



THE STAINED GLASS MUSEUM

ANNUAL REPORT AND FINANCIAL STATEMENT

FOR THE YEAR ENDED 31 OCTOBER 2018



THE STAINED GLASS MUSEUM
South Triforium, Ely Cathedral, Ely, Cambridgeshire, CB7 4DL

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

CHARITY INFORMATION

The Stained Glass Museum

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

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

PATRON

HRH The Prince of Wales

TRUSTEES

Sarah Brown MA FSA
Anna Eavis
Malcolm Leith
Professor Jean Michel Massing FSA
David Way
Dr Jeffrey West FSA

CURATOR

Dr Jasmine Allen

CONSERVATION ADVISER

Sarah Brown MA FSA

BANKERS

Barclays Bank Plc
28 High Street
Ely
Cambridgeshire
CB7 4LA

CAF Bank Ltd
25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ

INDEPENDENT EXAMINER

Nigel Prentis FCA
Prentis & Co LLP
115c Milton Road
Cambridge
CB4 1XE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 2018

The Trustees of the Stained Glass Museum present their report and financial statements for the year ended 31 October 2018. The financial statements have been prepared in accordance with the Statement of Recommended Practice for Accounting and Reporting by Charities and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland.

History

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

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

Constitution and Objectives

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

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

retain such glass for study and display or to arrange for its transfer to other museums, churches chapels and other buildings by way of loan or gift for charitable purposes as the Trustees may from time to time determine.

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

Vision and Mission

The Stained Glass Museum exists to encourage the discovery, appreciation, enjoyment and preservation of historic and contemporary stained glass.

The Charity's annual activities and future plans are driven by this vision and underpinned by the following Mission Statement:

The Stained Glass 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.

- We seek to create multiple opportunities to see and experience, learn and create stained glass.
- We exist to excite and inspire, to enrich lives, and provide a memorable experience for generations of visitors.
- We aim to keep the inspiration and appreciation of stained glass alive in the 21st century and beyond; to make stained glass accessible and relevant to diverse and changing audiences and their needs.
- We will work with partners in various sectors to actively promote the art of stained glass in Britain; to share knowledge and skills, and to provide a bridge between existing artistic and heritage organisations and the public.

Organisation

The Charity is controlled by Trustees selected for their knowledge of stained glass, museum and heritage sector, management, finance and other appropriate subjects. The Trustees who have served during the year and since the year end are set out on page 1. New Trustees are appointed with the specific needs of the CIO in mind at the time of the vacancy, in terms of skills, expertise, experience and knowledge of the relevant field of activity and advice which the Trustees need. New Trustee induction involves the provision of a copy of the governing documents, objectives and policies of the charity, minutes of prior meetings and a formal tour of the museum. Upon appointment, new Trustees are inducted by the Chairman and the 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 museum Curator. The museum also has an advisory Acquisition and Disposal Sub-Committee of appointed persons including selected Trustees. A risk review is carried out by the 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 the museum's activities, events, workshops and educational courses organised regularly by the Museum.

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

Financial Review and Investment Policy

Finances for the year ending 31 October 2018 are set out on page 9 of the accounts. These indicate that the museum enjoyed a satisfactory year. Total income in 2017-18 (excluding specific grants in restricted income) was £181,155 (2017: £182,122). Expenditure was £176,844 (2017: £168,468). Including unrealised profits on investments, we have been able to add £5,073 to our unrestricted funds which now stand at £236,717.

Trustees continue to benefit from the investment changes made in the last couple of years and trustees monitor the performance in line with its investment policy (see note m on page 13.) The Trustees review annually staff salaries taking into account inflation and salary levels similar roles in the local area.

Reserves Policy

It is the policy of Trustees to maintain sufficient funds to cover a total of 12 months of total organisational operating costs based on the unrestricted expenditure for the next budget year (see note l on page 13.) .

Risk Management

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

The principal risk faced by the museum lies predominantly in the performance of investments. Trustees manage these investment risks by operating an investment policy that provides for a high diversification of holdings within investment asset classes that are quoted on recognised stock exchanges (see note m on page 13.)

Governance and Strategy

Changes to the Board of Trustees: Dr Jeffrey West continued to Chair the Board of Trustees in 2017-18. No new trustees were recruited during the year. Martin Harrison resigned from the Board in January 2018, necessitating his resignation also as Chair of the Acquisitions & Disposals Advisory Committee. Trustee Prof. Jean-Michel Massing took over the Chairmanship of this Committee, of which Martin Harrison remains a valued member.

