



THE STAINED GLASS MUSEUM

ANNUAL REPORT AND FINANCIAL STATEMENT

FOR THE YEAR ENDED 31 OCTOBER 2020



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 Lara Clements Suzanne Galloway (Phillips) Mark Hosea Karen Knight Malcolm Leith Llewela Selfridge Dr Jeffrey West FSA	(re-appointed Nov 2019) (appointed Nov 2019) (appointed Oct 2020) (appointed May 2020) (appointed Jan 2020) (re-appointed 2020) (appointed Jun 2020) (re-appointed 2020)
DIRECTOR & 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 2020

The Trustees of the Stained Glass Museum present their report and financial statements for the year ended 31 October 2020. 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 to Occupy 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.

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

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.

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 Director 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 Director, and a team of part-time Museum staff, supported by volunteers. The Museum does not receive any core government or local council funding. 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 2019-20

Finances for the year ending 31 October 2020 are set out on page 10 of the accounts. Total income in 2019-20 (excluding specific grants in restricted income) was £189,427 (2018-19: £187,914). Unrestricted expenditure was £168,887 (2018-19: £177,329). Including unrealised profits on investments, we have been able to add £20,998 to our unrestricted funds which now stand at £271,955.

These figures reflect the fact that for eight months of the financial year, the museum was either closed due to the global coronavirus pandemic or reopened with social distancing measures in place and reduced visitor numbers. Thanks to several successful applications for emergency grant funding (totalling more than £115,000, see below), and the Coronavirus Job Retention Scheme, these challenges did not negatively impact the museum's overall finances in this financial year. This proactive approach ensured the museum's viability into the next financial year.

Emergency Funding: We would like to express our sincere thanks to the Culture Recovery Fund, ACE, The National Lottery Heritage Fund, The Headley Trust, and East Cambs City Council, as well as The Cambridgeshire Family History Society for making emergency grants available during this time and in doing so helping the museum survive a turbulent year.

Salaries: The Trustees undertake an annual review of staff salaries taking into account inflation, the living wage, and salary levels of similar roles both locally and nationally.

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 14).

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 (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 2019-20, commencing his second term in this role in September 2020. Malcolm Leith (Treasurer) also began a second term as a Trustee in March 2020. Several other new Trustees were recruited during the year, following advertisements and invitations for applications. New Trustees who commenced their first terms during the year include Lara Clements (joined Nov 2019), Karen Knight (joined Jan 2020), Mark Hosea (joined May 2020), Llewela Selfridge (joined June 2020) and Suzanne Galloway (Phillips) (joined October 2020). More information on the museum's Board of Trustees is available via its website www.stainedglassmuseum.com/trustees.

'Windows onto the Future': developing a masterplan for the future: This two-year project funded by the National Lottery Heritage Fund under the Resilient Heritage scheme concluded in May 2020. Trustees are especially grateful to those involved in this project, including external members of the Project Advisory Committee – Julian Ayres, Mark Hosea, and Hannah Wooller, consultants MetaValue and Belmana, stakeholders and the wider public. This project enabled the museum to consider in detail its strategic options for future development with the aim of creating a vibrant, accessible and resilient museum fit for the 21st century. A Strategic Options Appraisal for the museum was developed as part of this project and further implementation of recommendations were temporarily paused due to the impact of the coronavirus pandemic.

The key findings from the project have emphasised that The Stained Glass Museum is a treasured and much-loved museum that inspires audiences of all ages, with a highly lean operating model. In order for the museum to build on the last 40 years of success and growth, the project outlined several areas for the museum to explore further: how to maximise the existing partnership with Ely Cathedral,

how the museum can fulfil its vision as a national centre for stained glass in the future (on site and/or in potential new locations), how to develop digital presence and expand partnerships with the creative sector. These recommendations will guide the future direction of The Stained Glass Museum.

Staff team: No major changes were made to the museum's staff team during the year, although a number of part-time staff were placed on furlough whilst the museum was closed due to the coronavirus pandemic.

Key Activities

Visitor Engagement: We welcomed a total of 11,700 visitors (of which 9,700 were paying visitors) to the Stained Glass Museum during 2019-20. During the year the museum was open from November 2019 to mid-March 2020, when the museum closed for 4½ months due to the global coronavirus pandemic, and then from August-October 2020 with social distancing measures in place.

Learning: Our learning programme was heavily impacted by the museum closure and lockdowns. However, we still managed to engage with 385 pupils from schools across East Anglia and 193 children in informal family learning activities early in the year. We were also able to hold several of our practical glass workshops, with new social distancing and safety measures in place during the summer, attended by 45 adults.

