

# **BERKSHIRE YEOMANRY MUSEUM CIO**

**(Registered Charity Number 1192384)**

## **Report and Accounts 17 November 2020 to 31 December 2021**

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**BERKSHIRE YEOMANRY MUSEUM TRUST**  
**Report & Accounts 2021**

**REPORT OF THE TRUSTEES**

The Trustees present their first report and accounts of the Berkshire Yeomanry Museum CIO for the period from 17 November 2020 to 31 December 2021, prepared in accordance with current statutory requirements and in accordance with the Charity Commission Statement of Recommended Practice.

**1. STRUCTURE, GOVERNANCE AND MANAGEMENT**

**a. Constitution**

The Berkshire Yeomanry Museum CIO was registered with the Charity Commission on 17 November 2020 and it is constituted as a Charitable Incorporated Organisation with registration number 1192384. The Museum also uses the name “Royal Berkshire Yeomanry Cavalry Museum”.

By order date 27 July 2022 the Charity Commission consented to the transfer of all assets and liabilities of the Berkshire Yeomanry Museum to the Berkshire Yeomanry Museum CIO. The transfer became effective on 31 July 2022.

**b. Trustees**

The Trustees who served during the period are:

Lord Glanusk TD (Chairman)	appointed 17 November 2020
A. P. Verey QVRM TD DL (Secretary and Curator)	appointed 17 November 2020
A. G. French (Assistant Curator)	appointed 17 November 2020
S. H. Frost TD (Administrator)	appointed 17 November 2020
W. S. Sampson TD	appointed 17 November 2020
J. J. Macnamara TD VR JP	appointed 17 November 2020
V. Connelly TD VR (Treasurer)	appointed 17 November 2020
W. Ratcliffe VR (Archivist)	appointed 17 November 2020
D. M. Saunders VR	appointed 17 November 2020

Unless appointed in their own right, the Curator and the Assistant Curator are ex officio Trustees. The Trustees are elected by simple majority vote of the extant Trustees. Trustees are appointed for a period of 4 years and may be reappointed for two more consecutive periods of 4 years.

**c. Officials and Advisers**

Curator	Brigadier A P Verey QVRM TD DL Army Reserve Centre, Bolton Road, Windsor, Berkshire, SL4 3JG
Bankers	CAF Bank Limited 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ
Lawyers	H3 Solicitors Ltd Billinghurst, West Sussex RH14 9DE
Curatorial Adviser	Major D Rankin-Hunt LVO MBE TD The College of Arms, 130 Queen Victoria Street, London EC4V 4BT

**d. Partnerships and Networks**

The Museum has been granted Full Accreditation status under the accreditation scheme run by the Arts Council. Full Accreditation demonstrates that the Museum meets the required standards of operation set by the Arts Council. In 2017 the Museum’s accreditation status was reviewed by the Arts Council and Full Accreditation was again awarded.

The Museum is affiliated to the Potts VC Memorial Trust through which selected objects from the collection are made available to schools within Berkshire under the Museum’s outreach programme.

**REPORT OF THE TRUSTEES - continued**

**e. Management**

The Trust is administered by the Trustees, who meet as a Committee at least twice a year. The Trustees set policies for the Museum, decide on the appropriateness and timing of projects, review investment returns and set budgets for future expenditure. Decisions are made by simple majority vote. Day to day administration of the Museum is delegated to the Curator, the Assistant Curator, the Administrator and the Treasurer. From time to time sub-committees are appointed to deal with specific projects or issues.

The Trustees are not entitled to receive any remuneration, benefit or expenses and no Trustee received any payments during the period. All Museum staff are volunteers and receive no remuneration.

**f. Risk assessment**

The Trustees have reviewed the risks faced by the Museum and have adopted appropriate policies to mitigate these risks. The principal risks and the policies adopted are as follows:

- Risk of loss of Endowment funds: the Trustees have invested all of the Museum's endowment fund in M&G Charifund units. These investments provide for capital growth and are designed to yield a modest level of income.
- Risk of loss of the Collection: the Trustees have taken steps to ensure the Collection is housed in a secure and safe environment and that appropriate measures are in place for the preservation and care of the items in the Collection.

The Trustees believe that the Museum has sufficient resources for the time being to support its activities and that the Collection is adequately housed in its current situation.

**2. OBJECTIVES AND ACTIVITIES**

**a. Objectives**

The Charitable Object of the Museum is to educate the public in the history of the Berkshire Yeomanry by:

- Public exhibition of the Museum's Collection in a museum;
- Management and maintenance of the Collection by adding to, restoring, preserving, documenting and interpreting material in the Collection to hold in perpetuity for future generations;
- Upholding Berkshire Yeomanry traditions, including in parades and public demonstrations, and maintaining Berkshire Yeomanry memorials;
- Publication of books, journals, newsletters, articles or images relating to the Berkshire Yeomanry.

