

Groam House Museum

A Scottish Charitable Incorporated Organisation

Registered as a Charity, No. SC 004435

Accounts for the period 01 April 2020 to 31 March 2021

Office Address:

Groam House Museum Office, Rosehaugh Estate, Avoch, Ross-shire, IV9 8RF
Telephone 01463 811883. E-mail: curator@groamhouse.org.uk
www.groamhouse.org.uk

Museum Address:

Groam House Museum, High Street, Rosemarkie, Ross-shire, IV10 8UF
Telephone: 01381 620961

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Statement of Balances as at 31st March 2021

	31-Mar-21	31-Mar-20
Assets		
Current Account(Main)	£29,508	£24,289
Current Account(Shop)	£2,533	£2,061
Current Account (Projects)	£7,449	£9,163
Cash in Hand	£59	£59
	<u>£39,550</u>	<u>£35,573</u>
 Grant Funding - Recoverable from MGS	 £13,164	
	 <u>£52,714</u>	 <u>£35,573</u>
 Total Assets		
	 <u>£52,714</u>	 <u>£35,573</u>
 Reserves		
Current Year Surplus/Deficit	3,976	10,121
Opening Reserves	<u>35,574</u>	<u>25,453</u>
Total Reserves	<u>39,550</u>	<u>35,574</u>
 Analysed Between		
Unrestricted	£32,100	£26,411
Restricted	<u>£7,449</u>	<u>£9,163</u>
Total Reserves	<u>£39,550</u>	<u>£35,574</u>

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Trustees Report

The Trustees have pleasure in presenting the financial statements for the year ended 31st March 2021

The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered in its current legal form on 11th June 2019. The charity was previously a Limited Company but changed its legal form to a SCIO. The assets of the Limited Company were transferred to the SCIO on the 11th June 2019.

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The comparatives shown represent those of the Limited Company and have been restated to be on a consistent accounting basis.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to an SCIO with income of less than £250,000.

The Board has decided to identify £15,000 of the funds currently held in the Main account as a General Reserve, to be used to cover unplanned situations

Signed on behalf of the Trustees

Date approved by the Trustees

Current Trustees

Doug MacLean	Chair
Paul Pritchard	Treasurer
Barbara Cohen	
Lynne McKenzie	
Sylvia MacDonald	
Alastair Morton	(Resigned 30/06/2020)
Jan Donald	(Appointed 16/03/2021)

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Statement of Financial Activities

	Unrestricted Funds	Restricted Funds	Total Funds	Prior Year Total Funds
Incoming Resources				
Incoming resources from generated funds		-		
Voluntary Income				
General Fund	£6,859			£11,482
TOTAL	£6,859		£6,859	£11,482
Activities for generating funds				
General Fund	£0			£3,736
Shop Account	£4,352			£23,613
TOTAL	£4,352		£4,352	£27,349
Other incoming resources				
General Fund	£36,272			£6,273
Restricted Funds		£32,580		£31,382
Transfers in	£535			£7,500
Acquisitions funding	£0			£0
TOTAL	£36,807	£32,580	£69,387	£45,155
Total Incoming Resources	£48,018	£32,580	£80,598	£83,987
Resources Used				
Cost of Generating Funds				
Fundraising				
Other costs				
Shop Account	£3,345			£16,295
Transfers out	£535			£7,500
Misc payments				
TOTAL	£3,880	£0	£3,880	£23,795
Charitable activities				
General Fund	£25,283	£47,459		£50,071
TOTAL	£25,283	£47,459	£72,742	£50,071
Governance Costs				
General Fund	£0			
TOTAL	£0	£0	£0	£0
Other Resources Used				
General Fund	£0			
TOTAL	£0	£0	£0	£0
Total Resources Expended	£29,163	£47,459	£76,622	£73,866
Net incoming / outgoing resources	£18,855	-£14,879	£3,976	£10,121
Other recognised gains / losses				
Gains / Losses on investment assets	-	-	-	-
Gains on revaluation of fixed assets				
Net movement of funds	£18,855	-£14,879	£3,976	£10,121

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From To	<u>Main Account</u> 01-Apr-20 31-Mar-21	<u>Project Account</u> 01-Apr-20 31-Mar-21	<u>Shop Account</u> 01-Apr-20 31-Mar-21	<u>Last Period</u> 01-Apr-19 31-Mar-20
<u>Incoming Resources and Resources Used</u>				
Incoming Resources				
Incoming resources from generated funds				
Bank Interest	£0		£0	£0
Voluntary Income				
Museum Donations Box	£1,725			£6,710
Membership Receipts & 100 Club	£1,717			£746
Group Visit Fees	£0			£886
Other Donations & Gift Aid	£3,416			£3,141
	£6,859		£0	£11,482
Activities for generating funds				
Total Museum Shop Sales			£4,352	£23,613
Events & Lecture Receipts	£0			£3,736
	£0		£4,352	£27,349
Other Incoming Resources				
Unrestricted Grants	£36,272			£6,273
Acquisitions - funding				
Transfers to Main Account	£535			£7,500
Transfers to Shop Account	£0			£0
Transfers from overdraft facility	£0			£0
Loans	£0			£0
Project grant income - restricted		£32,580		£31,382
	£36,807	£32,580	£0	£45,155
Total Incoming Resources	£43,666	£32,580	£4,352	£83,987

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	<u>Main Account</u>	<u>Project Account</u>	<u>Shop Account</u>	<u>Last Period</u>
<u>From</u>	01-Apr-20	01-Apr-20	01-Apr-20	01-Apr-19
<u>To</u>	31-Mar-21	31-Mar-21	31-Mar-21	31-Mar-20

