

**WOKING MUSEUM AND ARTS  
& CRAFTS CENTRE**  
(A company limited by guarantee)

**COMPANY NO: 3598733**  
**REGISTERED CHARITY NO: 1073543**

**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31 MARCH 2002**



# WOKING MUSEUM AND ARTS & CRAFTS CENTRE

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# **WOKING MUSEUM AND ARTS & CRAFTS CENTRE**

## **Legal and Administrative Information**

### **Status**

The organisation is a charitable company limited by guarantee, incorporated on 16 July 1998 and registered as a charity on 27 January 1999.

The company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company. Under the Articles of Association the members of the Board of Directors are elected at the AGM to serve. One third of the Board members will retire each year. The Directors to retire in each year shall be those who have been longest in office since their last election.

The Company operates under the name Woking Galleries.

### **Board of Directors**

Mrs. G. Washington	Chair
Mrs. J. Jacks	Vice Chair
Mr. A. Pooley	Treasurer - Appointed 9 May 2001
Mr. M. Bowman	Meetings Secretary
Mrs. M. Scott	- Resigned 9 May 2001
Mr. K. Smith	
Ms. R. Culshaw	
Mr. A. Forrest	- Appointed 11 September 2001
Mr. I. Fraser	- Appointed 11 September 2001
Mr. P. Wilson	- Appointed 11 September 2001
Mr. J. Lea	
Mrs. R. Mahoon	
Mr. A. Montan	
Mrs. P. Page	
Mrs. C. Paice	
Mrs. L. Punter	- Appointed 11 September 2001
Cllr. G. Brown	
Cllr. I. Raja	
Cllr R. Sanderson	

### **Secretary**

Mr J. Lea

### **Chief Executive**

Mrs. M. Scott

### **Registered Office and Operating Address**

Woking Galleries, Chobham Road, Woking, Surrey, GU21 1JF

### **Accountants**

Kingston Smith, Surrey House, 36-44 High Street, Redhill, Surrey, RH1 1RH

### **Bankers**

CAFCASH Ltd, PO Box 289, West Malling, Kent, ME1 9TA

### **Solicitors**

W. Davies and Son, Acorn House, 5 Chertsey Road, Woking, Surrey, GU21 5AB

# **WOKING MUSEUM AND ARTS & CRAFTS CENTRE**

## **Directors' Report for the year ended 31 March 2002**

The Board of Directors presents its report and the financial statements for the year ended 31 March 2002.

### **Activities**

The company is a registered charity and exists to provide a heritage and visual arts service for the people of Woking. The ultimate aim of the charity is to build a permanent home for the service in Woking and this will then operate as a public museum and arts centre. While this development is taking place the charity operates a number of projects.

### **Results**

The net incoming resources for the year amounted to £9,630. This comprised £17,017 to be carried forward for use on restricted projects and a deficit on unrestricted funds of £7,387. There was a balance on unrestricted funds at 31 March 2002 of £25,695.

### **Outreach Work**

The organisation undertakes a number of projects to provide access to the visual arts and heritage for the local community. This year three major projects have been undertaken. The first involves the recording of oral memories by a team of trained volunteers working with the Sheerwater and Maybury communities. A Global grant has been obtained to support this work. South East Arts have funded a further project entitled New Audiences which is to provide access to the visual arts for sectors of the community who do not usually have an opportunity to work on Arts projects. This project will continue until March 2003. A research and development grant has also been awarded by South East Arts to develop a digital arts project to be staged in Woking town centre in the Spring of 2003.

### **Education**

Woking Galleries runs an education programme working with local schools, colleges and adult groups. A loan box service operates to all these groups providing access to museum objects on specific subject areas and periods. These objects are selected from the main collection of Woking Galleries. The education service also provides lectures and talks to local groups and volunteers visit schools to assist in the teaching of the history curriculum.

### **The Collection**

Woking Galleries looks after a historic collection tracing the history of the Borough of Woking. The collection is catalogued, researched and conserved at the current offices. Visitors gain access to the collection by appointment. Woking Galleries is actively collecting artefacts to add to the collection, which will ultimately be displayed in the new building.

### **Future Strategy**

In 2001 Woking Borough Council designated a site in the town centre for a new building to house Woking Galleries and to make their work accessible to the public. The new building will comprise a heritage gallery, a temporary exhibition gallery, workshops, classrooms, lecture rooms, a shop and a café. The project will be jointly funded by Woking Borough Council and Woking Galleries who will seek grant aid support and private donation and sponsorship.

### **Reserves Policy**

The Board has instituted a policy whereby the unrestricted funds, not designated for any other purpose should cover between 6 and 9 months of the operating costs of the organisation which equates to £51,500 to £77,000 in general funds. This position should be achieved over the next 3 years. At this level the Board feels that the charity could continue to operate in the event of a significant reduction in income. The future of the charity could then be considered and future funding sought if the Board decided this was the best course of action. At present the free reserves carried forward do not meet this level and therefore the reserves will have to be built up from income over the next three years.

