

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 2019
FOR
THE FARMLAND MUSEUM**

THE FARMLAND MUSEUM (Company number 01808079)

TABLE OF CONTENTS

	Page
Report of the Trustees	1
Independent Examiner's Report	9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	13

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

The season for us started on Tuesday 2nd April when the doors were opened officially for the beginning of the season. Having said this, there had been a school visit prior to opening in March, and scent-works dogs session. We ran a series of well attended children's holiday activities over the Easter school holidays, and on the Easter Saturday, we hosted the English Heritage members day. On Easter Sunday there was a Dawn service attended by people from congregations of all the churches in Waterbeach and Landbeach, which was broadcast live for the second year running on BBC Radio Cambridgeshire. In August there was a late afternoon annual service to celebrate St Clare's day, organised by the 3rd Order of the Society of St Francis. In addition she was interviewed by Christopher South on the radio with someone from Stretham Pumping station. All good publicity.

The volunteers, and trustees also had two sessions at Tesco, one to attract volunteers and one to publicise the opening of the museum and attract visitors. As a direct result, we met someone who had worked at the farm, talked to Cam Conservancy about liaison with education, met the photographer for the Cambridge Independent, who subsequently ran two articles on the museum, picked up a couple of volunteers and publicised the museum. Very worthwhile.

From the beginning of the season, we introduced annual pass tickets for all, so that people could revisit as many times as they like over the following 12 months. We are now asking all pass buyers if they are willing to sign for gift aid. This seems to be working well and so far over 70% have agreed.

Throughout the season, we have had a series of well organised events:

- May 6th, early May bank holiday, visitors to the Farmland Museum celebrated its 50th birthday with a party themed day with traditional games and activities, Maypole and Molly dancing and a free piece of cake and a balloon. Afterwards there was a celebration tea for friends, funders, sponsors, volunteers, staff and Trustees. We were delighted that a good number of District Councillors were able to come to the event.
- May Bank holiday. 1940's Living History weekend with military and civilian re-enactors. Over 400 visitors over the weekend and £2800 taken in the café and museum shop.
- Father's day event with steam trains in the stone barn arranged at short notice, but a great success with good visitor numbers and good takings in the café.
- In July, we had a great day organized for children as part of the Festival of Archaeology week. There were handling boxes, meet an archaeologist and digging in the sand organized. Unfortunately, as this day turned out to be one of the hottest of the year, we only had 36 attendees.
- August bank holiday was the Denny Time Machine, with medieval re-enactors and camp. Again a very hot time, but we had over 250 visitors over the weekend with over £1600 taken in the café and museum shop.
- 15th September, Heritage open day with a theme of People Power. Free admission event to celebrate volunteers and founders. Attendance 122.
- 27th October. Final event Halloween: Rats, Bats and Cats. This attracted 190 people and takings in the shop and café were over £900.

Also through the school holidays there have been a series of craft and activity kids clubs which have again been well attended. Handling boxes were taken to Hatley Court in Waterbeach, and we had a visit from members of the Denson Close Day Centre and Hatley Court, and three other care/ elderly homes which were very successful. We have also sent volunteers to give a number of talks to outreach groups, we are now using volunteers because of the other demands on staff time. We had a visit from the retired farmers club, which was a very interesting and informative visit for both them

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

and us! There have also been several temporary exhibitions through the season, including Morris Dance costume dolls from the National Museum of Folklore; Merry in Maytime from the Museum of Cambridge Tracing Traditions partnership; and Eddie's, an organisation supporting people with learning disabilities based in Milton, held an Art Exhibition with their colourful works displayed in the cafeteria for June and July. Two of our volunteers, Graham and Steve, now are displaying their work which is for sale with a percentage going to the museum.

We have also manned stalls at various events during the season including a stand at Welney Wetland Trust, Ely Cathedral harvest festival and Waterbeach feast.

We have had a few school visits over the year, but as this was the first year for our new employed staff, we aim to increase these next year. We have also had several clubs and groups visit, and have started to offer guided tours and room hire which we will develop further next year.

