



Trustees' Annual Report for the period

Period start date				Period end date			
Day	Month	Year		Day	Month	Year	
From	1	April	2018	To	31	March	2019

Section A Reference and administration details

Charity name Friends of The Wilson, Cheltenham Art Gallery and Museum

Other names charity is known by

Registered charity number (if any) 289514

Charity's principal address Secretary, Friends of The Wilson, Cheltenham Art Gallery and Museum
c/o The Wilson, Cheltenham Art Gallery and Museum
Clarence Street
Cheltenham
Postcode GL50 3JT

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	Hilary Simpson	Chair until 12 Jun 2018	Until 12 Jun 2018	
2	Adrian Barlow	Chair from 12 Jun 2018	(Trustee for whole year)	
3	John Beard	Secretary		
4	Mark Holliday	Treasurer until 8 Jan 2019		
5	Liz Giles	Treasurer from 8 Jan 2019	From 8 Jan 2019	
6	Jaki Davis			
7	Mike Jenkinson			
8	Sue Pearce			
9	Martin Renshaw			
10	Brian Shawcross		Until 4 Sep 2018	
11	Amanda Slayton-Joslin		Until 1 Dec 2018	
12	Martha Alleguen		From 8 Jan 2019	
13	David Addison		From 8 Jan 2019	
14				
15				
16				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 15 April 2015.
How the charity is constituted (eg. trust, association, company)	Unincorporated association.
Trustee selection methods (eg. appointed by, elected by)	Trustees are elected at the AGM. Provided the maximum number of Trustees is not exceeded the trustees can appoint further Trustees to fill vacancies until the next AGM.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<p>Trustee training. To prepare new Trustees for their role as Trustees, the charity uses literature provided by the Charity Commission plus briefings from existing Trustees.</p> <p>Organisation structure. The charity does not employ any staff, so all operating decisions are made by the Trustees.</p> <p>All Trustees gave their time voluntarily and received no remuneration or other benefits.</p> <p>Related parties. The charity has a close relationship with The Wilson, Cheltenham Art Gallery and Museum, which is part of The Cheltenham Trust (charity number 1158606). To that end a representative of The Wilson is invited to attend committee meetings of the Trustees, and Trustees also liaise with staff at The Wilson.</p> <p>Risk management. At each of its meetings the committee of Trustees reviews the financial situation of the charity.</p>
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Section C

Objectives and activities

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

The purpose of the charity is the educating of the public by the support and assistance of The Wilson, Cheltenham Art Gallery and Museum ("the Gallery"), and in making loans or gifts to the Gallery, and in purchasing, acquiring or contributing to the purchase or acquisition of pictures, sculptures, works of art, costume, photographs, books and other works of artistic historical scientific or general public interest for loans or gifts to the Gallery.

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)

The charity has organised lectures and outings for the education of members and the public. There were nine lectures on artistic and cultural subjects and eight outings to historic and artistic locations. Profits from these events are used to benefit The Wilson.

In accordance with section 17 of the Charities Act 2011, the Trustees have satisfied themselves that the charity's purpose and activities provide a 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.

The Trustees adopted a funding policy at their meeting on 3 November 2015.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During 2018-19 the charity contributed £30,465 in support to The Wilson. This comprised £2,940 for external signage, £6,000 for the redesign and redisplay of the former World Cultures gallery as World of Wonders, £19,200 for a curatorial post, and £2,325 for letters from Queen Charlotte and King George III related to their visits to Cheltenham.

The charity had previously committed of £35,000 for the Feasibility Study for Phase 2 of The Wilson redevelopment, and this year it also committed £421 for the pop-up cinema and £1,860 for refurbishment of the roof terrace. The payments will be made in future years.

Section E Financial review

Brief statement of the charity's policy on reserves

The restricted reserves are only available for use in accordance with the donors' express intentions.
The general reserve is available to enable the charity to meet its aim of supporting The Wilson. Specifically, the charity aims to keep a reserve to cover at least 12-18 months' charitable expenditure.

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.

The charity's income comes from subscriptions, donations and the profit on activities, and is occasionally supplemented by a legacy. It also includes Gift Aid on some subscriptions and donations from UK taxpayers.

Surplus income is spent on projects for the benefit of The Wilson.

Funds are held in the charity's bank account and in the charity's CCLA account.

The charity also currently holds some restricted funds such as legacies and proceeds from appeals for the benefit of The Wilson.

Section F Other optional information

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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)	John Manuel Beard	
Position (eg Secretary, Chair, etc)	Secretary	
Date	26 October 2019	



Friends of The Wilson
Cheltenham Art Gallery & Museum

(registered charity 289514)

Accounts for the year ended 31 March 2019

Friends of The Wilson – Cheltenham Art Gallery & Museum
(registered charity No. 289514)

Independent Examiner's Report to the Trustees

I report on the accounts of the Friends of The Wilson – Cheltenham Art Gallery & Museum ("the Charity") for the year ended 31st March 2019.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act,
- Follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act and,
- State whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosure in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

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 requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn, in order to enable a proper understanding of the accounts to be reached.

Signed.....
A J Ellis

Date.....

