

REGISTERED COMPANY NUMBER: 01808079 (England and Wales)

REGISTERED CHARITY NUMBER: 289555

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31 DECEMBER 2020
FOR
THE FARMLAND MUSEUM**

THE FARMLAND MUSEUM (Company number 01808079)

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THE FARMLAND MUSEUM (Company number 01808079)
REPORT OF THE TRUSTEES

The trustees (who are also the directors of The Farmland Museum for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They 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.

This report contains a directors' report, as required by company law.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objects are the promotion of the education of the public in the social and natural history, geology and archaeology of England with particular reference to agriculture and agricultural history in Cambridgeshire and the Fens.

Public benefit

In setting our objectives and planning our activities, the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit. In particular, the Trustees have considered how planned activities will contribute to the aims and objectives they have set.

The Trustees have complied with the duty in Section 4 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission, including public benefit guidance.

The activities of the trust educate the public in the social and natural history, geology and archaeology of England, with particular reference to agriculture and agricultural history in Cambridgeshire and the Fens.

ACHIEVEMENTS AND PERFORMANCE

2020 has been, to say the least, an unusual year!

The museum team started 2020 looking positively towards the new season. Large-scale events were planned - including open-air theatre, re-enactment days, local craft demonstrations – and we had bookings right through the year for group tours, room hire and school visits. In March, with the news of the Coronavirus pandemic and lockdown, all of these plans were cancelled. We did not open on 1st April as planned.

Instead, the site was made secure and closed down completely as staff and volunteers were initially asked to carry out their tasks from home. By mid-April, we had taken the decision to furlough all paid staff and this arrangement remained in place until mid-July.

During lockdown, volunteers carried out regular checks of the museum and buildings. The volunteer gardening team also visited (individually) to ensure the garden and allotment did not become overgrown. Our education volunteers were busy at home, producing content for the website and social media channels – including craft activities for families, art competitions for children and ‘guess the object’ quizzes. Collections volunteers set up our first digital newsletter, which is still going, and which went from around 50 to over 350 subscribers in the space of a few months! All volunteers were invited to and most regularly attended a weekly coffee morning on Zoom. With these activities in place, volunteers were able to remain engaged and active at a time when many were not interacting with other people much at all. Feedback from volunteers since then tells us that the Farmland Museum provided them with a sense of worth and helped to combat loneliness. After lockdown we have been fortunate in that we have increased volunteer numbers significantly.

The impact of such a lengthy closure on the museum was huge. In that time, we would have expected to welcome thousands of visitors and, based on 2019, we should have generated at least £35,000 in income from admissions, cafe, shop spend and site hire. And although we were closed, our core running costs of core staffing and general utilities and maintenance remained roughly the same.

We were fortunate to receive £10,000 from the Coronavirus Small Business Grant Fund and a donation from Cambridgeshire and Huntingdonshire Family History Society of £1,000. Promotion of our online donations page in newsletters and on social media also generated around £1,000 during lockdown. We also benefitted from the Coronavirus Job Retention Scheme. Although all hugely welcome, the income was not enough to enable us to reopen in a Covid-secure way, given the additional costs of PPE, cleaning and security, and to pay salaries and running costs through to the end of 2020. The decision was taken by Trustees that without additional support in the form of a grant, we would not be able to open at all this year.

Once staff returned to the museum in July, their initial task was to apply for a National Lottery Heritage Emergency Fund Grant so that we could open and provide a peaceful outdoor space for local families to visit. We were successful and received a grant for £28,600 in August. These covered salaries of current and seasonal staff (employed to open the museum), all PPE, signage and cleaning costs, equipment to adapt our ways of working (e.g. contactless till system), additional outdoor seating, expansion of workshop and storage space to enable socially distant working, materials to produce loans boxes for care homes and schools, photography to improve our digital offering and a consultant to help us plan for a very different 2021.

We successfully reopened the museum on Thursday 27th August and were open every Thursday to Sunday until 1st November. We offered free entry to all as we could not open some of our smaller displays because of social distancing requirements. We did not take the risk of opening our cafe as

THE FARMLAND MUSEUM (Company number 01808079)
REPORT OF THE TRUSTEES

should we then have had to close again, the associated losses would have been too high. Instead, we installed the cafe's coffee machine in our gift shop and provided a selection of wrapped snacks, which sold well.

