

The Stained Glass Museum



ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 OCTOBER 2015



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

**Registered Charity No. 274776
Arts Council Accredited Museum No. 574**

The Stained Glass Museum

CHARITY INFORMATION

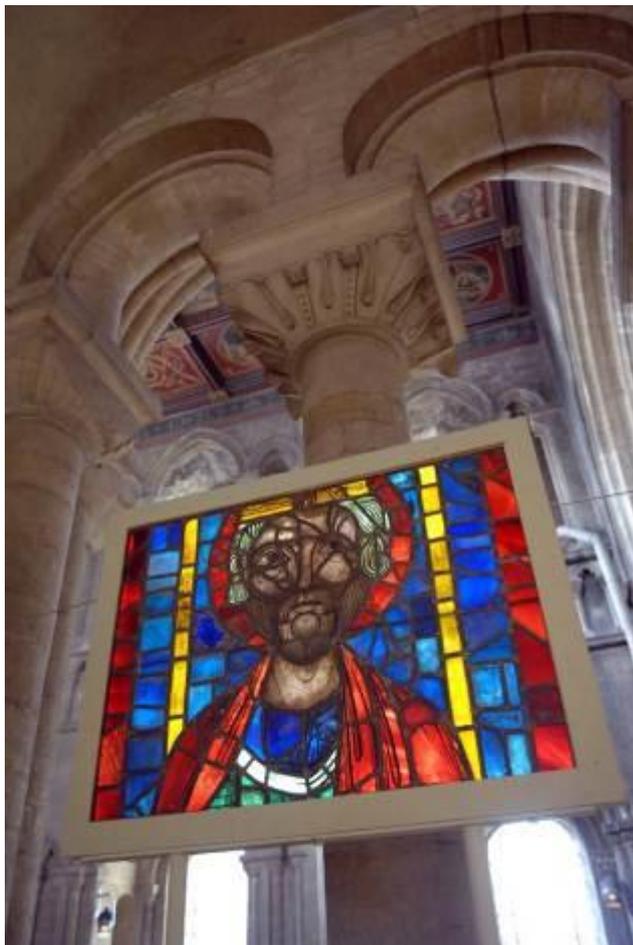
Registered Charity No. 274776
Arts Council Accredited Museum No. 574
Registered Office: *The Stained Glass Museum,*
Ely Cathedral, Ely, Cambridgeshire, CB7 4DL

PATRON	HRH The Prince of Wales
TRUSTEES	Sarah Brown MA FSA Anna Eavis Martin Harrison FSA Hon FMGP Professor Richard Marks FSA Professor Jean Michel Massing FSA Richard Shephard MBE (appointed 14 January 2015) Elizabeth Stazicker MA FRSA Dr Jeffrey West FSA (appointed 2 November 2015) Michael Womack
SECRETARY	Dr Jasmine Allen
CURATOR	Dr Jasmine Allen
CONSERVATION ADVISER	Sarah Brown MA FSA
LEGAL ADVISER	Mills & Reeve Francis House 3-7 Redwell Street Norwich NR2 4TJ
BANKERS	Barclays Bank Plc 28 High Street Ely Cambridgeshire CB7 4LA
INDEPENDENT EXAMINER	Nigel Prentis FCA Prentis & Co LLP 115c Milton Road Cambridge CB4 1XE

The Stained Glass Museum

REPORT OF THE TRUSTEES

Objectives and Policies of the Charity



The Stained Glass Museum Trust believes strongly that stained glass forms an important part of our cultural and artistic heritage, and is committed to raising the profile of the medium as an historic and contemporary art form.

The Stained Glass Museum exists to collect the finest representative examples of stained glass and associated materials, of all periods. The 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.

The objectives of the Stained Glass Museum are the education of the public in the history and appreciation of stained glass and the operation of a Museum to display and preserve stained glass. Accredited by the Arts Council, it is required to meet its standards for the custody and care of the Collection.

