



at

Ely Cathedral

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 OCTOBER 2013

The Stained Glass Museum

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Registered Charity No. 274776
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	Dr Victoria Avery FSA Sarah Brown MA FSA Anna Eavis Martin Harrison FSA Hon FMGP Anthony Hopkinson Professor Richard Marks FSA Professor Jean Michel Massing FSA Elizabeth Stazicker FSA John Watson Michael Womack
SECRETARY	Dr Jasmine Allen (appointed February 2013)
CURATOR	Dr Jasmine Allen (appointed February 2013)
TREASURER	Malcolm Mitchell
CONSERVATION ADVISER	Sarah Brown MA FSA
LEGAL ADVISER	Mills & Reeve Francis House 3-7 Redwell Street Norwich NR2 4TJ
BANKERS	Barclays Bank Plc 28 High Street Ely Cambridgeshire CB7 4LA
INDEPENDENT EXAMINER	N G Pollington FCCA Price Bailey LLP Richmond House Broad Street Ely Cambridgeshire CB7 4AH

The Stained Glass Museum

REPORT OF THE TRUSTEES

Objectives and Policies of the Charity



collection of stained glass.

The Stained Glass Museum Trust believes strongly that stained glass forms an important part of our cultural and artistic heritage, and is committed to raising the profile of the medium as an historic and contemporary art form.

The Stained Glass Museum exists to collect the finest representative examples of stained glass and associated materials, of all periods. The Museum aims to develop its role as a leading national centre for the display, research, interpretation, and enjoyment of stained glass, while safeguarding and enhancing its collections for the benefit of future generations.

The objectives of the Stained Glass Museum are the education of the public in the history and appreciation of stained glass and the operation of a Museum to display and preserve stained glass. Accredited by the Arts Council, it is required to meet its standards for the custody and care of the Collection.

The Museum was founded in 1972 under a Trust Deed as an independent charitable trust and, after assembling its collection, opened to the public in 1979. It is located in Ely Cathedral under a formal 25 year Licence made in 1997 with the Dean & Chapter to occupy the South Triforium. The policy of the Trustees is to continue to build up, through donations, purchases and loans, a comprehensive

The Charity is controlled by Trustees selected for their knowledge of stained glass, museum and heritage sector, management, finance and other appropriate subjects. Upon appointment, new Trustees are inducted on the objectives and policies of the charity and on their Trustee responsibilities by the Chairman and the Curator. 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 Curator and there is also an advisory Acquisition and Disposal Sub-Committee of appointed persons including selected Trustees. A risk review is carried out by the Curator 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 events, workshops and educational courses organised regularly by the Museum, and members of our active Friends Organisation.

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



The Stained Glass Museum

Review of Developments and Activities

Flexible Display Project

The Stained Glass Museum had a busy year in 2012-13 during which time a major £60,000 flexible display project, 'Improving the Bigger Picture', was completed, funded by The Fens Rural Development Programme. The project, which began in 2010, was completed in January 2013 under the direction of Interim Manager Will Schenck and the Chairman of Trustees. As part of this project, the main gallery has been redeveloped and two-thirds of the fixed display cabinets have been fitted with a more energy-efficient and cost-effective LED lighting system. Four new portable display cases (*right*), designed to spec, were also acquired. These cases have provided additional, flexible display space in the gallery and enabled us to launch a programme of temporary exhibitions, held quarterly throughout the year. This has vastly improved the display of the stained glass within the Main Gallery, enhanced our interpretation of the collection and the overall visitor experience. Alongside these changes to the main gallery this project enabled several stained glass panels from the reserve collection to undergo specialist conservation and the website was redesigned.



Admissions

Visitor numbers to the Museum in 2012-13 were the highest on record at 16,946. The joint ticket scheme with Ely Cathedral remains very successful and forms a significant proportion of the Museum's admissions income. In addition, the Museum also benefitted from the sale of additional joint tickets for the Cathedral Flower Festival in June 2013.

