



THE STAINED GLASS MUSEUM

ANNUAL REPORT AND FINANCIAL STATEMENT

FOR THE YEAR ENDED 31 OCTOBER 2019



THE STAINED GLASS MUSEUM

South Triforium, Ely Cathedral, Ely, Cambridgeshire, CB7 4DL

Registered Charity No. 1169842

Arts Council Accredited Museum No. 574

CHARITY INFORMATION

The Stained Glass Museum

Registered Charity No. 1169842
Arts Council Accredited Museum No. 574

*Registered Office: The Stained Glass Museum,
Ely Cathedral, Ely, Cambridgeshire, CB7 4DL*

PATRON	HRH The Prince of Wales	
TRUSTEES	Sarah Brown MA FSA Anna Eavis Malcolm Leith Professor Jean Michel Massing FSA David Way Dr Jeffrey West FSA	
DIRECTOR & CURATOR	Dr Jasmine Allen	
CONSERVATION ADVISER	Sarah Brown MA FSA	
BANKERS	Barclays Bank Plc 28 High Street Ely Cambridgeshire CB7 4LA	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ
INDEPENDENT EXAMINER	Nigel Prentis FCA Prentis & Co LLP 115c Milton Road Cambridge CB4 1XE	

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 2019

The Trustees of the Stained Glass Museum present their report and financial statements for the year ended 31 October 2019. The financial statements have been prepared in accordance with the Statement of Recommended Practice for Accounting and Reporting by Charities and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland.

History

The Stained Glass Museum was founded in 1972 and was first constituted under a Trust Deed dated 11 October 1977. The Stained Glass Museum opened to the public in Ely Cathedral in 1979 and is located in the south triforium of Ely Cathedral under a formal 25 year Licence to Occupy made in 1997 with the Dean and Chapter.

Following a governance review in 2016, Trustees established a Charitable Incorporated Organisation (CIO) with the same name and charitable objectives as its predecessor body. At the same time and with the approval of the Charity Commission, the assets of the Trust (The Stained Glass Museum Trust: registered charity no. 274776) were transferred to the CIO (The Stained Glass Museum: registered charity no. 1169842). Since 1 November 2016, The Stained Glass Museum has been governed by the CIO of which this is its trustees' third annual report.

Constitution and Objectives

The Stained Glass Museum CIO (charity no. 1169842) was established with a constitution dated 30 September 2016. The objects of the Charity remain the same - the education of the public in the history and appreciation of Stained Glass by the following means:

- (a) To provide, maintain and develop a museum (hereinafter called "a Museum") to benefit and educate the public in the history and appreciation of stained glass and house all the items hereinafter mentioned in such place or places as the Trustees from time to time may determine for the education, appreciation and enjoyment of all;
- (b) To form by purchase or as gifts or loans a representative collection of fine stained glass panels and windows of all periods from churches, as well as other religious and secular buildings in Great Britain, as well as from other appropriate sources both within and beyond Europe as the Trustees may determine;
- (c) To form by purchase, gift, or loan agreement a representative collection of designs, cartoons, tools and other material relating to the history and design and manufacture of British and other stained glass of all periods;
- (d) To develop, safeguard and enhance the Museum's collection for the benefit of future generations;
- (e) To interpret the collection to a variety of audiences in diverse ways and to raise awareness of stained glass as an important part of Britain's cultural and artistic heritage, as both a historic and contemporary art form;
- (f) To provide a learning programme for all ages, including educational visits for schools, events, talks and workshops to further engage with and educate the public;
- (g) To offset running costs of the Museum by generating income from admissions, retail, events and other activities where appropriate;
- (h) When it is deemed appropriate by Trustees, to act as a repository for stained glass removed from redundant churches, chapels and other buildings in Great Britain in order to retain such glass for study and display or to arrange for its transfer to other museums, churches chapels and other buildings by way of loan or gift for charitable purposes as the Trustees may from time to time determine.

Fully accredited with the Arts Council (no. 574) The Stained Glass Museum is an independent museum and registered charity (no. 1169842). It is the only museum of stained glass in the UK and has an internationally-significant collection of stained glass and related objects.

Purpose

The Stained Glass Museum collects, preserves, displays and interprets examples of our stained glass heritage; to share with diverse audiences, inspire visitors, and deepen our understanding and enjoyment of the art of stained glass.

