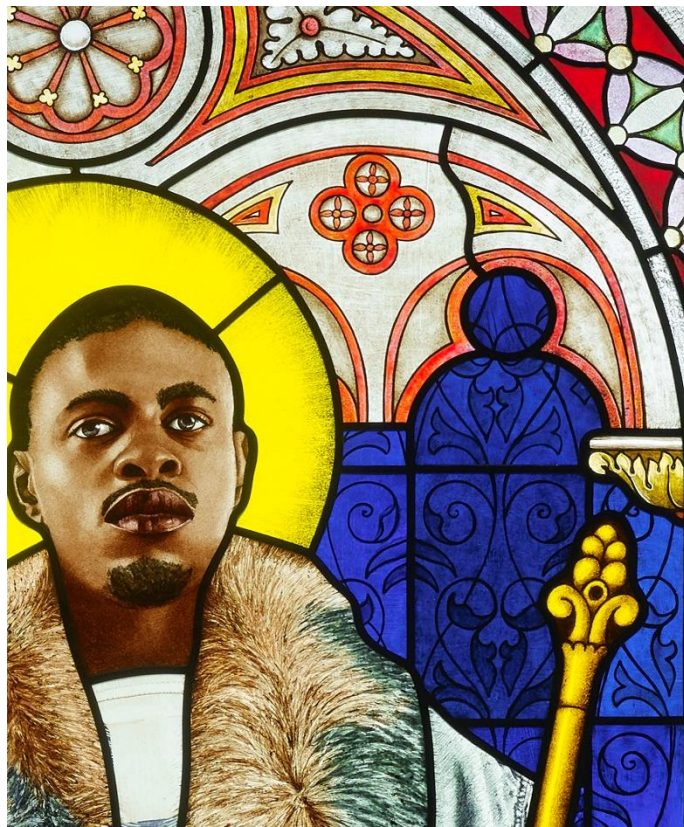




THE STAINED GLASS MUSEUM

ANNUAL REPORT AND FINANCIAL STATEMENT

FOR THE YEAR ENDED 31 OCTOBER 2021



Detail: Kehinde Wiley, *Saint Adelaide* (2014), ELYGM: 2021.1

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

Professor Sarah Brown MA FSA
Lara Clements
Suzanne Galloway MA
Mark Hosea
Karen Knight
Malcolm Leith
Llewela Selfridge
Dr Jeffrey West FSA

DIRECTOR & CURATOR

Dr Jasmine Allen

CONSERVATION ADVISER

Professor 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 2021

The Trustees of the Stained Glass Museum present their report and financial statements for the year ended 31 October 2021. 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 Licence to Occupy renewed in May 2021 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.

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.

Purpose

The Stained Glass Museum collects, preserves, displays and interprets examples of our stained glass heritage to share with diverse audiences, inspire visitors, and deepen our understanding and enjoyment of the art of stained glass.

Vision

Our vision is to be accessible visitor attraction with a nationally recognised collection that provides learning experiences for all and actively promotes the preservation, study and appreciation of stained glass.

Building on the Museum's success over the last 40 years, our vision sets out our ambition to become an accessible attraction and nationally designated collection, with a dynamic learning programme and high-quality visitor experience. This will be achieved through:

- Engaging diverse audiences
- Collaborating with Creative Communities
- Partnering with the Stained Glass Sector

Mission

- 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 Director. 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 a minimum of four times a year to review policy and progress with the museum Director. 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 Trustees in conjunction with the Director 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 Director, and a team of part-time Museum staff, supported by volunteers. The Museum does not receive any core government or local council funding but has benefitted in this year from both national and local government's coronavirus support packages, as detailed below. The museum's income is predominantly funded by visitor admission charges and shop sales, supplemented by fundraising events and activities and grants from trusts and foundations.

Financial Review

Finances for the year ending 31 October 2021 are set out on page 9 of the accounts. Total income in 2020-21 (excluding specific grants in restricted income) was £146,703 (2019-20: £189,427). Unrestricted expenditure was £114,333 (2019-20: £168,887). Including unrealised profits on investments, we have been able to add £27,139 to our unrestricted funds which now stand at £299,094.

