

Registered Charity Number: 802547

THE MAIDSTONE MUSEUMS' FOUNDATION

REPORTS AND ACCOUNTS

FOR THE YEAR ENDED

31 DECEMBER 2015

THE MAIDSTONE MUSEUMS' FOUNDATION

REPORT OF THE TRUSTEES OF THE MAIDSTONE MUSEUMS' FOUNDATION

For the year ended 31 December 2015

The trustees submit their annual report and financial statements of the Maidstone Museums' Foundation for the year ended 31 December 2015. The trustees confirm that the annual report and accounts relate exclusively to the Charity, comply with current statutory requirements, the requirements of the originating trust's governing document and the provisions of the Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective 1 January 2015).

**Structure, governance and management**

The trust fund was created and defined by a constitution dated 15 September 1988, as amended in 1989, 2005, 2007 and 2014. The trust was registered as a Charity on 18 December 1989 (number 802547).

The Charity's principal office address is:-

Maidstone Museum  
St Faith's Street  
Maidstone  
Kent ME14 1LH

The Charity is administered by a Board of Trustees ('board'). The trustees comprise individuals with appropriate skills to properly manage the Charity's assets and apply those assets in accordance with the constitution. The Board comprises Officer members (Chairman, Vice-Chair, Secretary, Treasurer) and up to seven ordinary members. The officer positions are elected annually by the Board at the first Board meeting after the Annual General Meeting (AGM).

Details of the trustees who served on the board during the year and to date are as follows:-

Mrs H Arnold		Mr M Baker	<i>(Chairman)</i>
Mrs M Bennett	<i>(co-opted November 2015)</i>	Ms I Butler	<i>(co-opted November 2015)</i>
Mrs E Craven MBE	<i>(Vice Chair)</i>	Mr M Evans	
Mr S Farrant	<i>(Treasurer)</i>	Mr W Stotesbury	<i>(resigned 15 May 2015)</i>
Mr T Sturgess DL	<i>(Interim Secretary)</i>	Mr B Vizzard	
Mr I White			

The governing constitution allows the board to co-opt up to three additional members as 'observer members', without voting rights. During 2015, the observer members were all co-opted from the staff of Maidstone Borough Council (MBC), which operates the Maidstone Museums. The most senior Museums' Manager is ex-officio a board member without voting rights.

The following have served as ex-officio and as observer members since 1 January 2015:-

Mrs L Case	<i>(Cultural Services Manager, MBC, and ex-officio to 31 March 2015)</i>
Ms J Wiltcher	<i>(Museum Manager, MBC, and ex-officio from 1 April 2015 to 31 March 2016)</i>
Mrs E Palmer	<i>(Public Programming Manager, MBC, and co-opted observer member)</i>
Mrs D Hudd	<i>(Head of Commercial and Economic Development, MBC, and co-opted observer member from June 2015)</i>
Ms V Barlow	<i>(Museum Director, MBC, and ex-officio from April 2016)</i>

Whilst the MBC representatives have had no voting rights, they have continued to provide vital links between the Maidstone Museums and the Charity thereby ensuring the Charity's objective continues to be fulfilled as efficiently as possible.

Each full board member is elected at an AGM to serve for three years and any changes in non co-opted/ex-officio trustees during the year are subject to formal approval by all trustees in office.

The trustees retiring at the 2016 AGM are Messrs S Farrant and B Vizzard, together with Mrs M Bennett and Ms I Butler who have been co-opted to the Board since the last AGM. All are willing and able to stand for re-election as trustees.

Whilst the constitution requires the Board to meet no less than four times each year, during 2015 there were eleven meetings held.

THE MAIDSTONE MUSEUMS' FOUNDATION

REPORT OF THE TRUSTEES OF THE MAIDSTONE MUSEUMS' FOUNDATION

For the year ended 31 December 2015

(continued)

**Objects and activities**

The objective of the Charity is to further the education of the public by the promotion, support, assistance and improvement of the Maidstone Museums and Art Gallery. Its activities reflect this objective.

**Public benefit**

In continuing to manage the Charity's activities and finances during 2015 and to date, the trustees were aware of, and had due regard to, the Charity Commission's guidance on public benefit.

**Key achievements and performance**

The Charity continued to support The Maidstone Museums & Art Gallery during 2015. Mainstream unrestricted funds primarily arose from membership subscriptions by, and donations collected from, the general public and local businesses.