Collections development: New acquisitions in 2020 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, by Victorian stained glass artist Henry Holiday (ELYGM:2020.2). This panel was a gift from Donato Esposito.

A Collections Rationalisation project was begun with funding from the Barbara Whatmore Charitable Trust – and this will continue into the next year as it was interrupted by the museum's closure.

Collections Care: Two new racks for storing stained glass panels were purchased with funding from the AIM/Pilgrim Trust Collections Care Grant and a public appeal. This has increased the museum's available storage for new acquisitions.

Events, Talks and Tours: Although the museum's annual Study Weekend to Canterbury was postponed, we were able to move the museum's series of lectures and artist's talk online to much success. In July 2020 stained glass artist Helen Whittaker, who worked with David Hockney to create his new window for Westminster Abbey, gave our inaugural online webinar to more than 150 attendees from across the globe. Subsequent autumn lectures held in October 2020 also attracted a large and geographically wide-ranging audience. Topics included Portraits in Victorian Stained Glass by Dr Jim Cheshire, University of Lincoln; stained glass conservation in the digital age by Leonie Seliger, Cathedral Studio; and an artist talk on glass art by Mel Howse. Recordings of these talks, and others, are now available to watch for free via The Stained Glass Museum's Youtube channel.

One stand-out event which we organised in partnership with Babylon ARTS in October was Ely's first Window Wanderland, 23-24 October 2020. This spectacular event created a covid-safe after-dark trail of illuminated windows in the local community. It was a huge success with almost 500 houses taking part demonstrating the creativity in the local community and the joy of illuminations.

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... a series of new stained glass works by artist Rachel Mulligan inspired by and in response to covid-19 which were created during the first national lockdown in spring 2020.

Supporters

The Stained Glass Museum Friends organisation increased by 15 new paying Friends during 2019-20 and active membership now stands at around 240.

We are very grateful to those trusts and foundations who provide annual unrestricted grants to the museum, including The Loppylugs and Barbara Morrison Charitable Trust; The Glaziers Trust; and the Wyss Foundation.

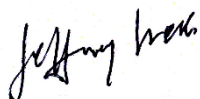
Project-specific funding was received from AIM/Pilgrim Trust Collections Care Grant (for new collections storage racks) and the Barbara Whatmore Charitable Trust (for a Collections Rationalisation project).

Emergency Funding was received from ACE Cultural Recovery Fund, ACE Emergency Grant Fund, The Headley Trust, ECDC Local Authority Discretionary Fund, National Lottery Heritage Emergency Fund, and the Cambridgeshire & Huntingdonshire Family Historical Society. This funding was vital to the museum during a challenging year.

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 15 April 2021 and signed on behalf of the Board of Trustees by



Dr Jeffrey West
Chairman of Trustees

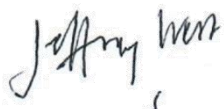
STATEMENT OF TRUSTEES' RESPONSIBILITIES

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: 15 April 2021



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 2020 which are set out on pages 10 to 21.

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: 30 June 2021

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 OCTOBER 2020

	<i>Note</i>	Unrestricted Funds (Museum) £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Income From:					
Donations and legacies		83,541	106,051	189,592	95,746
Charitable Activities	2	99,884	-	99,884	153,020
Other	3	1,187	-	1,187	1,303
Investments		4,815	16	4,831	5,736
Total Income		189,427	106,067	295,494	255,805
Expenditure on:					
Raising Funds		179	-	179	3,121
Charitable Activities	4	168,708	39,081	207,789	221,664
Total Expenditure		168,887	39,081	207,968	224,785
Net Income before gains/(losses) on investments		20,540	66,986	87,526	31,020
Net gains/(losses) on investments		458	-	458	3,655
Net Movement in Funds		20,998	66,986	87,984	34,675
Reconciliation of Funds:	13				
Total Funds brought forward		250,957	274,907	525,864	491,189
Total Funds carried forward		271,955	341,893	613,848	525,864

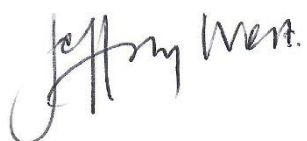
Note

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

BALANCE SHEET AT 31 OCTOBER 2020

	<i>Note</i>	2020 £	2019 £
Fixed Assets			
Tangible fixed assets	5	21,910	28,406
Heritage assets	6	219,462	208,862
Investments	7	132,655	131,719
Total Fixed Assets		374,027	368,987
Current Assets			
Stock		20,134	19,048
Debtors	8	16,661	12,939
Short-term deposits		49,428	65,101
Cash at bank and in hand		164,860	77,724
Total Current Assets		251,083	174,812
Current Liabilities			
Creditors: Amounts falling due within one year	9	11,262	17,935
Net Current Assets		239,821	156,877
Net Assets		613,848	525,864
 The Funds of the Charity			
Unrestricted income funds	10	271,955	250,957
Restricted income funds		341,893	274,907
		613,848	525,864

