Company Registration No. 4480767 (England and Wales)

# THE SOLDIERS OF GLOUCESTERSHIRE MUSEUM EXECUTIVE BOARD'S REPORT AND UNAUDITED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009

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# EXECUTIVE BOARD'S REPORT FOR THE YEAR ENDED 31 MARCH 2009

The executive board presents its report and accounts for the year ended 31 March 2009.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing documents, applicable law and the requirements of the SORP 2005, Accounting and Reporting by Charities.

Structure, governance and management

The charity, The Solidiers Of Gloucestershire Museum (Charity number 1095077, Company number 4480767), is a company limited by guarantee. It is governed by its Memorandum and Articles of Association.

The members of the executive board, who are also the directors for the purpose of company law, and who served during the year were:

Brigadier P.E. O'R-B. Davidson - Houston, C.B.E, BSc (Eng) (Chairman)

Major D. Barrington - Browne

Colonel D. Lowsley - Williams, T.D, J.P, D.L

Lieutenant Colonel R.E. Coleman, J.P.

Captain J.W. Mermagen

(Resigned 9 October 2008)

Colonel S.J. Oxlade, M.B.E

C.H. Ryland

Major S.D.E. Parsons, T.D.

Major R.L. Turner, M.A.

Major P.J.M Whiteman, T.D, M.A

Lieutenant Colonel P.R.H. Clifford, T.D, M.F.H

Lieutenant Colonel D.A.J. Brown

Major General R.D. Grist, C.B, O.B.E

Lieutenant Colonel J. Denley

Major G.E.C. Woodcock

Lieutenant Colonel D.R. Dixon

(Appointed 25 March

2009)

(Appointed 25 March

2009)

Captain M.C. Evlyn - Bufton Brigadier N. Welch, O.B.E., Q.V.C.S., M.A. Colonel E.D. Brown

The executive board consists, 3 ex officio members, 2 nominated members and 10 coopted members. Nominated members are appointed by the Royal Gloucestershire Hussars, for a period of 4 years or less, if appointement is made to fill the remaining term of a casual vacancy. Coopted members are appointed by the executive board for a period of 4 years.

The executive board would draw your attention to note 15 to the financial statements, giving details of the transactions between this charity and charities which have trustees, who are also members of executive board of this charity.

# EXECUTIVE BOARD'S REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2009

#### Objectives and activities

Broadly speaking, the objects of the charity are to promote the efficiency and to advance the education of the general public in the history of The Gloucestershire Regiment, The Royal Gloucestershire Hussars and The Royal Gloucestershire, Berkshire and Wiltshire Regiment, or the immediate or any successive legal successor unit or sub-unit under any Army Order, or equivalent thereof, by the protection, preservation, maintenance, restoration and exhibition of uniforms, medals, pictures, books, manuscripts, maps, documents, equipment, machinery, apparatus, buildings, structures and all other items of militaria.

Specifically, the charity carries out these objects by the provision and maintenance of premises for a public museum to exhibit to the public regimental collections and chattels. The museum also incorporates a shop, selling associated souvenirs. In addition the charity has a website, containing regimental collections and chattels, together with valuable research material.

In planning the charty's activities for the year, the executive board has kept in mind the Charity Commission guidance on public benefit at its board meetings.

The focus of the charity's activities has remained the provision of the museum and website. Both the museum and website are open to the public and provide valuable education on the Gloucestershire Regiments. The museum is frequently visited by schools and this encourages children to take up a career in the Army and to become the soldiers of tommorrow.

#### Achievements and performance

A summary of the main achievements of the charity during the year is:

	£
Main sources of income:	
Exceptional voluntary income	20,000
Voluntary income	15,371
Museum admission fees, shop sales and room hire	57,662
Investment income	2,538
	95,571
Main areas of expenditure achieved by the charity in the year:	
Costs incurred in maintaining and running the museum	
(including cost of shop sales)	83,761
Cost of development of website and archives	42,098
	125,859

# EXECUTIVE BOARD'S REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2009

#### Financial review

Overall reserves of the charity are held at such a level to enable it to continue to maintain the museum, were trading income to cease. At 31 March 2009, such reserves stood at £564,880 (2008 £603,506).