***Restricted funds***

2015 saw the completion of the two year Youth Education Programme as expected, with final funding of £2,500 being received from Artsworld Limited and a final payment of £5,780 being made to Parkwood Leisure to complete the Charity's commitment to the qualifying youth work.

Additionally, the Charity's Education Fund continued to be utilised during the year to address projects of need at the Maidstone Museum. Two particular enhancements to the Museum's offering to school children (and adults alike) were achieved by the Charity funding the restoration of a significant painting, and also the production of a digitised floor plan map.

***Unrestricted funds***

During 2015 much internal reorganisation was progressed by the museum staff and management. This meant the Charity received little in the way of formal requests for specific grant funding. However, we were able to enhance the protection and viewing of the two significant Chinese vases now displayed in the Glass Room, by way of funding much needed support stands at a cost of £984.

The Charity continued to promote its members schemes for individuals (Friends) as well as local businesses during the year and several successful member visits were organised.

Additionally the trustees were kept informed with evolving strategic plans for the museums, including the exciting challenge of upgrading the Ancient Civilisations Collections into a new gallery, and the development of a much enhanced website presence for both the museums and the Charity.

The Charity's links with local schools were further developed with the involvement of Invicta Grammar School, Maidstone, in providing a well attended Christmas Music concert in the museum during December 2015. Since the year end, a number of Y7 families from that school have also signed up for the Friends' Scheme to promote the Charity's activities following the issue of information packs and membership invitations to the new intake year.

**Financial review**

The financial activities of the Charity are set out on page 4 in summary and, in detail, on pages 7 and 8.

Total income for the year amounted to £6,540 (2014 - £26,021) of which £2,500 (2014 - £21,000) was received for restricted purposes. Notes 7 and 8 of the accounts show how the income was allocated between the various funds.

Income from new and renewed membership subscriptions amounted to £2,084 (note 2) which was £239 higher than 2014. This reflected the mix of members in 2015. At December 2015 the Charity's membership included 5 corporate members. Individual membership represented 42 individual life members and a further 100 adults and children.

Expenditure for the year totalled £12,342 (2014 - £34,864). The majority of the Charity's expenditure related to restricted funds (£10,172) and further details are provided in Notes 7 and 8 to the accounts.

THE MAIDSTONE MUSEUMS' FOUNDATION

REPORT OF THE TRUSTEES OF THE MAIDSTONE MUSEUMS' FOUNDATION

For the year ended 31 December 2015

(continued)

**Financial review (continued)**

Given that the Charity had total fund balances of £16,626 at the start of the year, the net reduction in charitable funds of £5,802 during 2015 meant that its overall net assets, reflected in the various fund balances, totalled £10,824 at 31 December 2015.


**Reserves and reserves policy**

Restricted funds are held and expended in accordance with Donors' instructions as and when grant requests are received from the Maidstone Museums. The Trustees believe that the funds had been applied appropriately to 31 December 2015 and that the remaining balance totalling £2,727 was accurately stated.

At 31 December 2015, the Charity's unrestricted reserves amounted to £8,097 as shown at Note 7 in the accounts (General fund £3,097; Designated unrestricted fund £5,000).

The Trustees' intention is to keep a balance of unrestricted reserves sufficient to enable them to continue to fund recurring and essential qualifying charitable expenditure as it arises. The unrestricted general fund balance exceeded overall recurring annual unrestricted expenditure in 2015 of approximately £1,000. On this basis the Trustees believe that the year end unrestricted reserve was sufficient to support the Charity's ongoing activities as well as providing a funding pool for occasional urgent grant requests.

Approved by the trustees on 8/9/2016



M BAKER  
CHAIRMAN

THE MAIDSTONE MUSEUMS' FOUNDATION

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2015

	<u>Notes</u>	<u>Unrestricted funds</u>	<u>Restricted funds</u>	<u>Total</u>	<u>2014 Total funds</u>
<b>INCOME FROM:</b>					
Donations		3,745	2,500	6,245	24,237
Charitable activities		265	-	265	1,742
Investments		30	-	30	42
<b>Total</b>	<b>2</b>	<b><u>4,040</u></b>	<b><u>2,500</u></b>	<b><u>6,540</u></b>	<b><u>26,021</u></b>
 <b>EXPENDITURE ON:</b>					
Raising funds		257	-	257	475
Charitable activities		1,182	10,172	11,354	32,750
Other		731	-	731	1,639
<b>Total</b>	<b>3</b>	<b><u>2,170</u></b>	<b><u>10,172</u></b>	<b><u>12,342</u></b>	<b><u>34,864</u></b>
 <b>NET MOVEMENT IN FUNDS</b>		 <b>1,870</b>	 <b>(7,672)</b>	 <b>(5,802)</b>	 <b>(8,843)</b>
 <b>TOTAL FUNDS BROUGHT FORWARD AT 1 JANUARY</b>	 <b>7,8</b>	 <b><u>6,227</u></b>	 <b><u>10,399</u></b>	 <b><u>16,626</u></b>	 <b><u>25,469</u></b>
 <b>TOTAL FUNDS CARRIED FORWARD AT 31 DECEMBER</b>	 <b>7,8</b>	 <b><u>£8,097</u></b>	 <b><u>£2,727</u></b>	 <b><u>£10,824</u></b>	 <b><u>£16,626</u></b>