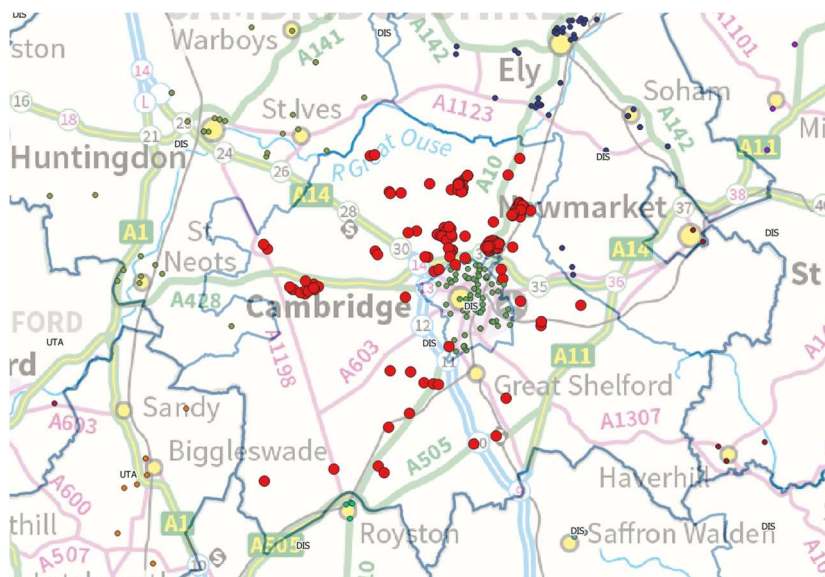
Changes made to ensure the safety of staff, volunteers and visitors included a large Perspex screen in the admissions kiosk, one group at a time in any small enclosed space (kiosk, toilet block, Village Shop), a one-way system through Denny Abbey, no access to Walnut Tree Cottage beyond viewing through the doors and installation of hand sanitiser points. New signage was designed to remind visitors of the rules including wearing a face covering, keeping a 2m distance and following one-way systems.

We appointed a dedicated cleaning team to ensure the site was immaculate and sanitised before opening each day. We hope to maintain this arrangement when we open in 2021.

We had very welcome support from South Cambridgeshire District Council's High Street Business Support Team to make sure we'd thought about and implemented all our Covid-changes correctly. SCDC's Business Support Officer paid us a visit and filmed a video showing the safety measures we'd put in place, which they posted to their social media feed and we in turn shared on ours. This helped to reassure potential visitors. SCDC's communications team also provided coverage in the residents' magazine of our museum as a local visitor attraction in a season of 'staycations' and shared news about us on social media channels.

We built on our relationships with community organisations in South Cambridgeshire, forming new links with the Fen Edge Community Association and Landbeach Tithe Barn, while maintaining our longstanding relationships with Waterbeach and Milton (via their village newsletters). We continue to work closely with Urban and Civic regarding the development of Waterbeach New Town.

In total, 2,400 people visited the museum this season, of which 485 were children over 5 and 324 were children under 5. The majority pre-booked their tickets on our website (new for 2020 and enabled us to limit numbers and comply with test and trace rules) with 5% walk-ins. This compares to 1,801 visitors in the same time period in 2019 (but like-for-like comparisons are not really possible in such an unusual year!) We asked for a postcode from all our visitors and were delighted to see that 31% came from South Cambridgeshire, with concentrations in the local villages of Waterbeach, Milton and Histon/Impington (see red dots on map below for South Cambs. Visitor groups) and also significant numbers from Cambridge City, East Cambridgeshire and Cambourne, which makes us feel valued as their local independent, accredited museum.



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REPORT OF THE TRUSTEES

In October we welcomed children from Year 3 at Waterbeach Primary School for an outdoor visit to see our farming machinery collection. Teacher feedback was positive and we have been able to adapt our schools programme to deliver Covid-secure visits through the coming school year. New loans boxes with handling items from our collection have been produced and a number have already been loaned to local schools who are not yet ready to return to school trips.

Reminiscence boxes made up of everyday household items from the early part of the 20th century have also been put together for use by care homes who cannot visit the site as they would have done in the past. Once restrictions are lifted, we will be offering these to local care homes.

