

THE GEFFRYE MUSEUM TRUST

**ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2013**

Company Number 2476642

Charity Number 803052

THE GEFFRYE MUSEUM TRUST
ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2013

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Directors and Trustees: The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The trustees serving during the year and since the year-end were as follows:

Trustees appointed by the Secretary of State for Culture, Media and Sport:

Penny Egan, Chair
Patricia Brown

Elected Trustees: Bernard Donoghue (from December 2012, to be confirmed at the AGM June 2013)
Jeremy Edge
Douglas Gilmore (from December 2012, to be confirmed at the AGM June 2013)
Philippa Glanville
Tanvir Hasan
David Millar
Philip Robinson
Christopher Claxton Stevens (retired June 2012)
John Tomlins

Director: David Dewing

Company Secretary: Graeme Silcocks

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National Audit Office
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Company registered in England, number 2476642.

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The Trustees present their report for the year ended 31 March 2013.

The accounts have been prepared in accordance with accounting policies set out in Note I to the accounts and comply with the charity's Memorandum and Articles of Association, applicable law, the requirements of the Statement of Recommended Practice SORP 2005 Accounting for Charities and in accordance with the Companies Act 2006.

THE MUSEUM

The Geffrye is a specialist museum which explores the home over the past 400 years, particularly of the urban middle classes in England. It has outstanding collections and displays, beautiful buildings and gardens and a reputation for its high-quality learning and engagement programmes. It is known as one of London's most friendly and enjoyable museums.

The Geffrye Museum became a fully independent charitable company, limited by guarantee, in April 1991. The Trust is supported financially by grant-in-aid from the Department for Culture, Media and Sport (DCMS), supplemented by earned income, donations and sponsorship.

The principal charitable purposes of the Trust are the advancement of education and other purposes beneficial to the community, including the care of its collections, grade I listed buildings and gardens.

Public Benefit

The Trustees have complied with the duty contained in the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission. The Charity provides public benefit by safeguarding the collections and buildings, making them accessible to the public and delivering museum and education services which are open to all sectors of society.

Mission and Vision

The Geffrye Museum's mission is:

To encourage people to learn from and enjoy the museum's collections, buildings and gardens and to promote the study of the home.

Our long-term vision for the Geffrye is summarised in five statements:

1. The Geffrye should be a leading centre for the study of the home, particularly of the urban middle classes in England from 1600 to the present day.
2. The Geffrye should be a specialist museum attracting as wide an audience as possible, both actual and virtual, and providing visitors with a unique experience that is enjoyable and educational.
3. The Geffrye should provide learning opportunities and a full programme of education services for the benefit of individuals and groups of all ages, involving audiences of diverse cultural, social and economic backgrounds.
4. The Geffrye should be a leader in London's cultural networks, support design and the creative industries and contribute to social and economic development.

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5. The Geffrye should play an active role in the development and improvement of museums in London, leading by example and sharing best practice.

Our aims and objectives for the next three years are set out in the Corporate Plan 2014-15 to 2017-18. A summary is provided below, see Forward Plan, page 11.

REVIEW OF ACTIVITIES 2012-13

Overview

The museum enjoyed considerable success with its London 2012: Cultural Olympiad project culminating in an exhibition, *At Home with the World* and a significant legacy in the form of a well-established youth engagement programme. Learning programmes for schools were rewarded with a second Sandford Award for Heritage Education and the museum was shortlisted again for the Kids in Museums award. The research partnership with Queen Mary, University of London has resulted in eight new collaborative PhDs and two post-doctoral research projects now underway, examining aspects of home. The capital development project, Museum of the Home reached design stage D and was submitted for planning permission and listed building consent in December. Disappointingly, on May 1, the application was refused by Hackney's Planning Committee on conservation grounds. The scheme will now be revised. The museum's overall performance has met or exceeded targets, with visitor numbers showing a small increase in spite of reduced numbers in the summer caused by the Olympics.

Strategic Development – Museum of the Home

The Museum of the Home project began in 2009 with the appointment of David Chipperfield Architects to undertake a feasibility study and Masterplan to resolve access and circulation issues and provide additional spaces for the collections, displays, learning activities and visitor facilities. The Masterplan formed the basis for an application to the Heritage Lottery Fund in 2010, which resulted in the provisional award in May 2011 of a total grant of £10.9m. A design team was appointed in 2011 with Chipperfield again selected as architect, and a scheme design was developed to RIBA stage C by March 2012.

The design proposals were reviewed by the London Advisory Committee of English Heritage in June. A number of concerns were raised by the LAC and Hackney's planning officers over a proposed glazed walkway along the rear of the almshouses and with the overall design for the new extension. Their concerns related to alterations to the Grade I listed almshouses and to the impact on a Conservation Area of the new extension, which would have involved the demolition of a former Victorian pub. It took several months to resolve the design to the satisfaction of English Heritage and Hackney planning officers; this was finally achieved in December 2012 and the trustees signed off RIBA stage D. The scheme was then submitted for planning permission and listed building consent and came before the Hackney Council's planning committee in May 2013. Although the planning officers recommended approval the Committee voted to refuse permission on the grounds of harm to the Grade I listed building and to the Conservation Area.

In light of this and on the advice of the Heritage Lottery Fund the trustees decided to take time to review the position before submitting a new application to the HLF. This will be based on the scheme design to date, which will be consolidated into a Masterplan. Meanwhile work will proceed on addressing the conservation issues raised by the planning committee.

The extra time taken incurred additional fees and adversely affected the programme and delayed the progress with fundraising.

The Audit Committee commissioned an internal audit review of the project management over this period in order to determine whether the resources and structure were sufficient and whether any changes might be recommended before the project moved into the construction phase. Their report was submitted in April 2013. The report

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recommended the museum appoints an internal project manager to support the Director and museum team during the next phase of the project. This recommendation has been approved.

Department for Culture, Media and Sport

During 2011-12 the DCMS sought to identify an alternative sponsor for the Geffrye Museum as part of its policy to reduce the number of arm's length bodies. The Minister decided in August 2012 that the Geffrye should remain with DCMS for the foreseeable future.

As a result of the spending review in October 2010 the museum's resource funding from DCMS was cut by 15% in real terms over the four years from 2011-12 to 2014-15. Further cuts of 1.09% in 2013-14 and 1.06% in 2014-15 were announced in the 2013 Budget. The Geffrye's response has been to both reduce costs and seek to increase income; staff costs have been reduced through restructuring, and further efficiency savings have been made. Earned income has been increased mainly through the introduction of charges for school visits and for admission to temporary exhibitions. Certain learning programmes have been reduced, although every effort has been made to maintain the standards and quality of front-line services.

The government has announced that significant cross government savings will need to be found in the next spending review and the Geffrye will need to prepare for this. The impact of these cuts will be assessed as part of the museum's Business Plan for the forthcoming decade. The museum's development plans are of critical importance in creating a more sustainable future for the museum, with a higher profile helping to attract higher visitor numbers, in turn enabling higher levels of earned income and income raised through other grants, donations and corporate sponsors. In the long term, given the trends in public sector financing, the museum will only be able to maintain services and standards by diversifying income streams and seeking innovative ways of sharing and collaborating with other institutions and sectors.

Arts Council England

During 2012-13 the museum received a grant of £523,500 from the Arts Council England (ACE) Transition Fund to enable the completion and transition of Renaissance funded initiatives, including the major Cultural Olympiad project, *Stories of the World: London*, as well as learning and curatorial projects. The museum has successfully applied to the Strategic Support Fund for a two-year programme, Transforming the Geffrye, to undertake preparatory work for the Museum of the Home development during 2013-14 and 2014-15. This will include research for displays and interpretation, audience development and outreach and an inventory of collections and library material prior to being moved into the new building.