The notes on pages 6 to 10 form part of these accounts

THE MAIDSTONE MUSEUMS' FOUNDATION

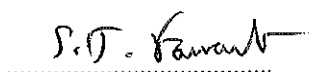
BALANCE SHEET

As at 31 December 2015

	<u>Notes</u>	<u>Unrestricted funds</u>	<u>Restricted funds</u>	<u>Total</u>	<u>2014 Total funds</u>
<b>CURRENT ASSETS</b>					
Debtors	4	370	-	370	2,029
Cash at bank		<u>10,360</u>	<u>3,903</u>	<u>14,263</u>	<u>16,253</u>
		10,730	3,903	14,633	18,282
<b>CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR</b>					
	5	<u>(1,541)</u>	<u>(1,176)</u>	<u>(2,717)</u>	<u>(809)</u>
<b>NET CURRENT ASSETS</b>		9,189	2,727	11,916	17,473
<b>CREDITORS - AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR</b>					
	6	<u>(1,092)</u>	-	<u>(1,092)</u>	<u>(847)</u>
<b>NET ASSETS</b>		<u>£8,097</u>	<u>£2,727</u>	<u>£10,824</u>	<u>£16,626</u>
 <b>REPRESENTED BY:</b>					
Unrestricted funds	7				
General		3,097	-	3,097	6,227
Designated		5,000	-	5,000	-
Restricted funds	8	-	2,727	2,727	10,399
		<u>£8,097</u>	<u>£2,727</u>	<u>£10,824</u>	<u>£16,626</u>

The accounts set out on pages 4 to 10 were approved by the trustees on 8/9/2016 and signed on their behalf by:

  
 M BAKER  
 CHAIRMAN

  
 S FARRANT  
 TREASURER

The notes on pages 6 to 10 form part of these accounts

THE MAIDSTONE MUSEUMS' FOUNDATION

NOTES TO THE ACCOUNTS

For the year ended 31 December 2015

1. ACCOUNTING POLICIES

(a) Basis of accounting and preparation of the accounts

The accounts have been prepared under the historical cost convention and in accordance with the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective 1 January 2015), and the Charities Act 2011 and applicable regulations.

(b) Income

*Recognition*

Income is recognised in the Statement of Financial Activities (SOFA) when the Charity becomes entitled to the income, it is probable that the income will be received, and the amount of the income receivable can be measured reliably.

Where incoming resources have related expenditure the incoming resources and related expenditure are reported gross in the SOFA.

*Grants and donations*

Grants and donations are only included in the SOFA when the Charity has unconditional entitlement to the resources.

*Donations in kind*

Costs paid on behalf of the Charity by donors are treated as donations in kind at the time the costs are paid and documentation received from the donor.

*Subscriptions and donations*

Subscriptions and donations are included when the Charity has unconditional entitlement to the resources. Life membership subscriptions are spread over 10 years in accordance with the Charity's constitution.

*Tax reclaims*

Tax reclaimable under Gift Aid is included in the SOFA at the same time as the gifts to which it relates are received.

*Investment income*

This is included in the accounts when receivable.

(c) Expenditure

*Recognition*

All expenditure liabilities are recognised as soon as there is a legal or constructive obligation for the Charity to make payment to a third party. Expenditure includes VAT where appropriate, and is accounted for on an accruals basis.

*Grants payable*

These are recognised when a commitment has been made by the Trustees and there are no outstanding conditions to be met.

*Other costs*

These costs comprise support and governance costs and are allocated by the nature of expense based on actual costs.