Feedback

There have been some very positive comments on social media and trip advisor including:

- *Excellent, but need more investment English Heritage. June 2019*
- *Re-enactment really brought it to life...Everyone very friendly. Nice little coffee shop.27 Aug 2019*
- *Excellent value for money,..good facilities...love the bookshop...Kids loved it...Farming displays outstanding...8 July 2019*
- *Great venue for a child's birthday party...Children loved outside play area...staff extremely helpful 22 June 2019.*
- *Farmland museum is great for kids 10 June 2019*

Overall our TripAdvisor rating is 4.0 star, but this is based on 73 reviews over several years. This includes some 1 and 2 star historic ratings. Our ratings for this year have all been 4 and 5 star with the exception of one 3 star (average).

One of the groups that visited was the Cambridge Hard of Hearing Club. They were shown around the museum or looked at the handling boxes and were given a cream tea in the grounds. They gave us an excellent review in their magazine and also provided feedback on the hearing supports that we used.

We also worked in collaboration with the University of Cambridge for "Summer at the Museums 2019" project. This aimed to promote family events and activities over summer and provide feedback and interpretation for each participant museum. During the events measured for this project, new visitors made up 48% of all visitors, whilst 17% were on repeat passes from this year. The average spend in the café and shop was £8.80 per adult visitor.

In addition, there were exit surveys on visitors based on simple tick boxes given to every tenth visitor for two of the events, medieval days and heritage day. We also collect postcode data, but this is currently still being worked through.

Visitor numbers

	2016	2017	2018	2019
April	865	1399	1231	1442
May	1401	1270	1225	1412
June	881	1021	774	845
July	1392	1432	1024	849

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

	2016	2017	2018	2019
August	1878	2119	1713	1714
September	910	1025	811	765
TOTAL	7327	8266	6778	7027*

* figures for 2019 are now recorded automatically and are more accurate than previous years.

Site changes:

For this season, we have renovated the inside of the café and provided a new customer servery, installed a new kitchen fridge and a cold drinks fridge in the café. We have provided picture rails for hanging artworks from local groups or artists with a view to selling them in the café.

The education room has been redecorated and set up for corporate hire, with a volunteer setting up a new overhead projector with appropriate wiring and Wi-Fi provision. This has had some success, but more volunteers are needed to set up and clean after use so that it does not use the valuable staff time.

We continue to work on policies and procedures, risk assessments, and accruing evidence of all we do for accreditation as well as the efficient running of the museum. We purchased a new till for the shop this year which provides invaluable data on visitor numbers and category, income, sales numbers etc. so that we can evaluate where our income comes from and how to improve what we sell and when. We want to expand this to our café for next season.

We are still working to maintain the collection and have spent the summer completing condition reports on the outside equipment, and then treating appropriately to maintain condition. During the year English Heritage have removed all archaeological collections to do a complete inventory, photograph, and store. They will send them back to us for displays on the ground floor of the abbey. This has freed a lot of space for us to better use for farmland museum exhibits.

From the beginning of the season we decided to offer a full year pass for the price of the one-off visit, to encourage repeat visits and increase secondary spending in the shop and cafeteria. We await the full year results, but we seem to have achieved our targets so far of a spend per visitor of greater than £2 per visit. In addition, we are now asking all tax paying visitors if they are prepared to gift aid this entry pass.

This year has seen the negotiation of a new 5 year contract with English Heritage to care take their part of the site. We now do not charge their members to come on to site if they wish to visit the Farmland Museum, but we do get a sum from EH to compensate for our work and the visitors. This amount can be renegotiated each year over the next 5 years. We have seen a significant increase in EH members visit the site over this year.

We have reviewed our paid advertising for the season and changed much more to social media and writing articles for village magazines in South Cambs. These posts have been shared well by South Cambs. D.C. and the Museums in Cambridge Partnership, which has been a very supportive group. We have however, been disappointed by the support that we have received from "Visit Cambridge and beyond", which does cost a significant amount, and have had no help with issues on their website, and we are considering whether this is worthwhile. However, as part of this deal, it does allow us access to put leaflets in Cambridge tourist office as part of the package. Urban and Civic have been giving us valuable coverage in the quarterly magazine that they send to local residents.

