

Strathnaver Museum



Strathnaver Museum

Registered Charity Number: SC 012016
Company Number: SC 297877

ANNUAL REPORT & FINANCIAL STATEMENT

Year Ended 31 March 2013

Strathnaver Museum

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Company Number

SC 012016
SC 297877

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The following page does not form part of the
statutory Annual Report and Financial Statement - Detailed Receipts and Payments Account

Strathnaver Museum

DIRECTORS' ANNUAL REPORT

REFERENCE AND ADMINISTRATIVE DETAILS

The Annual General Meeting of the Board of Directors was held on 9 December 2013, at 7.00 pm, in Naver Telecentre, Bettyhill.

Mr Tom Mackay, Chairman/Director
Mrs Dorothy Pritchard, Vice-Chairman/Director
Mrs Frances Gunn, Treasurer/Director
Mrs Elizabeth (Libby) Mackay
Mr Robert Mackay, Director
Mr Elliot Rudie, Director
Mrs Anne Buck, Director

All other persons present agreed to stay on as members:

Mrs Sandra Mackay
Ms Rosemary Macintosh

MUSEUM STAFF

Margaret Macdonald, Museum Administrator (part-time)
Rosemary Macintosh, Cleaner (part-time)
Joanne Howdle, Museum Mentor (previously known as Curator) (part-time)

OFFICIAL BODIES ACTING FOR THE COMPANY

The following were appointed to act on behalf of the Company:

Bankers: Royal Bank of Scotland, Main Street, Tongue.
Solicitors: Macleod & MacCallum, 28 Queensgate, Inverness.
Accountant: Ian M Mackay, Mackay & Co, Main Street, Golspie.
Registered Office: Strathnaver Museum, Clachan, Bettyhill, By Thurso.

OBJECTIVES AND ACTIVITIES

The general objectives of the company are:

1. To preserve the evidence of the history, way of life and culture of our forebears.
2. To educate the general public through the Museum's existing collection together with such other artefacts, etc, which may from time to time, be acquired.
3. To conserve, restore and preserve any specimen in the collection.

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VISITOR NUMBERS

Comparison Visitor Figures 2007-13									
	April	May	June	July	August	Sept	Oct	Annual Total	Sales At Door
2007	141	438	479	621	716	436	225	3056	£1359.10
2008	164	492	546	754	630	471	177	3234	£1185.68
2009	152	595	561	798	754	499	259	3618	£1951.64
2010	134	375	382	712	658	530	210	3001	£1413.18
2011	187	456	478	627	572	407	254	2981	£1750.37
2012	205	475	551	504	730	390	213	3068	£1144.77
2013	126	426	711	546	723	477	193	3202	£763.53

Visitor numbers were up slightly, however the gross sales have decreased compared to 2011 and 2012.

HIGHLAND COUNCIL FUNDING

Highland Council funding for all museums was unchanged.

Projects

1. Heritage Lottery Project

The Heritage Lottery project came to an end with 2 roadshows held in Strath Halladale on 16th February and Bettyhill on 22nd and 23rd March, showcasing the work of the Artists in Residences' work. Both were well attended, the Bettyhill roadshow was held over 2 days with pupils from Farr High School giving a performance from the 'Sound Engineering Worksop' led by Film-maker Will Sadler. A ceilidh was held with Artist from Mackay Country and Strathnaver Heritage performing. Deirdre Ni Mhathuna held ceilidh in Strathnaver last year to highlight her 'Story Collection' work and was filmed by Will Sadler and used as part of his short film, 'A Part of Who We Are'. The film is being screened with two others on monitors in the museum; 'Antiques Roadshow' and 'Donald the Sailor'. As Part of the Lottery Heritage Project Deirdre gave the Museum a 'Sound Box' featuring stories and songs from local sources.

2. Mimsy

The digitalisation of the Museum collection is almost complete. Rosemary Macintosh has created a searchable database using Mimsy and is now in the process of training staff and volunteers to access the database when needed. Artefacts are being catalogued and photographed to build a website archive access.