Shop

Several new retail displays were formed in the Museum shop over the year. A range of exhibition merchandise, including mugs, tea-towels and exhibition guides, was developed for a retrospective exhibition on Francis Spear (1902-79), held in spring 2013. Shop sales remain a very significant portion of the Museum's annual income. This year's shop income was enhanced by successful stalls at Ely Cathedral's Christmas Fair and the Flower Festival, as well as a collaboration between the Museum and local artists which upcycled broken fragments of stained glass to be sold as ornaments in order to raise money for the Museum's education programme.

Financial Review

Taking out the income and expenditure for the gallery project, total income increased from £107k to £113k despite a reduction in donations. Museum expenditure increased to £111k (£102k 2012) resulting in a reduction in reserves by £5921. After transfers for purchase of new glass panels and the value in investments the unrestricted reserves now stand at £179,913 (£187,522 2012). We continue to seek major donations to help reverse the draw on our reserves, and see other ways of both increasing income and reducing expenditure. As before, fundraising events such as the study days and weekends, and the valued help from our Friends, remain vital in our need to cover outgoings.

Governance

Trustees

Elizabeth Stazicker continued her tenure as Chairman of the Trustees 2012-13, and provided much-needed support to the Museum over the year, particularly overseeing changes in staff management and supporting the Museum's programme of events and activities.

Staff and Volunteers



The Stained Glass Museum

2012-13 saw a change in management at The Stained Glass Museum when Dr Jasmine Allen arrived in late-February to take up the post of Curator, taking over from Will Schenck, Interim Manager. An additional part-time invigilator was also employed, so that the Museum now has 2.9 FTE.

Volunteer support grew during the course of the year and the Museum is grateful to a number of core volunteers who help to deliver our Education programme. In addition, a survey of the Museum's reserve collection and catalogue was carried out by a group of volunteers from NADFAS during the year. The Museum has also benefitted from two young student volunteers who have assisted with a documentation backlog and research of recent acquisitions.

Collections/Research

Collections Management

During 2012-13 the Museum received several new acquisitions of stained glass panels, as well as designs and cartoons including:

- Two cherub heads, c.1915, by Margaret Chilton: Gift of Hilary Davies (2013.13.1 and 2013.13.2)
- Two large stained glass windows by J.W. Brown, designed for the New Church, Bath in 1909: purchased from The New Church Society, Blackpool (2013.14 and 2013.15)
- Five cartoons by Francis Spear, early 20th-century: Gift of Simon Spear (C2013.16)
- Maquette for the rose window of St Alban's Abbey by Alan Younger, c.1988-89: donated by former Director of Laporte PLC (2013.17)

An appeal was also launched in May 2013 to fundraise the purchase of four modern stained glass panels by British stained glass artist and sculptor Geoffrey Clarke.

A number of books were also donated to the Museum and have subsequently been catalogued in the Museum's specialist research library. Part-time member of staff Elizabeth Gill has taken on the additional responsibility of librarian.

Exhibitions

Since the arrival of four new portable display cabinets in January 2013, four exhibitions have been held during the year. The first display 'Piecing together the Pollen roundel' displayed the newly-conserved roundel of the Assumption of the Virgin Mary, designed by John Hungerford Pollen and made by Powell & Sons for a church in Rhyl, North Wales. It focussed on the architectural, religious and social context of this stained glass window.

In Spring-Summer 2013 a large exhibition on twentieth-century stained glass artist Francis Spear (1902-79) was held. This featured stained glass panels in the Museum's collection with additional panels, designs, cartoons, and prints from private collections. An exhibition guide was produced by the Curator to accompany this exhibition. (*right*)



During Autumn to Winter, a small exhibition entitled 'Painted Faces' was mounted showing a variety of panels from a number of different periods to demonstrate the different painting techniques and effects which can be obtained with glass paint, stickwork and enamels.

An additional display revealing the architectural context and history of the St Wilfrid window by Harry Clarke from the former Convent Chapel at Dowanhill, Glasgow, was mounted in preparation for a visit and gallery talk by Dr Nicola Gordon-Bowe.

With the support of the Curator, a number of volunteers have played a key part in the research and preparation of these temporary exhibitions.