Board of Trustees

Two new trustees were selected and appointed in 2012-13. Further recruitment is planned during 2013. A Governance Committee was set up to ensure governance arrangements are fit for purpose and to advise the Board on recruitment. A Project Committee and Development Committee have continued to meet to oversee progress with the Museum of the Home project. The Audit Committee has overseen a review of the museum's risk management procedures and register; the completion of an IT policy and strategy; implemented a review of the museum's pension arrangements in preparation for auto-enrolment; and has initiated the setting up of a Foundation Trust which will be completed in 2013. It commissioned an internal audit on the project management of the Museum of the Home capital project (see under Museum of the Home above).

Development

Following a review undertaken by Jane Kaufmann Associates in early 2012 on the Geffrye Museum's opportunities to fundraise, initially for the Museum of the Home capital development and subsequently for revenue, the Board agreed to set up a development department. A development director and development officer were recruited in the autumn. The strategic approach is to focus on raising funds for the capital development. The capital campaign will build the capacity for on-going revenue fundraising in the future.

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Buildings and Gardens

A quinquennial survey of the museum's buildings was undertaken by HOK Architects, to review progress since the last survey in 2007 and make recommendations for maintenance works to the buildings in the coming years. The Report dated 29 August 2012 acknowledges the considerable amount of work undertaken since the last survey to rectify defects and make improvements and finds the buildings in generally good condition. The minor works recommended for attention are scheduled as part of the maintenance plan for 2012-14.

The installation of low energy LED lighting throughout the galleries has been completed, helping to reduce energy and maintenance costs. The emergency lighting system has been overhauled and improved. New museum signage in stainless steel lettering was installed on the boundary wall opposite Hoxton Station, and new information boards have been placed at all entry points to the museum estate.

Collections

A major achievement this year has been the clearance of the backlog of unaccessioned items acquired for the collection. This has included over 1,000 items from the object collections. The collections catalogue has also been enhanced with the addition of over 950 images. The backlog relating to the Documenting Homes collection has also been cleared; this is a unique collection providing rich material such as photographs, interviews and written testimony concerning a broad range of people's homes. More than 1,000 items relating to over 50 homes have been catalogued and a further 1,000 items listed. This work has been made possible by Transition Funding from Arts Council England.

The planned conservation programme continued to focus on items on display or being prepared for display and new acquisitions. An asbestos survey was carried out to identify items in the collection containing asbestos, to assess the risk to health and carry out removal or encapsulation where necessary.

Acquisitions

Purchases for the museum's collections in 2012-13 included:

- Steel firegrate with a rectangular basket and a cast iron arched back, manufactured in England c.1745 and a steel fender with pad feet, also manufactured in England c.1745 for display in the 1745 parlour
- Set of polished steel fire tools; a poker, shovel and tongs, c.1740-60 for display in the 1745 parlour
- Pewter plate, bearing the mark of George Lester of Dorchester, 1670-1700, for display in the annual Christmas exhibition
- Small oak chest of drawers, inscribed on the baseboard 'May 21st 1728 made for Mrs Mary Reynolds by Thomas Reynolds in Bell Lane, Spittlefealds'. The inscription, identifying both the maker and recipient, makes this modest piece of furniture exceptional; grants were secured from the V&A Purchase Grant Fund and the Art Fund for the acquisition
- 'D'-shaped folding card table, mahogany with satinwood cross-banding, lined with green baize, bearing the label of Thomas Wilmott, 'Upholder, Cabinet-maker and Undertaker' of 'No. 16 John Street, Oxford Street' on the underside, c.1800-1820, for display in the 1830 drawing room
- A pair of ebonised chairs, produced by Morris & Co from their 'Sussex range', with original rush seats and squab cushions, c.1875
- *My Mother's Corner*, watercolour view of an interior, 1880s
- *Sitting room with Christmas tree at Oak Cottage*, charcoal drawing on paper by Charles Mahoney, c.1950
- View of a roof garden with potted plants at 30A Holland Park Road, Kensington, watercolour on paper, signed by Guy Malet, probably painted between 1936 and 1957
- *A complete guide for a servant maid*, published by T. Sabine, c.1787, the only first edition in the UK; acquisition supported by grants from the Friends of the National Libraries and the V&A Purchase Grant Fund
- Eight catalogues published by M. Samuel & Co. and I. Marians & Co., advertising furniture, ceramics, textiles, toys and curios imported from Japan and China, 1891-c.1897
- 11 eighteenth and nineteenth-century satirical and other narrative prints showing domestic settings

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- Inventory of Clapham Rectory, Macaulay Road, London, the home of the Rev. Cannon Green, prepared by Waring & Gillow in 1907
- *The Housekeeper's Instructor; or, Universal Family Cook*, by William Augustus Henderson, printed and sold by W. and J. Stratford, London, 1795
- *A Collection of Above Three Hundred Receipts in Cookery, Physick and Surgery; for the use of all good wives, tender mothers and careful nurses by several hands*, published for Richard Wilkin at the King's Head in St Paul's Churchyard, London, 1714, first edition.

Donations accepted for the collections have included:

- Dyson upright vacuum cleaner, model DC01 (the first Dyson vacuum cleaner), launched in 1993, acquired from original owner, who had already contributed a documenting homes collection
- Glass bird and pipe-cleaner angel Christmas decorations, c.1910-20s, acquired with testimony from the donor who remembers their use in her grandmother's house
- A number of objects designed or chosen by the furniture and pattern designers Robin and Lucienne Day and used in their own homes (acquired with copies of photographs of the homes):
 - Telechair designed by Robin Day for Hille, 1954
 - Two cushions made from the 'magnetic' fabric designed by Lucienne Day, c.1950-60
 - Three cushions made from the 'cockaigne' fabric designed by Lucienne Day, c.1950-60
 - Pair of curtains in a linen fabric thought to have been designed and made in Scandinavia, late 1940s
- Six objects transferred from Manchester City Galleries:
 - An armchair, c1850, with original upholstery of floral needlework
 - Five foot stools, c1850, also with original upholstery including a pair with beaded covers.
- Catalogue of the sale by auction of the contents of 2 Palace Green, Kensington, the home of the author William Makepeace Thackeray (1811-1863), held by Messrs Christie, Manson and Woods on Wednesday 16 and Thursday 17 March 1864
- Rosewood writing box bearing the label of J Seabrook, trunkmaker, St Paul's Churchyard, 1813-39.

Exhibitions

The main exhibition, running from March to September 2012, was *At Home with the World*, part of the Cultural Olympiad celebrations, exploring overseas influences on English homes over the last 400 years. The exhibition was curated by Geffrye Museum staff, with participation from young people at all stages in the process. As well as the perennially successful annual Christmas exhibition, there was a series of smaller displays in the concourse cases including *Celebrating Secondary Schools* which explained the museum's Secondary School programme and *Evergreen Gardeners* which documented a creative gardening project for vulnerable and isolated older people funded by the Calouste Gulbenkian Foundation.

Loans

Loans from the museum's collections were made to exhibitions at the Norton Museum of Art in West Palm Beach, Florida, the Royal College of Art, London, King's College, London, the Garden Museum, London and the Turner Contemporary, Margate.

Research

Three events were delivered through the *Histories of Home* Subject Specialist Network; the network aims to bring together academics and heritage professionals interested in the study of home to disseminate new research and practice. A workshop on developing the theme of the history of reading at home for museum audiences was delivered with guest speakers, Abigail Williams, (University of Oxford) and Mark Purcell (National Trust Libraries Curator); a conference on domestic advice literature was delivered in partnership with Kingston Modern Interiors Research Centre and the fifth annual conference, 'Home Intimacies' explored the many intimacies of home – familial, social and sexual in the past and present.