Approved by the Board of Trustees on 15 April 2021 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 2020

		2020	2019
		£	£
	<i>Notes</i>		
Cash flows from operating activities:			
Cash provided by (used in) Operating activities	13	77,232	34,309
Cash flow from investing activities:			
Investment income		4,831	5,726
Purchase of tangible fixed assets		-	(9,600)
Sale of investments		10,000	
Purchase of investments		(10,000)	-
Donated heritage assets		(10,600)	(29,500)
Cash Provided By (Used In) Investing Activities		(5,769)	(33,374)
Change in cash and cash equivalents in the year		71,463	935
Cash and Cash Equivalents brought forward		142,825	141,890
Total cash and cash equivalents carried forward		214,288	142,825

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2020

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)	£100000
Redundancy payments	£15000
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 various COIF Charities Funds and monitored on a regular basis.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2020

2. Income From Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2020	Unrestricted Funds	Restricted Funds	Total 2019
	£	£	£	£	£	£
Admissions	47,828	-	47,828	62,576	-	62,576
Museum Trading	35,337	-	35,337	53,787	-	53,787
Education Activities	16,719	-	16,719	35,657	1,000	36,657
	99,884	-	99,884	152,020	1,000	153,020

3. Other Income

	Unrestricted Funds	Restricted Funds	Total 2020	Unrestricted Funds	Restricted Funds	Total 2019
	£	£	£	£	£	£
Sponsorships	1,187	-	1,187	1,203	-	1,203
Sundry	-	-	-	100	-	100
	1,187	-	1,187	1,187	-	1,187

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2020

4. Total Expenditure

	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>
	Unrestricted Funds		Restricted Funds		Total 2019
	Salaries	Other	Salaries	Sundry	
	£	£	£	£	£
Charitable Activities	-	81,634	-	37,617	119,251
Salaries and Wages	90,703	-	9,200	-	99,903
Social Security costs	1,136	-	91	-	1,227
Pension Costs	904	-	379	-	1,283
	<u>92,743</u>	<u>81,634</u>	<u>9,670</u>	<u>37,617</u>	<u>221,664</u>

Analysis of Charitable Activities – Other Costs and Sundry Restricted Funds

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	2020	2020	2020	2019	2019	2019
	£	£	£	£	£	£
Rent	8,683	-	8,683	9,503	-	9,503
Office expenses	35,150	26,973	62,123	13,918	30,487	44,405
Travel	1,162	927	1,162	1,611	2,100	2,711
Electricity	2,732	-	2,732	5,004	-	5,004
Museum trading costs	13,181	-	13,181	13,011	-	13,011
Depreciation	6,496	-	6,496	9,522	-	9,522
Sundry repairs and maintenance	891	-	891	980	-	980
Insurance	2,807	-	2,807	2,689	-	2,689
Bank and credit card charges	2,429	-	2,429	2,231	-	2,231
Recruitment	-	-	-	79	-	79
Subscriptions	346	-	346	448	-	448
Education courses	4,567	71	4,638	12,491	-	12,491
Lectures and study weekends	1,862	(124)	1,728	7,751	-	7,751
Independent examination	2,172	-	2,172	2,200	-	2,200
Trustees travel expenses	63	1,103	1,166	196	3,830	4,026
Legal Fees	-	-	-	-	1,200	1,200
	<u>82,541</u>	<u>28,950</u>	<u>111,491</u>	<u>81,634</u>	<u>37,617</u>	<u>119,251</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 2020

5. a) Tangible Fixed Assets

	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>

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

b) Tangible Fixed Assets - 2019

	Library Books	Audio & Office Equipment	Display Equipment	Total
Cost	£	£	£	£
Balance as at 1 November 2018	11,699	33,416	46,912	92,207
Additions	-	9,000	-	9,000
Disposals	-	925	3,799	4,724
Balance as at 31 October 2019	<u>11,699</u>	<u>42,091</u>	<u>43,113</u>	<u>96,903</u>
Depreciation				
Balance as at 1 November 2018	-	31,539	32,160	63,699
Charge for the year	-	3,038	6,484	9,522
Disposals	-	925	3,799	4,724
Balance as at 31 October 2019	<u>-</u>	<u>33,652</u>	<u>34,845</u>	<u>68,497</u>
Net book value at 31 October 2019	<u>11,699</u>	<u>8,439</u>	<u>8,268</u>	<u>28,406</u>
Net book value at 31 October 2018	<u>11,699</u>	<u>1,877</u>	<u>14,752</u>	<u>28,328</u>