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Review of Activities

Events

The 2013 Annual Lecture was held, for the first time, at The Art Worker's Guild, London. The well-attended lecture focused on the conservation of Thornton's east window at York Minster and was delivered by one of the Museum's Trustees' Sarah Brown, Director of York Glazier's Trust.

In the absence of a Study Weekend, a Study Day and summer picnic was held in June 2013 visiting churches along the borders of Norfolk and Suffolk. This pilot event was very well-supported and successful, and it is hoped more study days will be held in the future.

After the success of the previous year, our Autumn Lecture series were held again in St Peter's Church, Ely. Our lecturers travelled from across the British Isles to speak to us. The topics ranged from stained glass conservation at the Burrell Collection (Marie Stumpff), the work of Harry Clarke and Wilhelmina Geddes (Dr Nicola Gordon-Bowe), stained glass in Wales (Martin Crampin), and the art and techniques of contemporary stained glass (Kate Baden Fuller).

In addition to the series of lectures, several special events were held in the Museum gallery including a storytelling event inspired by a stained glass panel of 'Tristan & Isolde' in the Museum's collection. This was a fully booked event which was enjoyed by all.



The Stained Glass Museum also participated in some major local events including Ely Apple Day, the Cambridge Glass Fairs and the Ely Cathedral's Christmas Fair (*left*) and Flower Festival. These events have been important in raising the profile of the Museum locally as well as providing an extra income stream.

Education

This year the educational events and activities on offer have been as popular as ever. In particular the Museum has developed its programme of family activities during the school holidays. As part of 'Summer at the Museums', a University of Cambridge led initiative, the Stained Glass Museum held weekly drop-in sessions with a range of art and craft activities during July and August. In October half-term 2013 the Museum took part in the Big Draw, a nationwide campaign for drawing.

Over the course of the year the Museum has been visited by over 1,500 children in visiting school groups. The Museum received special visits from 'Gifted and Talented' groups and special needs groups. Visiting school groups took part in re-enactments with medieval monk Theophilus, and Victorian stained glass studio Manager Mr Briggs, to learn more about the art of stained glass. In addition to gallery-based learning, school groups participated in a number of arts and craft-related activities.

The Education Officer continues to work closely with Ely Cathedral and Ely Museum to deliver the education programme. The Officer was also involved in outreach by participating in a UK Day at Lakenheath American Middle School and a Careers Fair organised by the Ely Schools Partnership.

The Education Officer, Education volunteer Sarah Hunt, and Curator attended Arts Award training and the Museum hopes to increase its engagement with secondary school groups and sixth-form students through this award in the next year.

An exciting project to create a new piece of glass art for the new secondary school in Cambourne was begun, with local artist and Museum volunteer Sarah Hunt, during the summer of 2013. This collaborative project involved a series of visits to



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the Museum and the school and will result in a glass art mobile being installed and unveiled in the main entrance of the new school next year.

The Museum's annual course for A-level art students from King's School, Ely, run by local artist Althea Braithwaite, continued this year to much success.

The museum remains grateful to all the education volunteers without whom it would not be possible to have such a dynamic and active Educational and outreach programme.

Workshops

The Museum's one-day practical workshops for adults in glass painting, fusing, and leading remain incredibly popular and successfully generate additional income for the Museum. Eleven workshops in total were held in the last year, the majority of which were fully booked.

Friends

The Friends group currently has around 200 members. The production of the bi-annual newsletter, Friend's correspondence and events are important aspects of the work of the Museum and as always, we are grateful to our Friends who support the Museum and its activities.

Future Planning

Over the next three years, the Trustees of the Museum will look to the Museum's future and aim to continue to develop the collection by acquiring new objects, to enhance the display and interpretation of exhibits in the main gallery and to make the collection accessible to multiple audiences. The Museum hopes that the new programme of changing temporary exhibitions will make a more varied display and provide new interpretations of exhibits, as well as attracting new and repeat visits to the Museum.

The Museum aims to continue to develop its good working relationship with Ely Cathedral whilst building relationships with other arts and heritage organisations and academic institutions which specialise in stained glass studies.