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The Centre for Studies of Home, a partnership with Queen Mary, University of London was successful in its bid to secure funding from the Arts and Humanities Research Council for an Extended Collaborative Doctoral Award examining the relationship between home and work in London over the past 350 years. Including the four studentships involved in this project, there are now 8 PhDs and two post-doctoral research projects affiliated with the centre, covering a broad range of subjects and periods, from working class homes in the late eighteenth century to teenage bedrooms from the mid-twentieth century onwards. As well as delivering traditional academic outputs such as dissertations and papers, the research projects aim to enhance the museum's exhibition, collecting and learning programmes and deliver new archives for the museum's collections. A rich programme of events delivered through the centre has included a post-graduate study day, a conference exploring methodologies and sources for studying home and a monthly programme of research seminars at the Institute of Historical Research.

Stories of the World: London

Stories of the World was the museum sector's main contribution to the London 2012: Cultural Olympiad, organised in partnership with the London Organising Committee of the Olympic and Paralympic Games and funded by Arts Council England. The Geffrye's special exhibition, *At Home with the World*, ran from March to September 2012 and was the culmination of a four-year project involving young people and the local community exploring the cross-cultural connections within the museum's collections. Approximately 18,000 people visited the exhibition.

The project provided a catalyst for developing the museum's youth engagement programmes. Staff worked with over 1,000 young people who took an active role in creatively reinterpreting the collections through film, photography and poetry both for the exhibition and as new material on the website. A number volunteered as Young Games Makers helping to deliver events at the Olympics, others gave poetry performances in Westminster Hall as part of the Arts in Parliament festival, worked as tour guides at the museum and served as members of the Geffrye Youth Advisory Panel.

Funding from Arts Council England and the Heritage Lottery Fund has been secured to sustain the youth programmes during 2013-15.

Learning and Engagement, Formal Learning

The number of children from years 1-6 attending facilitated schools sessions during 2012-13 was 11,330, a slight fall of 1,500 compared to the previous year, caused by the introduction of charges for school sessions in response to cuts in government grant-in-aid. Demand is expected to recover through closer partnerships with schools and better marketing, funded in part by Renaissance Transition funding from Arts Council England, which has also supported a wide range of learning and engagement services.

Primary Schools

A new session entitled 'Stories of the World' was developed to coincide with the *At Home with the World* exhibition and was linked to the QCA Geography Unit 24, 'Passport to the World' and QCA Unit 22, 'A contrasting locality overseas'. In a special week of related activities, 250 local schoolchildren participated in specially devised interactive and multi-sensory visits to the exhibition, with art, design and craft activities as well as 'The Garden Games' taking place on the front lawn.

Secondary Schools

Students from BSix College in Hackney studying BTEC Foundation Diploma in Art and Design worked with museum staff over the course of a term to create artwork on the theme 'decades', using the period rooms and collections as inspiration. The project contributed to an accredited unit of the course; it was also the subject of an exhibition showing an example of the museum's re-launched secondary school provision. Staff have been working with *Teach First* to support the professional development of trainee teachers and to promote the museum's offer to local schools.

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Special Educational Needs (SEN)

A 'Take Over' day was organised in partnership with the Learning Trust and children with SEN from local schools in Hackney as part of the *Kids in Museums* national Take Over day. Four placements for students with SEN were delivered in partnership with the Learning Trust and Hackney Community College, Hackney Recruitment Partnership and Richard Cloudesley School in Islington.

Higher and Further Education

MA students from the Institute of Archaeology at University College London worked with staff on a Museum and Site Interpretation project on the practical use of plants. The project culminated in new garden resources, including an audio trail for adult visitors exploring health and well-being and interpretative panels in the period gardens for children and their families.

The museum was awarded a Sandford Award for Heritage Education in recognition of its high quality provision for children and young people.

Learning and Engagement, Public Programmes

For children and families, programmes included a series of family days in addition to the regular holiday activities. A family learning group from Morningside Children's Centre worked with staff to create costumes inspired by the *At Home with the World* project, which they wore in the parade accompanying the Olympic torch relay through Hackney. Several family learning groups from Hackney and Haringey attended art, craft and baking workshops at the museum. A new resource for families with early years children was launched in October in the form of Tea Party Hampers, designed to spark exploration, role play and storytelling and linked with the Early Years Foundation Stage.

The Geffrye was long-listed for the third consecutive year for the *Kids in Museums* Family Friendly Award.

The varied programme for adults included practical art and craft workshops, demonstrations by artists, crafts people and gardeners as well as talks, lectures and study days, candlelit evenings and music recitals. The Christmas programme included a greenery workshop, an open evening, talks and concerts. Around 1,400 people attended the annual Farewell to Christmas event in January. A special evening event, 'Food through the Ages' was delivered in collaboration with historic dining specialists, FunThyme. A study day, *Individuality and the 1930s home*, was led by author and lecturer Lynn Knight. Both these events were sold out.

Learning and Engagement, Access and Audience Development

The programme for blind and partially sighted visitors included a session exploring the *At Home with the World* exhibition, as well as tours of the period rooms delivered in partnership with Vocaleyes and Shape. The programme of tours, talks and craft workshops for Deaf visitors continued to be popular and included an exploration of Christmas Past as well as London 2012 themed events.

Provision for older people included arts, crafts, reminiscence and creative writing workshops delivered both on and off-site in partnership with local older people's organisations. The Calouste Gulbenkian Foundation supported the Evergreen Gardening Project for older people with additional needs, which aimed to encourage lifelong learning, reconnect people with the natural world and contribute to a sense of well-being. The project culminated in a celebratory exhibition. An independent evaluation commended the work as achieving a 'gold standard', and the Calouste Gulbenkian has awarded further funding for 2013-14.

As part of the HLF funded *My Haggerston* project, delivered in collaboration with Discover Hackney, the Geffrye worked in partnership with parents and children from St Monica's School to explore home celebrations past and present.

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A Volunteer Development Officer was appointed to develop a museum-wide volunteering strategy, with a written policy and procedures and a volunteer handbook. This initiative has been funded by Renaissance Transition funding from Arts Council England.

Communications

The communications team worked with the Renaissance London marketing group (a partnership between the Museum of London, Horniman Museum, London Transport Museum and the Geffrye Museum) to promote the Stories of the World: London programme as part of the London Cultural Olympiad. The Geffrye exhibition, *At Home with the World*, achieved media coverage in home and lifestyle titles, in print, on-line and broadcast.

The annual *Christmas Past* exhibition was busier than ever. Press coverage included the BBC's Antiques Roadshow Christmas Special which attracted 4m viewers, leading to a significant surge in visitors and enquiries.

Over 2,500 people visited *Ceramics in the City*, which was part of the London Design Festival, an increase on previous years. Feedback from exhibiting ceramicists was overwhelmingly positive; the majority said the show had been extremely worthwhile for both sales and new contacts. Other partnerships included the first ever London-wide Chelsea Fringe festival; the Duchess of Cornwall visited the museum during a tour of participating East London venues.

The museum's period rooms and gardens were used by numerous television, film and photography teams as a location or for coverage relating to the home and garden. The museum and curators will be featured in the new TV series 'Professor Hutton's Curiosities' which explores hidden must-see museums across the UK.