Vision

The Charity's annual activities and future plans are driven by its vision to be:

An accessible visitor attraction with a nationally recognised collection that provides learning experiences for all and actively promotes the preservation, study and appreciation of stained glass.

Organisation

The Charity is managed by Trustees selected for their knowledge of stained glass, museum and heritage sector, management, finance and other appropriate subjects. The Trustees who have served during the reporting year and since the year end are listed on page 1. New Trustees are appointed with the specific needs of the CIO in mind at the time of the vacancy, in terms of skills, expertise, experience and knowledge of the relevant field of activity and advice which the Trustees need. New Trustee induction involves the provision of a copy of the governing documents, objectives and policies of the charity, minutes of prior meetings and a formal tour of the museum. Upon appointment, new Trustees are inducted by the Chairman and the Director. Existing trustees are provided with training as and when required; this is provided both internally by fellow trustees and where appropriate by outside sources.

The Trustees meet at least four times a year to review policy and progress with the museum Director. The museum also has an advisory Acquisition and Disposal Sub-Committee of appointed persons including selected Trustees. A risk review is carried out by the Director and the Trustees annually, and appropriate steps are taken to mitigate risk.

The Trustees are aware of the Charity Commission's guidance on public benefit and the requirements of the Charities Act 2006, including the requirement to report on public benefit. The Museum and library are available to the public at large, as are the museum's activities, events, workshops and educational courses organised regularly by the Museum.

The Museum is operated by a full-time Director, and a team of part-time Museum staff, supported by several volunteers. The Museum does not receive any government or local council funding. It is funded entirely by visitor admission charges and shop sales, supplemented by donations, and small grants.

Financial Review

Finances for the year ending 31 October 2019 are set out on page 10 of the accounts. These indicate that the museum enjoyed another satisfactory year. Total income in 2018-19 (excluding specific grants in restricted income) was £187,914 (2018: £181,155). Unrestricted expenditure was £177,329 (2018: £176,844). Including unrealised profits on investments, we have been able to add £14,240 to our unrestricted funds which now stand at £250,957.

Salaries: The Trustees undertake an annual review of staff salaries taking into account inflation, the living wage, and salary levels of similar roles both locally and nationally.

Reserves Policy: It is the policy of Trustees to maintain sufficient funds to cover a total of 12 months of total organisational operating costs based on the unrestricted expenditure for the next budget year (see note I on page 14.).

Risk Management: The Trustees have examined the major strategic, business and operational risks which the Charity faces and confirm that regular checks, systems and policies are in place to ensure that necessary steps are taken to lessen these risks.

Investment Policy: The principal risk faced by the museum lies predominantly in the performance of investments. Trustees manage these investment risks by operating an investment policy that provides for a high diversification of holdings within investment asset classes that are quoted on recognised stock exchanges. Trustees made a few changes to investments in the last year (though not in the overall amount invested), and continue to monitor the performance of investments in line with its investment policy (see note m on page 14.).

Governance and Strategy

Changes to the Board of Trustees: Dr Jeffrey West continued to Chair the Board of Trustees in 2018-19. No new trustees were recruited during this financial year.

'Windows onto the Future': developing a masterplan for the future: This two-year project funded by the National Lottery Heritage Fund under the Resilient Heritage scheme continued in 2018-19. Trustees are especially grateful to members of the Project Advisory Committee who have provided much expertise and support to the Board of Trustees. Throughout the year, consultation was held with stakeholders and the wider public, and consultants carried out an analysis of the museum's operations, its strengths and weaknesses, as well as appraising its options for the future. Trustees have agreed a new vision and strategic priorities for the future as a result of this project, which continues into 2019-20.

Staff team: At the beginning of the financial year our Learning Officer returned to her post following maternity leave. We recruited another post holder to a part-time job-share in this role starting in October 2018. Two new part-time Visitor Services Assistants joined the team in summer 2019. There were no other changes to the museum's core staff team during the year. A dedicated team of local volunteers continued to assist our Learning Officers in delivering the museum's formal and informal learning programme.

