reserves	106,963	186,317	(198,263)	-	95,017
	<u>106,963</u>	<u>186,317</u>	<u>(198,263)</u>	<u>-</u>	<u>95,017</u>
Total Unrestricted Funds	106,963	186,317	(198,263)	-	95,017
	<u>106,963</u>	<u>186,317</u>	<u>(198,263)</u>	<u>-</u>	<u>95,017</u>
Total Funds	<u>£ 112,368</u>	<u>£ 647,292</u>	<u>£ (289,925)</u>	<u>£ -</u>	<u>£ 469,735</u>
	<u><u>£ 112,368</u></u>	<u><u>£ 647,292</u></u>	<u><u>£ (289,925)</u></u>	<u><u>£ -</u></u>	<u><u>£ 469,735</u></u>

Restricted Funds

Land and buildings: The properties are held in Restricted Funds.

Other restricted funds: This accounts for various restricted projects throughout the year.