Development of the museum's digital profile is an on-going priority. The website received around 335,000 unique visits, a slight fall on the previous year, possibly because more people now source information and news via social media or aggregated content websites. The museum's social media followings have risen significantly, particularly Facebook and Twitter. Sign-ups to the museum's e-newsletter have also increased. Social media and e-marketing have become key communication tools.

The development of the museum's picture library as an online commercial resource is an important museum-wide project. Funded by the Arts Council England Transition Fund, the new system will be accessible online, attracting general interest enquiries as well as researchers, publishers, designers and the media. It will offer new functionality, such as print-on-demand, and much improved systems.

A new museum-wide Customer Relationship Management and space management software system is being developed to enable the museum to manage contact data and spaces in a much more targeted and efficient way, vastly improving communications and customer service.

Visitor Numbers

Visitor numbers have increased slightly over the year from 104,889 to 105,486, with child visits increasing by 2.4%. This compares favourably with many London museums, many of which saw falls of over 20% in July because of the London 2012 Olympics. The Geffrye experienced a less severe effect in the summer and year-on-year double figure growth from September to February. The overall figures were maintained because of the success of the *At Home with the World* exhibition and the dramatic transport improvements provided by the further expansion and increasing use of the London Overground.

Performance Indicators

The key indicators in the following table are those reported to DCMS as part of the Funding Agreement. These are the principal measures used by the museum in strategic forward planning. Visitor demographics are measured through Visitor Surveys conducted at regular intervals.

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		2012-13 Actual	2011-12 Actual
	Access		
1	Number of visits	105,486	104,889
2	Number of unique website visits	334,597	350,630
	Audience profile		
3	Number of visits by children under 16	21,717	21,192
4	Number of visits by UK adult visitors aged 16 and over from NS-SEC groups 5-8	4,322	4,319
5	Number of visits by UK adult visitors aged 16 and over from an ethnic minority background	7,925	7,918
6	Number of visits by UK adult visitors aged 16 and over who consider themselves to have a limiting long-term illness, disability or infirmity	3,655	3,599
7	Number of overseas visitors	11,728	11,718
	Learning/outreach		
8.1	Number of facilitated and self-directed visits to the museum by children under 16 in formal education	11,671	12,742
8.2	Number of instances of children under 16 participating in on-site organised activities	10,870	10,470
8.3	Number of instances of children under 16 participating in outreach activities outside the museum	987	1,083
9.1	Number of instances of adults aged 16 and over participating in organised activities at the museum	14,009	14,200
9.2	Number of instances of adults aged 16 and over participating in outreach activities outside the museum	1,006	2,207
	Visitor satisfaction		
10	% of visitors who would recommend a visit	95%	95%
	Self generated income		
11.1	Admissions income	-	-
11.2	Trading income net profit / (loss)	£19,026	£32,043
11.3	Fundraising income	£65,700	£103,993
	Regional impact		
12	Number of UK loan venues	1	1

The Performance Indicators show that the museum has maintained its visitor profile and continues to be an attractive, enjoyable and informative museum to visit. Learning and outreach figures were broadly in line with expectations, while trading and fundraising activity continued satisfactorily during a challenging year.

FINANCIAL REVIEW 2012-13

Incoming resources in 2012-13 amounted to £2,958,535 (2011-12: £3,454,231) of which £1,645,000 (2011-12: £1,674,000) was in the form of grant in aid from DCMS. Arts Council England (ACE) provided £523,500 (2011-12: £881,172 from MLA) as transition funding for special projects and sustainability measures. The museum attracted other grants and donations of £407,831 (2011-12: £473,696) which includes £188,945 from a grant awarded by the Heritage Lottery Fund for the development of the Museum of the Home project. Income generated through trading and other activities amounted to £355,672 (2011-12: £403,438).

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Expenditure amounted to £2,511,736 (2011-12: £2,749,826) leaving a surplus for the year of £446,799 (2011-12: surplus of £704,405). An actuarial gain on the defined benefits pension scheme of £203,000 (2011-12: £780,000 loss), brings a total gain for 2012-13 to £649,799 (2011-12: deficit £75,595).

After the actuarial gain on the defined benefits pension scheme of £203,000 (2011-12: £780,000 loss) in the current year, the pension scheme deficit has reduced to the amount of £1,024,000 (2011-12: £1,227,000). Provision for this pension liability has been made in the accounts.

FORWARD PLAN

The museum's strategic aims and objectives for the period 2013-14 to 2016-17 are detailed in the Corporate Plan. A summary of the priorities over this period is given below:

Collections and displays

- undertake a collections audit in preparation for transferring objects into the new building;
- prepare plans for exhibits in the new garden gallery and home gallery;
- plan the new library and stack room, and for the transfer of the Bedford library;

Buildings and gardens

- obtain planning consent for the garden gallery and Museum of the Home and complete detailed design;
- undertake construction of the garden gallery and landscaping of period gardens, opening 2016-17;
- complete design for Museum of the Home extension and appoint contractors;

Learning and engagement

- appoint designer to prepare designs for learning spaces as part of Museum of the Home;
- prepare detailed plans for the Museum of the Home learning spaces and Activity Garden;
- deliver schools services and youth and community programmes, in part funded by ACE;
- deliver 2014 centenary programme;

Exhibitions, research and publications

- prepare temporary exhibitions;
- plan artist installations for the Museum of the Home contemporary gallery space;
- maintain research programmes in partnership with Queen Mary, University of London
- publish book on 17th and 18th century homes;

Communications

- launch online picture library;
- launch new contacts and relationships management database;
- develop communications strategy for the Museum of the Home, including during closure;
- prepare new website and guide book for Museum of the Home;
- undertake marketing for 2014 centenary programme;

Services and facilities

- launch online shop;
- prepare detailed business plan for income generation;

Development

- develop fundraising capacity and raise capital funds for the Museum of the Home, including HLF;
- build revenue fundraising capacity;

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- develop advocates and patrons.

CORPORATE STRUCTURE AND MANAGEMENT

The Geffrye Museum Trust is a company limited by guarantee governed by its Memorandum and Articles of Association dated 13 February 1990 and amended on 26 October 1999 to increase the number of trustees to 13. Trustees are members of the company and agree to contribute £1 in the event of it winding up.

The Geffrye Museum Trust is registered as a charity with the Charity Commission. It is also a non-departmental public body (NDPB) funded by the Department for Culture, Media and Sport, which is considered to be a related party.

SENIOR OFFICERS

The Director is responsible to the Board of Trustees for the development of the museum and its day-to-day management. The museum's senior officers are:

David Dewing, Director and DCMS-designated Accounting Officer
Graeme Silcocks, Finance Director and Company Secretary
Sarah Wheeler, Development Director (from September 2012)
Eleanor John, Head of Collections and Exhibitions
Alison Lightbown, Head of Learning and Engagement
Emma Dixon, Head of Marketing & Communications (from January 2013)
Adrian Wells, Head of Estates, Front of House and Security.

The posts of Development Director and Head of Communications were created in 2012-13.

REMUNERATION REPORT

Policy on remuneration of senior managers

The senior manager is the Director, David Dewing. His salary is set by the Remuneration Committee (see below). There is a bonus scheme and performance pay scheme as detailed in the following note.

Methods used to measure performance

Staff are appraised annually against a set of competencies and individually targeted objectives. Performance is classified in four categories: Exceptional, Good, Satisfactory, and Unsatisfactory.

The levels of pay increase and bonuses are set within the parameter of Government directives and are agreed by the trustees on the recommendation of the Remuneration Committee. In line with the Government directive there was a 1% increase in staff salaries during the year. A non-consolidated bonus was paid to all staff of £12,932 (2011-12: £10,857). In addition, the remuneration committee also recommended an increase in basic holiday entitlement from 23 to 25 days rising to a maximum of 30 days per annum. This is in line with comparable organisations in the sector.