It is recognised that there is a need to continue to create engaging learning opportunities for all users and it is vital to continue to find funds to employ our part-time Education Officer to fulfil some of these needs. It is also recognised that further engagement with digital technology via the Museum's website, other digital platforms and social media may also enhance the accessibility, learning, enjoyment and interpretation of the Museum's collection.

Projects over the next few years will seek to develop aspects of the Museum which have been identified as needing improvement, including collections management, public engagement and visitor services. These projects will make the most of existing limited resources - the building's accessibility and space, the Museum's small workforce, volunteers and supporters, but additional external funding will be sought to enable the projects to take place. They will also seek to make decisions about the Museum's future by considering the possibilities of expansion, relocation and restructuring. Superseding these aims is the core aim to improve the Museum's financial sustainability and its local and national reputation as a leading centre for the display and interpretation of stained glass.



The Stained Glass Museum

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 1993 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: 23 July 2014

Elizabeth Stazicker
Chair of Trustees



The Stained Glass Museum

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

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

I report on the accounts of the Trust for the year ended 31 October 2013 which are set out on pages 10 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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the 1993 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 the course of 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 proper accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act; orhave 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.

Price Bailey LLP

Richmond House
Broad Street
Ely
Cambs
CB7 4AH



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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 OCTOBER 2013

	<i>Note</i>	Unrestricted Funds (Museum) £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Incoming Resources					
Donations, gifts and grants		14,673	24,589	39,262	35,585
Investment income		1,686	27	1,713	2,116
Admissions		50,822	-	50,822	54,983
Fundraising events		2,758	-	2,758	1,875
Museum trading	2	27,866	-	27,866	23,575
Other income		125	-	125	206
Education activities		15,379	-	15,379	14,248
Total Incoming Resources		113,309	24,616	137,925	132,588
Resources Expended					
Direct charitable expenditure	3	111,496	12,859	124,355	108,742
Fund-raising and publicity	4	3,282	-	3,282	1,537
Governance costs	5	4,452	-	4,452	4,497
Total Resources Expended	6	119,230	12,859	132,089	114,776
Net Incoming/ (Outgoing) Resources before Transfers		(5,921)	11,757	5,836	17,812
Transfer between funds	12	(1,024)	1,024	-	-
Net Incoming/ (Outgoing) Resources before Other Recognised Gains and Losses		(6,945)	12,781	5,836	17,812
Other Recognised Gains and Losses					
Gains/(losses) on investments					
Unrealised	9	(664)	-	(664)	400
Realised		-	-	-	-
Net Movement in Funds		(7,609)	12,781	5,172	18,212
Balances brought forward at 1 November 2012		187,522	108,323	295,845	277,633
Balances carried forward at 31 October 2013		179,913	121,104	301,017	295,845

Note

The notes on pages 12 to 18 form part of these accounts



The Stained Glass Museum

BALANCE SHEET AT 31 OCTOBER 2013

	<i>Note</i>	2013 £	2012 £
Fixed Assets			
Tangible fixed assets	7	48,543	34,935
Heritage assets	8	62,945	61,921
Investments	9	16,463	17,127
		127,951	113,983
Current Assets			
Stock		7,136	5,826
Debtors	10	1,045	4,904
Short-term deposits		143,711	141,999
Cash at bank and in hand		29,459	38,519
		181,351	191,248
Liabilities			
Amounts falling due within one year	11	8,285	9,386
Net Current Assets		173,066	181,862
Net Assets		301,017	295,845
Funds			
	12 & 13		
Unrestricted		179,913	187,522
Restricted		121,104	108,323
		301,017	295,845

Approved by the Board of Trustees on 23 July 2014 and signed on its behalf by:

Elizabeth Stazicker
Trustee

Michael Womack
Trustee

Note

The notes on pages 12 to 18 form part of these accounts



The Stained Glass Museum

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2013

1. Accounting Policies

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

(a) Basis of preparation

The accounts have been prepared on the historic cost convention with the exception that investments are valued at market value. The accounts are in accordance with the applicable accounting standards, the Charities SORP 2005 (Accounting and Reporting by Charities) and comply with the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 1993.