#### **Executive board statement**

The executive board have complied with the duty in section 4 of the 2006 Charities Act, to have due regard to guidance published by the Charity Commission.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

On behalf of the board of executive board

Lieutenant Colonel R.E. Coleman, J.P

board member

Dated: Movem Roc 2009

#### INDEPENDENT EXAMINER'S REPORT

### TO THE EXECUTIVE BOARD OF THE SOLDIERS OF GLOUCESTERSHIRE MUSEUM

#### Company Registration No. 4480767

I report on the accounts of the company for the year ended 31 March 2009, which are set out on pages 5 to 20.

#### Respective responsibilities of executive board and examiner

The executive board, who are also the directors of The Soldiers Of Gloucestershire Museum for the purposes of company law, are responsible for the preparation of the accounts. The executive board consider that an audit is not required for this year under Part 7 of the Companies Act 1985 and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 43(3)(a) of the Charities Act 1993;
- (ii) to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 43(7)(b) of the 1993 Act; and
- (iii) 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 Commissioners. 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 executive board members 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 opinion on the view given by the accounts.

#### Independent examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 221 of the Companies Act 1985; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 1985 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;

have not been met.

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

M. D. GODDEN, F.C.A Pitt Godden & Taylor

Chartered Accountants
Brunel House
George Street
Gloucester

GL1 1BZ

Dated: 19 November 2009

# STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2009

		Trading fund:	Museum fund:			
	ι	Jnrestricted U	nrestricted	Restricted		
•		income	income	income	Total	Total
		funds	funds	funds	2009	2008
	Notes	£	£	£	£	£
Incoming resources						
Incoming resources from general	ated funds:					
Exceptional voluntary income	2	-	-	20,000	20,000	50,000
Voluntary income	2	11,426	3,945	-	15,371	27,128
Investment income	3	61	2,477		2,538	3,423
		11,487	6,422	20,000	37,909	80,551
Incoming resources from					E7 CC0	C7 E20
charitable activities:	4	57,662			57,662	57,539 ————
Total incoming resources		69,149	6,422	20,000	95,571	138,090
Resources expended	5					
Charitable activities:						
Costs incurred in meeting charite	able objective	es <b>82,706</b>	495	42,098	125,299	124,228 ————
Total charitable expenditure		82,706	495	42,098	125,299	124,228
Governance costs		560	-	-	560	550
Total resources expended		83,266	495	42,098	125,859	124,778
Not (out of or						
Net (outgoing)/incoming resources before transfers		(14,117)	5,927	(22,098)	(30,288)	13,312
Gross transfers between funds r	e depreciatio		(8,289)	-		
Net (outgoing)/incoming resou Other recognised gains and lo		(5,828)	(2,362)	(22,098)	(30,288)	13,312
Gains/(losses) on investment assets			(8,338)	-	(8,338)	(594)
Not an account to founds		(5,828)	(10,700)	(22,098)	(38,626)	12,718
Net movement in funds Fund balances at 1 April 2008		(5,626) 7,923	543,986	51,597	603,506	590,788
. and adjuncted by 11 pm and a						
Fund balances at 31 March						
2009		2,095	533,286	29,499	564,880 ————	603,506

All recognised gains and losses have been included in the Statement of Financial Activities. All operations are continuing operations.

# SUMMARY INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2009

	2009 £	2008 £
Total income	95,571	138,090
Total expenditure from income funds	125,859	124,778
Net (expenditure)/income for the year	(30,288)	13,312

The summary income and expenditure account is derived from the statement of financial activities on page 5 which, together with the notes on pages 9 to 20, provides full information on the movements during the year on all funds of the charity.