Key Activities

A Royal Visit to celebrate 40 years: On 27 November 2018, we were delighted to welcome our Patron His Royal Highness The Prince of Wales to The Stained Glass Museum to begin celebrations of the museum's 40th anniversary of opening to the public. During His Royal Highness' visit he met Trustees and staff of the museum, who presented him with a gift of a stained glass panel, made by artist Deborah Lowe. His Royal Highness also met a group of children from Lantern Primary School, Ely, in a glass fusing workshop. After visiting the museum gallery, His Royal Highness joined over 200 invited guests at a reception in his honour in the Lady Chapel of Ely Cathedral, where he cut the museum's 40th birthday cake and unveiled a plaque commemorating the visit.

The Prince of Wales became Patron of The Stained Glass Museum during its 25th anniversary appeal in 1997. This was the second time His Royal Highness has visited The Stained Glass Museum. He last visited in 2000, to celebrate the museum's relocation from the north to the south triforium of Ely Cathedral.

On 30 March 2019, 40 years to the day that the Stained Glass Museum first opened to the public, we celebrated by opening our doors for free to visitors, with a range of activities taking place. More than 600 people visited the museum gallery during the day - the highest number of visitors in one day on record! A further 150-200 people took part in craft and glass-painting activities throughout the day.

Visitor Engagement: The Stained Glass Museum welcomed over 26,000 visitors during 2018-19, including 17,965 paying visitors into the museum main gallery, and 1,042 school children on school trips. In addition, 1,565 children and 958 parent/carers took part in our informal family learning activities during the year.

Family-friendly museum: Visitors of all ages, especially families with young children, have benefitted from our improved family-friendly area in the gallery which includes a new lightbox, with various translucent shapes and objects, a bookcase and comfortable cushions which has transformed this area.

New Tours: In spring 2019 the museum introduced new Spotlight and bi-monthly Behind-the-Scenes Tours for visitors at set times. More than 350 people attended these free short tours led by members of staff.

Improved signage: The museum entrance was improved by the addition of a new digital screen which signposts visitors to the museum, and advertises its events and activities.

TV Appearances: During the course of the year the museum was featured in an episode of the popular BBC programme 'Antiques Road Trip', presented by Natasha Raskin-Sharp. Stained glass artist Pippa Blackall, also a former Glass Painting Tutor for the museum, made a special stained glass panel featuring the red Shelby Cobra classic car especially for the episode (S18, Ep7, first aired 15th January 2019). Filming for a Channel 5 programme, 'Digging up Britain's Past' (S2, Ep3) also took place in the museum in summer 2019, and this programme was expected to air in January 2020.

Collections development: New acquisitions in 2018-2019 included an important contemporary acquisition *Spitfires* (2017), which was gifted to the museum by artist Brian Clarke in celebration of its 40th birthday (2019.2). The panel features the iconic British aircraft associated with World War II. The Spitfire's superior speed and agility gave the RAF a critical edge over the Luftwaffe during a number of crucial battles, including the Battle of Britain. Other key acquisitions during the year included two panels of early 20th century stained glass from a children's window in the former church of St Margaret, Walmgate, York, by John Ward Knowles (2018.4), along with a collection of glass and lead fragments from the Knowles studio. The museum also acquired a WWI memorial window (1920) by Arts and Crafts artist Alfred Pike from the redundant church of St George, Redditch (2019.1), and several designs for stained glass windows by Victorian stained glass artist George Caleb Hedgeland (2019.3).

Exhibitions and Interpretation: Temporary exhibitions held during the year focused on the history of the stained glass museum, celebrating forty years since it first opened to the public in Ely Cathedral in 1979. The museum also hosted an exhibition of competition entries submitted for the 2019 annual Stevens Architectural Glass Competition, for a proto-beam therapy unit in UCL Hospital. We closed the year with “‘Where the Buffalo Roam’: Stained Glass from the American Frontier’, an exhibition of photographs by award-winning photojournalist M.J. Alexander of windows from the American frontier, reflecting the tumultuous history of the North American Plains.

Learning

Schools: We engaged with 1,042 school children during the year, predominantly KS1 and KS2. Just under 50 KS2 pupils spent the day with us working towards their ‘Arts Award Discover’ award. Pupils learnt about the science of light and colour, discovered how stained glass is made, and created their own fused glass artworks in response to one of our panels. In October and June, we delivered workshops to over 840 pupils during the Cathedral Schools Days and the Cathedral Science Festival.