'Windows onto the Future': developing a masterplan for the future

In April 2018 The Stained Glass Museum received a grant of up to £88,000 from the Heritage Lottery Fund (HLF) under the Resilient Heritage scheme for a two-year project entitled 'Windows onto the future: investigating options for a more accessible and resilient Stained Glass Museum'. The project will enable the museum's trustees and senior management team to form a vision and strategic plan for a more accessible, sustainable and resilient museum

with improved visitor facilities. The project will result in a strategic masterplan for the museum's future, developed with the assistance of external consultants, project advisory committee members and consultations with stakeholders and audiences. As part of this work the museum produced a vision document entitled *The Stained Glass Museum: Developing a national centre for the discovery, appreciation and preservation of stained glass* to share with existing and potential partners and the wider public. A part-time Project Administrator, Lucy McNeill, was appointed and started work in June 2018. A Project Advisory Committee was also set up with Trustee Malcolm Leith as Chair. Other members of the committee include Anna Eavis as an additional Trustee representative; Jasmine Allen the museum's Curator and Project Director; and three external advisory members - Julian Ayre (museums and heritage), Mark Hosea (cultural development), and Hannah Wooller (architect), each recruited for their expertise and skills. This project will continue into the next two financial years, and is crucial for considering the museum's future development and long term ambitions.

Staff: In addition to the new part-time post of Project Administrator for the HLF-funded 'Windows onto the Future' project, Amy Glover was appointed to the 1 year fixed-term part-time Learning Officer (maternity cover) post in November 2017. There were no other changes to the museum's core staff team during the year, although we were delighted to recruit a number of new volunteers to assist with the museum's educational programme.

Activities

Building works: Major repair works to the south nave aisle roof, began directly above The Stained Glass Museum gallery, continued throughout the year (having begun in August 2017). During this time there was scaffolding throughout the museum gallery, carefully placed around the displays so that visitors could still enjoy the stained glass on display in the gallery. The museum closed to the public at the end of the financial year to allow for the safe removal of scaffolding following the completion of these repairs. Although these works caused some disruption to our usual programming and events, the repaired and renewed roof should prevent future leaks.

Visitor Engagement and Outreach: The Stained Glass Museum welcomed over 23,000 visitors during 2017-18 (18,548 into the museum main gallery), including 871 pupils from schools across East Anglia and beyond. More than 500 children attended the museum's school holiday activities. The Curator gave a number of external talks to adult learning groups across the region.

Collections development: The museum continues to develop its accessioned collection, and in 2017-18 new acquisitions by gift included: a single lancet window depicting St George with the Coronation of Edward VII below, by Powell & Sons, from the now redundant church of Reddall St Luke (2017.7); a pair of Art Nouveau stained glass doors (original provenance unknown) by Louis de Contini of Brussels (2018.1), and Michael Coles' original sketch design (2018.2) for a stained glass panel already in the museum's collection known as *Five Victorian Studios* (1991.7).

With grant funding from The AIM / Pilgrim Trust and The Wyss Foundation the conservation of a large stained glass cartoon by John Piper (2013.18) was undertaken by specialist conservators.

Exhibitions and Interpretation: For the first time, the museum hosted an exhibition of architectural glass featuring selected entries from the 2018 Worshipful Company of Glaziers

and Painters of Glass' Stevens Architectural Glass Competition June - July 2018. This exhibition showcased the work of emerging stained glass artists and their competition entries for two windows in a new dance studio at Eastbourne College, East Sussex. Later in the year, in autumn 2018 an exhibition 'Then to Now: Recent Contemporary glass art' also focused on contemporary glass art by three talented artists Sarah Hunt, Michelle Mativi and Jennifer Hackett, all of whom were former pupils of the museum's practical glass workshops who now work professionally as artists in glass.

Creative glass workshops: Over the year 23 one-day and two half-day practical workshops were held in glass painting, fusing, leading/glazing and copper foiling (6 more than the previous year), attended by a total of 166 adults. Overall this was a 27% increase on the number of adults attending workshops the previous year. Two new themed workshops were also introduced - Leading & Glazing Mackintosh Designs and Copper Foiling Christmas Decorations. In addition 127 children attended our children's glass fusing workshops, which were divided into level 1 and level 2.