# STATEMENT OF RECOGNISED GAINS AND LOSSES

Net (expenditure)/income for the year Unrealised gains on investment assets held by income funds	(30,288) (8,338)	13,312 (594)
	(38,626)	12,718

# BALANCE SHEET AS AT 31 MARCH 2009

		20	09	20	08
	Notes	£	£	£	£
Fixed assets					
Tangible assets	8		420,297		441,392
Current assets					
Stocks		10,252		11,640	
Debtors	9 ·	435		461	
Investments	10	113,221		119,084	
Cash at bank and in hand		31,270		40,926	
		155,178		172,111	
Creditors: amounts falling due within	11	(10,595)		(9,997)	
one year	11				
Net current assets			144,583 		162,114
Total assets less current liabilities			564,880		603,506
Income funds					
Museum fund:					
Restricted funds	12		29,499		51,597
Unrestricted funds			533,286		543,986
Total Museum fund	13		562,785		595,583
(including revaluation reserve £12,840 (	2008 £21,178	3))			
Trading fund:					
Unrestricted funds	13		2,095		7,923
			564,880		603,506

# BALANCE SHEET (CONTINUED) AS AT 31 MARCH 2009

The company is entitled to the exemption from the audit requirement contained in section 249A(2) of the Companies Act 1985, for the year ended 31 March 2009. No member of the company has deposited a notice, pursuant to section 249B(2), requiring an audit of these accounts.

The Executive Board acknowledges its responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with section 221 of the Act; and
- (b) preparing accounts which give a true and fair view of the state of affairs of the company at 31 March 2009 and of its result for the year then ended in accordance with section 226, and otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The accounts were authorised for issue and approved by the Board on .....

Lieutenant Colonel R.E.

Coleman, J.P

board member

board member

éutenant Colonel J.

### NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2009

#### 1 Accounting policies

#### 1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention, as modified to include the revaluation of investment assets and in accordance with applicable Law and Accounting Standards, in particular the SORP 2005, Accounting and Reporting by Charities.

#### 1.2 Incoming resources

Donations, gifts and grants, museum admission fees and shop sales are accounted for in the period when the conditions for entitlement, certainty and measurement are met.

Investment income is accounted for when received.

### 1.3 Resources expended

Liabilities recognised as resources expended are included in the period when there is a legal or constructive obligation, committing the company to the expenditure. Their allocation is as follows:

Costs of running the museum and shop and developing and running the website and archives are included under charitable activities.

Costs of examining the accounts are included under governance costs.

### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Leasehold property 1% on cost
Website development costs 33.3% on cost
Fixtures and fittings 2.5% on cost
Animatronic machine 20% on cost

#### 1.5 Investments

Investments are stated at market value.

Unrealised gains or losses are taken to the fund account.

#### 1.6 Stock

Stocks are stated at the lower of cost and net realisable value.

### 1.7 Current assets

Current assets, other than investments, are stated at the lower of cost and net realisable value.

#### 1.8 Liabilities

Liabilities are stated at settlement value.

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2009

### 1 Accounting Policies

(continued)

#### 1.9 Trading fund

The Trading fund relates to the capital derived/utilised during the day to day running of the museum and shop. This is an unrestricted income fund.

#### 1.10 Museum fund

The Museum fund is the main capital fund of the company. This is partly restricted and partly unrestricted income funds. Restricted income funds are funds given for a specific purpose.

#### 1.11 Website development costs

Application and infrastructure development costs are capitalised as fixed assets and depreciated. (See above).

Design and content costs are only capitalised where they lead to the creation of an enduring asset, delivering benefits at least as great as the amount capitalised. Otherwise they are written off as incurred.

### 2 Voluntary income

·	Trading fund: Unrestricted U	Museum fund: nrestricted	Restricted		
	income funds	income funds	income funds	Total 2009	Total 2008
	£	£	£	£	£
Donations and gifts	6,581	2,695	-	9,276	12,919
Grants receivable for core activities	4,845	1,250	-	6,095	14,209
Exceptional donation		-	20,000	20,000	50,000
	11,426	3,945	20,000	35,371	77,128 

The exceptional donation is disclosed as such, due to its size.