3. Open Day

A successful Open Day was held at the Museum on 18th of May. The local Community was invited to visit the Museum to view the work of the Artists in Residence Heritage Lottery Project and to see Joanne Kaar's Museum Box commissioned by the Museum. Jim Johnston gave a talk and Feis an Oir entertained the visitors. To enable the elderly from outlying areas in the Community to come, we provided transport through the Transport for Tongue network and provided refreshments from the local Café. The whole event was very well attended, with upwards of 70 visitors and well received. We feel we should hold more Open Days to encourage more local participation and showcase the Museum's new work.

4. Mary Beith and Alan Joyce Exhibition

An exhibition was held in Melness Hall on Saturday 29th June bringing together Alan Joyce's Environmental work and Mary Beith Botanical research collated by the Museum. The exhibition was well received and well attended and Mary Beith's daughter has now offered the Museum some of her Mother's papers.

5. Census Books

Census Books from Kirkton Farr and Strathy 1901 have been collated by Robert Mackay, Deirdre and John Knott and Sonya Anderson. The Museum published them in paperback form and they have been sold at the Museum, locally and through the website. Initially 25 of each were printed and 37 have been sold so far.

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Other Museum Activities

1. Margaret Macdonald was employed in February to work as part-time administrator, initially alongside Libby until Libby retired at the end of October 2013. Margaret attended a 'Gaelic in the Environment' course on Skye in July 2013 sponsored by the Museum at a cost of £350. This will enable the Museum to work further with Gaelic Bodies, to promote Gaelic within the Museum and to hold Gaelic and the Environment workshops. Libby Mackay retires after 10 years of outstanding service to the Museum but fortunately will stay on at the Museum in a voluntary capacity. Her dedication, hard work and sunny disposition will be very much missed.
2. Fiona MacKenzie has been employed on a Consultancy basis as a Project Development Manager. Grants from the Robertson Trust and Caithness and North Sutherland Fund have aided the payment for this project. This post should last 2 years and Fiona's remit is to develop an Action Plan for the Museum to: Improve the Visitor Experience, develop our Volunteer experience and numbers, increase links with Education and Research and plan for 'Homecoming 2014' project. Fiona will also seek funding for a new implement shed and a limited refurbishment to the Museum.
3. Volunteers and Staff went on a fact-finding trip to Wick Heritage Centre and Waterlines at Lybster on 21st September. Everyone was very impressed and inspired by Wick Heritage Centre and found it was a worthwhile trip. The Museum hopes to be able to access the Centre's Johnston Collection in the future.

Although the Heritage Project has come to an end, the aims of the Museum remain the same.

1. **Archive:** Create a local archive with easy access to a range of historical sources through the retrieval of records. Enter material into searchable database and promote local and global demand for this work through building up website archive access. This will include research of our community for artefacts and the stories of these artefacts.
2. **Genealogy:** Create a genealogy provision using archive materials and marketing a genealogy service, by providing training of volunteers and interested parties in digitizing all census material and carrying out genealogy research.
3. **Heritage Events:** Run events interpreting research findings, and archive materials. Arrange guided walks in Strathnaver with a talks series and other social events focused on local history, language, music and archaeology based on the museum collection. These activities will be designed for specific audiences and involve people who are not currently involved with heritage.

FINANCIAL REVIEW

Reserves Policy

The Directors have established a policy where the unrestricted funds not committed or invested in tangible assets held by the charity should be at least three months of general expenditure. It is the view of the directors that these reserves are adequate for the company to continue the current activities in the event of a significant decrease in income.

Signed by order of the Board

Mrs E I Mackay
Secretary

Strathnaver Museum
Clachan
Bettyhill
By Thurso
KW14 7SS

Approved on: 9 December 2013

Strathnaver Museum

Independent Examiner's Report to the Trustees of Strathnaver Museum

I report on the accounts of the charity for the year ended 31 March 2013 which are set out on pages 8 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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 accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have 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.