Policy on duration of contracts

For members of staff other than senior management staff, contracts may be terminated by either party by giving one month's notice. For Senior Management staff the notice period is two months. No termination payment is allowed for in any contract.

The Director is employed under a contract dated 29 March 1991. This was amended in February 2008 to bring it into line with DCMS policy on Director/Chief Executive contracts for NDPBs. Either party may terminate the contract by giving three months' notice. No termination payment is allowed for in the contract.

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Awards to past managers

No award has been made to a past senior manager.

Remuneration and pension benefits

Details of remuneration and pension benefits of the Director can be found below. As the Trustees and the Director exercise ultimate responsibility and authority for controlling the major activities of the museum, they have determined that additional disclosure of remuneration and pension benefits is inappropriate.

Audited Information	<u>2013</u>	<u>2012</u>
	£	£
David Dewing, Director		
-Salary	64,383	64,383
-Bonus	840	835

David Dewing's accrued pension benefits amounted to a retirement pension of £33,299 (a real increase of £364 during the year) and an entitlement to a lump sum on retirement of £83,802 (a real decrease of £1,843 during the year). The cash equivalent transfer value at the beginning of the period was £724,000 and £733,000 as at 31 March 2013, a real decrease of £7,000.

Remuneration includes gross salary and bonus only. No other payments or benefits in kind were received. Pension benefits are provided through the London Pensions Fund Authority scheme, of which the Director is a member on the same terms as other employees (see note 12).

Non-cash elements of remuneration

There was no non-cash element of remuneration given to any employee during the year.

Compensation payable to former senior managers

No compensation was payable to a former senior manager.

Amounts payable to third parties for senior manager services

No amount was paid during the year to third parties for senior manager services.

Highest paid – Median pay ratio

Reporting bodies are required to disclose the relationship between the remuneration of the highest paid director in their organisation and the median remuneration of the organisation's workforce.

The banded remuneration of the highest-paid director at the museum in the financial year 2012-13 was £65-70,000 (2011-12 £60-65,000 – full year equivalent). This was 4.5 times (2011-12 3.7 times) the median remuneration of the workforce which was £14,419 (2011-12, £16,865). The increase is a consequence of a senior staff member leaving and more junior positions affecting the staff base on which the key ratio is calculated.

In 2012-13 no other museum employee received remuneration in excess of the highest-paid director (2011-12, none). Remuneration in the organisation, not including the highest paid director, ranged from £5-£15,000 to £40-60,000 (2011-12, £5-15,000 to £40-60,000).

Total remuneration includes salary, allowances, and non-consolidated performance-related pay. It does not include employer pension contributions and the cash equivalent transfer value of pensions.

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MUSEUM STRUCTURE

The museum is organised under six departments as follows:

- Finance and Administration
- Development
- Collections and Exhibitions
- Learning and Engagement
- Communications
- Estates, Front of House and Security

The objectives of these departments are to maintain, improve and extend the operation of the museum and the provision of services to the public; to raise standards in the care, management and interpretation of the collections; to develop the marketing and publicity of the museum and to manage and maximise the museum's human, physical and financial resources. The development staff and activities all relate to the capital Museum of the Home project and are capitalised at the balance sheet date (see note 6 – Heritage assets)

MUSEUM STAFF

There are currently 62 staff (51:FTE), (2011-12: 51), of whom 51(42: FTE) are core, the remainder being project funded. Employees play an active role in the life of the organisation. All employees have clear job descriptions and areas of accountability, and are expected to make an effort to remain informed and aware of the museum's corporate aims. Opportunities for this include regular consultation in the form of staff meetings, team meetings, written briefing papers circulated to all staff, a staff newsletter and individual performance appraisals. These formal mechanisms ensure that all employees contribute at appropriate levels to the daily running and performance of the museum.

A growing number of volunteers, many of whom belong to the Friends of the Geffrye, assist with special projects and events, publicity mailings and garden maintenance. A special team of volunteers has been recruited from the Friends and given training by staff to enable them to supervise visitors and provide interpretation in the restored almshouse. A new Volunteer Handbook has been produced, along with policy documents setting out best practice.

Staff sickness data

In 2012-13 there was an absence of 71 days or 1.4 days per employee (2011-12: 108 days or 2.1 days per employee). The figures are calculated using the number of days lost over headcount.

Health and Safety

All staff follow the museum's Code for Health and Safety at Work. This document forms a part of the Employee Handbook and adherence to good practice in this area is a condition of employment at the museum.

Environmental Policy

The museum was awarded the Gold Level award by the Green Tourism Business Scheme in November 2012. In collaboration with Greenlight North London an audit of our refuse and recycling management was carried out in order to identify further improvements. The museum is working with the Shoreditch Zero Emissions Network (ZEN), an initiative focusing on improving air quality in the area. The Museum of the Home development will make a positive contribution to sustainability and low energy use. The museum continues to operate a "no drive" policy for staff and most visitors. The gardens are highly valued as a public green space in a busy urban setting, contributing to the air quality and providing a natural habitat for plants animals, birds and insects. The gardens are managed organically. As a member of Operation Green Museums the Geffrye is helping to share best practice across the sector and providing advice on the GTBS process.

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Employee Policy

The Geffrye is committed to providing equal opportunities in employment at the museum. All job applicants and employees receive equal treatment regardless of race, colour, ethnic or national origins, sex, pregnancy and maternity, marriage and civil partnerships, sexual orientation, disability, gender reassignment and age. All policies relating to employment are in the Employee Handbook, which is issued to every member of staff and regularly reviewed and updated.

Personal Data Loss

The Geffrye Museum had no report to make to the Information Commissioner's Office during 2012-13.

EXPLANATION OF CATEGORIES OF FUNDS

(a) **General Funds**

Grant-in-aid received from the Department for Culture, Media and Sport in 2012-13 totalled £1,645,000 (2011-12: £1,674,000). This is the Trust's main source of income, and is supplemented by earned income, sponsorship and donations.

The amount of Grant-in-aid applied to running costs totalled £1,542,000 (2011-12: £1,571,000). £78,000 (2011-12: £78,000) was budgeted for major, or 'capital', building works, and £25,000 (2011-12: £25,000) for the purchase of exhibits, supplemented by additional grants and donations.

The Geffrye is a Non-Departmental Public Body (NDPB) sponsored by the DCMS. The core financial and non-financial targets and outturns are set down in a three year funding agreement between the DCMS and the Geffrye with the performance indicators outlined on page 10 of the Annual Report.

(b) **Restricted Funds**

These funds are subject to specific purposes declared by the donors, for example funds committed to major building works, capital expenditure or research. The major source in 2012-13 was from Arts Council England, which totalled £476,250 (2011-12: £881,172: Renaissance London)

(c) **Designated Funds**

These represent unrestricted funds that have been allocated or designated for specific purposes.

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RESERVES POLICY

The Geffrye Museum accumulates free reserves through self-generated or donated income. Free reserves are unrestricted but may be designated for a particular project or purpose. They are only to be used to further the museum's charitable objectives. Typical instances where free reserves might be used are:

- to absorb setbacks, such as unplanned maintenance and changes to funding arrangements;
- to cope with short-term fluctuations and bridge cash-flow problems;
- to take advantage of currently unidentified opportunities; and
- to plan for future growth by allocating free reserves for specific future projects.

In order to provide a level of free reserves appropriate to the museum's needs and risks, as identified in the risk register, the Trustees will endeavour to maintain a sum of not less than £250,000, which is the equivalent of eight weeks' running expenses. Where free reserves exceed this sum trustees will include a statement in the Annual Accounts to explain the purposes for which they are to be designated.