# WOKING MUSEUM AND ARTS & CRAFTS CENTRE

## Directors' Report for the year ended 31 March 2002 (Continued)

### Risk Management

The Board Executive has conducted a review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. A strategy to diversify the funding sources of the charity wherever possible is in place. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and the quality of project work is monitored and evaluated for all projects.

### Responsibilities of the Board of Directors

Company law requires the Board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Board should follow best practice and:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Company will continue on that basis.

The Board is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Board is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Members of the Board of Directors

Members of the Board who are directors for the purposes of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on Page 1.

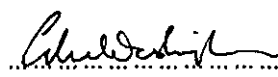
Members of the charitable company guarantee to contribute an amount not exceeding £5 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31 March 2002 was 100.

### Accountants

Kingston Smith were appointed as the charitable company's reporting accountants during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended practice - Accounting and Reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Board on 18 Sept 2002 and signed on its behalf by:

  
.....  
Gill Washington (Chair)

# Accountants' Report to the Members on the Unaudited Accounts of Woking Museum and Arts & Crafts Centre

We report on the accounts for the year ended 31 March 2002 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

## Respective responsibilities of Directors and Reporting Accountants

As described in the Statement of Directors' Responsibilities the company's directors are responsible for the preparation of the accounts, and they consider that the Company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

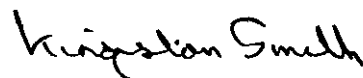
## Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the Company, and making such limited enquiries of the officers of the Company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

## Opinion

In our opinion:-

- (a) the accounts are in agreement with the accounting records kept by the Company under Section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
  - (i) the accounts have been drawn up in a manner consistent with the provisions specified in Section 249C(6) of the Act; and
  - (ii) the Company satisfied the requirements for exemption from an audit of the accounts for the year specified in Section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of Companies not entitled to the exemption specified in Section 249B(1) (a)-(f).

  
KINGSTON SMITH  
Chartered Accountants

Surrey House  
36-44 High Street  
Redhill  
Surrey  
RH1 1RH

Date: 24th September 2002

**WOKING MUSEUM AND ARTS & CRAFTS CENTRE**  
**Statement of Financial Activities**  
**Incorporating an Income and Expenditure Account**  
**For the Year Ended 31 March 2002**

	<u>Notes</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2,002</u>	<u>Total 2,001</u>
<b>Incoming Resources</b>		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Donations and Membership Dues	2	1,497	-	1,497	2,813
Activities to further the Charity's Objects:					
Grants and other income	3	63,240	25,508	88,748	62,510
Activities to Generate Funds					
Grants, sales, competition fees	3	1,281	29,100	30,381	9,680
Interest		<u>848</u>	<u>-</u>	<u>848</u>	<u>773</u>
<b>Total Incoming Resources</b>		<u>66,866</u>	<u>54,608</u>	<u>121,474</u>	<u>75,776</u>
<b>Resources Expended</b>					
Costs of generating funds					
Fundraising		8,075	29,100	37,175	17,034
New building project		11,747	250	11,997	17,609
Charitable expenditure					
Projects		-	7,383	7,383	786
Oral History		7,159	626	7,785	4,020
Collection costs		14,969	232	15,201	12,242
Education and Outreach		10,602	-	10,602	7,533
Management and Administration		<u>21,701</u>	<u>-</u>	<u>21,701</u>	<u>18,756</u>
<b>Total Resources Expended</b>	4	<u>74,253</u>	<u>37,591</u>	<u>111,844</u>	<u>77,980</u>
<b>Net Incoming Resources - Net Income for the Year</b>	5	(7,387)	17,017	9,630	(2,204)
<b>Total Funds at 1 April 2001</b>		<u>33,082</u>	<u>-</u>	<u>33,082</u>	<u>35,286</u>
<b>Total Funds at 31 March 2002</b>	12	<u>25,695</u>	<u>17,017</u>	<u>42,712</u>	<u>33,082</u>

# WOKING MUSEUM AND ARTS & CRAFTS CENTRE

## Balance Sheet as at 31 March 2002

	Notes	<u>2002</u>	<u>2001</u>
		£	£
<b>Fixed Assets</b>			
Tangible Assets	8	666	1,560
<b>Current Assets</b>			
Debtors	9	15,928	23,667
Cash at Bank and in Hand		<u>36,707</u>	<u>10,985</u>
		52,635	34,652
<b>Creditors: amounts falling due within one year</b>	10	<u>10,589</u>	<u>3,130</u>
<b>Net Current Assets</b>		<u>42,046</u>	<u>31,522</u>
<b>Net Assets</b>	11	<u><u>42,712</u></u>	<u><u>33,082</u></u>
<b>Unrestricted Funds</b>			
General Fund		25,695	18,690
Development Fund		<u>-</u>	<u>14,392</u>
		25,695	33,082
<b>Restricted Funds</b>		<u>17,017</u>	<u>-</u>
<b>Total Funds</b>	12	<u><u>42,712</u></u>	<u><u>33,082</u></u>

The Company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 March 2002.