The Museum was founded in 1972 under a Trust Deed as an independent charitable trust and, after assembling its collection, opened to the public in 1979. It is located in Ely Cathedral under a formal 25 year Licence made in 1997 with the Dean & Chapter to occupy the South Triforium. The policy of the Trustees is to continue to

build up, through donations, purchases and loans, a comprehensive collection of stained glass.

The Charity is controlled by Trustees selected for their knowledge of stained glass, museum and heritage sector, management, finance and other appropriate subjects. Upon appointment, new Trustees are inducted on the objectives and policies of the charity and on their Trustee responsibilities by the Chairman and the Curator. Existing trustees are provided with training as and when required; this is provided both internally by fellow trustees and where appropriate by outside sources.

The Trustees meet at least four times a year to review policy and progress with the Curator and there is also an advisory Acquisition and Disposal Sub-Committee of appointed persons including selected Trustees. A risk review is carried out by the Curator and the Trustees annually, and appropriate steps are taken to mitigate risk.

The Trustees are aware of the Charity Commission's guidance on public benefit and the requirements of the Charities Act 2006, including the requirement to report on public benefit. The Museum and library are available to the public at large, as are events, workshops and educational courses organised regularly by the Museum, and members of our active Friends Organisation.

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

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Review of Developments and Activities November 2014 - October 2015

OVERVIEW

The Stained Glass Museum received another record number of visits during 2015-16, showing a 6% increase on the previous year. A total of 18,291 visitors came to the Museum gallery, with a further 5,000 visits to the Museum shop. We are delighted that the Museum continues to inspire visitors of all ages from across the world. In order to gain more insights into our visitors and their perceptions of the Museum, we have begun some audience research through the Audience Agency's Visitor Finder survey sponsored by Arts Council England. In addition we have agreed to participate in pilot research for a Museum Studies research project led by Dr Sandra Dudley at the University of Leicester in conjunction with the National Museum Institute of India, funded by the British Academy and the British Council. We hope that the results of this research will enable us to better evaluate the visitor experience, further develop the Museum and help with strategic planning for the future.

Financial Review

Overall, the museum had a very good year. Total income (excluding specific grants) increased by £23,781 to £164,800 and although expenses also increased on 2014 by £14,575, the overall effect was an increase in unrestricted reserves of £16,208 after adjustments (£5,682 in 2014). Increased income was largely due to improved admission income and shop sales.

During the year the trustees transferred £105,000 from a low interest bearing deposit account to spread across a range of investments with CCLA in order to increase income. This produced an immediate gain of almost doubling the interest received even though the investments were only in place for six months of the financial year.

Unrestricted reserves now stand at £201,803, up from £185,595. A new policy on the level of unrestricted reserves is currently being agreed by trustees but at the present time the amount required should be comfortably met.

The 2015 - 16 financial year may not be quite as buoyant particularly with expected increases in staff costs but we continue to make efforts in reducing general expenditure where possible.

The Museum has benefited from a number of grants to assist with collections management, acquisitions, educational outreach, display and interpretation. We are grateful to the following grant funding bodies that made unrestricted donations to the Museum over the year: the Glaziers Trust (£3,000); Lopylugs and Barbara Morrison Charitable Trust (£3,400) and the Wyss Foundation (\$2,000). Grants and donations continue to be an important source of revenue which enables the Museum's continual development. The Museum also participated in a SHARE Fundraising Strategy Cohort to continue to explore ways of generating additional income.

GOVERNANCE

Trustees

Elizabeth Stazicker continued her tenure as Chairman of the Trustees 2014-15. Due to other work commitments, Dr Vicky Avery, Vice-Chairman of Trustees, stepped down from the Board in April 2015. Trustees were delighted to co-opt two new trustees to the Board of Trustees during the year, both of whom bring new sets of skills and enthusiasm to the Museum's governing body. Dr Richard Shephard, former Director of Development at York Minster, joined the Board in January 2015; and Dr Jeffrey West, who has for many years acted as an Advisor to the Church of England Closed and Redundant Churches Committee as well as Diocesan Advisory Committees, joined in November 2015.