At the balance sheet date, free reserves comprised the following:

	<u>2013</u>	<u>2012</u>
	£	£
Total Assets less Current Liabilities:	12,069,716	11,622,917
Deduct:		
Restricted funds (note 11)	(8,003)	(8,303)
Fixed assets held for charity use	<u>(11,833,605)</u>	<u>(11,059,715)</u>
Free reserves at 31 March 2013	<u>228,108</u>	<u>554,899</u>

The defined benefit pension scheme liability of £1,024,000 (2011-12: £1,227,000) has been excluded because this is a long-term liability, which is not expected to crystallise in the immediate future.

Current free reserves at 31 March 2013 were £228,108 (2011-12: £554,899). This is equivalent to approximately 7 weeks running expenses (2011-12: 13 weeks). These reserves are substantially invested in deposit accounts with the Charities Aid Foundation. The level of free reserves fell below the level of £250,000 set by the Trustees in order to bridge a short term cashflow while developing the Museum of the Home capital project.

Designation of free reserves approved by the Trustees in March 2013

The sum of £250,000 is normally set aside to cover risks. The current level of free reserves has fallen below this level and it is the aim of the trustees to increase free reserves to that level again as soon as practicable. The remaining free reserves will be retained in case of shortfalls during the current recession.

Assessment of going concern status

The trustees are confident that for at least the twelve months following the date on which the 2012/13 annual accounts were signed, there are no issues that could compromise the going concern status of the museum. This is supported by agreed grant in aid from the DCMS to 2015 and that there is to be no transfer of sponsorship from the DCMS.

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PENSION LIABILITIES

The Trust operates a pension scheme providing benefits based upon final pensionable salary. The assets of the scheme are held separately from those of the Trust, being administered by the London Pensions Fund Authority (LPFA). A qualified independent actuary updated the most recent formal valuation of the scheme to 31 March 2013 for the purposes of presenting figures required by Financial Reporting Standard No.17 – Retirement Benefits. This indicated a deficit for the scheme at 31 March 2013 of £1,024,000 (2011-12: £1,227,000) and provision for this liability has been made in the accounts.

Further details can be found in note 12 to the accounts.

PAYMENT POLICY

The Geffrye Museum Trust endeavours to observe the principles of the Better Payment Practice Code. Payment terms and procedures are explained to suppliers and agreed with them in advance. Accounts that are not contested are paid according to those terms and the average settlement time for all accounts is within 25 days (2011-12: 24 days) of invoice. Approximately 90% (2011-12: 77%) of all invoices are paid within 30 days. The museum's target is to settle all accounts in accordance with supplier terms.

AUDITORS

The Comptroller and Auditor General was appointed as Statutory Auditor to the charitable company following the passing of the Government Resources and Accounts Act 2000 (audit of non-profit making companies) Order 2009.

So far as the Accounting Officer is aware, there is no relevant audit information of which the company's auditors are unaware and the Accounting Officer has taken all the steps that he ought to have taken to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information. "Relevant audit information" means information needed by the entity's auditor in connection with preparing the audit report.

AUTHORISED FOR ISSUE

The date of authorisation is the date of certification by the Comptroller and Auditor General.

By Order of the Board of Trustees

Signed.....G. D. Silcocks, Company Secretary, Geffrye Museum Trust

Date: 26th June 2013

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STATEMENT OF TRUSTEES' AND ACCOUNTING OFFICER'S RESPONSIBILITIES

The Trustees are required by company law and the Secretary of State for Culture, Media and Sport, with the approval of the Treasury, to prepare a statement of accounts for each financial year that gives a true and fair view of the state of affairs of the Geffrye Museum and of the surplus or deficit for that year. In preparing that statement of accounts the Trustees are required to:

- observe the accounts directions issued by the Secretary of State, including the relevant accounting and disclosure requirements and apply suitable accounting policies on a consistent basis (a copy of these directions is available on application in writing to the Accounting Officer at the Geffrye Museum);
- make judgements and estimates on a reasonable basis;
- state whether applicable accounting standards and statements of recommended practice have been followed and disclose and explain any material departures in the statement of accounts; and
- prepare the statement of accounts on the going concern basis unless it is inappropriate to presume that the Geffrye Museum will continue in operation.

The Accounting Officer for the Department for Culture, Media and Sport has designated the Director of the Geffrye Museum as the Accounting Officer for the Geffrye Museum. His relevant responsibilities as Accounting Officer, including his responsibility for the propriety and regularity of the public finances for which he is answerable and for the keeping of proper records, are set out in the Non-Departmental Public Bodies Accounting Officer Memorandum issued by HM Treasury and published in "Managing Public Money".

D.S. Dewing..... Accounting Officer, Geffrye Museum

P. Egan..... Chair, Geffrye Museum Trust

Date: 26th June 2013

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THE GOVERNANCE STATEMENT

ACCOUNTING OFFICER

As Accounting Officer of the Geffrye Museum I am responsible to the government for the proper management and use of public funds. I ensure that the museum is managed in accordance with the rules set out in “Managing Public Money” and in the DCMS Financial Memorandum, within a framework of controls and risk management described below. I am responsible for reporting on the museum's performance against the requirements, objectives and measures set out in the Funding Agreement with DCMS. My role is one of balancing the achievement of the Geffrye Museum's policies, aims and objectives, whilst safeguarding the public funds and museum assets for which I am personally responsible.

The Governance framework of the organisation

The museum has established a robust governance framework, appropriate for an organisation of its size. The key elements in place are:

TRUSTEES

The trustees have ultimate responsibility for policy, financial accountability and the overall management of the museum.

Appointment of Trustees

The Chair, Deputy Chair and two other trustees are appointed by the Secretary of State for Culture, Media and Sport. The remainder are elected by the Board of Trustees. All elected trustees serve for a three-year term and are eligible for re-election. One third of the elected trustees retire in rotation each year at the Annual General Meeting.

Trustees appointed by the Secretary of State for Culture, Media and Sport are subject to appointment processes conducted in accordance with the code of practice recommended by the Commissioner for Public Appointments. The Board of Trustees are advised of forthcoming retirements and invited to propose new candidates for election. The Board endeavors to maintain a balance of expertise appropriate to the governance of the museum and has regard to any specialist skills that may be needed when considering potential trustees.

The Board has agreed a Diversity Plan that aims to ensure the composition of the Board reflects the diversity of society at large.

Trustee Induction and Training

New trustees attend an introductory meeting with the Chairman, Director and senior staff, and are given a tour of the museum. They are given an induction pack ‘*Information for Trustees*’ which informs them about the museum's constitution, the objectives, powers and responsibilities of the trust, and the role of trustees. With this pack they are also given copies of the Memorandum and Articles of Association, the Corporate Plan, the Annual Report, the Funding Agreement with the Department for Culture, Media and Sport and various handbooks and guidance publications relating to the responsibilities of a trustee. Trustees are advised of training opportunities provided by DCMS and others.

Meetings of the Board of Trustees

Regular meetings of the Board are held at approximately quarterly intervals through the year. Papers include the agenda, minutes of the previous meeting, minutes of any committee meetings, agenda item reports and recommendations, the Director's report on activities since the previous meeting and management accounts for the year to date. Presentations by members of staff are given on occasion to provide trustees with more detail on a particular aspect of the museum's work; in the past year these included a fundraising strategy, an Activity Plan and a Business Plan, all prepared as part of the Museum of the Home project.