**b. Museum Collection**

Since the Museum's formation in 1976, the Trustees have significantly expanded the Collection, which is housed in the Army Reserve Centre in Windsor, and in recent years the Trustees have overseen a considerable improvement in the standard of the exhibits and in their preservation and care. The Trustees seek to adopt best practice in caring for the Collection and this is demonstrated by the award of Full Accreditation status, renewed in 2017.

The Heritage assets that comprise the Collection include regimental artefacts covering the roles, arms, uniforms and equipment adopted by the Berkshire Yeomanry and successor units since 1794. By far the majority of artefacts have been generously donated to the Museum by former members of the regiment or their families. As a result the Museum does not have a readily available record of the value of the artefacts in the Collection and a formal valuation would be too costly. As a result these heritage assets are not recognised in the Museum's balance sheet.

**c. Acquisitions and disposals**

The Trustees have adopted a formal policy for acquisition of items for the Collection and any disposal of items from the Collection. The main elements of this policy are:

- In acquiring items to add to the Collection the Trustees recognise their responsibility to ensure that the care of the Collection, the documentation arrangements and the use of the Collection meet current standards.
- The Trustees will take into account the collecting policies of other museums in related areas so that conflicts of interest do not arise and unnecessary duplication and waste is avoided.
- The Museum has a long-term purpose and therefore maintains a permanent collection in furtherance of its objectives. In principle, except for sound curatorial reasons, the Trustees have a strong presumption against disposal of any items in the Collection.

**REPORT OF THE TRUSTEES - continued**

**d. Upholding Regimental traditions, maintaining memorials and issuing publications**

The Trust seeks to uphold the traditions of the Berkshire Yeomanry through:

- presentation of the exploits of the regiment to serving soldiers, recruits, their families and visiting dignitaries
- provision of support for the acquisition of ceremonial uniform and accoutrements
- provision of support for battlefield tours, ceremonial parades and memorial services
- production, in collaboration with the Berkshire Yeomanry Regimental Association, of the Berkshire Yeomanry Journal containing articles on current and historical exploits.

**e. Public Benefit**

The Trustees have had regard to the Charity Commission's guidance on public benefit. The Trust provides a public benefit through:

- maintaining the cultural heritage of the Berkshire Yeomanry
- making available the Museum collection for public viewing
- providing visitors with a proper interpretation of the Museum collection
- providing access to, and research facilities for, archive material held by the Museum.
- Maintaining the esprit-de-corps of the Armed Forces

**f. Fundraising**

The Museum does not seek to raise funds from members of the public and has not appointed any third party to do so on its behalf. As a result the Trustees have not felt it necessary to sign up to the voluntary regulatory regime for fundraising. The Museum does however accept donations, of money and property, from (i) persons connected with the Museum (ii) family members researching the activities of ancestors who served in the Berkshire Yeomanry and (iii) visitors to the Museum. In accepting these donations the Museum adheres to best practice in this regard.

The Trustees are therefore confident that the Museum does not foster behaviour which would constitute (i) unreasonable intrusion on a person's privacy or (ii) unreasonably persistent approaches seeking donations of money or property from any person and (iii) the placing of undue pressure on any person to give money or property to the Museum.

**g. Safeguarding**

The Trustees have adopted policies, which are regularly reviewed, to ensure that the Museum and its volunteer staff:

- Provide a safe and trusted environment for everyone who works in or visits the Museum
- Foster a culture that prioritises safeguarding and allows staff and visitors (i) to report any incidents or concerns and (ii) to have confidence that the matter will be dealt with appropriately
- Have adequate procedures and measures in place (i) to protect Museum staff and visitors (ii) to handle incidents as they arise and (iii) to report such incidents to the relevant authorities
- Accept that further measures may need to be put in place if such incidents arise.

**h. Data Protection**

The Trustees have sought to ensure that the Museum is fully compliant with its obligations under the current General Data Protection Regulations.

The Museum retains limited records of individuals who have served in the Berkshire Yeomanry and its successor units and this data is used for historical and research purposes. In addition the Museum retains data relating to donations and gift aid which is kept for so long as the data is valid and for 6 years after it ceases to be valid.

The Trustees have adopted a Privacy Policy which is published on the Museum website.

**REPORT OF THE TRUSTEES - continued**

**3. ACHIEVEMENTS, PERFORMANCE AND FINANCIAL REVIEW**

**a. Forward Plan**

The Trustees prepare and approve a five-year Forward Plan in order to direct the affairs of the Trust, to set priorities for that period and to allocate resources in accordance with those priorities. A new Forward Plan which covers the period 2021 – 2025 was approved by the Trustees in November 2020. The Trustees regularly review performance against the targets set in the Forward Plan.

**b. Investment performance**

The Trust's Permanent Endowment Fund represents the accumulation of capital endowments and grants received by the Museum since its formation. This Fund is not expendable by the Trustees and is invested wholly in M&G Charifund Income units.

**c. Reserves**

The Museum's Reserves comprise the Unrestricted Fund, which represents accumulated surplus income and can be expended by the Trustees in accordance with the Museum's charitable objectives without further restriction.