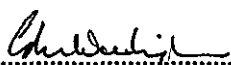
The members have not required the Company to obtain an audit of its financial statements for the year ended 31 March 2002 in accordance with Section 249B(2) of the Companies Act 1985.

The directors acknowledge their responsibilities for:

- ensuring that the Company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, 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.

Approved by the Board on 18 Sept 2002 and signed on its behalf by

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# WOKING MUSEUM AND ARTS & CRAFTS CENTRE

## Notes to the Financial Statements

### For the Year Ended 31 March 2002

#### 1. Accounting Policies

- a) The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in October 2000.
- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- c) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- d) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- e) Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration on each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which are an estimate, based on staff time, of the amount attributable to each activity:

Fund-raising	10%
Collection	20%
Education	20%
Oral History	20%
Management and administration of the charity	30%
- f) Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 4 years.
- g) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- h) Designated funds are unrestricted funds earmarked by the directors for particular purposes.
- i) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets this criteria is charged to the fund, together with a fair allocation of management and support costs.

**WOKING MUSEUM AND ARTS & CRAFTS CENTRE**  
**Notes to the Financial Statements**  
**For the Year Ended 31 March 2002 (Continued)**

**2. Donations and Membership Dues**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2002 Total</u>	<u>2001 Total</u>
Donations	970	-	970	2,225
Membership Dues	<u>527</u>	<u>-</u>	<u>527</u>	<u>588</u>
	<u>1,497</u>	<u>-</u>	<u>1,497</u>	<u>2,813</u>

**3. Incoming Resources from Activities to  
Further the Charity's objects**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2002 Total</u>	<u>2001 Total</u>
WBC Annual Revenue Grant	63,100	-	63,100	61,500
S E Arts Grant (New Audiences Project)	-	15,000	15,000	-
S E Arts Grant ( F&D Digital Art Project)	-	4,500	4,500	-
Global Grant (Living Words Project)	-	4,900	4,900	-
SMCC Grant (Oral History)	-	626	626	-
SMCC Grant (Disaster Box)	-	232	232	-
S E Arts Grant to employ artist for Architectural Panel	-	250	250	-
Other grants	-	-	-	824
Income from loan boxes	70	-	70	25
Income from training courses, events and workshops	<u>70</u>	<u>-</u>	<u>70</u>	<u>161</u>
	<u>63,240</u>	<u>25,508</u>	<u>88,748</u>	<u>62,510</u>

**Incoming Resources from Activities to  
Generate Funds**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2002 Total</u>	<u>2001 Total</u>
Sales & photocopying	111	-	111	45
Architectural competition registration fees	1,170	-	1,170	-
Fundraising Grant	-	29,100	29,100	-
WBC Match Funding Grant	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,635</u>
	<u>1,281</u>	<u>29,100</u>	<u>30,381</u>	<u>9,680</u>

**WOKING MUSEUM AND ARTS & CARFTS CENTRE**  
**Notes to the Financial Statements**  
**For the Year Ended 31 March 2002 (Continued)**

4. Total Resources Expended	New Building Project	Fundraising	Collection	Education & Outreach	Oral History	Projects	Management & Admin	2002 Total	2001 Total
Wages and Salaries		33,568	8,403	7,057	4,622	2,534	15,296	71,480	47,467
Staff Costs			35	36	36		22	129	406
Volunteer Costs	1,159		85	48	79	28	95	1,494	228
Books and Publications		246					221	798	159
Entertainment		10	111	110	110	48	14	72	142
Professional Fees	10,403						364	10,767	13,564
Accountancy							1,600	1,600	934
Recruitment						11		11	2,066
Subscriptions		100	264	264	264			892	949
Training		549	629	629	629	150	200	2,786	508
Building Maintenance		158	315	315	315		473	1,576	375
Bank Charges							81	81	107
Depreciation							894	894	894
Hire of Equipment		72	144	144	144		216	720	888
Insurance		53	106	106	106		159	529	571
Licence Fee							15	15	180
Office Equipment & Maintenance		77	155	155	155		232	774	104
Printing, Postage and Stationery	410	824	501	500	501	40	750	3,526	2,972
IT Costs		152	304	305	305		457	1,523	1,251
Telephone		168	335	335	334		503	1,675	1,251
Collections Costs			3,814			1,022		4,836	1,488
Education				598				598	
Exhibitions and Events					185	3,550	109	3,844	1,791
Fundraising and Publicity	12	1,198						-	161
Marketing	14							1,210	775
Photography								14	
<b>Total Expenses</b>	<b>11,997</b>	<b>37,175</b>	<b>15,201</b>	<b>10,602</b>	<b>7,785</b>	<b>7,383</b>	<b>21,701</b>	<b>111,844</b>	<b>77,980</b>