Denny Abbey was hired out to a film crew in November, which generated welcome income, and we should hope to see the footage on national television next year. We were also shortlisted as a potential new site for filming of the BBC series "The Repair Shop".

To share our collection with those people unable to visit us at this point in time, we have written a series of blogs and are publishing these on our website. Highlighting less well-known objects at the museum, we hope that the blogs will also help to ignite interest in the museum and encourage visits in 2021. The first tells the story of washday for the residents of Walnut Tree Cottage and will be followed by stories such as how to catch an eel, and the sights and sounds of a village shop.

Final figures on income generated as a result of opening the museum this year are £2,587 (£1,217 total profit) in the gift shop, mainly on coffee and ice creams and old stock, so we are ready to invest in a new product line for 2021. We made £880 in donation boxes whilst open, substantially more than in 2019 when we saw perhaps a few coins every day. There continues to be a steady trickle of donations through the online CAF donate page.

During the year Vicky Williams, one of our Trustees, resigned from the museum and we have taken on Helen Phillips as a new Trustee. Helen has experience in urban planning, heritage and sustainability all of which will be very useful to the museum.

Trustees have met through the year almost entirely on Zoom meetings, with occasional individual meetings at the museum with staff. The forward plan for the museum is being completed, and individual Trustees will then lead different tasks with staff moving forward.

During the lockdown it became obvious to Trustees that the museum would need to work in a very different way in order to survive through 2021 and the future. Instead of relying on a few big open days each year, we need to attract more visitors and income on a daily basis. With this in mind, Trustees decided not to renew the Museum Officer post and replace this with a role more orientated around visitors and changing displays/ emphasis / interpretation. New job roles are being written for this and a front of house supervisor to boost income from the café and shop. We also have been working with colleagues from another museum to provide mentoring for our staff in order to maintain accreditation, which is seen as essential alongside financial sustainability.

Looking ahead

Looking to the future, 2021 comes with a sense of uncertainty. We hope to be able to open as normal for the Easter holidays at the end of March, but are realistic in our aspirations for the year. Our regular programme of large-scale events which attract many visitors and generate substantial income, are unlikely to be able to go ahead, at least in the first few months of the year.

It is looking likely that we will initially have to maintain our Covid-secure procedures, such as provision of hand sanitiser and a more frequent cleaning schedule, costs we did not have to budget for in the past.

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REPORT OF THE TRUSTEES

We are therefore planning a programme of small-scale events and regularly changing exhibitions in order to encourage repeat visits from local residents. Our cafe is undergoing an upgrade and we hope to open it during the week to provide a venue for coffees and lunches in this part of South Cambridgeshire. The gift shop will be stocked with items from local producers. At the time of writing, we are about to launch an online visitor survey to help us structure these immediate plans.

Our longstanding displays are undergoing a period of refreshment before we welcome visitors back in March. A punt and punt gun were recently given to us on loan and a new Fen Hut is being created to showcase them. This will be the lead story in the publicity around our new season launch.

Promoting the site for hire for various activities - including meetings, filming, classes and workshops to name just a few - will also be key to working towards financial sustainability.

We will continue to work closely with Urban and Civic with regard to our involvement in the development of Waterbeach. Plans are underway for an exhibition of archaeology here at the museum of finds from Waterbeach.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Museum is governed by its Memorandum and Articles of Association and constitutes a company limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

As set out in the Articles of Association (39-48), the Trustees have power at any time to appoint any person to be a Trustee either to fill a casual vacancy or as an addition to the existing Trustees. Any Trustees so appointed shall hold office only until the next AGM and shall then be eligible for election or re-election.

The Chairman of the Board of Trustees is the person appointed as Chairman by majority at each AGM of the Charity.

The Chairman will hold office from the date of his/her appointment until determination of the AGM next following the AGM at which he/she was appointed.

The Trust may from time to time by Ordinary Resolution increase or reduce the number of Trustees but so that the number of Trustees is at no time less than three. When considering Trustees, the Board has regard to the requirement for any specialist skills needed.

FINANCIAL REVIEW

Financially, 2020 has been extremely unusual due to restrictions imposed by COVID-19.