These figures reflect the fact that for the first 6 months of the financial year the museum was closed due to the global coronavirus pandemic. The museum reopened with social distancing measures in place and a reduced number of visitors in May 2021. Thanks to additional emergency grant funding awarded during the year (see p 6), and the Coronavirus Job Retention Scheme, this prolonged period of closure did not negatively impact the museum's overall finances in this financial year.

Emergency Funding: We would like to express our thanks to The Headley Trust and East Cambridgeshire District Council for awarding discretionary emergency grants to the museum in order to help it survive another turbulent year.

Salaries: The Trustees undertake a review of staff salaries annually, taking into account inflation, the living wage, and salary levels of similar roles both locally and nationally. The Stained Glass Museum is an accredited living wage employer.

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 1.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. During the coronavirus pandemic new risk assessments were carried out.

Investment Policy: 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. Trustees continue to monitor the performance of investments in line with its investment policy and acknowledge that due to the global coronavirus pandemic rates of investment return are currently low (see note 1.m on page 13).

Governance and Strategy

Changes to the Board of Trustees: There were no changes to the Board of Trustees this year. Dr Jeffrey West continued to act as Chair in 2020-21 and the other Board members were Malcolm Leith (Treasurer), Prof. Sarah Brown (Secretary), Lara Clements, Suzanne Galloway (Phillips), Mark Hosea, Karen Knight, and Llewela Selfridge. More information on the museum's Board of Trustees is available via its website www.stainedglassmuseum.com/trustees.

Staff team: A new Learning & Community Engagement Officer was appointed in December 2020. This post was partly funded by the Culture Recovery Fund awarded by the Arts Council on behalf of the government. No other changes were made to the museum's staff team during the year, although a number of part-time staff were temporarily placed on furlough whilst the museum was closed due to the coronavirus pandemic.

Key Activities

Visitor Engagement: We welcomed a total of 12,371 visitors (of which 10,384 were paying visitors) to the Stained Glass Museum during 2020-21. The museum was closed for the first half of the financial year (November 2020 to May 2021) and reopened to the public on 18 May 2021.

Learning: Our learning programme was once again heavily impacted by the museum closure and lockdowns. A handful of online learning sessions were delivered by our Learning & Community Engagement Officer and only one in-person school visit took place during the year. However, our informal learning and family sessions resumed at the museum and saw the popular return of our SGMinis sessions for under 5s. Our practical glass workshops resumed in May 2021 and were attended by a total of 150 adults.

Collections development: New acquisitions acquired in this financial year included *Damson Tree* (2018), a trial panel for a window of the same name installed in Canterbury Cathedral cloisters (ELYGM:2020.1). Designed by painter Hughie O'Donoghue RA (b.1953) and made by Grace Ayson in Cathedral Studio Canterbury, this panel was a gift from the Dean and Chapter of Canterbury Cathedral. The museum also acquired a small design for a stained glass window depicting the *Ascension* (1903-1904) at St Nicholas' Church, Thorne, Yorkshire, designed by Victorian stained glass artist Henry Holiday (ELYGM:2020.2). This panel was a gift from Donato Esposito. Three leaded panels of 18th century painted glass scenes depicting animal scenes and figurative groups, were donated to the museum by Andrew and Julia Rudebeck. Some of these painted scenes are copies after 17th century Italian painter Salvator Rosa (1615-1673) (ELYGM:2021.2; 2021.3 and 2021.4).

Finally, thanks to funding from the Art Fund (with support from the Wolfson Foundation), ACE/V&A Purchase Grant Fund and SHARE Acquisitions Grant, a major contemporary stained glass work by African American artist Kehinde Wiley, *Saint Adelaide* (2014), was acquired for the museum's permanent collection (ELYGM:2021.1). The large artwork, which depicts a young black man in place of a traditional saint, was installed and on display in time for the museum's reopening in May 2021.

A Collections Rationalisation project, funded by the Barbara Whatmore Charitable Trust concluded this year. The work involved a simple inventory check to ensure that the Museum's glass collection is fully documented and catalogued. It also involved the documentation of new acquisitions and relocation of some stored glass to new storage racks.