Staff and Volunteers

Under the Shop and Visitor Services Manager our team of five part-time Visitor Services Assistants continue to work together to develop our visitor services and Museum shop. Several Visitor Services Assistants took part in a SHARE Mystery Shopper Scheme over spring and summer, which enabled staff to visit and learn from other visitor attractions and gain feedback on our welcome and services.

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Thanks to grant funding we continued to employ a Collections Assistant one day a week until September 2015, to work through a documentation backlog. Happily, the Museum's collection management and cataloguing is now up-to-date.

The Museum continues to benefit from a small dedicated team of volunteers who provide additional support with Educational visits and outreach, documentation and cataloguing and to whom we are very grateful.

COLLECTIONS

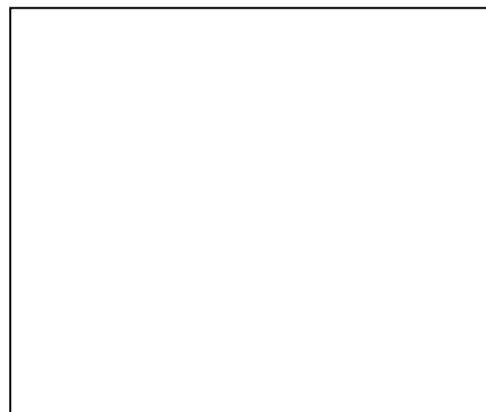
Acquisitions

Over the course of the year the Museum made several acquisitions, which were donated or bequeathed to the Museum, including:

- A small glass crucifix by Jacques Gruber (1870-1936) (ELYGM: 2014.10)
- A Virgin and child (1972) stained glass panel by Carl Edwards (1914-85) (ELYGM: 2014.11).
- 33 designs for stained glass from the Goddard & Gibbs Studio, London (ELYGM: 2014.12).
- A design for a window in the Lady Chapel of St Joseph's Church, Nechells, Birmingham, by Joseph E. Nuttgens (1892-1982) (ELYGM: 2014.13)
- A stained glass cartoon of St Augustine (1928) and a stained glass panel depicting St Catherine (c.1980) also by Joseph E. Nuttgens (1892-1982) from the artist's family (ELYGM: 2015.1 and 2015.2).

Two stained glass panels previously on long-term loans to the Museum were permanently donated to the Museum's collection:

- A window depicting Christ the Good Shepherd, made by Heaton, Butler and Bayne around 1890, from the Chapel of the Good Shepherd, Hill House, Pulham Market, Norfolk (ELYGM: 1979.3). The window was gifted to the Museum by Norfolk Museums Service.
- A window depicting Christ's Miracles from the chapel at the Royal Gloucester Hospital was permanently gifted to the Museum by Gloucestershire NHS Trust (ELYGM: 1985.4).



A stained glass panel depicting the head of an angel designed by Harrington Mann and made by Guthrie & Wells of Glasgow, was repatriated to the Stained Glass Museum's collection by Glasgow City Council (ELYGM: 1978.3.10). The lower half of the angel from the same window was already in the Museum's collection,

Several books were also donated to the Museum's reference library over the course of the year.

Loans

The Museum loaned out some stained glass tools and fragments to the Ward Library at Peterhouse College, Cambridge, for a small exhibition on a collection of Burne-Jones' cartoons for stained glass in the College's possession. We also loaned a 13th century grisaille panel (ELYGM: 1990.4) to the Conseil Général de l'Aube for an exhibition of Cistercian art at Cité du Vitrail, Troyes, France for six months from June 2015. In November 2015 the Museum acquired on loan a large 14th century architectural canopy originally from the Lady Chapel of Ely Cathedral.