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The main issues considered by trustees during the year included the proposal by DCMS to transfer the museum's sponsorship to another body. This proved impossible and the matter was closed following a decision by the Minister for Culture to retain the status quo. Trustees established a Governance Committee to ensure high standards and to implement the recruitment of new trustees; two were appointed as a result. The Board charged the Audit Committee with responsibility for reviewing the pension arrangements and a report and recommendations will be made to the Board later in 2013. Trustees have been closely involved in advising on the museum's capital development project, Museum of the Home, through a Development Committee and a Project Committee.

Trustees have undertaken the role and responsibilities as governors by agreeing a vision for the museum's long-term development and the strategic aims and objectives designed to achieve it. These are set out in the annual Corporate Plan, approved by the Board and circulated to all funders, stakeholders and supporters.

The Board has initiated a formal self-evaluation of its performance covering 2012-13.

The Board monitors the quality and diversity of data received prior to meetings and trustees are keen to challenge and suggest additional information in order for them to make effective judgements and decisions. During the year the trustees maintained a close scrutiny of the museum's performance, both challenging and supporting the Director and management team, and ensuring resources were allocated and used in the most efficient and effective way.

Annual General Meeting

Once a year the Board meets at the AGM to receive the Annual Report, approve and adopt the Annual Accounts, elect and re-elect trustees and appoint auditors for the forthcoming year.

AUDIT COMMITTEE

The Audit Committee, formed in 1996 in line with the Code of Best Practice for Board members of Non-Departmental Public Bodies, comprises Philip Robinson, Chairman, Penny Egan and John Tomlins (appointed 12 August 2010). Steven Lippitt was appointed as a co-opted member in August 2010. The Director and Finance Director report to the Committee and attend its meetings, which are held at intervals determined by the Board in consultation with the Chairman of the Committee. The main duties of the Audit Committee, as defined in its terms of reference, are:

- to review the museum's internal and external financial statements and reports to ensure that they reflect best practice;
- to discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the full co-operation of staff;
- to consider all relevant reports on the museum's accounts, achievement of value for money and the response to any management letters;
- to review the effectiveness of the museum's internal control system – established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic and effective manner – and to approve the Governance Statement;
- to keep under review the museum's risk register;
- to ensure that the museum's internal audit service meets, or exceeds, the standards specified in Government Internal Audit Standards, complies in all other respects with these guidelines and meets agreed levels of service;
- to consider any internal audit reports, including value for money reports, and the arrangements for their implementation;
- to review arrangements by which staff may raise concerns about possible improprieties ("whistle-blowing") in order to ensure that arrangements are in place for their proportionate / independent investigation and for follow-up action;
- to consider any other matter where requested to do so by the Board;
- to report at least once a year to the Board on the discharge of the above duties.

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During the year the Audit Committee completed discussions with DCMS over the proposed transfer of sponsorship concluding that no transfer of sponsorship would take place; it has taken forward a review of the pension arrangements by agreeing the scope of the review and setting out a brief, on the basis of which consultants have been selected and appointed; it has commissioned an internal audit of the project management arrangements for the Museum of the Home project, resulting in a key recommendation to strengthen the internal team with a project manager before the project moves into its next phase.

REMUNERATION COMMITTEE

The Remuneration Committee, formed in 2000, comprises Penny Egan, Chair, Philip Robinson (appointed on 13 September 2010) and John Tomlins (appointed on 12 August 2010). The terms of reference for the committee are:

- to consider and make recommendations to the Board of Trustees on remuneration policy and on terms and conditions of employment for all museum staff, taking advice from the Director, the DCMS and others as appropriate;
- specifically to act for the Board on implementation of the above policy (in terms of salary, bonuses and any other benefits) for senior staff (currently defined as Director, Finance Director, Head of Collections and Exhibitions, Head of Learning and Education and Head of Estates, Front of House and Security), taking advice as appropriate.

The committee met once during the year and agreed a 1% increase in salaries for staff, which was in line with Government directives. In addition, staff holiday entitlement was increased by an additional 2 days per annum to a maximum of 30 days per annum.

MUSEUM OF THE HOME DEVELOPMENT COMMITTEE

A Development Committee for the Museum of the Home project was established in March 2010, comprising Richard Hunting, former Chairman of the Geffrye Museum Trust, as Chairman of the Committee, with Patricia Brown, Penny Egan, John Tomlins and David Millar (trustees) with Robert Marshall-Andrews QC (former trustee) as members, and the Director in attendance. During 2012-13 members were involved in the selection and appointment of fundraising consultants Jane Kaufmann Associates and the recruitment of a Development Director. The Committee has not met in the latter half of the year, since the Development Director has been reporting to the full Board.

MUSEUM OF THE HOME PROJECT COMMITTEE

A Project Committee for the Museum of the Home project was appointed in September 2011, comprising Penny Egan, Chair, with trustees Christopher Claxton Stevens, Jeremy Edge, Philippa Glanville and Tanvir Hasan, with the Director and Finance Director and the Project Monitors for the Heritage Lottery Fund, David Hewison and Sian Harrington, in attendance. The terms of reference are:

- to regularly review the progress of the Museum of the Home development project to ensure it meets the strategic aims as identified and addressed in the Masterplan approved by the Trust in January 2010, and which forms the brief for the capital project;
- to receive formal reports from the Director and from the project manager, architect, cost consultant and any others of the professional consultants as appropriate and as required;
- to comment on, challenge and provide advice on aspects of the project, having proper regard for safeguarding and maintaining the historic integrity of the buildings, gardens and collections, enhancing the museum for the benefit of the public and ensuring best value for money in achieving the aims of the project;
- to report to the Board from time to time. Minutes of the Committee meetings will be circulated to the Board.

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The Project Committee met regularly throughout 2012-13 to review progress and approve design proposals and any changes to the budget and programme. The scope of the project was increased in September to ensure the museum's needs would be fully met, and an increase in the budget from £16.3m to £18.3m was agreed. The total budget including the costs of fundraising, stood at £18.9m. RIBA Stage D was reached in December and the scheme was submitted for planning approvals and listed building consent. The planning application was considered by Hackney's Planning Committee in May 2013 and was refused on conservation grounds. On the advice of the Heritage Lottery Fund the museum's trustees have decided to submit a new application to the HLF based on the design work to date, whilst addressing the conservation concerns raised by the Planning Committee.

In 2012-13 an internal audit review recommended that during the next phase of the Museum of the Home capital project, an internal project manager should be recruited to strengthen the museum management base. This recommendation has been agreed.

Attendance by Trustees:

	Board Meetings	Audit Committee	Remuneration Committee	Museum of the Home Development Committee	Museum of the Home Project Committee
*Number of Meetings held in 2012-13	7	5	1	3	4
Patricia Brown	4	n/a	n/a	1	n/a
Bernard Donoghue*	4	n/a	n/a	n/a	n/a
Jeremy Edge	7	n/a	n/a	n/a	4
Penny Egan	7	5	1	2	3
Douglas Gilmore*	3	n/a	n/a	n/a	n/a
Philippa Glanville	6	n/a	n/a	n/a	4
Tanvir Hasan	5	n/a	n/a	n/a	2
David Millar	7	n/a	n/a	2	n/a
Philip Robinson	5	5	1	n/a	n/a
Christopher Claxton Stevens**	1	n/a	n/a	n/a	n/a
John Tomlins	6	5	1	1	n/a

* Bernard Donoghue and Douglas Gilmore attendance figures from December 2012.