**WOKING MUSEUM AND ARTS & CRAFTS CENTRE**  
**Notes to the Financial Statements**  
**For the Year Ended 31 March 2002 (Continued)**

**5. Net Incoming resources for the Year** 2002 2001

This is stated after charging:

Depreciation	894	894
Directors' Remuneration	-	-
Reporting Accountants Fees	<u>1,600</u>	<u>934</u>

Travel costs amounting to £53 (2001 - £7) were reimbursed to 2 members of the Board.

**6. Staff costs and numbers**

2002 2001

Staff costs were as follows:

Salaries and wages	66,071	44,395
Social security costs	<u>5,410</u>	<u>3,072</u>
	<u>71,481</u>	<u>47,467</u>

No employee received emoluments of more than £50,000.

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:-

	<u>2002</u> <u>No.</u>	<u>2001</u> <u>No.</u>
Director	1	1
Fundraising	1	-
Collection	-	1
Administration and support	<u>1</u>	<u>1</u>
	<u>3</u>	<u>3</u>

**7. Taxation**

The charitable company is exempt from corporation tax on its chargeable activities.

**WOKING MUSEUM AND ARTS & CRAFTS CENTRE**  
**Notes to the Financial Statements**  
**For the Year Ended 31 March 2002 (Continued)**

**8. Tangible Fixed Assets**

	<u>Computer Equipment</u>
<b>Cost</b>	
At 1 April 2001	3,473
Additions in Year	-
Disposals	<u>(885)</u>
At 31 March 2002	<u>2,588</u>
<b>Depreciation</b>	
At 1 April 2001	1,913
Charge for the Year	894
Elimination on Disposal	<u>(885)</u>
At 31 March 2002	<u>1,922</u>
<b>Net Book Value</b>	
At 31 March 2002	<u>666</u>
At 31 March 2001	<u>1,560</u>

<b>9. Debtors</b>	<u>2002</u>	<u>2001</u>
	£	£
Trade Debtors	15,889	23,667
Other debtors and prepayments	<u>39</u>	<u>-</u>
	<u>15,928</u>	<u>23,667</u>

<b>10. Creditors: amounts falling due within one year</b>	<u>2002</u>	<u>2001</u>
	£	£
Trade Creditors	8,989	3,130
Other creditors and accruals	<u>1,600</u>	<u>-</u>
	<u>10,589</u>	<u>3,130</u>

<b>11. Analysis of net assets between funds</b>	<b>General Funds</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>
Tangible fixed assets	666	-	-	666
Current assets	35,618	-	17,017	52,635
Current liabilities	<u>(10,589)</u>	<u>-</u>	<u>-</u>	<u>(10,589)</u>
Net assets at 31 March 2002	<u>25,695</u>	<u>-</u>	<u>17,017</u>	<u>42,712</u>

**WOKING MUSEUM AND ARTS & CRAFTS CENTRE**  
**Notes to the Financial Statements**  
**For the Year Ended 31 March 2002**

**12. Movements in Funds**

	At 1 April <u>2001</u>	Incoming <u>Resources</u>	Outgoing <u>Resources</u>	<u>Transfers</u>	At 31 March <u>2002</u>
<b>Restricted Funds:</b>					
Fundraising	-	29,100	(29,100)	-	-
Living Words Project	-	4,900	(3,290)	-	1,610
New Audiences Project	-	15,000	(1,052)	-	13,948
Digital Art Project	-	4,500	(3,041)	-	1,459
Oral History Project	-	626	(626)	-	-
Disaster Box	-	232	(232)	-	-
S E Arts grant to employ artist	-	250	(250)	-	-
<b>Total restricted funds</b>	<u>-</u>	<u>54,608</u>	<u>(37,591)</u>	<u>-</u>	<u>17,017</u>
<b>Unrestricted funds</b>					
Designated development fund	14,392	-	-	(14,392)	-
General funds	<u>18,690</u>	<u>66,866</u>	<u>(74,253)</u>	<u>14,392</u>	<u>25,695</u>
<b>Total unrestricted funds</b>	<u>33,082</u>	<u>66,866</u>	<u>(74,253)</u>	<u>-</u>	<u>25,695</u>
<b>Total Funds</b>	<u>33,082</u>	<u>121,474</u>	<u>(111,844)</u>	<u>-</u>	<u>42,712</u>