We have welcomed visitors for just part of the year but made no charge as shown in Note 3. To replace our loss of income, we received a Business Rates support grant of £10,000 and have also received funds to cover costs of furloughed employees. In addition, we received a grant from the Heritage Lottery Emergency Fund which covered some employee costs during the latter part of the year.

The net result has been a significant surplus before transfers in unrestricted funds of £22,756 compared with a surplus of £284 in 2019.

Our net current assets total in unrestricted funds at the year end was £32,122 (Note 17) representing over 5 months of expenditure in a 'normal' year. This puts the museum in a significantly more secure financial position moving into 2021 than in previous years.

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REPORT OF THE TRUSTEES

Reserves policy

We have a stated reserves policy to hold current assets representing 3 months expenditure at the year end to cover the period between January and March when the museum is not open for visitors. As noted above, at the end of 2020, the net current assets total was equivalent to 5 months' expenditure which comfortably covers this.

Related parties

Councillor Anna Bradnam is the appointed representative of South Cambridgeshire District Council on the committee, who are therefore a related party. Transactions with the Council are disclosed in the notes to the financial statements.

THE FARMLAND MUSEUM (Company number 01808079)
REPORT OF THE TRUSTEES

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
01808079 (England and Wales)

Registered Charity number
289555

Registered office

Denny Abbey
Ely Road
Waterbeach
CAMBRIDGE
Cambridgeshire
CB25 9PQ

Trustees

Mr S Archer Chairman

Miss V Atkinson

Ms C A Hunt

Dr F M McMillan

Mr M Peirson

Dr H Phillips

Appointed 30 September, 2020

Ms V F Williams

Resigned 29 June, 2020

Dr J R Williamson

Dr R M Williamson Treasurer

South Cambridgeshire District Council Representative

Councillor Anna Bradnam is the appointed representative of South Cambridgeshire District Council, and attends meetings of the Trustees.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 16 September 2021 and signed on its behalf by:

S G Archer

.....

S Archer, Chair of Trustees

I report on the accounts for the year ended 31 December 2020 set out on pages 9 to 21.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act) and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the 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 disclosures in the accounts and seeking explanations from you as 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 statements 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 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the 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)

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.

M C Pettifer

Matthew Pettifer FCA
Staffords
Chartered Accountants
Unit 1, Cambridge House
Camboro Business Park
Oakington Road
Girton
CAMBRIDGE CB3 0QH

THE FARMLAND MUSEUM (Company number 01808079)
STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING PROFIT AND LOSS ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2020

| | Notes | Unrestricted funds £ | Restricted funds £ | 2020 total funds £ | Unrestricted funds £ | Restricted funds £ | 2019 total funds £ |
|------------------------------------|-------|-------------------------|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|
| INCOME AND ENDOWMENTS FROM | | | | | | | |
| Donations and legacies | 2 | 40,720 | 28,600 | 69,320 | 22,126 | 1,503 | 23,629 |
| Charitable activities | | | | | | | |
| Museum | 3 | 16,237 | - | 16,237 | 31,145 | - | 31,145 |
| Other trading activities | 4 | 3,204 | - | 3,204 | 18,010 | - | 18,010 |
| Investment income | 5 | 29 | - | 29 | 40 | - | 40 |
| Other income | | - | - | - | 684 | - | 684 |
| Total | | 60,190 | 28,600 | 88,790 | 72,005 | 1,503 | 73,508 |
| EXPENDITURE ON | | | | | | | |
| Raising funds | 8 | 6,274 | - | 6,274 | 15,438 | 936 | 16,374 |
| Charitable activities | | | | | | | |
| Museum | 8 | 31,160 | 19,693 | 50,853 | 56,283 | 6,092 | 62,375 |
| Total | | 37,434 | 19,693 | 57,127 | 71,721 | 7,028 | 78,749 |
| NET INCOME / (EXPENDITURE) | | 22,756 | 8,907 | 31,663 | 284 | (5,525) | (5,241) |
| Transfers between funds | 16 | 10,220 | (10,220) | - | 948 | (948) | - |
| Net movement in funds | | 32,976 | (1,313) | 31,663 | 1,232 | (6,473) | (5,241) |
| RECONCILIATION OF FUNDS | | | | | | | |
| Total funds brought forward | | 5,334 | 137,045 | 142,379 | 4,102 | 143,518 | 147,620 |
| TOTAL FUNDS CARRIED FORWARD | | 38,310 | 135,732 | 174,042 | 5,334 | 137,045 | 142,379 |