(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. There are two restricted funds: Appeal Fund and Research Post. 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 12.

(e) Incoming resources

All incoming resources are 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% of 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.



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- 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 eg 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 8.

(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.



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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2013

2. Museum Trading Activities

	2013 £	2012 £
Turnover	27,866	23,575
Cost of sales	<u>15,200</u>	<u>13,998</u>
Gross profit	<u>12,666</u>	<u>9,577</u>

	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
3. Direct Charitable Expenditure				
Museum operations	<u>111,496</u>	<u>12,859</u>	<u>124,355</u>	<u>108,742</u>
4. Fund-raising and Publicity				
Advertising	622	-	622	725
Fund raising event expenses	<u>2,660</u>	<u>-</u>	<u>2,660</u>	<u>812</u>
	<u>3,282</u>	<u>-</u>	<u>3,282</u>	<u>1,537</u>
5. Governance Costs of the Charity				
Salaries and office costs	549	-	549	587
Independent examiner fee	3,150	-	3,150	3,830
Trustees' travel expenses	<u>753</u>	<u>-</u>	<u>753</u>	<u>80</u>
	<u>4,452</u>	<u>-</u>	<u>4,452</u>	<u>4,497</u>

Note: Trustees are entitled to claim the lowest train fair for the travel or mileage costs at the rate of 25p per mile, depending on how direct the journey is from their base to the meeting venue.



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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2013

6. Total Resources Expended

	Unrestricted Funds		Restricted Funds		Total 2013	Total 2012
	Salaries	Other Costs	Appeals	Sundry Restricted Funds		
	£	£	£	£	£	£
Direct charitable expenditure	56,946	54,550	12,859	-	124,355	108,742
Fund-raising and publicity	-	3,282	-	-	3,282	1,537
Governance costs	549	3,903	-	-	4,452	4,497
	<u>57,495</u>	<u>61,735</u>	<u>12,859</u>	<u>-</u>	<u>132,089</u>	<u>114,776</u>

Salary costs represent the total emoluments paid to staff members who include the Curator (full time), and a part time Treasurer and Museum assistants. The pension costs amounted to £Nil (2012 - £743) and employers National Insurance costs were £2,348 in the year (2012 - £2,227). The average number of employees was 8 (2012 - 7). The Trustees receive no remuneration.

Direct Charitable Expenditure - Other Costs and Other Appeals	Unrestricted Funds		Restricted Funds	
	2013 £	2012 £	2013 £	2012 £
Rent	7,805	7,805	-	-
Office expenses	7,252	4,874	131	1,537
Travel	236	198	-	-
Electricity	3,804	3,174	-	-
Museum trading costs	14,334	13,144	-	-
Depreciation	1,159	1,813	5,313	2,501
Sundry repairs and maintenance	3,085	2,614	7,415	2,564
Insurance	1,871	1,994	-	-
Bank and credit card charges	985	886	-	-
Recruitment	182	495	-	-
Subscriptions	309	341	-	-
Training courses	164	278	-	-
Education courses	12,815	12,710	-	-
Entertaining	549	-	-	-
	<u>54,550</u>	<u>50,326</u>	<u>12,859</u>	<u>6,602</u>



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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2013

7. Tangible Fixed Assets

	Library Books	Audio & Office Equipment	Display Equipment	Total
	£	£	£	£
Cost as at 1 November 2012	10,699	26,929	22,206	59,834
Additions	-	7,333	12,748	20,081
Disposals	-	-	-	-
Cost as at 31 October 2013	<u>10,699</u>	<u>34,262</u>	<u>34,954</u>	<u>79,915</u>
Accumulated depreciation at 1 November 2012	-	22,678	2,221	24,899
Charge for year	-	2,977	3,495	6,472
Accumulated depreciation at 31 October 2013	<u>-</u>	<u>25,655</u>	<u>5,716</u>	<u>31,371</u>
Net book value at 31 October 2013	<u>10,699</u>	<u>8,607</u>	<u>29,238</u>	<u>48,544</u>
Net book value at 31 October 2012	<u>10,699</u>	<u>4,251</u>	<u>19,985</u>	<u>34,935</u>

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

8. Heritage Assets

	Stained Glass £	Cartoons £	Other Assets £	Total £
Cost				
At 1 November 2012	60,421	1,000	500	61,921
Additions	<u>1,024</u>	-	-	<u>1,024</u>
At 31 October 2013	<u>61,445</u>	<u>1,000</u>	<u>500</u>	<u>62,945</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 (2012 - £Nil) from the sale of Heritage Assets which had not previously been capitalised.