Events, Talks and Tours: The museum's annual Study Weekend was postponed for the second year running. However, we held a number of online talks during the year to much success. Our 2020 autumn lecture series attracted a large and geographically wide-ranging audience. Topics included Portraits in Victorian Stained Glass (Dr Jim Cheshire, University of Lincoln); stained glass conservation in the digital age (Leonie Seliger, Canterbury Cathedral Studio); and an artist talk on glass art by Mel Howse. Stained glass artist Rachel Mulligan gave a talk on her narrative stained glass panels at the end of 2020. In Spring 2021, a second series of talks focused on the stained glass work of Douglas Hamilton (Jeff Hopewell); the depiction of Welsh Saints in Stained Glass (Dr Martin Crampin); how to identify 19th century stained glass makers (Chris Parkinson); Wygston's House Glass in Leicester (Erica Statham); and the work of contemporary artist Mark Angus, who lives and works in Germany.

For the second year running we partnered with Babylon ARTS to promote a Window Wanderland in Ely in October, which saw around 200 houses and local businesses taking part to create an after-dark trail of illuminated windows in the local community.

Exhibitions: In the few months the museum was open this year we were able to host an exhibition of competition panels to the 2020 Stevens Architectural Glass Competition, and *Tinker Tailor Soldier Sailor...* a series of new stained glass works by artist Rachel Milligan inspired by and in response to covid-19 which were created during the first national lockdown in spring.

Supporters

The Stained Glass Museum Friends organisation increased by 21 new paying Friends during 2020-21 and active membership now stands at around 245.

Project-specific funding was received during the year from Ely City Council (towards marketing Window Wanderland) and Cambridgeshire County Council Museum Development (for filming equipment).

Acquisition funding was received from Art Fund (with support from the Wolfson Foundation), ACE/V&A Purchase Grant Fund, SHARE Acquisitions Grant towards the purchase of Kehinde Wiley's *Saint Adelaide* (2015).

Emergency Funding was received from the Headley Trust, East Cambridgeshire District Council through ARGR3, ARGR4 and the Local Authority Discretionary Fund, National Lottery Heritage Emergency Fund, and the Cambridgeshire & Huntingdonshire Family Historical Society

We are also very grateful to those trusts and foundations that have awarded unrestricted grants to the museum throughout the year, including The Lopylugs and Barbara Morrison Charitable Trust; The Glaziers Trust; the Wyss Foundation. And The Glass Society.

Future Plans

It is the charity's objective to focus on surviving the ongoing uncertainties and economic challenges posed by the coronavirus pandemic, to continue to diversify its income generation to meet its main outgoings and seek grant funding to enable museum development.

The Trustees' report was approved on 7 April 2022 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;
- observe the methods and principles in the applicable charities SORP;
- 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: 7 April 2022



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 2021 which are set out on pages 9 to 20.

Responsibilities and basis of report

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1 accounting records were not kept in respect of the Charity as required by section 130 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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: 21 June 2022

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 OCTOBER 2021

	<i>Note</i>	Unrestricted Funds (Museum) £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Income From:					
Donations and legacies		51,471	178,648	230,119	189,592
Charitable Activities	2	90,924	-	90,924	99,884
Other	3	361	-	361	1,187
Investments		3,947	-	3,947	4,831
Total Income		146,703	178,648	325,351	295,494
Expenditure on:					
Raising Funds		610	-	610	179
Charitable Activities	4	113,723	76,620	190,343	207,789
Total Expenditure		114,333	76,620	190,953	207,968
Net Income before gains/(losses) on investments and transfers		32,370	102,028	134,398	87,526
Transfer between funds		(7,461)	7,461	-	-
Net gains/(losses) on investments		2,230	-	2,230	458
Net Movement in Funds		27,139	109,489	136,628	87,984
Reconciliation of Funds:	13				
Total Funds brought forward		271,955	341,893	613,848	525,864
Total Funds carried forward		299,094	451,382	750,476	613,848

Note

The notes on pages 12 to 20 form part of these accounts.