Incoming Resources and Resources Used - continued

Resources Used

Trading Cost of Goods Sold and Other Costs

Total Cost of Shop Stock			£3,345	£16,295
Shop stock shrinkage				
Transfers to Main Account			£535	£7,500
Transfers to Shop Account	£0			£0

£0	£0	£3,880	£23,795
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Charitable Activities

Event & lecture expenses	£0			£877
Rent & Insurance	£2,802			£2,802
Maintenance & Security	£4,064			£2,163
Office supplies	£0			£90
Electricity	£2,821			£2,599
Communications & IT	£1,412			£2,134
Subscriptions & software licences	£489			£807
Misc admin expenditure	£587			£466
Museum display costs	£376			£2,367
Museum marketing	£238			£473
Conservation Materials	£140			£75
Collections contractors	£1,800			£2,628
Employees	£10,553			£9,787

Acquisitions	£0			195
Project Expenditure		£47,459		£22,609
	£25,283	£47,459	£0	£50,071

Governance Costs

Governance costs	£0			0
	£0	£0	£0	£0

Other Resources Used

£0	£0	£0	£0
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Total Resources Used	£25,283	£47,459	£3,880	£73,866
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Accounts for the period 01 April 2020 to 31 March 2021

	<u>Main Account</u>	<u>Project Account</u>	<u>Shop Account</u>	<u>Total Funds</u>	<u>Last Period</u>
From	01-Apr-20	01-Apr-20	01-Apr-20	01-Apr-20	01-Apr-19
To	31-Mar-21	31-Mar-21	31-Mar-21	31-Mar-21	31-Mar-20

Incoming Resources and Resources Used - continued

General Fund Main, Project and Shop Accounts - Summary

Total Incoming Resources	£43,666	£32,580	£4,352	£80,598	£83,987
Total Resources Used	£25,283	£47,459	£3,880	£76,622	£73,866
Excess of Incoming Resources over Resources Used	£18,383	-£14,879	£472	£3,976	£10,121
Less Loan Repayments					£0
Sub Total	£18,383	-£14,879	£472	£3,976	£10,121
Brought Forward Balance	£24,289	£9,163	£2,120	£35,572	£25,453
Carried Forward Balance	£42,672	-£5,716	£2,592	£39,548	£35,573

Accounts agreed by the Board of Trustees 9 December 2021

Signed:



ALLAN D MACLEAN, CHAIR.

12 December 2021

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Notes to the Accounts

1. Designated Funds

The financial activity of Designated Funds such as the Shop Fund are integrated in this report.

2. Shop Account Income

The Activities for generating funds in the Shop Account represents the total shop sales of cash, by post, online and via debit/credit cards.

3. Shop Account Expenditure

The Cost of generating funds in the Shop Account represents the total costs of buying shop stock, maintaining the facility to accept debit/credit cards and sundry costs for postage, stationery etc.

4. Transfers

The transfers figures shown above, and in the following section represent transfers between the various accounts. They are mainly transfers of trading surplus from the Shop to the Main account.

5. Project Account

A separate Projects Account was set up to handle Restricted Grants, and the associated project expenditure, and thus provide a clearer picture of the Museum's core financial activities.

6. Employees

For this financial year, the Museum had two part time paid employees. Contractors were also used for specific tasks.

7. Purchase of Equipment

Groam House Museum has continued the practice of writing off the full costs of equipment in the year of purchase. This corresponds both with public sector funding practice and with the realities of a small charity, where a future income stream, against which costs can be carried forward, is never assured

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Notes to the Accounts - continued

8. Accounts Format

The format of these Accounts aligns with the format approved by the Office of the Scottish Charity Regulator. A separate Shop account was set up in 2013/14 to facilitate the general operations of the museum. These accounts are presented with separate columns for the Main, Project and Shop Accounts.

9. Grant Funded Activity

The museum gratefully acknowledges receipt of grant aid during this financial year, for a number of specific projects, including:

From Museums Galleries Scotland (MGS):
ongoing)

Support for the museum resulting from the impact of Covid-19

From National Heritage Lottery Fund (NHLF):

Support for the museum for digitisation of local history records

10. Revenue Funding

During this financial year, the museum has been in receipt of a running costs grant from the Highland Council. However, this may end in 2022. The museum would then be solely dependent on museum shop sales, donations, membership fees, and the fundraising efforts of its volunteers to meet running costs.

Due to the impact of Covid-19 the museum was able to obtain "small business" grants to help with operational costs due to enforced closure which were provided by the Scottish Government/The Highland Council.

During 2020/21, due to the impact of Covid-19, no fundraising events took place: In prior years these included a book sale, a plant sale, and a series of evening lectures. A number of these events will take place in future years (Covid-19 restrictions permitting) as they all provide useful contributions to the museum's funds, and are a credit to the museum's volunteers.

11. Director/Trustee Remuneration

The Directors of the museum are all unpaid volunteers who received no remuneration during the financial year. They are entitled to claim reasonable travel, subsistence, and other expenses, but no such claims have been made against the museum during the 2020/21 financial year.

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Independent Examiner's Report to the Trustees of Groam House Museum

I report on the accounts of the charity for the year ended 31st March 2021 which are set out on pages 1 to 7.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention [other than disclosed below*]

1. which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations
- 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.

Signed:



Name: TIMOTHY STEPHEN WICKENS

Relevant Professional qualification/professional body: FCA

Address: 6A ACADEMY STREET, FORTROSE

Date: 3/12/21