

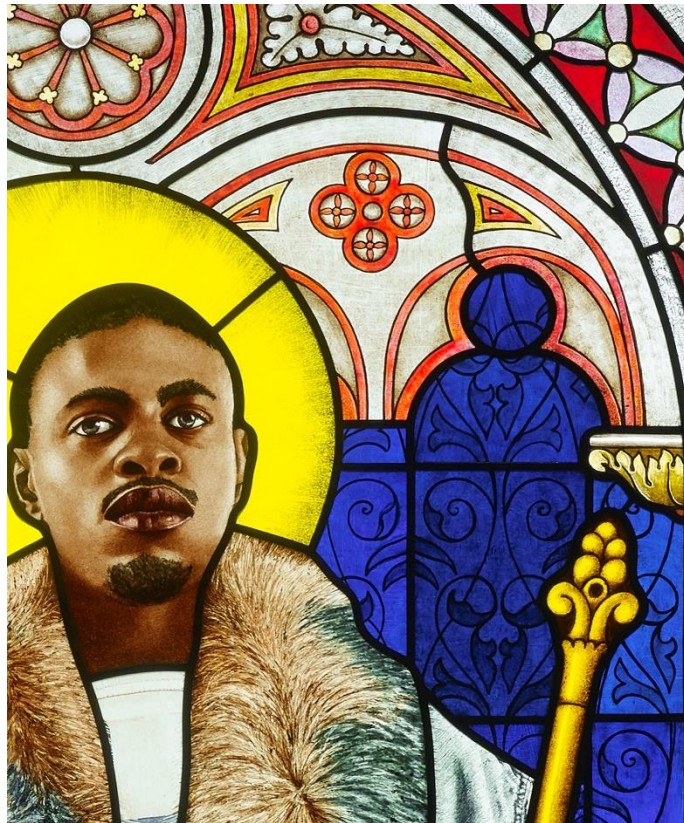


THE STAINED GLASS MUSEUM

inspiring stories in glass, light and colour

ANNUAL REPORT AND FINANCIAL STATEMENT

FOR THE YEAR ENDED
31 OCTOBER 2022



Detail: Kehinde Wiley, *Saint Adelaide* (2014), ELYGM: 2022.1

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 2022

The Trustees of the Stained Glass Museum present their report and financial statements for the year ended 31 October 2022. 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 2022 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.



THE STAINED GLASS MUSEUM

inspiring stories in glass, light and colour

Vision

The national centre for enjoying and understanding stained glass through storytelling, creativity and research.

Mission

To share with everyone the cultural and artistic importance of stained glass.

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.

GOVERNANCE & 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 and the other serving 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.

A Real Living Wage Employer

The museum became a real living wage employer and also improved its sick pay policy for staff. It also signed up to a new HR software system to make staff policies and procedures more available to its employees.

Staff Team

A new Learning Officer, Louise Hawksley, was appointed in summer 2022 and took up post in Autumn 2022. Following the end of the fixed-term post and completion of a project Lucy McNeill, Collections Documentation Assistant, left to take up employment with the NHS. No other changes were made to the museum's staff team during the year.

Future Plans

During the year Trustees returned to plans for developing a national centre for stained glass.

FINANCIAL REVIEW

Financial Overview

Finances for the year ending 31 October 2022 are set out from page 10 onwards of the accounts. Total income in 2021-22 (excluding specific grants in restricted income) was £270,631 (2020-21: £146,703). Unrestricted expenditure was £188,276 (2020-21: £114,333) and we incurred unrealised losses on investments of £11,929 this year which means our unrestricted funds now stand at £379,733.

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 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 and acknowledge that due to the global coronavirus pandemic rates of investment return are currently low (see note 1.m on page 14).

KEY ACTIVITIES

ENGAGEMENT

Visitor Engagement

We welcomed a total of 21,036 to the Stained Glass Museum during 2021-22, of which 15,202 were paying visitors. This was a significant increase on the previous year due to the museum being open all year around for the first time since the pandemic. (2020-21 visitor numbers were 12,371, of which

10,384 were paying visitors). The museum was closed to visitors for a week in October due to filming taking place in Ely Cathedral.

EDUCATION

Learning

Our learning programme was back up-and-running in full this year, and we were delighted to see school groups visit throughout the year engaging a total of more than 500 pupils from the local area. In addition, 123 adults developed their creative glass skills on one of our 27 specialist workshops in painting on glass, leading and glazing, copper foiling and glass fusing.