BALANCE SHEET AT 31 OCTOBER 2021

	<i>Note</i>	2021 £	2020 £
Fixed Assets			
Tangible fixed assets	5	15,377	21,910
Heritage assets	6	393,562	219,462
Investments	7	134,885	132,655
Total Fixed Assets		543,824	374,027
Current Assets			
Stock		17,494	20,134
Debtors	8	8,378	16,661
Short-term deposits		53,363	49,428
Cash at bank and in hand		142,124	164,860
Total Current Assets		221,359	251,083
Current Liabilities			
Creditors: Amounts falling due within one year	9	14,707	11,262
Net Current Assets		206,652	239,821
Net Assets		750,476	613,848
The Funds of the Charity			
Unrestricted income funds	10	279,094	271,955
Designated Fund		20,000	-
Restricted income funds		451,382	341,893
		750,476	613,848

Approved by the Board of Trustees on 7 April 2022 and signed on its behalf by:



Dr Jeffrey West
Chairman of Trustees

Note

The notes on pages 13 to 21 form part of these accounts

STATEMENT OF CASHFLOW 31 OCTOBER 2021

		2021	2020
		£	£
	<i>Notes</i>		
Cash flows from operating activities:			
Cash provided by (used in) Operating activities	13	151,352	77,232
Cash flow from investing activities:			
Investment income		3,947	4,831
Purchase of tangible fixed assets		-	-
Sale of investments		-	10,000
Purchase of investments		-	(10,000)
Donated/purchased heritage assets		(174,100)	(10,600)
Cash Provided By (Used In) Investing Activities		(170,153)	(5,769)
Change in cash and cash equivalents in the year		(18,801)	71,463
Cash and Cash Equivalents brought forward		214,288	142,825
Total cash and cash equivalents carried forward		195,487	214,288

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2021

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 2019) – (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)	£100000
Redundancy payments	£15000
Rent payments (12 months)	£15000
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 various COIF Charities Funds and monitored on a regular basis.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2021

2. Income From Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2021	Unrestricted Funds	Restricted Funds	Total 2020
	£	£	£	£	£	£
Admissions	44,886	-	44,886	47,828	-	47,828
Museum Trading	34,973	-	34,973	35,337	-	35,337
Education Activities	11,065	-	11,065	16,719	-	16,719
	90,924	-	90,924	99,884	-	99,884

3. Other Income

	Unrestricted Funds	Restricted Funds	Total 2021	Unrestricted Funds	Restricted Funds	Total 2020
	£	£	£	£	£	£
Sponsorships	361	-	361	1,187	-	1,187
Sundry	-	-	-	-	-	-
	361	-	361	1,187	-	1,187

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2021

4. Total Expenditure

	Unrestricted Funds		Restricted Funds		Total 2021
	Salaries	Other	Salaries	Sundry	
	£	£	£	£	£
Charitable activities	-	58,124	-	31,295	89,419
Salaries and wages	51,532	-	44,994	-	96,526
Social security costs	565	-	62	-	627
Pension costs	2,000	-	293	-	2,293
Other staff costs	1,478	-	-	-	1,478
	<u>55,575</u>	<u>58,124</u>	<u>45,349</u>	<u>31,295</u>	<u>190,343</u>
	Unrestricted Funds		Restricted Funds		Total 2020
	Salaries	Other	Salaries	Sundry	
	£	£	£	£	£
Charitable Activities	-	82,451	-	28,950	111,491
Salaries and Wages	82,043	-	9,862	-	91,905
Social Security costs	1,341	-	62	-	1,403
Pension Costs	1,670	-	207	-	1,877
Other staff costs	1,113	-	-	-	1,113
	<u>86,167</u>	<u>82,541</u>	<u>10,131</u>	<u>28,950</u>	<u>207,789</u>

Analysis of Charitable Activities – Other Costs and Sundry Restricted Funds

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Rent	12,367	-	12,367	8,683	-	8,683
Office expenses	1,735	29,128	30,863	35,150	26,973	62,123
Travel	852	-	852	1,162	927	1,162
Electricity	3,410	-	3,410	2,732	-	2,732
Museum trading costs	15,445	1,329	16,774	13,181	-	13,181
Depreciation	6,533	-	6,533	6,496	-	6,496
Sundry repairs and maintenance	856	-	856	891	-	891
Insurance	2,766	-	2,766	2,807	-	2,807
Bank and credit card charges	1,110	25	1,135	2,429	-	2,429
Subscriptions	468	-	468	346	-	346
Education courses	5,530	813	6,343	4,567	71	4,638
Lectures and study weekends	-	-	-	1,862	(124)	1,728
Independent examination	2,532	-	2,532	2,172	-	2,172
Trustees travel expenses	-	-	-	63	1,103	1,166
Legal Fees	4,520	-	4,520	-	-	-
	<u>58,124</u>	<u>31,295</u>	<u>89,419</u>	<u>82,541</u>	<u>28,950</u>	<u>111,491</u>