Conservation and Collections Care

During the year four modern stained glass panels by Geoffrey Clarke (1925-2014) underwent specialist conservation by trainee conservators at the University of York under the guidance of York Glazier's Trust. The costs of conservation were financed by the Geoffrey Clarke Appeal.

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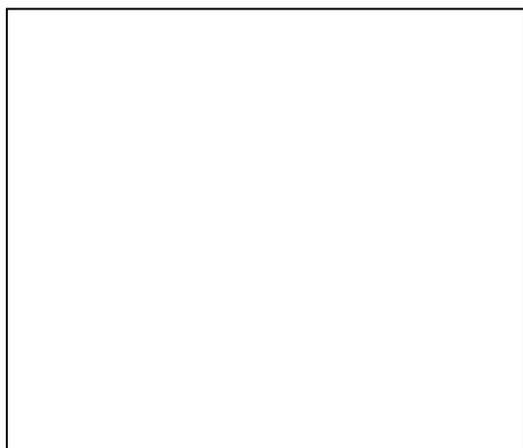
The Museum was awarded a £5,000 Preventative Conservation Grant from the Association of Independent Museums to install secure and protective aluminium roller shutters on its reserve collection store. Work was also undertaken to adapt the Museum's four portable display cabinets to make them more secure.



Following a visit by our Conservation Advisor and a conservation audit of the stained glass on display in the main gallery an HLF-funded intern at York Glaziers Trust visited the Museum during October 2015 to carry out minor repairs in situ.

Exhibitions and Interpretation

Four temporary exhibitions were held at the Stained Glass Museum over the last year. The first of which focused on the Cambridge firm of stained glass artists and decorators F. R. Leach & Sons, who worked in partnership with some of the country's best known designers and architects including William Morris, father of the arts and crafts movement, George Frederick Bodley, the Gothic revival architect, and celebrated stained glass artist Charles Eamer Kempe.



Other exhibitions during 2015 had a focus on contemporary glass. In April the Museum hosted an exhibition entitled 'Harmony' featuring selected entries for the Dylan Thomas International Glass Award, curated by the Swansea School of Glass, University of Wales Trinity St David's and supported by the BSMGP as part of the 2014 centenary celebrations to mark Dylan Thomas' birth. In summer we celebrated the Ouse Washes Landscape Partnership's (OWLP) 'OuseFest' by hosting a small exhibition of Fen landscapes in glass by local glass artist and illustrator Althea Braithwaite. At the end of the year, Teepee Glass, a group of artists who met whilst studying glass at Central St Martins exhibited as part of TP10YRS, the 10th anniversary of the group.

An educational stained glass video on the making of stained glass entitled 'Capturing Magic', which was begun in 2008 as a collaboration between the Stained Glass Museum and Anglia Ruskin University was completed in November 2014 by The Stained Glass Museum in partnership with the Stained Glass Centre, York. The eight minute long film shows the materials and methods used for making stained glass from medieval times to now. Footage for the film was shot on location in Ely Cathedral, The Stained Glass Museum, York Minster, York Glaziers Trust, the Salisbury Stained Glass Studio, and the Wolverhampton workshops of English Antique Glass. It reveals the ancient processes of glassblowing and lead casting, as well as traditional glass painting and leading techniques, used to make stained glass windows. The editing of the footage was completed in March 2015 by HistoryWorks, Inc. under the guidance of the two partnership institutions The Stained Glass Museum, Ely and The Stained Glass Centre, York. The completion of the video project was funded by the Barbara Whatmore Trust, the Worshipful Co. of Plumbers and ADeC. It is now available to all on the Museum's website and on continuous show in the gallery.