THE MAIDSTONE MUSEUMS' FOUNDATION

NOTES TO THE ACCOUNTS

For the year ended 31 December 2015  
(continued)

1. ACCOUNTING POLICIES (continued)

(d) Fund accounting

The Charity's unrestricted funds are available for use at the discretion of the trustees in furtherance of the Charity's objects. The objects comprise the furtherance of education of the public by the promotion, support, assistance and improvement of the Maidstone Museums and Art Gallery and their collections. The general fund excludes any unrestricted amounts separately designated by the trustees.

The Charity's unrestricted funds include designated funds where the trustees have, at their discretion, set aside resources for a specific purpose. The aim and use of each designated fund is set out in the notes to the accounts.

The Charity's restricted funds comprise amounts donated or otherwise received for specific charitable purposes specified by the donors and within the Charity's objects. The aim and use of each restricted fund is set out in the notes to the accounts.

(e) Debtors

Other debtors comprise amounts receivable for charitable purposes at the balance sheet date.

(f) Cash at bank

The Charity's bank balances are immediately accessible.

(g) Creditors

Creditors are recognised where the Charity has a present obligation 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.

2. INCOME

	Unrestricted funds	Restricted funds	2015 Total	2014 Total funds
<i>Income from donations</i>				
Membership subscriptions	2,084	-	2,084	1,845
Gift Aid tax recoverable	(206)	-	(206)	135
Donations	1,867	-	1,867	1,257
Grants - Education Funding	-	2,500	2,500	21,000
	3,745	2,500	6,245	24,237
<i>Income from charitable activities</i>				
Concert	-	-	-	1,250
Events and member visits	265	-	265	492
	265	-	265	1,742
<i>Investment income</i>				
Bank interest	30	-	30	42
	30	-	30	42
<b>Total (see Notes 7 and 8)</b>	<b>£4,040</b>	<b>£2,500</b>	<b>£6,540</b>	<b>£26,021</b>



THE MAIDSTONE MUSEUMS' FOUNDATION

NOTES TO THE ACCOUNTS

For the year ended 31 December 2015

(continued)

3. EXPENDITURE

	<u>Unrestricted funds</u>	<u>Restricted funds</u>	<u>2015 Total</u>	<u>2014 Total funds</u>
<i>Fundraising costs:</i>				
Concert	-	-	-	866
Lottery authorisation	-	-	-	20
Stationery and mailshot costs (including leaflet design) and promotional activities	257	-	257	715
Other	-	-	-	38
	<u>257</u>	<u>-</u>	<u>257</u>	<u>1,639</u>
 <i>Expenditure on charitable activities:</i>				
Grants payable to institutions -				
Maidstone Borough Council (for Maidstone Museum):				
Education Fund (contribution towards salary costs for Museum Education staff)	-	-	-	21,181
Education fund (digitised museum map)	-	1,176	1,176	-
Education fund (Wounded Soldier painting restoration)	-	3,216	3,216	-
Chinese vase stands (Classroom)	984	-	984	-
	<u>984</u>	<u>4,392</u>	<u>5,376</u>	<u>21,181</u>
Parkwood Leisure Limited:				
Education Youth Engagement programme	-	5,780	5,780	11,220
	<u>984</u>	<u>10,172</u>	<u>11,156</u>	<u>32,401</u>
Other charitable activity expenditure for the benefit of Maidstone Museums:				
Member events and trips	198	-	198	349
	<u>1,182</u>	<u>10,172</u>	<u>11,354</u>	<u>32,750</u>
 <i>Other:</i>				
Office costs (including insurance and bank charges)	356	-	356	351
Subscription - British Association of Friends of Museums	75	-	75	-
Independent examination fees (governance)	300	-	300	124
	<u>731</u>	<u>-</u>	<u>731</u>	<u>475</u>
<b>Total (see Notes 7 and 8)</b>	<b><u>£2,170</u></b>	<b><u>£10,172</u></b>	<b><u>£12,342</u></b>	<b><u>£34,864</u></b>

4. DEBTORS

	<u>31.12.2015</u>	<u>31.12.2014</u>
Unrestricted:		
Gift Aid tax recoverable	-	206
Other	370	1,823
	<u>£370</u>	<u>£2,029</u>

THE MAIDSTONE MUSEUMS' FOUNDATION

NOTES TO THE ACCOUNTS

For the year ended 31 December 2015  
(continued)

5. CREDITORS - AMOUNTS FALLING  
DUE WITHIN ONE YEAR

	<u>31.12.2015</u>	<u>31.12.2014</u>
Unrestricted:		
Grants payable	984	-
Deferred life membership subscriptions	257	369
Accruals	300	440
	1,541	809
Restricted:		
Grants payable	1,176	-
	£2,717	£809