Together with local artist Jill Fordham we also made a fused glass artwork for Ely St Mary's school, to celebrate their 50th anniversary which was presented to the school at their end of term service.

Primary School Pop-ups. In July, The Stained Glass Museum joined other cultural/heritage attractions from East Cambs LCEP at pilot pop-up outreach events in primary schools across Fenland. These after-school events at Robert Arkenstall, Haddenham; Rackham Primary, Witchford; Isle of Ely, Ely; and St Andrew's Soham were a great success and we engaged with more than 500 children and their parents with activities and demos showing the materials, tools and brushes used to make, cut and paint onto glass.

OUTREACH

A Window into Coventry

For the first time the museum extended its national outreach and delivered a five-week stained glass community engagement project in the Midlands, in partnership with community creative group Foleshill Creates in Coventry. The 'A Window into Coventry' project, which took place in spring 2022 during the UN International Year of Glass and Coventry's City of Culture year, involved 12 local participants who learnt traditional glass painting techniques with local artist Jamal Rafay and explored local heritage. Participants attended a series of four workshops, each exploring different aspects of stained glass with a particular focus on gaining new knowledge, skills and inspiring creativity and pride in Coventry city's stained glass heritage. As part of the project participants also visited Coventry Cathedral to look at examples of both medieval and modern stained glass and were encouraged to create their own artworks in response. The project was funded by the National Lottery Heritage Fund and was a great success. A collaborative stained glass panel made by participants was placed on permanent display in Foleshill Library in October 2022, unveiled by the Lord Mayor of Coventry.

Events, Talks and Tours

The museum's postponed annual Study Tour to Canterbury took place in 2022 to the delight of attendees who enjoyed touring a variety of stained glass in West Kent. Amongst the highlights were the Marc Chagall windows at Tudeley and seeing up-close 13th century panels from the Beckett miracle windows in the Cathedral conservation studios at Canterbury, headed up by Leonie Seliger.

In June we held a series of Friends and supporters afternoons where attendees enjoyed seeing new acquisitions behind-the-scenes, meeting Trustees and providing an opportunity to contribute to and hear more about plans for future development.

Our 2022 autumn lecture series saw talks by international speakers on topics such as decorative glazing pattern books from the 17th century (Dr Liesbeth Langouche, University of Antwerp), American innovators in glass (Prof. Virginia Raguin, College of the Holy Cross); and an artist talk by Scottish artist Pinkie Maclure. We continue to make recordings of these talks available to watch for free via The Stained Glass Museum's YouTube channel.

We also participated in several local community events, once again partnering with Babylon ARTS to organise and promote a community Window Wanderland (an after-dark trail of illuminated windows) in Ely in October. We also participated in the Ely Apple Fayre in October and Ely Cathedral Christmas

Fair in November, although our plans for Heritage Open Weekend were cancelled due to the period of national mourning for the late Queen Elizabeth II.

Our Director presented papers at various regional and national conferences including SHARE Museums East Annual Conference (online), the Annual Friends of St Albans Cathedral Conference, Cambridgeshire Historic Churches Trust Annual Conference, and a public event at the National Gallery, as well as speaking to local lifelong learning and special interest groups.

Exhibitions

Our main exhibition of the year was *A Focus on Fabric* featuring stained glass artworks from the museum's reserve collection, with a particular focus on the beautiful fabrics depicted within the glass. In summer we also hosted a small exhibition of selected competition entries to the 2022 Stevens' Architectural Glass Competition, promoting emerging artists' designs and the work of the Worshipful Company of Glaziers and Painters of Glass.

COLLECTIONS & RESEARCH

Publications & Research

During the course of the year our Director and Curator, Dr Jasmine Allen contributed an article on a sculptural monument incorporating glass mosaic to Robert Claudius Billing (1899), published as part of a special issue of the *Journal of Victorian Culture* on 'Sculpture and Faith at St Paul's Cathedral, c.1796-1914', looking at the monuments of St Paul's Cathedral (2022). The Curator was also a keynote speaker at an International Summer School - the 'Heart of Glass' - focusing on Modern stained glass in UK and Germany, held at the University of Düsseldorf, Germany in September 2022. She also appeared as a panellist in a BBC Radio 3 *Free Thinking* show on 'Windows' (4 May 2022).