THE FARMLAND MUSEUM (Company number 01808079)
BALANCE SHEET
AT 31 DECEMBER 2020

| | Notes | 2020 total funds £ | 2019 total funds £ |
|---|-------|--------------------------|--------------------------|
| FIXED ASSETS | | | |
| Tangible assets | 10 | 197,297 | 195,505 |
| CURRENT ASSETS | | | |
| Stocks | 12 | 1,173 | 1,711 |
| Debtors | 13 | 12,466 | 1,101 |
| Cash at bank and in hand | | 32,928 | 11,479 |
| | | <u>46,567</u> | <u>14,291</u> |
| CREDITORS | | | |
| Amounts falling due within one year | 14 | (9,322) | (5,217) |
| NET CURRENT ASSETS / (LIABILITIES) | | <u>37,245</u> | <u>9,074</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 234,542 | 204,579 |
| Creditors: amounts due after more than one year | 15 | (60,500) | (62,200) |
| NET ASSETS | | <u><u>174,042</u></u> | <u><u>142,379</u></u> |
| FUNDS | | | |
| Unrestricted funds | 16 | 38,310 | 5,334 |
| Restricted funds | 16 | 135,732 | 137,045 |
| | | <u><u>174,042</u></u> | <u><u>142,379</u></u> |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

THE FARMLAND MUSEUM (Company number 01808079)

BALANCE SHEET

AT 31 DECEMBER 2020

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 16 September 2021 and were signed on its behalf by:

S G Archer

.....

S Archer, Chair of Trustees

THE FARMLAND MUSEUM ((Company number 01808079)
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

LEGAL FORM

The charity is a registered charity registered in England and Wales number 289555 and a company limited by guarantee number 01808079 having no share capital incorporated in England and Wales. Its registered office and principal place of business is at Denny Abbey, Ely Road, Waterbeach, CB25 9PQ.

1 ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The accounts have been prepared on a Going Concern basis. The charity is heavily dependent on income from relatively few funders together with admissions and funds from school visits.

The Trustees have an agreement in place with administrators of the Local Government Pension Scheme concerning the significant pension liability disclosed in the notes. This provides for an initial lump-sum payment and then a series of monthly instalments as disclosed in notes 14 and 15.

Although the accounts for the year ended 31 December 2020 show a continuing deficit, the Trustees are confident that the Charity will have sufficient cash to continue in business for the next 12 months from the date of this report and therefore that the Going Concern Basis of preparation is appropriate.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

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

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

Costs are directly allocated to restricted funds where the costs have been incurred in accordance with the terms of the restricted fund.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property - 2% on cost

These notes form part of the statutory financial statements

THE FARMLAND MUSEUM ((Company number 01808079)
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

Fixtures and fittings - 25% on reducing balance

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Significant judgements

Apart from those judgements involving estimations, the management has not made any judgements in the process of applying the entity's accounting policies that have significant effect on the amounts recognised in the accounts. There are no key assumptions concerning the future or other key sources of estimation uncertainty at the reporting date that have significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

Charitable activities

The trustees are of the view that the charity has one main activity – that of educating the public in the social and natural history, geology and archaeology of England. Charitable activity costs have therefore been allocated to this activity.

Pension costs

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments and accrued income are recognised at the amount prepaid or accrued net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a maturity of 3 months or less from the date of acquisition or opening of the deposit.

Creditors

Creditors are recognised when the charity 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 and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

THE FARMLAND MUSEUM ((Company number 01808079)
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