6. CREDITORS - AMOUNTS FALLING  
DUE AFTER MORE THAN ONE YEAR

	<u>31.12.2015</u>	<u>31.12.2014</u>
Deferred life membership subscriptions (unrestricted)	£1,092	£847

7. ANALYSIS OF UNRESTRICTED FUNDS

	Balance b/fwd <u>01.01.2015</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers</u>	Balance c/fwd <u>31.12.2015</u>
Unrestricted general fund	6,227	3,965	(2,095)	(5,000)	3,097
Designated unrestricted fund:					
- Ancient Civilisations Gallery Project	-	-	-	5,000	5,000
	£6,227	£3,965	£(2,095)	£-	£8,097

A designated unrestricted fund was established during 2015 by way of a transfer within unrestricted funds amounting to £5,000. The trustees identified and set aside this amount as being available to assist with funding the intended creation of an updated and expanded Ancient Civilisations Gallery. The proposed Gallery will enable the Maidstone Museum to better display and give public access to its ancient Egyptian and Greek collections in a modern environment. Work on the project is expected to cost in excess of £200,000 and should commence in 2016, subject to the necessary funding being in place. The Charity hopes to attract third party grant funding during 2016 to assist in meeting the total cost and also supplement this with its own fund raising efforts.

THE MAIDSTONE MUSEUMS' FOUNDATION

NOTES TO THE ACCOUNTS

For the year ended 31 December 2015  
(continued)

8. ANALYSIS OF RESTRICTED FUNDS

	Balance b/fwd <u>01.01.2015</u>	<u>Income</u>	<u>Expenditure</u>	Balance c/fwd <u>31.12.2015</u>
Education Grant Fund	7,119	-	(4,392)	2,727
Education (Youth Engagement Programme) Fund	3,280	2,500	(5,780)	-
	<u>£10,399</u>	<u>£2,500</u>	<u>£(10,172)</u>	<u>£2,727</u>

DESCRIPTION OF FUNDS

*Education Grant Fund*

A fund initially established in 2012 to raise money primarily in the form of grants from grant making bodies to assist the Maidstone Museum in achieving its target of providing additional facilities and equipment to enable the expansion of educational activities within the Museum.

During 2015 two grants totalling £4,392 were paid to the Museum to fund the following educational facilities:-

- Restoration of a painting entitled 'The Wounded Soldier' - this exhibit is used as a teaching aid to encourage visiting school children develop an awareness and understanding of art and history (restoration cost £3,216).
- Funding of a digitised floor plan map of the Museum - this is the first stage of providing enhanced '3D' guidance to the Museum's facilities and exhibits for school children and the public alike, and paves the way for developing smart-phone educational instruction in the future (cost £1,176).

The remaining fund balance at 31 December 2015 was £2,727.

*Education (Youth Engagement Programme) Fund*

This was established during 2013 by way of transfer of the funding secured from Artsworld Limited for a Youth Engagement Programme. During 2013 and 2014, the programme was operated subject to a service contract between the Charity, Maidstone Borough Council and Parkwood Leisure Limited following Maidstone Borough Council's decision to outsource the placement of education services for qualifying youth work at the Maidstone Museums with Parkwood Leisure. Following the practical completion of qualifying youth work towards the end of 2014, the final funding conditions were met in the early part of 2015, in accordance with the terms of the service contract. Stage 3 funding of £2,500 was received and the final grant of £5,780 was paid to Parkwood Leisure Limited during the year. The fund was then closed.

9. RELATED PARTIES

None of the Trustees received any remuneration in the year.

One Trustee received reimbursed expenses amounting to £247 (2014: two trustees received reimbursed expenses amounting to £949). The expenses were wholly incurred for charitable purposes in both years.

THE MAIDSTONE MUSEUMS' FOUNDATION

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

THE MAIDSTONE MUSEUMS' FOUNDATION

I report on the accounts of the Charity for the year ended 31 December 2015, which are set out on pages 4 to 10.

**Respective responsibilities of the trustees and examiner**

As the Charity's trustees you are responsible for the preparation of the accounts. You 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 needed.

Having satisfied myself that the Charity is not subject to audit under Charity 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 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 statement below.

**Independent Examiner's report**

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with Section 130 of the 2011 Act, and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
2. To which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

  
.....  
DANIELLE FRIEND FMAAT

Friends Financial  
49 Ferndale  
Tunbridge Wells  
Kent  
TN2 3NU

Date: 8/9/2016.....