Family learning: Participation in our informal learning programme increased significantly during this year, and we engaged with 1,565 children in these activities over the course of the year. A range of new gallery trails aimed at families and young children were created and well used for each of the school holidays. We worked with Ely Cathedral during the space-themed science festival in May 2019 to offer a themed family glass fusing event and space-themed family activities linked to our collection, also taking part in all of the very well attended Cathedral drop-in events throughout the school holidays. More than 180 children attended our children’s glass fusing workshops, which were divided into level 1 and level 2, and we launched an inter-generational family glass fusing workshops providing children and adults with the opportunity to work alongside one another.

SGM Minis: Our new ‘SGM minis’ sessions for under-5s and their parents/carers was developed significantly this year. Around 50 under 5s participated over the year, and these sessions have attracted new audiences (young families) and encouraged repeat visits.

Creative glass workshops for adults: Over the year 25 practical workshops were held in glass painting, fusing, leading/glazing and copper foiling attended by a total of 145 adults. A new two-day workshop in painting and leading, allowing participants to incorporate a painted piece into a leaded panel, proved very popular. In July the Stained Glass Museum was pleased to host a special engraving on glass workshop for nursing professionals led by artist Rachel Mulligan in conjunction with the Royal College of Nursing and Queen Mary Centre for the History of Emotions, University of London. This workshop was part of a collaborative project on the history of nursing to celebrate the 200th anniversary of Florence Nightingale’s birth.

Outreach: Throughout the year the Curator gave a number of external talks to adult learning groups across the region, including U3A, Art Society, WI, and local history groups. Our Learning Officer also led an interactive session for adults suffering with dementia at the Ely Dementia Café.

Events: Our annual Study Weekend in April 2019 explored stained glass in West Yorkshire from our base in Bradford and was attended by 38 people from across the UK. Prof. David Newman, from Ben-Gurion University, Israel, delivered our annual lecture on David Hillman’s Stained Glass windows for Synagogues in September. Our Autumn Lecture series focused on concepts of ‘new’ in relation to stained glass – from new ways of looking at this exciting medium, to new commissions, and new discoveries of medieval glass, presented in a new light. Our speakers covered topics of post-war stained glass (Jane Brocket, author of *How to Look at Stained Glass*); the discovery of fragments of medieval glazing at Westminster Abbey (Laura Atkinson, Conservator, The Cathedral Studios, Canterbury); new glass commissions and their significance in the life and worship of a church or cathedral (Becky Clark, Director of Churches and Cathedrals for the Archbishops’ Council of the Church of England); and John McLean’s three windows for Norwich Cathedral (Rev. Canon Jeremy Haselock, Chaplain to Her Majesty the Queen and former Vice-Dean of Norwich Cathedral).

Supporters

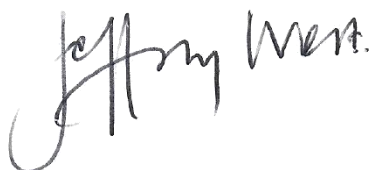
The Stained Glass Museum Friends organisation increased by twenty-one new paying Friends during 2018-19 and active membership now stands at around 220. The Stained Glass Museum relies on grants to help develop its activities. We are especially grateful to the National Lottery Heritage Fund for their funding of a two-year project (begun in April 2018) to develop the museum's future vision and strategy. We are also very grateful to those trusts and foundations that have awarded grants to the museum throughout the year, including The Loppylugs and Barbara Morrison Charitable Trust; the Glaziers Trust; the Wyss Foundation, York Glaziers Trust, the Frank Litchfield Trust, and Cambridgeshire County Council. We also record our thanks to generous individual donors who gifted more than £1,000 to the museum during the year, including Mr David Ball and the late Mr Donald Drury, who made The Stained Glass Museum a beneficiary of his will. In addition, our informal learning programme was supported by small grants from Tesco Bags for Help, and Waitrose.

Future Plans

It is the charity's objective to continue to meet its main outgoings from admission income, retail and other events and activities in the next year, although increased staff and running costs present a challenge. It is the museum's intention to engage a fundraising consultant to make recommendations on how the museum might draw in more grants and donations, as such additional income is vital to enable the museum to continue to develop.