2 GRANTS AND DONATIONS RECEIVED

Principal donations and grants received were

| | Unrestricted £ | Restricted £ | TOTAL | 2019 £ |
|--|-------------------|-----------------|---------------|---------------|
| Business rates support | 10,000 | - | 10,000 | - |
| South Cambridgeshire District Council | 8,500 | - | 8,500 | 8,500 |
| Donations via Charities Aid Foundation | 7,149 | - | 7,149 | 7,000 |
| Fossey Trust | 6,000 | - | 6,000 | 4,000 |
| CJRS Furlough grants | 5,825 | - | 5,825 | - |
| Other grants and donations | 1,208 | - | 1,208 | 316 |
| Cambs Family History Society | 1,000 | - | 1,000 | - |
| Donations in mem. Mike Delanoy | 645 | - | 645 | - |
| Gift Aid tax refunded | 327 | - | 327 | 826 |
| Easyfundraising / Amazon Smile | 66 | - | 66 | 52 |
| Heritage Lottery Emergency Fund | - | 28,600 | 28,600 | - |
| Cambridgeshire County Council | - | - | - | 160 |
| Amey Cespa | - | - | - | 650 |
| Collection boxes | - | - | - | 522 |
| Denny Gun Club | - | - | - | 200 |
| Tracing Traditions | - | - | - | 1,403 |
| TOTAL | <u>40,720</u> | <u>28,600</u> | <u>69,320</u> | <u>23,629</u> |

3 CHARITABLE ACTIVITIES

| | 2020 £ | 2019 £ |
|---------------------------------------|---------------|---------------|
| English Heritage Management Agreement | 16,000 | 16,000 |
| Income from admissions | - | 12,778 |
| Educational visits | 261 | 656 |
| Groups visits | (24) | 1,461 |
| Workshops | - | - |
| External talks | - | 210 |
| Loan box | - | 40 |
| | <u>16,237</u> | <u>31,145</u> |

4 OTHER TRADING ACTIVITIES

| | 2020 £ | 2019 £ |
|---------------|--------------|---------------|
| Shop income | 2,587 | 6,504 |
| Café income | - | 9,955 |
| Bookshop | - | 475 |
| Hire of site | 417 | 650 |
| Sundry income | 200 | 426 |
| | <u>3,204</u> | <u>18,010</u> |

These notes form part of the statutory financial statements

THE FARMLAND MUSEUM ((Company number 01808079)
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

5 INVESTMENT INCOME

| | 2020 | 2019 |
|--------------------------|-----------|-----------|
| | £ | £ |
| Deposit account interest | <u>29</u> | <u>40</u> |

6 PURCHASES

| | 2020 | 2019 |
|----------------|--------------|--------------|
| | £ | £ |
| Shop purchases | 1,370 | 2,649 |
| Café purchases | (6) | 3,598 |
| Catering | - | 529 |
| Event costs | <u>6</u> | <u>1,185</u> |
| | <u>1,370</u> | <u>7,961</u> |

7 NET INCOME /(EXPENDITURE)

Net income / (expenditure) is stated after charging / (crediting)

| | 2020 | 2019 |
|---------------------------------------|--------------|--------------|
| | £ | £ |
| Depreciation - owned assets (Note 11) | <u>8,557</u> | <u>8,137</u> |

8 EXPENDITURE

| | Cost of raising funds | Charitable activities | TOTAL |
|----------------|--------------------------|--------------------------|---------------|
| | £ | £ | £ |
| Purchases | 1,370 | - | 1,370 |
| Staff costs | 3,580 | 25,013 | 28,593 |
| Administration | - | 18,606 | 18,606 |
| Depreciation | <u>1,324</u> | <u>7,233</u> | <u>8,557</u> |
| TOTAL | <u>6,274</u> | <u>50,852</u> | <u>57,126</u> |

9 TRUSTEES' AND KEY MANAGEMENT PERSONNEL REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

Trustees' expenses

No trustee expenses were paid during 2020 (2019: £nil).

Key management personnel

The key management personnel of the charity comprise the Trustees, The Commercial Officer and the Museum Officer. Total employee benefits of the two officers comprised £22,381 (2019: £24,430).