The Museum has no significant commitments for ongoing future expenditure and as a result the Trustees have decided that there is no reason for the Trust to maintain significant reserves, other than for working capital purposes.

**4. STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Charity law requires the Trustees to prepare accounts for each financial year or period which give a true and fair view of the state of affairs of the Museum and of the surplus or deficit of the Museum for that year or period. In preparing the accounts, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the Trust will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Museum and which enable them to ensure that the accounts comply with the Charities Act. The Trustees are also responsible for safeguarding the assets of the Museum and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**5. EXAMINATION OF THE ACCOUNTS**

Because of its size, the Museum qualifies as a small charity under Charity law and is entitled to certain exemptions relating to small charities. In particular the Trustees have decided to take advantage of the exemption from audit or examination of the Museum's accounts and as a result no auditor or examiner has been appointed.

On behalf of the trustees

**A. P VEREY**  
*Secretary*

*3 August 2022*

**BERKSHIRE YEOMANRY MUSEUM TRUST**  
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**STATEMENT OF FINANCIAL ACTIVITIES**  
For the period 17 November 2020 to 31 December 2021

	Note	Unrestricted Fund	Endowment Fund	Total Activity	**
		£	£	£	
<b>Income from:</b>					
Donations and legacies		-	-	-	-
Charitable activities		-	-	-	-
Other trading activities		-	-	-	-
Investments		-	-	-	-
<b>Total income</b>		-	-	-	-
<b>Expenditure on:</b>					
Raising funds		-	-	-	-
Charitable activities					
Maintaining the collection		-	-	-	-
Upholding traditions		-	-	-	-
Other trading activities		-	-	-	-
Other costs: legal fees		-	-	-	-
<b>Total expenditure</b>		-	-	-	-
<b>Net income (expenditure)</b>		-	-	-	-
Transfers between Funds		-	-	-	-
Gains/losses on investments		-	-	-	-
<b>Net movement in funds</b>		-	-	-	-
<b>Reconciliation of funds</b>					
<b>Total funds brought forward</b>		-	-	-	-
<b>Total funds carried forward</b>		-	-	-	-

\*\*No comparatives are included in this Statement of Financial Affairs as the period under review is the first period for which the charity has existed.

The notes on pages 7 form part of these accounts.

**BERKSHIRE YEOMANRY MUSEUM TRUST**  
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**BALANCE SHEET**  
**31 December 2021**

	Note	31 December 2021 £	17 November 2020 £
<b>FIXED ASSETS</b>			
Heritage Assets		-	-
Investments		-	-
<b>TOTAL FIXED ASSETS</b>		-	-
<b>CURRENT ASSETS</b>			
Stocks		-	-
Cash at bank and in hand		<b>1,000</b>	-
<b>CREDITORS:</b>			
<b>Amounts falling due within one year</b>			
Sundry creditors		<b>(1,000)</b>	-
<b>NET CURRENT ASSETS</b>		-	-
<b>TOTAL NET ASSETS</b>		-	-
<b>The Funds of the charity</b>			
Permanent Endowment Fund		-	-
Unrestricted Fund		-	-
<b>TOTAL CHARITY FUNDS</b>		-	-

The Accounts set out on pages 5 to 7 were approved by the Trustees on 3 August 2022

A P Verey \_\_\_\_\_

A G French \_\_\_\_\_

S H Frost \_\_\_\_\_

*Trustees*

**BERKSHIRE YEOMANRY MUSEUM TRUST**  
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**NOTES TO THE ACCOUNTS**  
**As at 31 December 2021**

**1. ACCOUNTING POLICIES**

*(a) Accounting convention*

The accounts are prepared under the historical cost convention, modified to include the revaluation of investments, and in accordance with the Charity Commission Statement of Recommended Practice.

The Museum is exempt from the requirement to provide a Cash Flow Statement.

*(b) Investments*

Investments are included in the accounts at market value at the balance sheet date and unrealised investment gains or losses are reflected in the statement of financial activities. Gains or losses arising during the year are included in the accounts when realised.

*(c) Donations*

Donations from private and regimental sources are included in the accounts when received. Income tax recoverable from HM Revenue & Customs is included when received.

*(d) Acquisitions and disposals*

Acquisitions and disposals of artefacts in the Museum Collection are undertaken in accordance with the policy described in the Trustee's Report.

*(e) Heritage Assets*

Heritage assets included in the Museum Collection are not recognised in the balance sheet because the Trustees have determined that to value them would be onerous and costly. Assets that are purchased form a small part of the Collection and the costs of acquisitions are charged to the income and expenditure account when incurred. Proceeds of disposals are credited to the income and expenditure account when received.

*(f) Stocks*

Stocks are held at valuation and reflect estimated net realisable values less provision for future income.

**2. TRANSFER OF ASSETS AND LIABILITIES**

With the approval of the Charity Commission, the assets and liabilities of the Berkshire Yeomanry Museum (registered charity no 273116), which include the entire Museum Collection and its archives, were transferred to the Berkshire Yeomanry Museum CIO (registered charity no 1192384) on 31 July 2022.