The Trustees' report was approved on 13 May 2020 and signed on behalf of the Board of Trustees by

Dr Jeffrey West
Chairman of Trustees

A handwritten signature in black ink that reads "Jeffrey West". The signature is written in a cursive style with a large initial 'J'.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

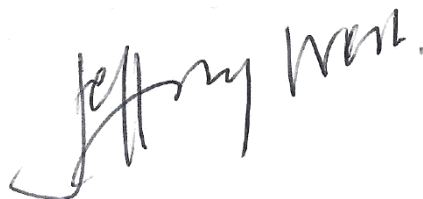
Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will be able to continue to meet its objectives.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ascertain the financial position of the Charity and which enable them to ensure that the financial statements comply with the Charities Act 2011 and regulations made thereunder. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

Date: 13 May 2020

Dr Jeffrey West
Chairman of Trustees

A handwritten signature in black ink, appearing to read 'Jeffrey West', written in a cursive style.

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS OF THE STAINED GLASS MUSEUM

Independent Examiner's Report to the Trustees of The Stained Glass Museum

I report on the accounts of the Charity for the year ended 31 October 2019 which are set out on pages 8 to 18.

Respective responsibilities of trustees and examiner

The charity's trustees 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 of the Charities Act 2011 and that an independent examination is needed.

Having been satisfied 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;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) of the 2011 Act; and
- state whether particular matters have come to my attention.

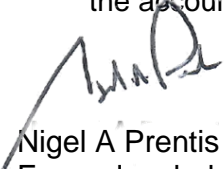
Basis of independent examiner's statement

My examination was carried out in accordance with 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 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 S386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have 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.


Nigel A Prentis FCA
For and on behalf of:
Prentis & Co LLP
Chartered Accountants and Independent Examiners
115c Milton Road
Cambridge
CB4 1XE

Date: 11th June 2020

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 OCTOBER 2019

	<i>Note</i>	Unrestricted Funds (Museum) £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
Income From:					
Donations and legacies		28,865	66,881	95,746	109,575
Charitable Activities	2	152,020	1,000	153,020	150,413
Other	3	1,303	-	1,303	160
Investments		5,726	10	5,736	5,517
Total Income		187,914	67,891	255,805	265,665
Expenditure on:					
Raising Funds	4	2,952	169	3,121	-
Charitable Activities		174,377	47,287	221,664	210,266
Total Expenditure		177,329	47,456	224,785	210,266
Net Income before gains/(losses) on investments		10,585	20,435	31,020	55,399
Net gains/(losses) on investments		3,635	-	3,635	762
Net Movement in Funds		14,240	20,435	34,675	56,161
Reconciliation of Funds:	10				
Total Funds brought forward		236,717	254,472	491,189	435,028
Total Funds carried forward		250,957	274,907	525,864	491,189

Note

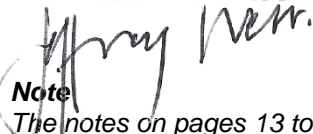
The notes on pages 13 to 20 form part of these accounts.

BALANCE SHEET AT 31 OCTOBER 2019

	<i>Note</i>	2019 £	2018 £
Fixed Assets			
Tangible fixed assets	5	28,406	28,328
Heritage assets	6	208,862	179,362
Investments	7	131,719	128,064
Total Fixed Assets		368,987	335,754
Current Assets			
Stock		19,048	9,427
Debtors	8	12,939	21,267
Short-term deposits		65,101	59,407
Cash at bank and in hand		77,724	82,483
Total Current Assets		174,812	172,584
Current Liabilities			
Creditors: Amounts falling due within one year	9	17,935	17,149
Net Current Assets		156,877	155,435
Net Assets		525,864	491,189
The Funds of the Charity			
Unrestricted income funds	10	250,957	236,717
Restricted income funds		274,907	254,472
		525,864	491,189

Approved by the Board of Trustees on 13 May 2020 and signed on its behalf by:

Dr Jeffrey West
Chairman of Trustees


Note
The notes on pages 13 to 20 form part of these accounts

STATEMENT OF CASHFLOW 31 OCTOBER 2019

		2019	2018
		£	£
	<i>Notes</i>		
Cash flows from operating activities:			
Cash provided by (used in) Operating activities	13	34,309	58,001
Cash flow from investing activities:			
Investment income		5,726	5,517
Purchase of tangible fixed assets		-9,600	-2,405
Purchase of investments		-	-
Purchase of heritage assets		-29,500	-32,850
Cash Provided By (Used In) Investing Activities		-33,374	-29,738
Change in cash and cash equivalents in the year		935	28,263
Cash and Cash Equivalents brought forward		141,890	113,627
Total cash and cash equivalents carried forward		142,825	141,890

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2019

1. Accounting Policies

In preparing the accounts the following accounting policies have been complied with:

(a) Basis of preparation

The financial statements have been prepared in accordance with 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 2016) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Stained Glass Museum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

(b) Fixed asset investments

Investments are stated at market value as at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

(c) Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

(d) Fund structure

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. Unrestricted funds comprise funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds which, the Trustees, at their discretion, have created for a specific purpose. Further details on the restricted funds are disclosed in note 10.

(e) Income

All income is recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability. Income received in advance of the relevant period is made available for use once the Museum is entitled to it.

(f) Gifts in kind and legacies

Gifts and legacies are recognised where and when there is an entitlement to them. Donated goods are recognised in different ways depending on how they are to be used by the charity:

- i. Those donated for onward transmission to beneficiaries are included in the statement of financial activities as incoming resources and resources expended when they are distributed. They are valued at the amount the charity would have to pay to acquire them.
- ii. Assets which are to be retained by the charity are recognised as income based on an estimate for the value of the asset. If the asset is to be retained indefinitely it may form part of the endowment fund.

(g) Tangible assets

Depreciation is provided to write off the cost of fixed assets over their useful lives by annual instalments. On assets purchased prior to 31 October 2012 this was calculated at the rate of 25% on reducing balances. On assets purchased after this date, the rate is 25% per annum on the original purchase price. This is with the exception of the new LED displays in the gallery; these have been depreciated over their useful life of around 10 years, approximately 30,000 hours.

(h) Heritage assets

The Museum has three collections of heritage assets which are held in support of the Museum's primary objective of increasing knowledge, understanding and appreciation of stained glass. The collections, comprising stained glass, cartoons, and other associated assets, are accounted for as follows:

- i. Heritage assets acquired before 1 November 2005 have not been capitalised because the cost of doing so would outweigh the benefits.

- ii. Depreciation is provided in respect of heritage assets to the residual value of the asset. The residual value is determined by the valuation of the asset by the curator or other external expert.
- iii. Acquisitions are made by purchase or donation. Purchases are recorded at cost. Donations are recorded at the current value ascertained by the Museum's curator with reference, where possible, to others e.g. dealers or writers on stained glass who are considered to have appropriate experience or knowledge on the item being valued.

Further details are shown in note 6.

(i) Foreign currency

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate ruling on the date of the transaction.

(j) Stock

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

(k) Pension

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

(l) Reserves

Free reserves (unrestricted funds) should total 12 months of total organisational operating costs based on the unrestricted expenditure for the next budget year. This should be regularly reviewed to ensure that it meets the organisation's changing needs and circumstances. At the present time it is the policy of the Trustees that unrestricted funds not committed or invested in tangible assets ('the free reserves') should be:

Salary payments, including NI and pension contributions (12 months)	£85000
Redundancy payments	£10000
Rent payments (12 months)	£12000
Other contractual obligations greater than six months	Nil

(m) Investments

The trustees have adopted a low risk investment policy with the aim of obtaining maximum capital appreciation with minimal risk. Surplus funds are held in various COIF Charities Funds, and monitored on a regular basis.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2019

2. Income From Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
	£	£	£	£
Admissions	62,576	-	62,576	61,960
Museum Trading	53,787	-	53,787	50,109
Education Activities	35,657	1,000	35,657	38,344
	152,020	1,000	153,020	150,413

3. Other Income

	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
	£	£	£	£
Fundraising events	-	-	-	110
Sponsorships	1,203	-	1,203	-
Sundry	100	-	100	50
	1,303	-	1,303	160