Collections development

New acquisitions acquired in this financial year included the last window designed by pioneering Irish artist Wilhelmina Geddes, which upon her death was completed by her colleague Charles Blakeman. The three-light window illustrating *Faith, Hope and Charity* (1956) came from the former church of St Paul's Battersea, which since redundancy has been converted for mixed use. This window (2022.1) was purchased with help from The Art Fund and ACE/V&A Purchase Grant Fund. The museum was also gifted a modern panel *Wrestling with the Angel* (2012) by artist Mark Angus (2022.2), a collection of items from Whitefriars (Powell) studio by Alf Fisher (2022.3-7) and five Henry Holiday cartoons (2022.8) by Joan Hadley.

Collection dissemination

The museum was asked to contribute a Creative Case Study for Diversity on its recent acquisition by Kehinde Wiley for Arts Council England. Our Director was invited to give several talks on this acquisition nationally, including at the National Gallery in September 2022, and SHARE Museums East Annual Conference (online) in November 2021. Throughout the year numerous other talks on the museum's collection and history of stained glass were given to various interest groups.

Collections Care

The Museum was delighted to receive an award from the AIM / Pilgrim Trust Collections Care Audit Scheme for an ICON-accredited stained-glass conservator to visit the museum and review its collections care, environmental monitoring and conservation needs. The visit will take place in the next financial year.

SUPPORTERS

We are incredibly grateful to those trusts and foundations that have awarded unrestricted grants to the museum throughout the year, including the Wyss Foundation, The Loppylugs and Barbara Morrison Charitable Trust; The Glaziers Trust and the Circle of Art. A significant legacy was received from the estate of Mr Richard Gordon Deeble.

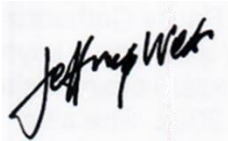
Project-specific funding was received during the year from the National Lottery Heritage Fund for the 'A Window into Coventry' outreach project. The Worshipful Company of Art Scholars provided a generous donation to support the museum's specialist educational work.

Acquisition funding was received from Art Fund and ACE/V&A Purchase Grant Fund towards the purchase of Wilhelmina Geddes and Charles Blakeman's *Faith, Hope and Charity* window from St Paul's Church, Battersea (1956).

Some additional emergency funding related to the impact of the covid pandemic on businesses and attractions was received via the Local Authority Discretionary Fund through the Additional Restrictions Grant programme.

The Stained Glass Museum Friends organisation was relaunched during the year with new membership levels and membership cards. Over the course of the year 6 new paying Friends joined and active membership now stands at around 220 individuals.

The Trustees' report was approved on 17 April 2023 and signed on behalf of the Board of Trustees by

A handwritten signature in black ink that reads "Jeffrey West". The signature is written in a cursive style and is positioned above the printed name and title.

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: 17 April 2023



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 2022 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 ICAEW, 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

10th July 2023

Date:

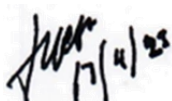
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 OCTOBER 2022

	<i>Note</i>	Unrestricted Funds (Museum) 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Unrestricted Funds (Museum) 2021 £	Restricted Funds 2021 £	Total Funds 2021 £
Income From:							
Donations and legacies		105,680	40,454	146,134	51,471	178,648	230,119
Charitable Activities	2	160,159	-	160,159	90,924	-	90,924
Other	3	569	-	569	361	-	361
Investments		4,223	-	4,223	3,947	-	3,947
Total Income		270,631	40,454	311,085	146,703	178,648	325,351
Expenditure on:							
Raising Funds		12,142	-	12,142	610	-	610
Charitable Activities	4	176,134	30,285	206,419	113,723	76,620	190,343
Total Expenditure		188,276	30,285	218,561	114,333	76,620	190,953
Net Income before gains/(losses) on investments and transfers		82,355	10,169	92,524	32,370	102,028	134,398
Transfer between funds		10,213	(10,213)	-	(7,461)	7,461	-
Net gains/(losses) on investments		(11,929)	-	(11,929)	2,230	-	2,230
Net Movement in Funds		80,639	(44)	80,595	27,139	109,489	136,628
Reconciliation of Funds:	10						
Total Funds brought forward		299,094	451,382	750,476	271,955	341,893	613,848
Total Funds carried forward		379,733	451,338	831,071	299,094	451,382	750,476