EDUCATION

Schools Outreach and Family Learning

The Education Officer continues to work closely with Ely Cathedral and Ely Museum to deliver the education programme, aimed mainly but not solely at primary schools from the region. The Museum's participation in a UK Day at Lakenheath American Middle School, local careers fairs and our annual short course in glass for students

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studying towards an A-Level in Art at King's Ely continued this year to much success. We also managed a number of successful window projects in several local schools, namely

- Leverington
- Norman School
- Northwold
- Little Thetford

Once again the Museum took part in 'Summer at the Museums', a University of Cambridge led initiative for Museums in Cambridgeshire. The Stained Glass Museum held weekly drop-in sessions with a range of art and craft activities during July and August. In addition sessions were run for families in half-term, Easter and Christmas holidays. Trustees remain ever grateful to all the education volunteers without whom it would not be possible to have such a dynamic and active Educational and outreach programme.

Workshops

The Museum's one-day practical workshops for adults in glass painting, fusing, and leading/glazing remain incredibly popular and successfully generate additional income for the Museum. Twelve full day workshops were held in the last year. Trustees are grateful to Workshop Tutors for their dedication to the programme.

Talks and Lectures

Throughout the year the Curator gave tours of the Museum to visiting groups including the Building Limes Forum, Past Masters Associations, and visiting Antiquarian, Local History, U3A and NADFAS groups. The Curator gave talks to the Pugin Society, Friends of Eton College, Roman Catholic Historic Churches Committee, Ecclesiological Society Annual Conference, Friends of Ely Museum, Friends of Clare Church and various NADFAS groups and Rotary Clubs. The Curator also attended the annual conferences of the BSMGP and Society of Glass Technology, both of which were held in Cambridge in September.

FRIENDS

The Museum Friends organisation continues a slow but healthy growth each year. During 2014-15 23 new Friends joined. We also introduced updated the Friends leaflet and introduced new membership rates for corporate bodies, students and two people at the same address.

EVENTS

Study Days and Study Weekends remain an important part of our events programme, attended by many Friends and other individuals.



In February 2015 Caroline Swash has kindly led a 'Science and stained glass' themed tour in London where we visited modern stained glass windows by Johannes Schreiter at The Royal College Medical Library, Whitechapel, and windows by Lawrence Lee and students of Central St Martin's at The Royal Society of Chemistry, Burlington House. In April, our annual Study Weekend was held in Coventry and Warwick and was attended by over 40 delegates. For the first time, we were able to offer a Student Bursary place for this trip. We also organised a study tour of stained glass in Essex churches in June, which was well-attended and enjoyed by a number of Friends and supporters.

July saw the Museum's Annual Lecture at the Art Workers' Guild, London, where Keith Barley OBE ACR, of Barley

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Studios, spoke to us about the conservation of the 16th century stained glass from Herkenrode Abbey in Lichfield Cathedral. In the autumn the Museum held a series of autumn lectures in Ely by visiting speakers from near and far on a range of topics including Prof. Paul Binski on the development of decorated gothic architecture, Dr Libby Horner on the stained glass artist, designer and muralist Frank Brangwyn and Adrian Barlow on Charles Eamer Kempe and his circle.

The Museum also participated in Heritage Weekend in September and opened for free in the evening, during which time we received over 70 visits and the Curator conducted a fully-booked tour of the gallery.

SHOP

As in previous years, the Museum was grateful to Ely Cathedral for giving the Museum shop a stall at their annual Christmas Gift & Food Fair in November. In addition to this, the Museum had a stall at the first ever Glaziers' Art Fair held at Glaziers' Hall in London during October. Both fairs were a success, generating additional income for the Museum.

We are also benefiting by the introduction of gift aid on our own admission income, in addition to the gift aid on joint tickets sold by the cathedral.

Over the course of the year we have developed new lines of our own branded merchandise for the shop, including silk ties and cufflinks, tea towels, mugs, notepads and pencils. We hope to continue to develop these commercial lines.

The Museum's online profile has grown thanks to a number of web changes and the introduction of online payments. Having become more active on social media (Facebook and Twitter), the Museum is reaching wider audiences than ever.