#### Grants receivable for core activities include:

RGH UK and Canada	845	-	-	845	1,000
SWRDA	-	-	-	-	5,959
RGBW	4,000	-	-	4,000	6,000
CMF	•	1,250	-	1,250	1,250
•					
	4,845	1,250	-	6,095	14,209

3 Investment income	Trading fund Unrestricted U	Museum fund nrestricted		
	income	income	Total	Total
	funds:	funds:	2009	2008
	£	£	£	£
Interest on UK and Channel Island cash deposits	61	2,477	2,538	3,423
•	61	2,477	2,538	3,423
4 Incoming resources from charitable activities:				
			2009	2008
			. £	£
Museum admission fees and room hire			22,682	21,813
			34,980	34,348
Insurance receipt			•	1,378
			57,662	57,539
Museum admission fees and room hire Shop sales Insurance receipt			22,682 34,980	34. 1,

# NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2009

Total resources expended	Staff costs	Depreciation	Other costs	Total 2009	Total 2008
	£	£	£	£	£
Charitable activities:					
Costs incurred in meeting charitable of Activities undertaken directly	objectives 63,788	27,034	34,477	125,299	124,228
			560	560	550
Governance costs	-	-	000	• • • • • • • • • • • • • • • • • • • •	

Total resources expended includes amounts to the accounts examiners of £560 (2008- £550) and £nil (2008- £nil) for other services.

Costs incurred in meeting charitable objectives are the costs of running and maintaining the Museum and shop and the costs of developing the website and archives and are further broken down as follows:

	2009 £	2008 £
Cost of shop sales Cost of development of website and archives and banners and signs Other costs	17,841 42,098 65,360	17,696 46,211 60,321
	125,299	124,228

#### 6 Executive Board

None of the executive board (or any persons connected with them) received any remuneration during the year, but 1 of them was reimbursed a total of £893 (2008 £835) travelling expenses.

# NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2009

### **Employees**

Ν	umber	of	emple	oyees	
---	-------	----	-------	-------	--

The average monthly number of employees during the year was:	2009 Number	2008 Number
Museum curator	1	1
Shop staff	3	3
	4	4
Employment costs	2009 £	2008 £
Wages and salaries	61,456	59,152
Social security costs	2,332	2,020
	63,788	61,172

There were no employees whose annual emoluments were £60,000 or more.

8	Tangible fixed assets	Leasehold Website prop impsdevel't costs		Fixtures Animatronic and fittings machine		Total
		£	£	£	£	£
	Cost At 1 April 2008 Additions	395,503 -	50,296 5,938	173,356	7,695	626,850 5,938
	At 31 March 2009	395,503	56,234	173,356	7,695	632,788
	Depreciation At 1 April 2008 Charge for the year	72,177 3,955	29,615 18,744	75,972 4,334	7,694	185,458 27,033
	At 31 March 2009	76,132	48,359	80,306	7,694	212,491
	Net book value At 31 March 2009	319,371	7,875	93,050	1	420,297
	At 31 March 2008	323,326	20,681	97,384	1	441,392
9	Debtors				2009 £	2008 £
	Other debtors				435	461 

10	Current asset investments		
		2009	2008
		£	£
	At market value:		
	Charishare Common Investment Fund Accm shares (Black Rock)	19,555	28,444
	Charibond Charities Fixed Int Comm Inv Fund shares (M & G)	17,283	16,734
	Channel Island Deposit Account (C & G)	76,383	73,906
		113,221	119,084
	·		<del></del>
	The movement in market value is as follows:		
	At 1 April 2008		119,084
	Purchases		2,475
	Decrease in market value		(8,338)
	At 31 March 2009		113,221
	Investments are held primarily to provide investment returns for the charity.		
11	Creditors: amounts falling due within one year	2009	2008
•		£	£
	Trade creditors	602	1,838
	Other creditors	8,000	6,000
	Accruals	1,993	2,159
		10,595	9,997

# NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2009

#### 12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			
	Balance at 1 April 2008	Incoming resources	Resources I expended	Balance at 31 March 2009
	£	£	£	£
IT fund for development of website and archives	51,597	20,000	(42,098)	29,499
	51,597	20,000	(42,098)	29,499

Fund balance breakdowns				
Fund balances are made up as follows:				
	2009	Trading fund 2008	2009	Museum fund 2008
	£	£	£	£
Accumulated funds Loans between funds	(162,200) 164,295	(148,083) 156,006	727,080 (164,295)	751,589 (156,006)
At 31 March 2009	2,095	7,923	562,785	595,583
Movement in accumulated funds for the year are:				
		Trading		Museum
		fund £	•	fund £
At 1 April 2008		(148,083)		751,589
Net movement in funds Depreciation transfer between funds		(5,828) (8,289)		(32,798) 8,289
At 31 March 2009		(162,200)		727,080
At 31 March 2003				
Movement in loans between funds for the year are:				
	Total	Long term loans	Fixed asset replace reserve (depn)	Fixed asset cost
	£	£	£	£
At 1 April 2008	156,006	9,000	155,845	(8,839)
Depreciation in year	8,289		8,289 ———	-
At 31 March 2009	164,295	9,000	164,134	(8,839)

14	Analysis of net assets between funds	Trading fund: Unrestricted income funds £	Museum fund: Unrestricted income funds	Restricted income funds £	Total £
	Fund balances at 31 March 2009 are represented by: Tangible fixed assets Current assets Creditors: amounts falling due within one year	12,690 (10,595)	412,422 120,864 -	7,875 21,624	420,297 155,178 (10,595)
		2,095	533,286	29,499	564,880

# NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2009

### 15 Related parties

Certain members of the executive board are also trustees in the following charities:

The Royal Gloucestershire, Berkshire and Wiltshire Regimental Charities: Brigadier P.E. O'R-B. Davidson - Houston, C.B.E, BSc (Eng) Colonel S.J. Oxlade, M.B.E Lieutenant Colonel D.A.J. Brown Colonel E.D. Brown, M.B.E Brigadier N. Welch, O.B.E., Q.V.C.S., M.A.

The Gloucestershire Regiment Museum:
Brigadier P.E. O'R-B. Davidson - Houston, C.B.E, BSc (Eng)
Colonel S.J. Oxlade, M.B.E
Lieutenant Colonel R.E. Coleman, J.P
Major R.L.Turner, M.A
Major General R.D. Grist, C.B, O.B.E
Captain M.C. Evlyn - Bufton
Brigadier N. Welch, O.B.E., Q.V.C.S., M.A.
Colonel E.D. Brown
Lieutenant Colonel J. Denley
Lieutenant Colonel D.A.J. Brown
Lieutenant Colonel D.R. Dixon
Major G.E.C. Woodcock

The RGBW Wardrobe and Museum (The Rifles Wardrobe and Museum): Brigadier P.E. O'R-B. Davidson - Houston, C.B.E, BSc (Eng) Colonel S.J. Oxlade, M.B.E Lieutenant Colonel D.A.J. Brown

Friends of 'The Soldiers of Gloucestershire museum': Lieutenant Colonel R.E. Coleman, J.P

15	Related parties	(continued)	
	The following transactions occurred between the company and the above cha	arities during the y	/ear:
		2009	2008
		£	£
	Grant received from The Royal Gloucestershire, Berkshire and Wiltshire		
	Regimental Charities (specifically The Regimental Charity)	4,000	6,000
	Donations from Friends of 'The Soldiers of Gloucestershire Museum'	4,500	4,500
		<del></del>	<del></del>
	In addition, the following member of the executive board made a donation to the charity:		
	C. H. Ryland	20,000	50,000