BALANCE SHEET AT 31 OCTOBER 2022

	Note	2022 £	2021 £
Fixed Assets			
Tangible fixed assets	5	11,699	15,377
Heritage assets	6	408,962	393,562
Investments	7	122,956	134,885
Total Fixed Assets		543,617	543,824
Current Assets			
Stock		19,012	17,494
Debtors	8	13,916	8,378
Short-term deposits		57,443	53,363
Cash at bank and in hand		211,241	142,124
Total Current Assets		301,612	221,359
Current Liabilities			
Creditors: Amounts falling due within one year	9	14,158	14,707
Net Current Assets		287,454	206,652
Net Assets		831,071	750,476
The Funds of the Charity			
Unrestricted income funds	10	309,733	279,094
Designated Fund		70,000	20,000
Restricted income funds		451,338	451,382
		831,071	750,476

Approved by the Board of Trustees on 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 2022

		2022	2021
		£	£
	<i>Notes</i>		
Cash flows from operating activities:			
Cash provided by (used in) Operating activities	12	84,374	151,352
Cash flow from investing activities:			
Investment income		4,223	3,947
Purchase of tangible fixed assets		-	-
Sale of investments		-	-
Purchase of investments		-	-
Donated/purchased heritage assets		(15,400)	(174,100)
		(11,177)	(170,153)
Cash Provided By (Used In) Investing Activities		(11,177)	(170,153)
Change in cash and cash equivalents in the year		73,197	(18,801)
Cash and Cash Equivalents brought forward		195,487	214,288
Total cash and cash equivalents carried forward		268,684	195,487

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2022

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)	£120,000
Redundancy payments	£22,000
Rent payments (12 months)	£18,000
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 2022

2. Income From Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2022	Unrestricted Funds	Restricted Funds	Total 2021
	£	£	£	£	£	£
Admissions	59,644	-	59,644	44,886	-	44,886
Museum Trading	79,981	-	79,981	34,973	-	34,973
Education Activities	20,534	-	20,534	11,065	-	11,065
	160,159	-	160,159	90,924	-	90,924

3. Other Income

	Unrestricted Funds	Restricted Funds	Total 2022	Unrestricted Funds	Restricted Funds	Total 2021
	£	£	£	£	£	£
Sponsorships	569	-	569	361	-	361
	569	-	569	361	-	361

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2022

4. Total Expenditure

	Unrestricted Funds		Restricted Funds		Total 2022
	Salaries	Other	Salaries	Sundry	
	£	£	£	£	£
Charitable activities	-	83,824	-	24,391	108,215
Salaries and wages	87,876	-	5,894	-	93,770
Social security costs					
Pension costs	1,897	-	-	-	1,897
Other staff costs	2,537	-	-	-	2,537
	<u>92,310</u>	<u>83,824</u>	<u>5,894</u>	<u>24,391</u>	<u>206,419</u>
	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>

Analysis of Charitable Activities – Other Costs and Sundry Restricted Funds

	Unrestricted 2022	Restricted 2022	Total 2022	Unrestricted 2021	Restricted 2021	Total 2021
	£	£	£	£	£	£
Rent	15,678	-	15,678	12,367	-	12,367
Office expenses	16,683	21,808	38,491	1,735	29,128	30,863
Travel	1,753	925	2,678	852	-	852
Electricity	3,639	-	3,639	3,410	-	3,410
Museum trading costs	22,551	158	22,709	15,445	1,329	16,774
Depreciation	3,678	-	3,678	6,533	-	6,533
Sundry repairs and Maintenance	1,114	-	1,114	856	-	856
Insurance	2,969	-	2,969	2,766	-	2,766
Bank and credit card charges	416	-	416	1,110	25	1,135
Subscriptions	1,018	-	1,018	468	-	468
Education courses	11,650	-	11,650	5,530	813	6,343
Independent examination	2,510	-	2,510	2,532	-	2,532
Trustees travel expenses	165	-	165	-	-	-
Legal Fees	-	1,500	1,500	4,520	-	4,520
	<u>83,824</u>	<u>24,391</u>	<u>108,215</u>	<u>58,124</u>	<u>31,295</u>	<u>89,419</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 2022

5. a) Tangible Fixed Assets

	Library Books £	Audio & Office Equipment £	Display Equipment £	Total £
Cost				
Balance as at 1 November 2021	11,699	38,292	46,912	96,903
Additions	-	-	-	-
Disposals	-	-	-	-
Balance as at 31 October 2022	11,699	38,292	46,912	96,903
Depreciation				
Balance as at 1 November 2021	-	35,892	45,634	81,526
Charge for the year	-	2,400	1,278	3,678
Eliminated on disposal	-	-	-	-
Balance as at 31 October 2022	-	38,292	46,912	85,204
Net book value at 31 October 2022	11,699	-	-	11,699