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

We are, as ever, grateful to South Cambridge District Council for the grant that we have received this year and we are continuing to work hard to become self-sufficient. We also appreciate the coverage they have given us in their magazine this summer as part of “things to do in South Cambridgeshire”.

Staffing

This year has been an embedding process for our two part-time Museum Officer and Commercial Officer posts. For them this has been a year of fact finding and they have both done a brilliant job. We look forward to working with them in the future. This year we went from two to one museum assistants to help open up and man the shop/kiosk.

Trustees, we have been very fortunate to attract two new Trustees, Fiona and Viv, who have skills that will be a benefit to the team. In addition, we have appointed Michael Williamson, who has been the museum’s Treasurer for many years, as a Trustee. I have taken over from Jane Williamson as chair of Trustees, with effect from September, and I am grateful that Jane will remain a trustee with all of her knowledge and experience.

Volunteers, we have been fortunate to attract 7 new volunteers: two of whom will cover some hours in the shop, two for the gardens and two have taken on tours as guides. We also have one who is experienced in grants and seeking funds, and she is currently spearheading our applications for access funding to improve wheelchair and disabled access.

Future

The Trustees are holding a series of meetings in November to solidify our long term forward plan to cover 25-30 years. We will then prioritise the steps that we will need to take in our 1-3 year plan with budgeting, and the medium term plans. We will then interlink these with the English Heritage plans, and with the Waterbeach Heritage Strategy group members plans. Members of which include the Waterbeach military museum, Wicken Fen, Urban and Civic as well as County and Parish council representation.

Over the short term, we will need to recruit more volunteers to help with education, collections, manning the shop and café, cleaning and general duties.

We will need to maintain our museum accreditation.

We will need to become self-sufficient, increasing our café and shop income, increasing footfall and by taking on new income generating projects (such as possible escape room) and renting out space for corporate or external use.

Arrange space for the loan punt gun and short punt that will be coming to us over winter, with redesign of the fenman hut area.

Improved signage on the A10.

Use of buildings, such as the refectory.

Implementing more from the marketing review that was undertaken.

Increasing schools and other visits.

Refreshing displays or exhibitions to keep visitor interest.

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

After a number of years of deficits, it is encouraging to note a small surplus on unrestricted funds of £284 in 2019. If we take off the deficit recorded on the Designated Funds relating to fixed assets, the net result is a surplus on the General Fund of £1,196 compared with a deficit of £2,955 in 2018 (but note the change in the way in which English Heritage money is accounted for). After transfers, the balance on the general fund has improved from (£56,421) at 31 December 2018 to (£55,002) at 31 December 2019.

This year saw a major change in our relationship with English Heritage. Instead of receiving a grant each year to cover costs plus an allocation of overheads, we now have a contract with them which is for a fixed amount and it is up to us to provide a certain level of service. This includes letting all English Heritage members access to the site at no cost, a change from the previous arrangement when they could visit the abbey at no cost but had to pay for the museum. This has caused our admissions income to drop but we believe the level of payment adequately covers this.

Looking at our income in general, despite the drop in admissions income, we have seen a significant increase in income from the shop and café. This reflects the increase in visitor numbers reported above. The total income from admissions, shop and café for 2019 was £31,173 against £30,477 in 2018 resulting a net surplus on activities for raising funds of £1,721 (see notes 4 and 8).

Because of the different way of recording salaries from 2018 to 2019, comparatives are difficult, but it is clear that overall costs of running the museum have reduced significantly and this has been reflected in the improved financial position.

Reserves policy

The overall net current asset position for the General Fund has improved from £6,153 at 31 December 2018 to £7,198 at 31 December 2019. This is an improvement and represents 1.2 months expenditure. The Trustees continue to work on improving the financial position with a goal of at least three months' expenditure in reserves at the year end, a figure needed to bridge the gap

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

between the year end in December and the opening of the Museum at the beginning of April. The current gap is partly bridged by the interest-free loan referred to in note 15.