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2019

4. Total Expenditure

	Unrestricted Funds		Restricted Funds		Total 2019
	Salaries	Other	Salaries	Sundry	
	£	£	£	£	£
Charitable Activities	-	81,634	-	39,617	119,251
Salaries and Wages	90,703	-	9,200	-	99,903
Social Security costs	1,136	-	91	-	1,229
Pension Costs	904	-	379	-	1,283
	<u>92,743</u>	<u>81,634</u>	<u>9,670</u>	<u>37,617</u>	<u>221,664</u>

	Unrestricted Funds		Restricted Funds		Total 2018
	Salaries	Other	Salaries	Sundry	
	£	£	£	£	£
Charitable Activities	-	86,040	-	29,540	115,580
Salaries and Wages	87,537	-	3,834	-	91,371
Social Security costs	1,236	-	48	-	1,284
Pension Costs	2,031	-	-	-	2,031
	<u>90,804</u>	<u>86,040</u>	<u>3,882</u>	<u>29,540</u>	<u>210,266</u>

Analysis of Charitable Activities – Other Costs and Sundry Restricted Funds

	Unrestricted 2019	Restricted 2019	Total 2019	Unrestricted 2018	Restricted 2018	Total 2018
	£	£	£	£	£	£
Rent	9,503	-	9,503	1,647	-	1,647
Office expenses	13,918	30,487	44,405	9,476	23,897	33,373
Travel	1,611	2,100	2,711	1,799	215	2,014
Electricity	5,004	-	5,004	4,213	-	4,213
Museum trading costs	13,011	-	13,011	31,988	-	31,988
Depreciation	9,522	-	9,522	4,792	2,931	7,723
Sundry repairs and maintenance	980	-	980	858	-	858
Insurance	2,689	-	2,689	3,219	-	3,219
Bank and credit card charges	2,231	-	2,231	2,004	-	2,004
Recruitment	79	-	79	86	552	638
Subscriptions	448	-	448	505	-	505
Education courses	12,491	-	12,491	10,778	933	11,711
Lectures and study weekends	7,751	-	7,751	12,309	500	12,809
Independent examination	2,200	-	2,200	2,054	-	2,054
Trustees travel expenses	196	3,830	4,026	212	512	724
Salaries and office costs	-	-	-	100	-	100
Legal Fees	-	1,200	1,200	-	-	-
	<u>81,634</u>	<u>37,617</u>	<u>119,251</u>	<u>86,040</u>	<u>29,540</u>	<u>115,580</u>

Note: Trustees are entitled to claim the lowest train fair for the travel or mileage costs at the rate of max. 45p per mile, depending on how direct the journey is from their base to the meeting venue. In practice, not all of them do so, thereby minimising costs.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2019

5. Tangible Fixed Assets

	Library Books	Audio & Office Equipment	Display Equipment	Total
Cost	£	£	£	£
Balance as at 1 November 2018	11,699	33,416	46,912	92,027
Additions	-	9,600	-	9,600
Disposals	-	925	3,799	4,724
Balance as at 31 October 2019	<u>11,699</u>	<u>42,091</u>	<u>43,113</u>	<u>96,903</u>
Depreciation				
Balance at 1 November 2018	-	31,539	32,160	63,699
Charge for the year	-	3,038	6,484	9,522
Disposals	-	925	3,799	4,724
Balance as at 31 October 2019	<u>-</u>	<u>33,652</u>	<u>34,845</u>	<u>68,497</u>
Net book value at 31 October 2019	<u>11,699</u>	<u>8,439</u>	<u>8,268</u>	<u>28,406</u>
Net book value at 31 October 2018	<u>11,699</u>	<u>1,877</u>	<u>14,752</u>	<u>28,328</u>

No depreciation is charged on the Library Books as, in the opinion of the Trustees, their value will remain stable.

6. Heritage Assets

	Stained Glass	Cartoons	Other Assets	Total
Cost	£	£	£	£
At 1 November 2018	169,462	8,300	1,600	179,362
Additions	29,500	-	-	29,500
Disposals	-	-	-	-
At 31 October 2019	<u>198,962</u>	<u>8,300</u>	<u>1,600</u>	<u>208,862</u>

The costs above represent items acquired since 1 November 2005. In addition the Museum holds a further 56 pieces of glass and 129 cartoons in its collection which were not previously capitalised.

Items held on loan are not included within fixed assets.