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

b) Tangible Fixed Assets - 2021

	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	11,699	38,292	46,912	96,903
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	-	35,892	45,634	81,526
Net book value at 31 October 2021	11,699	2,400	1,278	15,377

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2022

6. a) Heritage Assets - 2022

	Stained Glass £	Cartoons £	Other Assets £	Total £
Cost				
At 1 November 2021	383,062	8,900	1,600	393,562
Additions	13,900	1,500	-	15,400
Disposals	-	-	-	-
At 31 October 2022	396,962	10,400	1,600	408,692

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 (2021 - £Nil) from the sale of Heritage Assets which had not previously been capitalised.

b) Heritage Assets - 2021

	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	383,062	8,900	1,600	393,562

7. Investments

	2022 £	2021 £
Market value of investments at 1 November 2021	134,885	132,655
Additions	-	-
Disposals	-	-
Net realised losses	-	-
Net unrealised investment gains/(losses)	(11,929)	2,230
Market value at 31 October 2022	122,956	134,885
Cost at start of valuation 31 October 2022	122,707	138,911

8. Debtors

	2022 £	2021 £
Other debtors	1,317	1,516
Prepayments	889	809
Debtors	11,710	6,053
	13,916	8,378

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2022

9. Creditors

	2022	2021
	£	£
Amounts Falling Due Within One Year		
Trade creditors	1,537	3,066
Independent examiner fee	2,500	2,100
Pension accrual	448	443
Staff salaries, tax and NI and pension	8,405	7,584
Credit Card - Company Barclaycard	1,148	1,224
Telephone	120	120
Other	-	170
	14,158	14,707

10. a) Funds - 2022

	Balance at 1 November 2021	Incoming Funds	Resources Outgoing	Transfers	Gains/ Losses	Balance at 31 October 2022
	£	£	£	£	£	£
Restricted Funds						
Gallery project	21,817	-	-	-	-	21,817
National Lottery	5,894	9,891	(15,545)	(240)	-	-
Heritage Fund						
Sundry restricted	10,562	-	-	(10,562)	-	-
Appeals	19,547	-	-	-	-	19,547
Heritage assets	393,562	15,400	-	-	-	408,962
Art fund	-	8,255	(8,844)	589	-	-
Arts Council England	-	5,896	(5,896)	-	-	-
AIM	-	1,012	-	-	-	1,012
Unrestricted funds	279,094	270,631	(188,276)	(39,787)	(11,929)	309,733
Designated Fund	20,000	-	-	50,000	-	70,000
	750,476	311,085	(218,561)	-	(11,929)	831,071

b) 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

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

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 of 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 - 2022

	Fixed Assets £	Heritage Assets £	Investments £	Current Assets £	Total £
Restricted Funds					
Gallery Project	11,699	-	-	10,118	21,817
Appeal Funds	-	-	-	19,547	19,547
AIM	-	-	-	1,012	1,012
Heritage assets	-	408,962	-	-	408,962
	-	-	-	-	-
Unrestricted Funds	-	-	122,956	256,777	379,733
	11,699	408,962	122,956	287,454	831,071

b) 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

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 £1,943 (2021 - £1,877). Contributions totalling £448 (2021- £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

	2022	2021
	£	£
Net movement in Funds	80,595	136,628
Add back Depreciation Charge	3,678	6,533
Deduct interest income in investing activities	(4,223)	(3,947)
(Increase)/Decrease in stock	(1,518)	2,640
(Increase)/Decrease in Debtors	(5,538)	8,283
(Decrease)/Increase in Creditors	(549)	3,445
(Gains)/Losses on Investments (see note 7)	11,929	(2,230)
	<hr/>	<hr/>
Net Cash Used in Operating Activities	84,374	151,352
	<hr/>	<hr/>

13. Related Parties Transactions

During the year no Trustees received any remuneration (2021: none)

During the year no Trustees received any benefit in kind (2021: none)

During the year no Trustees received any reimbursement of expenses (2021: none)



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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AIM

Art Fund

ECDC Local Authority Discretionary Grant – Covid Support

National Lottery Heritage Fund

The Circle of Arts

The Estate of Mr Richard Deeble deceased

The Glass Society

The Glaziers' Trust

The Lopylugs and Barbara Morrison Charitable Trust

The Worshipful Company of Art Scholars

The Wyss Foundation

V&A Purchase Grant

THE
HEADLEY
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