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STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

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

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ascertain the financial position of the Charity and which enable them to ensure that the financial statements comply with the Charities Act 1993 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: TBA

Elizabeth Stazicker
Chairman of Trustees

The Stained Glass Museum

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

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

I report on the accounts of the Trust for the year ended 31 October 2015 which are set out on pages 9 to 18.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's statement

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

Independent examiner's statement

In 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 proper accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act; orhave 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.

Nigel A Prentis FCA
Prentis & Co LLP

115c Milton Road
Cambridge
Cambridgeshire
CB4 1XE

Date: TBA

The Stained Glass Museum

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 OCTOBER 2015

	<i>Note</i>	Unrestricted Funds (Museum) £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Incoming Resources					
Donations, gifts and grants		13,297	14,995	28,292	54,571
Investment income		2,467	20	2,487	1,283
Admissions		69,555	-	69,555	61,146
Fundraising events		1,368	-	1,368	1,545
Museum trading	2	39,058	-	39,058	28,688
Other income		587	-	587	425
Education activities		38,469	210	38,679	31,962
Total Incoming Resources		164,800	15,225	180,025	179,620
Resources Expended					
Direct charitable expenditure	3	144,515	6,478	150,993	140,178
Fund-raising and publicity	4	820	-	820	2,377
Governance costs	5	2,138	-	2,138	2,160
Total Resources Expended	6	147,473	6,478	153,951	144,715
Net Incoming/ (Outgoing) Resources before Transfers					
Transfer between funds	12	17,327	8,747	26,074	34,905
Other Recognised Gains and Losses					
Gains/(losses) on investments					
Unrealised	9	(1,119)	-	(1,119)	258
Realised			-	-	-
Net Movement in Funds		16,208	8,747	24,955	35,163
Balances brought forward at 1 November 2014		185,595	150,585	336,180	301,017
Balances carried forward at 31 October 2015		201,803	159,332	361,135	336,180

Note

The notes on pages 12 to 18 form part of these accounts

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BALANCE SHEET AT 31 OCTOBER 2015

	<i>Note</i>	2015 £	2014 £
Fixed Assets			
Tangible fixed assets	7	45,038	42,517
Heritage assets	8	104,712	97,012
Investments	9	120,602	16,271
		270,352	156,250
Current Assets			
Stock		9,110	8,499
Debtors	10	6,045	5,367
Short-term deposits		42,481	144,994
Cash at bank and in hand		43,745	27,885
		101,381	186,745
Current Liabilities			
Amounts falling due within one year	11	10,598	6,815
Net Current Assets		90,783	179,930
Net Assets		361,135	336,180
Funds			
	12 & 13		
Unrestricted		201,803	185,595
Restricted		159,332	150,585
		361,135	336,180

Approved by the Board of Trustees on TBA and signed on its behalf by:

Elizabeth Stazicker
Trustee

Michael Womack
Trustee

Note

The notes on pages 12 to 18 form part of these accounts

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2015

1. Accounting Policies

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

(a) Basis of preparation

The accounts have been prepared on the historic cost convention with the exception that investments are valued at market value. The accounts are in accordance with the applicable accounting standards, the Charities SORP 2005 (Accounting and Reporting by Charities) and comply with the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 1993.

(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 12.

(e) Incoming resources

All incoming resources are 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 2014 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.

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- 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 eg 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 8.

(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.

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2015

2. Museum Trading Activities

	2015 £	2014 £
Turnover	39,058	28,688
Cost of sales	<u>31,876</u>	<u>17,837</u>
Gross profit	<u>17,182</u>	<u>10,851</u>

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
3. Direct Charitable Expenditure				
Museum operations	<u>144,515</u>	<u>6,478</u>	<u>150,993</u>	<u>140,178</u>
4. Fund-raising and Publicity				
Advertising	60	-	60	1,438
Fund raising event expenses	<u>760</u>	-	<u>760</u>	<u>939</u>
	<u>820</u>	-	<u>820</u>	<u>2,377</u>
5. Governance Costs of the Charity				
Salaries and office costs	-	-	-	
Independent examiner fee	1,850	-	1,850	1,800
Trustees' travel expenses	<u>288</u>	-	<u>288</u>	<u>360</u>
	<u>2,138</u>	-	<u>2,138</u>	<u>2,160</u>

Note: Trustees are entitled to claim the lowest train fair for the travel or mileage costs at the rate of 45p per mile, depending on how direct the journey is from their base to the meeting venue.