Organisational structure

In addition to the trustees, the following is an officer of the charity:

Dr R M Williamson is the Honorary Treasurer. He joined the Board of Trustees on 11 September 2019.

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 from 11 September 2019	
Miss V Atkinson		Appointed 20 March, 2019
Mr A N Cliffe		Resigned 23 January, 2019
Ms C A Hunt		
Dr F M McMillan		Appointed 20 March, 2019
Mr M Peirson		
Dr H Phillips		Appointed 30 September, 2020
Mr G C H Smith		Resigned 5 July, 2019
Ms V F Williams		Resigned 29 June, 2020
Dr J R Williamson	Chairman until 11 September 2019	
Dr R M Williamson	Treasurer	Appointed 11 September 2019

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 23 December 2020 and signed on its behalf by:

.....

Dr J R Williamson, Director

I report on the accounts for the year ended 31 December 2019 set out on pages 10 to 22.

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.

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 2019

	Notes	Unrestricted funds £	Restricted funds £	2019 total funds £	2018 total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	22,126	1,503	23,629	39,447
Charitable activities					
Museum	3	31,145	-	31,145	28,458
Other trading activities	4	18,010	-	18,010	13,621
Investment income	5	40	-	40	
Other income		684	-	684	20
Total		<u>72,005</u>	<u>1,503</u>	<u>73,508</u>	<u>81,546</u>
EXPENDITURE ON					
Raising funds	8	15,438	936	16,374	5,639
Charitable activities					
Museum	8	<u>56,283</u>	<u>6,092</u>	<u>62,375</u>	<u>85,190</u>
Total		<u>71,721</u>	<u>7,028</u>	<u>78,749</u>	<u>90,829</u>
NET INCOME / (EXPENDITURE)		284	(5,525)	(5,241)	(9,283)
Transfers between funds	16	948	(948)	-	-
Net movement in funds		<u>1,232</u>	<u>(6,473)</u>	<u>(5,241)</u>	<u>(9,283)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		4,102	143,518	147,620	156,903
TOTAL FUNDS CARRIED FORWARD		<u><u>5,334</u></u>	<u><u>137,045</u></u>	<u><u>142,379</u></u>	<u><u>147,620</u></u>

THE FARMLAND MUSEUM (Company number 01808079)
BALANCE SHEET
AT 31 DECEMBER 2019

	Notes	2019 total funds £	2018 total funds £
FIXED ASSETS			
Tangible assets	10	195,505	201,107
CURRENT ASSETS			
Stocks	12	1,711	2,517
Debtors	13	1,101	11,932
Cash at bank and in hand		11,479	2,948
		<u>14,291</u>	<u>17,397</u>
CREDITORS			
Amounts falling due within one year	14	(5,217)	(7,584)
NET CURRENT ASSETS / (LIABILITIES)		<u>9,074</u>	<u>9,813</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		204,579	210,920
Creditors: amounts due after more than one year	15	(62,200)	(63,300)
NET ASSETS		<u><u>142,379</u></u>	<u><u>147,620</u></u>
FUNDS			
Unrestricted funds	16	5,334	4,102
Restricted funds	16	137,045	143,518
		<u><u>142,379</u></u>	<u><u>147,620</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 2019.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2019 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 2019

(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 23 December 2020 and were signed on its behalf by:

.....
Dr J R Williamson, Director

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 10 and 11.

Although the accounts for the year ended 31 December 2018 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.

These notes form part of the statutory financial statements

THE FARMLAND MUSEUM
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2019

Freehold property	- 2% on cost
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.