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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2013

9. Investments

	2013 £	2012 £
Market value of investments at 1 November 2012	17,127	16,727
Additions	-	-
Disposals	-	-
Net unrealised investment gains/(losses)	<u>(664)</u>	<u>400</u>
Market value at 31 October 2013	<u>16,463</u>	<u>17,127</u>
Historical cost at 31 October 2013	<u>-</u>	<u>-</u>

10. Debtors

	2013 £	2012 £
Prepayments	762	770
Debtors	283	4,134
	<u>1,045</u>	<u>4,904</u>

11. Liabilities: Amounts Falling Due Within One Year

	2013 £	2012 £
Independent examiner fee	1,800	2,490
Staff salaries, tax and NI	4,578	4,586
Credit Card - Company Barclaycard	462	2,310
Telephone	65	-
Annual lecture income in advance	680	-
Study weekend income in advance	700	-
	<u>8,285</u>	<u>9,386</u>



The Stained Glass Museum

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2013

12. Restricted Funds

	Balance at 01 November 2012 £	Movement in Resources		Transfers	Balance at 31 October 2013 £
		Incoming £	Outgoing £		
2012					
Gallery project	5,500	25,393	(6,005)		24,888
Sundry restricted	760	28	(395)	-	393
Appeals	21,323	-	(202)	-	21,121
Heritage assets	<u>61,921</u>	-	-		<u>61,921</u>
	<u>89,504</u>	<u>25,421</u>	<u>(6,602)</u>	<u>-</u>	<u>108,323</u>
2013					
Gallery project	24,888	20,624	(12,689)	-	32,823
Sundry restricted	393	1,027	(131)	-	1,289
Appeals	21,121	2,965	(39)	-	24,047
Heritage assets	<u>61,921</u>	-	-	<u>1,024</u>	<u>62,945</u>
	<u>108,323</u>	<u>24,616</u>	<u>(12,859)</u>	<u>1,024</u>	<u>121,104</u>

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 The Headley Trust and the Fens Adventurers Local Action Group.

Heritage assets funds include stained glass, cartoons and various tools. Included in heritage assets this year were two new glass windows purchased for £1,024. These are called the Swedenborgian windows from New Church, Bath.

13. Analysis of Net Assets between Funds

	Fixed Assets £	Heritage Assets £	Investments £	Current Assets £	Total £
Unrestricted Funds	14,020	-	16,463	149,430	179,913
Restricted Funds					
Appeal funds	5,109	-	-	18,938	24,047
Research post	177	-	-	(177)	-
Sundry restricted	-	-	-	1,289	1,289
Heritage assets	-	62,945	-	-	62,945
Gallery project	<u>29,238</u>	-	-	<u>3,585</u>	<u>32,823</u>
	<u>48,544</u>	<u>62,945</u>	<u>16,463</u>	<u>173,065</u>	<u>301,017</u>

14. 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 £Nil (2012 - £743). Contributions totalling £Nil (2012 - £Nil) were payable to the fund at the balance sheet date.



The Stained Glass Museum is located in Ely Cathedral in the South Triforium

Opening Times

**Daily, except for Christmas Day,
Boxing Day and Good Friday**

Monday to Saturday - 10.30 – 5.00
Sunday - 12 noon – 4.30

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*We are most grateful to the following Benefactors and Grant givers
who have supported the Museum during 2012-2013 with gifts or grants of £1,000 or more:*

The Wyss Foundation

The Glaziers' Trust

The Headley Trust

The Fens Adventurers Rural Development Programme