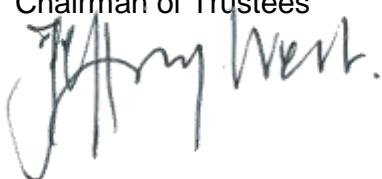
Events: A variety of public talks and tours were organised during the year, including the annual Study Weekend in April exploring stained glass in Suffolk, which was attended by 43 people. We also led a Study tour of stained glass in Huntingdonshire churches with Revd Steve Day in June. Our Annual Lecture was given by the museum's Curator Dr Jasmine Allen in May on the exhibition of stained glass in the nineteenth century, to mark the publication of her book on this subject. Our autumn lecture series was divided into two halves. The first half focused on the life and work of arts and crafts artists Henry Payne (1867-1940) and Margaret Rope of Shrewsbury (1882-1953), whilst the second half looked at glass in the less traditional contexts of the public house and the seaside pier – shedding light on the use of decorative and stained glass in these secular spaces.

Supporters: The Stained Glass Museum Friends organisation of around 200 individual members increased by eight new paying Friends during 2017-18. The Stained Glass Museum was awarded a number of grants throughout the year, and we are especially grateful to The Lopylugs and Barbara Morrison Charitable Trust; the Glaziers Trust; the Wyss Foundation and The Constable Trust. We also record our thanks to Mr David Ball and a number of anonymous donors for making unrestricted donations to the museum. Grant funding for specific projects was also obtained from Mrs Mary Smith and other individual for conservation of objects within the museum's collection; from Cambridgeshire County Council for the development of learning resources; and the Curator was awarded an Art Fund Jonathan Ruffer Curatorial grant to undertake some research into the museum's history in preparation for its 40th anniversary.

Future Plans: It is the charity's objective to continue to meet its running costs from admission income, retail and other events and activities in the next year, although increased running costs present a challenge. A strategic masterplan will be formed to map out the plans for the future, with particular emphasis on enabling further growth and development, increasing visitor access to the museum' collection and its many associated activities and events.

The Trustees' report was approved on 27 June 2019 and signed on behalf of the Board of Trustees by

Dr Jeffrey West
Chairman of Trustees



STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

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

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

Date: 27 June 2019


Dr Jeffrey West
Chairman of Trustees

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

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

I report on the accounts of the Charity for the year ended 31 October 2018 which are set out on pages 8 to 18.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

Having been satisfied that the charity is not subject to audit under company law and is eligible for independent examination it is my responsibility to:

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

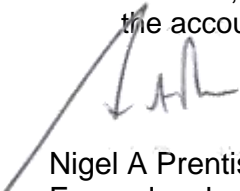
Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with S386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


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

Date:

25th July 2019

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 OCTOBER 2018

	<i>Note</i>	Unrestricted Funds (Museum) £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Income From:					
Donations and legacies		26,052	83,523	109,575	43,668
Charitable Activities	2	149,443	970	150,413	157,738
Other	3	160	-	160	168
Investments		5,500	17	5,517	5,605
Total Income		181,155	84,510	265,665	207,179
Expenditure on:					
Raising Funds	4	-	-	-	149
Charitable Activities		176,844	33,422	210,266	175,875
Total Expenditure		176,844	33,422	210,266	176,024
Net Income before gains/(losses) on investments		4,311	51,088	55,399	31,155
Net gains/(losses) on investments		762	-	762	3,348
Net Movement in Funds		5,073	51,088	56,161	34,503
Reconciliation of Funds:	10				
Total Funds brought forward		231,644	203,384	435,028	400,525
Total Funds carried forward		236,717	254,472	491,189	435,028

Note

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

BALANCE SHEET AT 31 OCTOBER 2018

	<i>Note</i>	2018 £	2017 £
Fixed Assets			
Tangible fixed assets	5	28,328	33,646
Heritage assets	6	179,362	146,512
Investments	7	128,064	127,302
Total Fixed Assets		335,754	307,460
Current Assets			
Stock		9,427	12,081
Debtors	8	21,267	14,719
Short-term deposits		59,407	53,901
Cash at bank and in hand		82,483	59,726
Total Current Assets		172,584	140,427
Current Liabilities			
Creditors: Amounts falling due within one year	9	17,149	12,859
Net Current Assets		155,435	127,568
Net Assets		491,189	435,028
The Funds of the Charity			
Unrestricted income funds	10	236,717	231,644
Restricted income funds		254,472	203,384
		491,189	435,028

Approved by the Board of Trustees on 27 June 2019 and signed on its behalf by:



Dr Jeffrey West
Chairman of Trustees

Note

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

STATEMENT OF CASHFLOW 31 OCTOBER 2018

		2018	2017
		£	£
	<i>Notes</i>		
Cash flows from operating activities:			
Cash provided by (used in) Operating activities	13	58,001	28,437
Cash flow from investing activities:			
Investment income		5,517	5,605
Purchase of tangible fixed assets		-2,405	-1,401
Purchase of investments		-	-
Purchase of heritage assets		-32,850	-12,000
Cash Provided By (Used In) Investing Activities		-29,738	-7,796
Change in cash and cash equivalents in the year		28,263	20,641
Cash and Cash Equivalents brought forward		113,627	92,986
Total cash and cash equivalents carried forward		141,890	113,627

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2018

1. Accounting Policies

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

(a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2016) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

(b) Fixed asset investments

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

(c) Irrecoverable VAT

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

(d) Fund structure

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

(e) Income

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

(f) Gifts in kind and legacies

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

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

(g) Tangible assets

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

(h) Heritage assets

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

- i. Heritage assets acquired before 1 November 2005 have not been capitalised because the cost of doing so would outweigh the benefits.
- ii. Depreciation is provided in respect of heritage assets to the residual value of the asset. The residual value is determined by the valuation of the asset by the curator or other external expert.
- iii. Acquisitions are made by purchase or donation. Purchases are recorded at cost. Donations are recorded at the current value ascertained by the Museum's curator with reference, where possible, to others e.g. dealers or writers on stained glass who are considered to have appropriate experience or knowledge on the item being valued.

Further details are shown in note 6.

(i) Foreign currency

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

(j) Stock

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

(k) Pension

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

(l) Reserves

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

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

(m) Investments

The trustees have adopted a low risk investment policy with the aim of obtaining maximum capital appreciation with minimal risk. Surplus funds are held in COIF Charities Investment Fund, which is low risk investment.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2018

2. Income From Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
	£	£	£	£
Admissions	61,960	-	61,960	76,095
Museum Trading	50,109	-	50,109	44,872
Education Activities	37,374	970	38,344	36,771
	149,443	970	150,413	157,738

3. Other Income

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
	£	£	£	£
Fundraising events	110	-	110	-
Sponsorships	-	-	-	60
Sundry	50	-	50	108
	160	-	160	168

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2018

4. Total Expenditure

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

	Unrestricted Funds		Restricted Funds		Total 2017
	Salaries	Other	Salaries	Sundry	
	£	£	£	£	£
Fundraising and Publicity	-	149	-	-	149
Charitable Activities	-	83,612	-	6,497	90,109
Salaries and Wages	78,317	-	1,064	-	79,381
Social Security costs	4,070	-	-	-	4,070
Pension Costs	2,315	-	-	-	2,315
	<u>84,702</u>	<u>83,761</u>	<u>1,064</u>	<u>6,497</u>	<u>176,024</u>

Analysis of Charitable Activities – Other Costs and Sundry Restricted Funds

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2018	2018	2018	2017	2017	2017
	£	£	£	£	£	£
Rent	1,647	-	1,647	9,363	-	9,363
Office expenses	9,476	23,897	33,373	10,162	2,336	12,498
Travel	1,799	215	2,014	79	-	79
Electricity	4,213	-	4,213	3,470	-	3,470
Museum trading costs	31,988	-	31,988	28,269	-	28,269
Depreciation	4,792	2,931	7,723	4,186	2,931	7,117
Sundry repairs and maintenance	858	-	858	120	-	120
Insurance	3,219	-	3,219	1,976	-	1,976
Bank and credit card charges	2,004	-	2,004	1,347	-	1,347
Recruitment	86	552	638	39	-	39
Subscriptions	505	-	505	284	-	284
Education courses	10,778	933	11,711	10,026	1,150	11,176
Lectures and study weekends	12,309	500	12,809	11,021	-	11,021
Independent examination	2,054	-	2,054	1,958	-	1,958
Trustees travel expenses	212	512	724	1,187	80	1,267
Salaries and office costs	100	-	100	125	-	125
	<u>86,040</u>	<u>29,540</u>	<u>115,580</u>	<u>83,612</u>	<u>6,497</u>	<u>90,109</u>