These notes form part of the statutory financial statements

THE FARMLAND MUSEUM
 NOTES TO THE ACCOUNTS
 FOR THE YEAR ENDED 31 DECEMBER 2019

2 GRANTS AND DONATIONS RECEIVED

Principal donations and grants received were (2018 total: £39,447)

	Unrestricted	Restricted
	£	£
South Cambridgeshire District Council	8,500	-
Cambridgeshire County Council	160	-
Donations via Charities Aid Foundation	7,000	-
Fossey Trust	4,000	-
Gift Aid tax refunded	826	-
Amey Cespa	650	-
Collection boxes	522	-
Denny Gun Club	200	-
Easyfundraising / Amazon Smile	52	-
Tracing Traditions	-	1,403
Other grants and donations	216	100
TOTAL	<u>22,126</u>	<u>1,503</u>

3 CHARITABLE ACTIVITIES

	2019	2018
	£	£
English Heritage Management Agreement	16,000	-
South Cambridgeshire District Council	-	8,500
Income from admissions	12,778	17,475
Educational visits	656	1,732
Groups visits	1,461	306
Workshops	-	305
External talks	210	140
Loan box	40	-
	<u>31,145</u>	<u>28,458</u>

Note that, due to some changes in accounting procedures, some comparative figures may not be strictly comparable.

4 OTHER TRADING ACTIVITIES

	2019	2018
	£	£
Shop income	6,504	4,393
Café income	9,955	8,163
Bookshop	475	-
Hire of site	650	375
Sundry income	426	690
	<u>18,010</u>	<u>13,621</u>

5 INVESTMENT INCOME

	2019	2018
	£	£
Deposit account interest	<u>40</u>	<u>20</u>

6 PURCHASES

	2019	2018
	£	£
Shop purchases	2,649	2,451
Café purchases	3,598	3,003
Catering	529	-
Event costs	1,185	1,115
	<u>7,961</u>	<u>6,569</u>

7 NET INCOME /(EXPENDITURE)

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

	2019	2018
	£	£
Depreciation - owned assets (Note 11)	<u>8,137</u>	<u>7,925</u>

8 EXPENDITURE

	Cost of raising funds	Charitable activities	TOTAL
	£	£	£
Purchases	7,961	-	7,961
Staff costs	7,643	29,542	37,185
Administration	-	25,466	25,466
Depreciation	770	7,367	8,137
TOTAL	<u>16,374</u>	<u>62,375</u>	<u>78,749</u>

These notes form part of the statutory financial statements

9 TRUSTEES' AND KEY MANAGEMENT PERSONNEL REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2019 nor for the year ended 31 December 2018.

Trustees' expenses

No trustee expenses were paid during 2019 (2018: £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 £24,430 (2018: £15,596).

10 STAFF COSTS AND NUMBERS

Total staff costs were as follows:

	2019	2018
	£	£
Museum	24,430	22,739
VSAs	8,495	16,599
Café	<u>3,395</u>	<u>4,518</u>
	36,320	43,856
Social security costs	-	-
Pension costs (NEST)	<u>865</u>	<u>651</u>
	<u><u>37,185</u></u>	<u><u>44,507</u></u>

No employee received emoluments of more than £60,000

The average number of employees during the year was as follows

	2019	2018
Museum	2	2
VSAs (seasonal)	2	2
Café (seasonal)	<u>3</u>	<u>3</u>
	<u><u>7</u></u>	<u><u>7</u></u>

11 TANGIBLE FIXED ASSETS

	Freehold property	Plant and machinery	Fixtures and fittings	Totals
	£	£	£	£
COST				
At 1 January 2019	333,218	76,256	57,047	466,521
Additions	-	-	2,535	2,535
At 31 December 2019	<u>333,218</u>	<u>76,256</u>	<u>59,582</u>	<u>469,056</u>
DEPRECIATION				
At 1 January 2019	137,180	75,539	52,695	265,414
Charge for the year	6,236	179	1,722	8,137
At 31 December 2019	<u>143,416</u>	<u>75,718</u>	<u>54,417</u>	<u>273,551</u>
NET BOOK VALUE				
at 31 December 2019	<u>189,802</u>	<u>538</u>	<u>5,165</u>	<u>195,505</u>
at 31 December 2018	<u>196,038</u>	<u>717</u>	<u>4,352</u>	<u>201,107</u>

12 STOCKS

	2019	2018
	£	£
Gift shop stock	<u>1,711</u>	<u>2,517</u>

13 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Trade debtors	357	10,567
Other debtors	-	57
Prepayments and accrued income	744	1,308
	<u>1,101</u>	<u>11,932</u>