Ian Mackay
Chartered Accountant (ICAS)
Main Street
Golspie
KW10 6RH

9 December 2013

Strathnaver Museum

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2013

		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
				2013	2012
	Note	£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds -					
Voluntary income	2	15477	41629	57106	41871
Investment income	2	127	-	127	106
Incoming resources from charitable activities	2	6061	-	6061	7326
Other receipts		<u>-</u>	<u>-</u>	<u>-</u>	<u>137</u>
Total Incoming Resources		<u>21665</u>	<u>41629</u>	<u>63294</u>	<u>49440</u>
RESOURCES EXPENDED					
Charitable activities		15226	65139	80365	36660
Management and administration		<u>1296</u>	<u>-</u>	<u>1296</u>	<u>1394</u>
Total Resources Expended		<u>16522</u>	<u>65139</u>	<u>81661</u>	<u>38054</u>
Net Incoming Resources for the year		5143	(23510)	(18367)	11386
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>37358</u>	<u>11520</u>	<u>48878</u>	<u>37492</u>
Total funds carried forward		<u>42501</u>	<u>(11990)</u>	<u>30511</u>	<u>48878</u>

The results relate entirely to continuing activities.

There are no recognised gains or losses other than the surplus for the period.

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BALANCE SHEET

AS AT 31 MARCH 2013

	2013	2012
	£	£
Note		
CURRENT ASSETS		
Bank	31011	49378
LESS CURRENT LIABILITIES		
Accrued charges	<u>500</u>	<u>500</u>
NET ASSETS	<u>30511</u>	<u>48878</u>
RESERVES		
Funds - unrestricted	42501	37358
- restricted	<u>(11990)</u>	<u>11520</u>
	<u>30511</u>	<u>48878</u>

For the year ended 31 March 2013 the company was entitled to exemption from audit under section 477(2) of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring the company keeps accounting records which comply with section 386 of the Companies Act 2006.

The directors acknowledge their responsibility for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as is applicable to the company.

These accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board on 9 December 2013 and signed on its behalf by:

..... Director
Frances Gunn

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2013

1 ACCOUNTING POLICIES

ACCOUNTING CONVENTION

The financial statements have been prepared under the historical cost convention.

BASIS OF PREPARATION

The recommendations for the Statement of Recommended Practice – Accounting by Charities have been followed in the preparation of these financial statements. The financial statements have been prepared in accordance with applicable accounting standards.

GRANTS

Revenue grants are recognised in Incoming Resources when they are receivable.

2 INCOMING RESOURCES FROM GENERATED FUNDS

VOLUNTARY INCOME	2013	2012
	£	£
Donations	3099	2900
Grants -		
Highland Council - core grant	12550	14561
- Heritage projects	9264	-
Awards for All	-	5260
N H F M Lottery Fund	12120	15150
Bord na Gaidhlig	7757	4000
Scottish Museums Galleries	1073	-
Leader	<u>11243</u>	<u>-</u>
	<u>54007</u>	<u>38971</u>
	<u>57106</u>	<u>41871</u>
 INVESTMENT INCOME		
	£	£
Bank interest	<u>127</u>	<u>106</u>
 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES		
	£	£
Museum admissions	4855	5242
DVD and book sales	<u>1206</u>	<u>2084</u>
	<u>6061</u>	<u>7326</u>

DETAILED RECEIPTS AND PAYMENTS ACCOUNT**FOR THE YEAR ENDED 31 MARCH 2013**

	2013	2012
	£	£
RECEIPTS		
Museum admission	4855	5242
Sales	1206	2084
Donations	3099	2900
Bank interest	127	106
Grants		
Bord na Gaidhlig	7757	4000
Highland Council	21814	14561
Scottish Museums & Galleries	1073	-
Awards for All	-	5260
N H F M Lottery Fund	12120	15150
Leader	11243	-
Miscellaneous	<u>-</u>	<u>137</u>
	<u>63294</u>	<u>49440</u>
PAYMENTS		
Admin Wages	7242	7728
Curatorial	1000	275
Volunteer expenses	1610	1817
Professional fees	1296	2008
Telephone, Broadband and electricity	(23)	4019
Stationery and photocopying	445	526
Training, travel and subsistence	-	146
Marketing	2160	172
Insurance	793	836
Supplies, improvements and repairs	226	314
Merchandise	520	689
Project expenses	65139	17690
Miscellaneous	650	902
Subscriptions	48	680
Equipment	<u>555</u>	<u>252</u>
	<u>81661</u>	<u>38054</u>
(DEFICIT)/SURPLUS FOR YEAR	(18367)	11386