Friends of The Wilson - Cheltenham Art Gallery & Museum

Income & Expenditure Account - for the year ended 31st March 2019

	<u>2018/19</u>	<u>2017/18</u>
	£	£
Income		
Membership Subscriptions	10,518	10,044
Gift Aid Receipts	1,549	1,522
Visits & Trips	11,404	10,779
Luncheon Club & Events	4,529	5,094
Donations	3,764	4,450
Sales of Xmas Cards	0	135
Interest Received	577	232
Other Income	0	23
	<u>32,340</u>	<u>32,279</u>
Expenditure		
Venue Entry Costs	4,257	3,690
Food for Events	2,334	1,896
Printing	920	575
Postage & Mailing	735	1,008
Coach Hire	3,475	3,320
Speakers Costs	119	0
Subscriptions	25	0
Venue Hire	585	1,513
Internet	80	193
Computer & Software	420	0
Sundry Expenses	35	42
Marketing & Advertising	0	0
Donations Made	30,465	0
Office Stationery	24	46
Insurance	134	112
Bank & PayPal Charges	236	103
Event costs	-245	156
	<u>43,601</u>	<u>12,654</u>
Net Income	<u>-11,261</u>	<u>19,625</u>

Friends of The Wilson - Cheltenham Art Gallery & Museum

Detailed Income & Expenditure Account for the year ended 31st March 2019

	<u>Total</u>	<u>Charity</u>	<u>Talks, Visits & Events</u>
	£	£	£
Income			
Membership Subscriptions	10,518	10,518	0
Gift Aid Receipts	1,549	1,549	0
Visits & Trips	11,404	0	11,404
Talks & Events	4,529	0	4,529
Donations	3,764	3,764	0
Sales of Xmas Cards	0	0	0
Interest Received	577	577	0
Other Income	0	0	0
	<u>32,340</u>	<u>16,408</u>	<u>15,933</u>
Expenditure			
Venue Entry Costs	4,257	0	4,257
Food for Events	2,334	160	2,174
Printing	920	920	0
Postage & Mailing	735	735	0
Coach Hire	3,475	0	3,475
Speakers Costs	119	50	69
Subscriptions	25	25	0
Venue Hire	585	0	585
Internet	80	80	0
Computer & Software	420	420	0
Sundry Expenses	35	35	0
Marketing & Advertising	0	0	0
Donations Made	30,465	30,465	0
Office Stationery	24	24	0
Insurance	134	134	0
Bank & PayPal Charges	236	30	206
Event costs accrual reversals	-245	0	-245
	<u>43,601</u>	<u>33,079</u>	<u>10,522</u>
Net Income	<u>-11,261</u>	<u>-16,672</u>	<u>5,411</u>

Friends of The Wilson - Cheltenham Art Gallery & Museum

Income & Expenditure Account By Activity for the year ended 31st March 2019

	<u>Total</u>	<u>Talks</u>	<u>Visits</u>
	£	£	£
Income			
Visits & Trips	11,404	0	11,404
Talks	4,529	4,529	0
	<u>15,933</u>	<u>4,529</u>	<u>11,404</u>
Expenditure			
Venue Entry Costs	4,257	0	4,257
Food for Events	2,174	1,682	492
Printing	0	0	0
Postage & Mailing	0	0	0
Coach Hire	3,475	0	3,475
Speakers Costs	69	69	0
Subscriptions	0	0	0
Venue Hire	585	300	285
Bank & PayPal Charges	206	75	131
Accrual reversal	-245	0	-245
	<u>10,522</u>	<u>2,127</u>	<u>8,395</u>
Net Income	<u>5,411</u>	<u>2,402</u>	<u>3,009</u>

Friends of The Wilson - Cheltenham Art Gallery & Museum
(Registered Charity No 289514)

Balance Sheet

	As At 31st March 2019		As At 31st March 2018	
	£	£	£	£
<u>Current Assets</u>				
Debtors & Prepayments	121		47	
Bank Current Account	3,577		4,880	
Bank Deposit Account	132,291		142,631	
		135,989		147,558
<u>Less - Current Liabilities</u>				
Creditors & Accruals		4,196		4,964
Total Net Current Assets		131,794		142,594
<u>Represented By:</u>				
General Fund		101,482		112,743
Restricted Funds		30,311		29,851
Total Funds		131,794		142,594

For the year ended 31st March 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 144 of the Companies Act 2011.

The directors/trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Director/Trustee:

Signed:



Printed

Mr M. J. Holliday

Date:

3rd JUNE 2019

Friends of The Wilson - Cheltenham Art Gallery & Museum
(Registered Charity No 289514)

Notes to the Accounts for the year ended 31st March 2019

1. Accounting Policies:

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Charities SORP (Statement of Recommended Practice).

2. Analysis of Fund Balances as at 31st March 2019:

	@ 31-3-19	Interest	Other Movements	@ 31-03-18
	£	£	£	£
General Fund	101,482	577	-11,839	112,744
Restricted Funds:				
Bellwood Legacy	2,089	11	0	2,078
Phyllis Kaye Bequest	1,877	10	0	1,868
Restricted funds for use by The Wilson:				
North Place Organ Fund	1,087	6	0	1,082
Wilson Family Fund	25,258	130	305	24,823
	30,311	156	305	29,851
Total Funds	131,794	733	-11,534	142,594

Friends of The Wilson – Cheltenham Art Gallery & Museum
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