Note: Trustees are entitled to claim the lowest train fare 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 2021

5. a) Tangible Fixed Assets

	Library Books	Audio & Office Equipment	Display Equipment	Total
Cost	£	£	£	£
Balance as at 1 November 2020	11,699	42,091	43,113	96,903
Transfers	-	(3,799)	3,799	-
Disposals	-	-	-	-
Balance as at 31 October 2021	<u>11,699</u>	<u>38,292</u>	<u>46,912</u>	<u>96,903</u>
Depreciation				
Balance as at 1 November 2020	-	36,653	38,340	74,993
Charge for the year	-	3,038	3,495	6,533
Transfers	-	(3,799)	3,799	-
Balance as at 31 October 2021	<u>-</u>	<u>35,892</u>	<u>45,634</u>	<u>81,526</u>
Net book value at 31 October 2021	<u>11,699</u>	<u>2,400</u>	<u>1,278</u>	<u>15,377</u>
Net book value at 31 October 2020	<u>11,699</u>	<u>5,438</u>	<u>4,773</u>	<u>21,910</u>

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

b) Tangible Fixed Assets - 2020

	Library Books	Audio & Office Equipment	Display Equipment	Total
Cost	£	£	£	£
Balance as at 1 November 2019	11,699	42,091	43,113	96,903
Additions	-	-	-	-
Disposals	-	-	-	-
Balance as at 31 October 2020	<u>11,699</u>	<u>42,091</u>	<u>43,113</u>	<u>96,903</u>
Depreciation				
Balance as at 1 November 2019	-	33,652	34,845	68,497
Charge for the year	-	3,001	3,495	6,496
Disposals	-	-	-	-
Balance as at 31 October 2020	<u>-</u>	<u>36,653</u>	<u>38,340</u>	<u>74,993</u>
Net book value at 31 October 2020	<u>11,699</u>	<u>5,438</u>	<u>4,773</u>	<u>21,910</u>
Net book value at 31 October 2019	<u>11,699</u>	<u>8,439</u>	<u>8,268</u>	<u>28,406</u>

6. a) Heritage Assets

	Stained Glass	Cartoons	Other Assets	Total
	£	£	£	£
Cost				
At 1 November 2020	209,562	8,300	1,600	219,462
Additions	173,500	600	-	174,100
Disposals	-	-	-	-
At 31 October 2021	<u>383,062</u>	<u>8,900</u>	<u>1,600</u>	<u>393,562</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 (2020 - £Nil) from the sale of Heritage Assets which had not previously been capitalised.

b) Heritage Assets - 2020

	Stained Glass	Cartoons	Other Assets	Total
	£	£	£	£
Cost				
At 1 November 2018	198,962	8,300	1,600	208,862
Additions	10,600	-	-	10,600
Disposals	-	-	-	-
At 31 October 2020	<u>209,562</u>	<u>8,300</u>	<u>1,600</u>	<u>219,462</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2021

7. Investments

	2021	2020
	£	£
Market value of investments at 1 November 2020	132,655	131,719
Additions	-	10,000
Disposals	-	(9,522)
Net realised losses	-	(478)
Net unrealised investment gains/(losses)	2,230	936
Market value at 31 October 2021	134,885	132,655
Cost at start of valuation 31 October 2021	138,911	121,727

8. Debtors

	2021	2020
	£	£
Other debtors	1,516	-
Prepayments	809	800
Debtors	6,053	15,861
	8,378	16,661

9. Creditors

	2021	2020
	£	£
Amounts Falling Due Within One Year		
Trade creditors	3,066	-
Independent examiner fee	2,100	2,100
Pension accrual	443	312
Staff salaries, tax and NI and pension	7,584	6,831
Credit Card - Company Barclaycard	1,224	1,899
Telephone	120	120
Other	170	-
	14,707	11,262