These notes form part of the statutory financial statements

10 STAFF COSTS AND NUMBERS

Total staff costs were as follows:

| | 2020 | 2019 |
|-----------------------|---------------|---------------|
| | £ | £ |
| Museum | 22,381 | 24,430 |
| VSA's | 3,922 | 8,495 |
| Café | <u>1,619</u> | <u>3,395</u> |
| | 27,922 | 36,320 |
| Social security costs | - | - |
| Pension costs (NEST) | <u>671</u> | <u>865</u> |
| | <u>28,593</u> | <u>37,185</u> |

No employee received emoluments of more than £60,000

The average number of employees during the year was as follows

| | 2020 | 2019 |
|------------------|----------|----------|
| Museum | 2 | 2 |
| VSA's (seasonal) | 1 | 2 |
| Café (seasonal) | <u>1</u> | <u>3</u> |
| | <u>4</u> | <u>7</u> |

THE FARMLAND MUSEUM ((Company number 01808079)
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

11 TANGIBLE FIXED ASSETS

| | Freehold property | Plant and machinery | Fixtures and fittings | Totals |
|-----------------------|----------------------|------------------------|-----------------------------|----------------|
| | £ | £ | £ | £ |
| COST | | | | |
| At 1 January 2020 | 333,218 | 76,256 | 59,582 | 469,056 |
| Additions | 7,362 | - | 2,987 | 10,349 |
| At 31 December 2020 | <u>340,580</u> | <u>76,256</u> | <u>62,569</u> | <u>479,405</u> |
| DEPRECIATION | | | | |
| At 1 January 2020 | 143,416 | 75,718 | 54,417 | 273,551 |
| Charge for the year | 6,384 | 135 | 2,038 | 8,557 |
| At 31 December 2020 | <u>149,800</u> | <u>75,853</u> | <u>56,455</u> | <u>282,108</u> |
| NET BOOK VALUE | | | | |
| at 31 December 2020 | <u>190,780</u> | <u>403</u> | <u>6,114</u> | <u>197,297</u> |
| at 31 December 2019 | <u>189,802</u> | <u>538</u> | <u>5,165</u> | <u>195,505</u> |

12 STOCKS

| | 2020 | 2019 |
|-----------------|--------------|--------------|
| | £ | £ |
| Gift shop stock | <u>1,173</u> | <u>1,711</u> |

13 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2020 | 2019 |
|--------------------------------|---------------|--------------|
| | £ | £ |
| Trade debtors | 5,782 | 357 |
| Other debtors | - | - |
| Prepayments and accrued income | 6,684 | 744 |
| | <u>12,466</u> | <u>1,101</u> |

THE FARMLAND MUSEUM ((Company number 01808079)
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

14 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 2020 | 2019 |
|---------------------------------|--------------|--------------|
| | £ | £ |
| Trade creditors | 5,012 | 653 |
| Social security and other taxes | 127 | 264 |
| Pension liability (NEST) | 142 | - |
| LGPS creditor | 1,200 | 1,200 |
| Accruals and deferred income | <u>2,841</u> | <u>3,100</u> |
| | <u>9,322</u> | <u>5,217</u> |

15 CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR

| | 2020 | 2019 |
|-------------------------------|---------------|---------------|
| | £ | £ |
| Interest-free loan (>5 years) | 12,500 | 13,000 |
| Pension liability (1-5 years) | 4,800 | 4,800 |
| Pension liability (>5 years) | <u>43,200</u> | <u>44,400</u> |
| | <u>60,500</u> | <u>62,200</u> |

The interest-free loan has been advanced by a supporter of the Museum to assist with cash flow. The lender has indicated that there are no specific repayment terms and that the loan is only repayable once the Museum's cash flow permits.

Agreement has been reached with the Local Government Pension Scheme on a staged repayment of the Museum's pension liabilities. The amount shown represents the instalments due from 2021 onwards.

THE FARMLAND MUSEUM ((Company number 01808079)
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

16 MOVEMENT IN FUNDS

| | At 1 January 2020 £ | Net movement in funds £ | Transfers between funds £ | At 31 December 2020 £ |
|---------------------------|------------------------------|----------------------------------|------------------------------------|--------------------------------|
| Unrestricted funds | | | | |
| General fund | (55,002) | 26,628 | (4) | (28,378) |
| Designated funds | 60,336 | (3,872) | 10,224 | 66,688 |
| | <u>5,334</u> | <u>22,756</u> | <u>10,220</u> | <u>38,310</u> |
| Restricted funds | | | | |
| Freehold property fund | 133,595 | (4,292) | 125 | 129,428 |
| Tracing Traditions | 663 | - | - | 663 |
| HLEF | - | 13,592 | (10,345) | 3,247 |
| Forward planning | 960 | - | - | 960 |
| Play area | 1,574 | (393) | - | 1,181 |
| Music project | 153 | - | - | 153 |
| Miscellaneous restricted | 100 | - | - | 100 |
| | <u>137,045</u> | <u>8,907</u> | <u>(10,220)</u> | <u>135,732</u> |
| TOTAL FUNDS | <u><u>142,379</u></u> | <u><u>31,663</u></u> | <u><u>-</u></u> | <u><u>174,042</u></u> |

