

### **Recruitment and appointment of new Trustees**

The management of the charity was the responsibility of the Trustees who are elected and co-opted under the terms of the constitution.

### **Organisational structure and decision making**

The Trustee board appointed the trustees for renewable terms of three years, except that one trustee should be appointed annually by Diss Town Council. The trustees met at least four times each year to decide policy and to receive reports on the day-to-day operations of the museum.

### **Risk management**

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.

The Trustees have examined possible major risks that the charity faces and following consultation with the police, fire and security officials, confirm that systems have been established, particularly insurance, to mitigate those risks.

This report was approved by the Trustees on ----- and signed on their behalf by

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Ms Miranda Moore, Chair

**DISS MUSEUM**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2019**

	Note	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
<b>Income from:</b>					
Donations & grants					
Donations - Gift aided including tax	2	3,439	6,000	9,439	9,595
Donations - Other	2	1,030	-	1,030	904
Grants	2	4,000	1,900	5,900	3,200
Charitable activities	3	346	-	346	1,670
Other trading activities	4	3,135	-	3,135	1,482
Investments	5	112	-	112	93
<b>Total income</b>		<b>12,063</b>	<b>7,900</b>	<b>19,963</b>	<b>16,944</b>
<b>Expenditure on:</b>					
Raising funds	4	577	-	577	608
Charitable activities					
Event expenses		-	-	-	617
Other expenses		8,292	6,084	14,376	15,489
<b>Total expenditure</b>	<b>8</b>	<b>8,869</b>	<b>6,084</b>	<b>14,953</b>	<b>16,714</b>
<b>Net Income/(expenditure) before transfers</b>		<b>3,194</b>	<b>1,816</b>	<b>5,010</b>	<b>230</b>
Transfer between funds	17	-	-	-	-
<b>Net Movement in Funds</b>		<b>3,194</b>	<b>1,816</b>	<b>5,010</b>	<b>230</b>
Total funds brought forward		27,226	84	27,310	27,080
<b>Total funds carried forward</b>		<b>30,420</b>	<b>1,900</b>	<b>32,320</b>	<b>27,310</b>