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2015

6. Total Resources Expended

	Unrestricted Funds		Restricted Funds		Total 2015	Total 2014
	Salaries	Other Costs	Salaries	Sundry Restricted Funds		
	£	£	£	£	£	£
Direct charitable expenditure	65,660	78,855	1,800	4,678	150,993	140,178
Fund-raising and publicity	-	820	-	-	820	2,377
Governance costs	-	<u>2,138</u>	-	-	<u>2,138</u>	<u>2,160</u>
	<u>65,660</u>	<u>81,813</u>	<u>1,800</u>	<u>4,678</u>	<u>153,951</u>	<u>144,715</u>

Salary costs represent the total emoluments paid to staff members who include the Curator (full time), and a part time Treasurer and Museum assistants. The pension costs amounted to £Nil (2014 - £xx) and employers National Insurance costs were £2,336 in the year (2014 - £2,348). The average number of employees was 8 (2014 - 8). The Trustees receive no remuneration.

Direct Charitable Expenditure - Other Costs and Other Appeals	Unrestricted Funds		Restricted Funds	
	2015 £	2014 £	2015 £	2014 £
Rent	7,805	7,805	-	-
Office expenses	8,405	7,417	381	2,365
Travel	214	1,151	-	-
Electricity	3,327	3,323	-	-
Museum trading costs	21,876	17,837	-	-
Depreciation	5,346	847	3,625	5,325
Sundry repairs and maintenance	1,690	2,471	672	788
Insurance	1,876	1,330	-	-
Bank and credit card charges	1,131	1,151	-	-
Recruitment	-	-	-	-
Subscriptions	336	120	-	-
Training courses	-	-	-	-
Education courses	15,599	12,355	-	-
Lectures and study weekends	11,250	12,464	-	-
Entertaining	-	-	-	-
	<u>78,855</u>	<u>68,271</u>	<u>4,678</u>	<u>8,478</u>

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2015

7. Tangible Fixed Assets

	Library Books	Audio & Office Equipment	Display Equipment	Total
Cost	£	£	£	£
Balance as at 1 November 2014	10,699	32,588	34,954	78,241
Additions	-	147	11,346	11,493
Disposals	-	568	-	568
Balance as at 31 October 2015	<u>10,699</u>	<u>32,167</u>	<u>46,300</u>	<u>89,166</u>
Depreciation				
Balance at 1 November 2014	-	26,513	9,211	35,274
Charge for the year	-	2,640	6,332	8,972
Disposals	-	568	-	568
Balance as at 31 October 2015	<u>-</u>	<u>28,585</u>	<u>15,543</u>	<u>44,128</u>
Net book value at 31 October 2015	<u>10,699</u>	<u>3,582</u>	<u>30,757</u>	<u>45,038</u>
Net book value at 31 October 2014	<u>10,699</u>	<u>6,075</u>	<u>25,743</u>	<u>42,517</u>

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

8. Heritage Assets

	Stained Glass £	Cartoons £	Other Assets £	Total £
Cost				
At 1 November 2014	95,112	1,400	500	97,012
Additions	<u>6,050</u>	<u>1,550</u>	<u>100</u>	<u>7,700</u>
At 31 October 2015	<u>101,162</u>	<u>2,950</u>	<u>600</u>	<u>104,712</u>

The costs above represent items acquired since 1 November 2005. In addition the Museum holds a further 56 pieces of glass and 129 cartoons in its collection which were not previously capitalised.