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

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2018

5. Tangible Fixed Assets

	Library Books	Audio & Office Equipment	Display Equipment	Total
Cost	£	£	£	£
Balance as at 1 November 2017	11,699	31,011	46,912	89,622
Additions	-	2,405	-	2,405
Disposals	-	-	-	-
Balance as at 31 October 2018	11,699	33,416	46,912	92,027
Depreciation				
Balance at 1 November 2017	-	30,300	25,676	55,976
Charge for the year	-	1,239	6,484	7,723
Disposals	-	-	-	-
Balance as at 31 October 2018	-	31,539	32,160	63,699
Net book value at 31 October 2018	11,699	1,877	14,752	28,328
Net book value at 31 October 2017	11,699	711	21,237	33,646

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

6. Heritage Assets

	Stained Glass	Cartoons	Other Assets	Total
Cost	£	£	£	£
At 1 November 2017	136,962	7,950	1,600	146,512
Additions	32,500	350	-	32,850
Disposals	-	-	-	-
At 31 October 2018	169,462	8,300	1,600	179,362

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 (2017 - £Nil) from the sale of Heritage Assets which had not previously been capitalised.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2018

7. Investments

	2018	2017
	£	£
Market value of investments at 1 November 2017	127,302	123,954
Additions	-	-
Disposals	-	-
Net unrealised investment gains/(losses)	762	3,348
Market value at 31 October 2018	128,064	127,302
Historical cost at 31 October 2018	121,727	121,727

8. Debtors

	2018	2017
	£	£
Prepayments	2,710	1,877
Debtors	18,557	12,842
	21,267	14,719

9. Creditors

	2018	2017
	£	£
Amounts Falling Due Within One Year		
Trade creditors	1,960	170
Independent examiner fee	2,000	1,950
Staff salaries, tax and NI	8,481	6,999
Pension accrual	1,039	2,315
Credit Card - Company Barclaycard	3,278	1,174
Telephone	120	-
Hoist service provision	-	250
Adult workshop	271	-
	17,149	12,859

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2018

10. Funds

	Balance at 1 November £	Incoming Funds £	Resources Outgoing £	Transfers	Gains/ Losses £	Balance at 31 October
Restricted Funds						
Gallery project	21,817			-	-	21,817
Heritage Lottery Fund	-	44,000	23,101			20,899
Sundry restricted	11,008	7,660	10,321	-	-	8,347
Appeals	24,047	-	-	-	-	24,047
Heritage assets	146,512	32,850	-	-	-	179,362
Unrestricted funds	231,644	181,155	176,844	-	762	236,717
	435,028	265,665	210,266	-	762	491,189

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

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

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

The Heritage Lottery Fund is the 'Windows onto the Future' project to develop a masterplan for the museum's future, funded by Heritage Lottery Fund (Resilient Heritage grant scheme), see. pp. 4-5.

Heritage assets funds include the museum's accessioned collection.

11. Analysis of Net Assets between Funds

	Fixed Assets £	Heritage Assets £	Investments £	Current Assets £	Total £
Restricted Funds					
Gallery Project	14,535	-	-	7,282	21,817
Heritage Lottery Fund	-	-	-	20,899	20,899
Sundry restricted	-	-	-	8,347	8,347
Appeal Funds	-	-	-	24,047	24,047
Heritage assets	-	179,362	-	-	179,362
Unrestricted Funds	13,793	-	128,064	94,860	236,717
	28,328	179,362	128,064	155,435	491,189

12. Pensions

The charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £2,031 (2017 - £2,315). Contributions totalling £1,039 (2017- £2,315) were payable to the fund at the balance sheet date.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2018

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

	2018	2017
	£	£
Net movement in Funds	56,161	34,503
Add back Depreciation Charge	7,723	7,117
Deduct interest income in investing activities	-5,517	-5,605
Decrease/(Increase) in stock	2,654	-5,808
Decrease/(Increase) in Debtors	-6,548	947
(Decrease)/Increase in Creditors	4,290	631
(Gains)/Losses on Investments	-762	-3,348
Net Cash Used in Operating Activities	<u>58,001</u>	<u>28,437</u>



THE STAINED GLASS MUSEUM

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

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

www.stainedglassmuseum.com

We are most grateful to the following Organisations and Benefactors who have supported the Museum during 2017-2018 with grants or gifts of £1,000 or more:

The National Lottery Heritage Fund



Mr David Ball

The Constable Trust

The Coral Samuel Charitable Trust

The Glaziers' Trust

Lopylugs and Barbara Morrison Charitable Trust

Museums in Cambridgeshire

Norfolk County Council

Mrs Mary Smith

The Wyss Foundation



ArtFund