6. a) Heritage Assets

	Stained Glass	Cartoons	Other Assets	Total
	£	£	£	£
Cost				
At 1 November 2019	198,962	8,300	1,600	208,862
Additions	10,600	-	-	10,600
Disposals	-	-	-	-
At 31 October 2020	209,562	8,300	1,600	219,462

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 (2019 - £Nil) from the sale of Heritage Assets which had not previously been capitalised.

b) Heritage Assets - 2019

	Stained Glass	Cartoons	Other Assets	Total
	£	£	£	£
Cost				
At 1 November 2018	169,462	8,300	1,600	179,362
Additions	29,500	-	-	29,500
Disposals	-	-	-	-
At 31 October 2019	198,962	8,300	1,600	208,862

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2020

7. Investments

	2020	2019
	£	£
Market value of investments at 1 November 2019	131,719	128,064
Additions	10,000	-
Disposals	(9,522)	-
Net realised losses	(478)	-
Net unrealised investment gains/(losses)	936	3,655
Market value at 31 October 2020	132,655	131,719
Cost at start of valuation 31 October 2020	121,727	121,727

8. Debtors

	2020	2019
	£	£
Prepayments	800	1,339
Debtors	15,861	11,600
	16,661	12,939

9. Creditors

	2020	2019
	£	£
Amounts Falling Due Within One Year		
Trade creditors	-	2,529
Independent examiner fee	2,100	2,100
Pension accrual	312	1,634
Staff salaries, tax and NI and pension	6,831	7,381
Credit Card - Company Barclaycard	1,899	2,222
Telephone	120	120
Adult workshop	-	1,299
Study Weekend receipts	-	650
	11,262	17,935

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2020

10. a) 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 Heritage Fund	13,093	18,400	25,594	-	-	5,894
Sundry restricted	7,088	8,516	50,42	-	-	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

b) Funds - 2019

	Balance at 1 November £	Incoming Funds £	Resources Outgoing £	Transfers £	Gains/ Losses £	Balance at 31 October 2019 £
Restricted Funds						
Gallery project	21,817	-	-	-	-	21,817
Heritage Lottery Fund	20,899	35,210	43,016	-	-	13,093
Sundry restricted	8,347	3,181	4,440	-	-	7,088
Appeals	24,047	-	-	-	-	24,047
Heritage assets	179,362	29,500	-	-	-	208,862
Unrestricted funds	236,717	187,914	177,329	-	3,655	250,957
	491,189	255,805	244,783	-	3,655	525,864

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.

11. a) 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

b) Analysis of Net Assets between Funds - 2019

	Fixed Assets £	Heritage Assets £	Investments £	Current Assets £	Total £
Restricted Funds					
Gallery Project	11,699			10,118	21,817
Heritage Lottery Fund				13,097	13,097
Sundry restricted				7,088	7,088
Appeal Funds				24,047	24,047
Heritage assets		208,862			208,862
Unrestricted Funds	16,707		131,719	102,531	250,957
	28,406	208,862	131,719	156,877	525,864

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 £1,877 (2019 - £1,283). Contributions totalling £312 (2019- £1,634) were payable to the fund at the balance sheet date.

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

	2020 £	2019 £
Net movement in Funds	87,984	34,675
Add back Depreciation Charge	6,496	9,522
Deduct interest income in investing activities	(4,831)	(5,726)
Decrease/(Increase) in stock	(1,086)	(9,621)
Decrease/(Increase) in Debtors	(3,722)	8,328
(Decrease)/Increase in Creditors	(6,673)	786
(Gains)/Losses on Investments (see note 7)	(936)	(3,655)
Net Cash Used in Operating Activities	77,232	34,309



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 2019-2020 with grants or gifts of £1,000 or more:

*Arts Council Emergency Fund
Association of Independent Museums
Cambridgeshire and Huntingdon Family History Society
The Headley Trust
The National Lottery Heritage Fund
The Glaziers' Company
The Lopylugs and Barbara Morrison Trust
The Wyss Foundation*



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

THE
HEADLEY
TRUST



the WORSHIPFUL
COMPANY *of*
GLAZIERS
et PAINTERS OF GLASS