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2021

10. a) Funds - 2021

	Balance at 1 November £	Incoming Funds £	Resources Outgoing £	Transfers £	Gains/ Losses £	Balance at 31 October 2021 £
Restricted Funds						
Gallery project	21,817	-	-	-	-	21,817
National Lottery	5,894	-	-	-	-	5,894
Heritage Fund						
Sundry restricted	10,562	-	-	-	-	10,562
Appeals	19,547	-	-	-	-	19,547
Heritage assets	219,462	171,469	-	2,361	-	393,562
Arts Council England	64,611	7,179	(71,790)	-	-	-
Barbara Whatmore Trust	-	-	(4,830)	4,830	-	-
Unrestricted funds	271,955	146,703	(114,333)	(27,461)	2,230	279,094
Designated Fund	-	-	-	20,000	-	20,000
	613,848	325,351	190,953	-	2,230	750,476

b) Funds - 2020

	Balance at 1 November £	Incoming Funds £	Resources Outgoing £	Transfers £	Gains/ Losses £	Balance at 31 October 2020 £
Restricted Funds						
Gallery project	21,817	-	-	-	-	21,817
National Lottery	13,093	18,400	25,594	-	-	5,894
Heritage Fund						
Sundry restricted	7,088	8,516	5,042	-	-	10,562
Appeals	24,047	3,940	8,440	-	-	19,547
Heritage assets	208,862	10,600	-	-	-	219,462
Arts Council England	-	64,611	-	-	-	64,611
Unrestricted funds	250,957	189,427	168,887	-	458	271,955
	525,864	295,494	207,968	-	458	613,848

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

Heritage assets funds include the museum's accessioned collection.

Arts Council England was money from the DCMS Cultural Recovery Fund awarded through Arts Council England.

The Barbara Whatmore Charitable Trust funding supported a Collections Rationalisation project.

The designated fund is a provision for the costs on re-modelling part of the gallery during 2022-23 which is expected to cost between £30-50,000

a) Analysis of Net Assets between Funds - 2021

	Fixed Assets £	Heritage Assets £	Investments £	Current Assets £	Total £
Restricted Funds					
Arts Council England	-	-	-	-	-
Gallery Project	11,699	-	-	10,118	21,817
Heritage Lottery Fund	-	-	-	5,894	5,894
Sundry restricted	-	-	-	10,562	10,562
Appeal Funds	-	-	-	19,547	19,547
Heritage assets	-	393,562	-	-	393,562
Unrestricted Funds	3,678	-	134,885	160,531	299,094
	15,377	393,562	134,885	206,652	750,476

b) Analysis of Net Assets between Funds - 2020

	Fixed Assets £	Heritage Assets £	Investments £	Current Assets £	Total £
Restricted Funds					
Arts Council England				64,611	64,611
Gallery Project	11,699			10,118	21,817
Heritage Lottery Fund				5,894	5,894
Sundry restricted				10,562	10,562
Appeal Funds				19,547	19,547
Heritage assets		219,462			219,462
Unrestricted Funds	10,211		132,655	129,089	271,955
	21,910	219,462	132,655	239,821	613,848

11. 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 £2,293 (2020 - £1,877). Contributions totalling £443 (2020- £312) were payable to the fund at the balance sheet date.

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

	2021 £	2020 £
Net movement in Funds	136,628	87,984
Add back Depreciation Charge	6,533	6,496
Deduct interest income in investing activities	(3,947)	(4,831)
Decrease/(Increase) in stock	2,640	(1,086)
Decrease/(Increase) in Debtors	8,283	(3,722)
(Decrease)/Increase in Creditors	3,445	(6,673)
(Gains)/Losses on Investments (see note 7)	(2,230)	(936)
Net Cash Used in Operating Activities	151,352	77,232



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



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ACE/V&A Purchase Grant Fund
Arts Council England Cultural Recovery Fund
Art Fund (with support from the Wolfson Foundation)
East Cambridgeshire District Council
The Glass Society
The Glaziers' Trust
The Headley Trust
The National Lottery Heritage Fund
The Lopylugs and Barbara Morrison Charitable Trust
SHARE Museums East
The Wyss Foundation



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