Net movement in funds, included in the above, are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 60,190 | (33,562) | 26,628 |
| Designated funds | - | (3,872) | (3,872) |
| | <u>60,190</u> | <u>(37,434)</u> | <u>22,756</u> |
| Restricted funds | | | |
| Freehold property fund | - | (4,292) | (4,292) |
| Tracing Traditions | - | - | - |
| HLEF | 28,600 | (15,008) | 13,592 |
| Forward planning | - | - | - |
| Play area | - | (393) | (393) |
| Music project | - | - | - |
| Miscellaneous restricted | - | - | - |
| | <u>28,600</u> | <u>(19,693)</u> | <u>8,907</u> |
| TOTAL FUNDS | <u><u>88,790</u></u> | <u><u>(57,127)</u></u> | <u><u>31,663</u></u> |

These notes form part of the statutory financial statements

Designated funds

Fixed Assets Fund: This is the fund representing the amount of the charity funds locked up in fixed asset equipment which is needed for operational purposes.

Restricted funds

Freehold Property Fund: This fund holds the freehold land which was donated on inception of the Charity. The donation restricts the use of the land to be for the museum.

Tracing Traditions Fund: This represents the Museum's contribution to the Tracing Traditions project run by the Museum of Cambridge in partnership with a group of local independent museums.

HLEF Fund: This was a grant received from the Heritage Lottery Emergency Fund to assist the Museum deal with the effects of COVID-19. Most of the grant was spent during the year but a balance will, in accordance with the grant conditions, be spent in 2021.

The Forward Planning fund: This was a SHARE grant to assist the Museum's Forward Planning

Play Area Fund: Grants were received during 2012 for the installation of a Children's Play Area. The balance of this fund represents the total cost of the Play Area less depreciation. The fixed assets will remain in this fund and depreciation will be charged to it annually.

Music Project Fund: This is funds received for the production of a music CD of farming songs.

Miscellaneous Restricted Funds: This fund holds small grants which have been received for use on a specific purpose but are not considered large enough to report individually.

Transfers between funds

Transfers were made between funds to adjust some balances due to reorganisation of the fixed asset register. In addition some purchases charged to the HLEF fund were transferred to the Designated fixed asset fund.

17 ANALYSIS OF ASSETS BETWEEN FUNDS

| | Fixed assets | Current assets / (liabilities) | Longer term liabilities and provisions | Total Funds |
|---------------------------|-----------------------|--------------------------------------|--|-----------------------|
| | £ | £ | £ | £ |
| Unrestricted funds | | | | |
| General fund | - | 32,122 | (60,500) | (28,378) |
| Designated funds | 66,688 | - | - | 66,688 |
| | <u>66,688</u> | <u>32,122</u> | <u>(60,500)</u> | <u>38,310</u> |
| Restricted funds | | | | |
| Freehold property fund | 129,428 | - | - | 129,428 |
| Tracing Traditions | - | 663 | - | 663 |
| Forward planning | - | 960 | - | 960 |
| HLEF | - | 3,247 | - | 3,247 |
| Play area | 1,181 | - | - | 1,181 |
| Music project | - | 153 | - | 153 |
| Miscellaneous restricted | - | 100 | - | 100 |
| | <u>130,609</u> | <u>5,123</u> | <u>-</u> | <u>135,732</u> |
| TOTAL FUNDS | <u><u>197,297</u></u> | <u><u>37,245</u></u> | <u><u>(60,500)</u></u> | <u><u>174,042</u></u> |

18 RELATED PARTY DISCLOSURES

As noted in the Trustees' report, South Cambridgeshire District Council is a related party by virtue of Councillor Anna Bradnam attending trustees' meetings. The Museum received a grant of £8,500 from the Council during the year.

19 INDEPENDENT EXAMINER'S FEES

The Independent Examiner's Fee in respect of the examination was £1,010 plus VAT.