Items held on loan are not included within fixed assets.

During the year the Museum received proceeds of £Nil (2014 - £Nil) from the sale of Heritage Assets which had not previously been capitalised.

The Stained Glass Museum

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2015

9. Investments

	2015	2014
	£	£
Market value of investments at 1 November 2014	16,721	16,463
Additions	105,000	-
Disposals	-	-
Net unrealised investment gains/(losses)	<u>(1,119)</u>	<u>258</u>
Market value at 31 October 2015	<u>120,602</u>	<u>16,721</u>
Historical cost at 31 October 2015	<u>-</u>	<u>-</u>

10. Debtors

	2015	2014
	£	£
Prepayments	2,200	640
Debtors	<u>3,845</u>	<u>4,727</u>
	<u>6,045</u>	<u>5,367</u>
Creditors:	2015	2014
Amounts Falling Due Within One Year	£	£
Trade creditors	84	22
Independent examiner fee	1,850	1,800
Staff salaries, tax and NI	5,601	4,580
Pension accrual	1,000	-
Credit Card - Company Barclaycard	559	79
Telephone	84	264
Annual lecture income in advance	75	70
Study weekend income in advance	<u>1,345</u>	<u>-</u>
	<u>10,598</u>	<u>6,815</u>

The Stained Glass Museum

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2015

11. Restricted Funds

	Balance at 1 November	Movement in Resources		Transfers	Balance at 31 October
	£	Incoming £	Outgoing £		£
2014					
Gallery project	32,823	-	5,928	-	26,895
Sundry restricted	1,289	7,731	5,889	(500)	2,631
Appeals	24,407	-	-	-	24,047
Heritage assets	<u>62,945</u>	<u>31,870</u>	<u>-</u>	<u>2,197</u>	<u>97,012</u>
	<u>121,104</u>	<u>39,601</u>	<u>11,817</u>	<u>1,697</u>	<u>150,585</u>
2015					
Gallery project	26,985	7,000	4,678	-	29,217
Sundry restricted	2,631	525	1,800	-	1,356
Appeals	24,047	-	-	-	24,047
Heritage assets	<u>97,012</u>	<u>7,700</u>	<u>-</u>	<u>-</u>	<u>104,712</u>
	<u>150,585</u>	<u>15,225</u>	<u>6,478</u>	<u>-</u>	<u>159,332</u>

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.

Heritage assets funds include stained glass, cartoons and various tools.

12. Analysis of Net Assets between Funds

	Fixed Assets	Heritage Assets	Investments	Current Assets	Total
	£	£	£	£	£
Restricted Funds					
Appeal funds	3,582	-	-	20,465	24,047
Research post	177	-	-	-	177
Sundry restricted	-	-	-	1,179	1,179
Heritage assets	-	104,712	-	-	104,712
Gallery project	29,217	-	-	-	29,217
Unrestricted Funds	<u>12,062</u>	<u>-</u>	<u>120,602</u>	<u>69,139</u>	<u>201,803</u>
	<u>45,038</u>	<u>104,712</u>	<u>120,602</u>	<u>90,783</u>	<u>361,135</u>

13. 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 £1000 (2014 - £Nil). Contributions totalling £1000 (2014 - £Nil) were payable to the fund at the balance sheet date.

The Stained Glass Museum

Registered Charity No. 274776

Arts Council Accredited Museum No. 574

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

www.stainedglassmuseum.com



*Detail of the St Wilfrid and St John Berchmans window (1927)
by Harry Clarke (1889-1931)*

*We are most grateful to the following Benefactors and Grant givers
who have supported the Museum during 2014-2015 with gifts or grants of £1,000 or more:*

*Cambridgeshire County Council
Lopylugs and Barbara Morrison Charitable Trust
The Association of Independent Museums
The Glaziers' Trust
The Wyss Foundation*