During the year the Museum received proceeds of £Nil (2018 - £Nil) from the sale of Heritage Assets which had not previously been capitalised.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2019

7. Investments

	2019	2018
	£	£
Market value of investments at 1 November 2018	128,064	127,302
Additions	-	-
Disposals	-	-
Net unrealised investment gains/(losses)	3,655	762
Market value at 31 October 2019	131,719	128,064
Historical cost at 31 October 2019	121,727	121,727

8. Debtors

	2019	2018
	£	£
Prepayments	1,339	2,710
Debtors	11,600	18,557
	12,939	21,267

9. Creditors

	2019	2018
	£	£
Amounts Falling Due Within One Year		
Trade creditors	2,529	1,960
Independent examiner fee	2,100	2,000
Staff salaries, tax and NI and pension	7,381	8,481
Pension accrual	1,634	1,039
Credit Card - Company Barclaycard	2,222	3,278
Telephone	120	120
Adult workshop	1,299	271
Study Weekend receipts	650	-
	17,935	17,149

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2019

10. Funds

	Balance at 1 November £	Incoming Funds £	Resources Outgoing £	Transfers £	Gains/ Losses £	Balance at 31 October
Restricted Funds						
Gallery project	21,817	-	-	-	-	21,317
Heritage Lottery Fund	20,899	35,210	43,016	-	-	13,093
Sundry restricted	8,347	3,181	4,440	-	-	7,088
Appeals	24,047	-	-	-	-	-
Heritage assets	179,362	29,500	-	-	-	208,862
Unrestricted funds	236,717	187,914	177,329	-	3,655	250,957
	491,189	255,805	244,783	-	3,655	525,864

The appeals fund is an ongoing appeal utilised for specific purposes such as acquisitions.

Sundry restricted funds include minor (under £5,000) funding streams.

The Gallery Project is the improvement and re-lighting of the gallery with grant funding from Cambridgeshire County Council, Arts Council England and The Association of Independent Museums.

The Heritage Lottery Fund is the 'Windows onto the Future' project to develop a masterplan for the museum's future, funded by Heritage Lottery Fund (Resilient Heritage grant scheme), see. p4.

Heritage assets funds include the museum's accessioned collection.

11. Analysis of Net Assets between Funds

	Fixed Assets £	Heritage Assets £	Investments £	Current Assets £	Total £
Restricted Funds					
Gallery Project	11,699	-	-	10,118	21,817
Heritage Lottery Fund	-	-	-	13,097	13,097
Sundry restricted	-	-	-	7,088	7,088
Appeal Funds	-	-	-	24,047	24,047
Heritage assets	-	208,862	-	-	208,862
Unrestricted Funds	16,707	-	131,719	102,531	250,957
	28,406	208,862	131,719	156,877	525,864

12. Pensions

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £2,031 (2018 - £2,315). Contributions totalling £1,039 (2018- £2,315) were payable to the fund at the balance sheet date.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2019

13. Reconciliation of net movement in funds to net cash flow from operating activities

	2019	2018
	£	£
Net movement in Funds	34,675	56,161
Add back Depreciation Charge	9,522	7,723
Deduct interest income in investing activities	-5,726	-5,517
Decrease/(Increase) in stock	-9,621	2,654
Decrease/(Increase) in Debtors	8,328	-6,548
(Decrease)/Increase in Creditors	786	4,290
(Gains)/Losses on Investments	-3,655	-762
Net Cash Used in Operating Activities	<u>34,309</u>	<u>58,001</u>



THE STAINED GLASS MUSEUM

The South Triforium, Ely Cathedral, Ely, Cambridgeshire, CB7 4DL

Registered Charity No. 1169842
Arts Council Accredited Museum No. 574

www.stainedglassmuseum.com

We are most grateful to the following Organisations and Benefactors who have supported the Museum during 2018-2019 with grants or gifts of £1,000 or more:

The National Lottery Heritage Fund



*Mr David Ball
The Constable Trust
The Coral Samuel Charitable Trust
The Estate of the late Donald Drury
The Frank Litchfield Trust
The Glaziers' Trust
Loppylugs and Barbara Morrison Charitable Trust
Museums in Cambridgeshire
The Wyss Foundation
York Glaziers Trust*



Arts Council England