14 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Trade creditors	653	1,748
Social security and other taxes	264	241
Pension liability (NEST)	-	155
LGPS creditor	1,200	1,200
Accruals and deferred income	<u>3,100</u>	<u>4,240</u>
	<u>5,217</u>	<u>7,584</u>

15 CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR

	2019	2018
	£	£
Interest-free loan (>5 years)	13,000	13,500
Pension liability (1-5 years)	4,800	4,800
Pension liability (>5 years)	<u>44,400</u>	<u>45,000</u>
	<u>62,200</u>	<u>63,300</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 2020 onwards.

16 MOVEMENT IN FUNDS

	At 1 January 2019	Net movement in funds	Transfers between funds	At 31 December 2019
	£	£	£	£
Unrestricted funds				
General fund	(56,421)	1,196	223	(55,002)
Designated funds	60,523	(912)	725	60,336
	4,102	284	948	5,334
Restricted funds				
Freehold property fund	137,760	(4,291)	126	133,595
Tracing Traditions	-	663	-	663
Enterprise Marketing grant	750	(746)	(4)	-
Litchfield Trust grant	510	(530)	20	-
Forward planning	960	-	-	960
Play area	2,099	(525)	-	1,574
Music project	349	(196)	-	153
Miscellaneous restricted	1,090	100	(1,090)	100
	143,518	(5,525)	(948)	137,045
TOTAL FUNDS	147,620	(5,241)	-	142,379

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	72,005	(70,809)	1,196
Designated funds	-	(912)	(912)
	72,005	(71,721)	284
Restricted funds			
Freehold property fund	-	(4,291)	(4,291)
Tracing Traditions	1,403	(740)	663
Enterprise Marketing Grant	-	(746)	(746)
Litchfield Trust Grant	-	(530)	(530)
Forward planning	-	-	-
Play area	-	(525)	(525)
Music project	-	(196)	(196)
Miscellaneous restricted	100	-	100
	1,503	(7,028)	(5,525)
TOTAL FUNDS	73,508	(78,749)	(5,241)

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.

Enterprise Marketing Fund: This was a grant received from SHARE to help us develop facilities to improve our offer when renting out the site.

The Litchfield Trust fund: This is a grant for the employment of a Marketing Consultant received in 2017.

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.

Restricted Funds

Enterprise Marketing: £4 was transferred to this account from the General Fund to eliminate a small overspend at the year end

Litchfield Trust Grant: £20 was transferred from this fund to the General Fund representing a small amount of expenditure incurred by this fund

Miscellaneous restricted funds: As noted above, these balances are historic and the trustees have agreed to write off the remaining balances.

Transfers between funds

Transfers were made between funds to adjust some balances due to reorganisation of the fixed asset register and the writing off of all but £100 of the balance on the Miscellaneous restricted funds and small balances on the Litchfield and Enterprise Marketing funds.

17 ANALYSIS OF ASSETS BETWEEN FUNDS

	Fixed assets	Current assets / (liabilities)	Longer term liabilities and provisions	Total Funds
	£	£	£	£
Unrestricted funds				
General fund	-	7,198	(62,200)	(55,002)
Designated funds	60,336	-	-	60,336
	<u>60,336</u>	<u>7,198</u>	<u>(62,200)</u>	<u>5,334</u>
Restricted funds				
Freehold property fund	133,595	-	-	133,595
Tracing Traditions	-	663	-	663
Enterprise Marketing grant	-	-	-	-
Litchfield Trust grant	-	-	-	-
Forward planning	-	960	-	960
Play area	1,574	-	-	1,574
Music project	-	153	-	153
Miscellaneous restricted	-	100	-	100
	<u>135,169</u>	<u>1,876</u>	<u>-</u>	<u>137,045</u>
TOTAL FUNDS	<u><u>195,505</u></u>	<u><u>9,074</u></u>	<u><u>(62,200)</u></u>	<u><u>142,379</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 £980 plus VAT.