**Christopher Claxton Stevens retired in June 2012.

KEY CONTROLS

The principal means by which the Board of Trustees executes its governance responsibilities are:

- The financial memorandum and management statement from the DCMS
- a corporate plan for 2014-15 to 2016-17, which was published in June 2013
- an annual business plan and supporting budget for 2013-14 approved by the Trustees in May 2013
- quarterly presentation of accounts to the Trustees
- regular reporting of finances and performance against funding agreement targets to funders (DCMS / ACE).

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RISK MANAGEMENT

Risk management is implicit in the Geffrye's systems and procedures. The museum's policy and procedures were reviewed by the Internal Auditors, reporting to the Audit Committee in 2011 and a number of recommendations were made. Managers attended a risk management training session run by the museum's internal auditors, after which a new risk management policy was drawn up and a new risk register was compiled; this was based on risks identified within each department and escalated where appropriate to a museum-wide register which includes strategic risks identified by the management team. These documents have been approved by trustees and procedures for regular reviews by the management team, audit committee and trustees have been put in place. By this means risk management is spread appropriately across the whole organisation. New strategic risks identified in 2012-13 included the risk of a sharp fall in government grant, of failure to deliver the Museum of the Home project and financial viability being compromised by the museum's pension scheme. All of the strategic risks remain high and are under close management.

INTERNAL CONTROL

The Board has appointed internal auditors acting in accordance with Government Internal Audit Standards, to examine and assess, under an agreed work plan, key areas of the museum's operation and provide reports on their efficiency and effectiveness. These reports are presented to the Audit Committee for discussion and are then submitted to the Board with recommendations as necessary.

- The director submits an annual report on internal control and risk management to the Audit Committee and the Audit Committee presents it to the Board with their recommendations.
- The museum is working towards compliance with the Security Policy Framework and submits an annual assessment on compliance to DCMS. This includes arrangements for data security and ICT system security.
- There have been no significant weaknesses in our internal controls.
- During 2012-13, there were no lapses in data security.

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the museum's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in the Geffrye Museum for the year ended 31 March 2013 and up to the date of approval of the annual report and accounts, and accords with Treasury guidance.

Taken together, these measures ensure that risk management and internal control are considered on a regular basis and there is an annual review at the end of each financial year. Risk management has thus been incorporated fully into the corporate-planning and decision-making processes of the museum, and forms a key part of the everyday operation and service delivery.

D.S. Dewing..... Accounting Officer, Geffrye Museum

Date: 26th June 2013

THE GEFFRYE MUSEUM TRUST
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THE CERTIFICATE AND REPORT OF THE COMPTROLLER AND AUDITOR GENERAL TO THE MEMBERS OF THE GEFFRYE MUSEUM TRUST

I certify that I have audited the financial statements of the Geffrye Museum Trust for the year ended 31 March 2013 under the Government Resources and Accounts Act 2000. The financial statements comprise: the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement, and the related notes. These financial statements have been prepared under the accounting policies set out within them.

Respective responsibilities of the Trustees, Accounting Officer and auditor

As explained more fully in the Statement of Trustees' and Accounting Officer's Responsibilities, the Trustees (who are also the directors of the charitable company for the purposes of company law) and the Director as Accounting Officer are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. My responsibility is to audit, certify and report on the financial statements in accordance with the Government Resources and Accounts Act 2000. I conducted my audit in accordance with International Standards on Auditing (UK and Ireland). Those standards require me and my staff to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Geffrye Museum Trust's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition I read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my certificate.

I am required to obtain evidence sufficient to give reasonable assurance that the incoming resources and the resources expended recorded in the financial statements have been applied to the purposes intended by Parliament and the financial transactions recorded in the financial statements conform to the authorities which govern them.

Opinion on regularity

In my opinion, in all material respects the incoming resources and resources expended recorded in the financial statements have been applied to the purposes intended by Parliament and the financial transactions recorded in the financial statements conform to the authorities which govern them.

THE GEFTRYE MUSEUM TRUST
ANNUAL REPORT AND FINANCIAL STATEMENTS
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Opinion on financial statements

In my opinion:

- the financial statements give a true and fair view of the state of the Geffrye Museum Trust's affairs as at 31 March 2013 and of its incoming resources and resources expended for the year then ended; and
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- the financial statements have been properly prepared in accordance with the Companies Act 2006.

Opinion on other matters

In my opinion the information given in Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I report by exception

I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- adequate accounting records have not been kept or returns adequate for my audit have not been received from branches not visited by my staff; or
- the financial statements are not in agreement with the accounting records and returns; or
- I have not received all of the information and explanations I require for my audit; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- I have not received all of the information and explanations I require for my audit.

Report

I have no observations to make on these financial statements.

Amyas C E Morse

1 July 2013

Comptroller and Auditor General

National Audit Office
157-197 Buckingham Palace Road
Victoria
London
SW1W 9SP

THE GEFFRYE MUSEUM TRUST
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YEAR ENDED 31 MARCH 2013

STATEMENT OF FINANCIAL ACTIVITIES		Unrestricted Funds	Restricted Funds	Total 2013	Total 2012
	Notes	£	£	£	£
Incoming Resources					
Incoming Resources from generated funds:					
DCMS Grant In Aid		1,645,000	-	1,645,000	1,674,000
Other grants and donations		213,793	194,038	407,831	473,696
		<u>1,858,793</u>	<u>194,038</u>	<u>2,052,831</u>	<u>2,147,696</u>
Voluntary Income					
Activities for generating funds		355,672	-	355,672	403,438
Investment Income		1,500	-	1,500	1,189
		<u>2,215,965</u>	<u>194,038</u>	<u>2,410,003</u>	<u>2,552,323</u>
Incoming resources from charitable activities		72,282	476,250	548,532	901,908
Total Incoming Resources	2	<u>2,288,247</u>	<u>670,288</u>	<u>2,958,535</u>	<u>3,454,231</u>
Resources Expended					
Costs of generating funds					
Fundraising trading costs	3	346,230	-	346,230	361,861
Charitable activity	3	1,469,792	670,588	2,140,380	2,364,104
Governance costs	3	25,126	-	25,126	23,861
Total resources expended		<u>1,841,148</u>	<u>670,588</u>	<u>2,511,736</u>	<u>2,749,826</u>
Net incoming (outgoing) resources before transfers		447,099	(300)	446,799	704,405
Net incoming (outgoing) resources before other recognised gains and losses		447,099	(300)	446,799	704,405
Other recognised gains and losses					
Actuarial gain (loss) on defined benefit pension scheme	12	203,000	-	203,000	(780,000)
		<u>650,099</u>	<u>(300)</u>	<u>649,799</u>	<u>(75,595)</u>
Reconciliation of funds					
Total funds brought forward at 1 April 2012		<u>10,387,614</u>	<u>8,303</u>	<u>10,395,917</u>	<u>10,471,512</u>
Total funds carried forward at 31 March 2013		<u>11,037,713</u>	<u>8,003</u>	<u>11,045,716</u>	<u>10,395,917</u>

All activities are on an on-going basis

The notes on pages 29 to 43 form part of these financial statements

THE GEFFRYE MUSEUM TRUST
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Company Number 2476642
Charity Number 803052

		<u>2013</u>	<u>2012</u>
		£	£
BALANCE SHEET			
	Notes		
FIXED ASSETS			
Tangible fixed assets	6	131,993	119,939
Heritage assets		11,701,612	10,939,777
		11,833,605	11,059,716
CURRENT ASSETS			
Stocks		31,542	40,704
Debtors	8	347,562	332,029
Cash at bank and in hand		393,840	788,813
		772,944	1,161,546
CREDITORS			
Amounts falling due within one year	9	(536,833)	(598,345)
		236,111	563,201
NET CURRENT ASSETS			
		12,069,716	11,622,917
TOTAL ASSETS LESS CURRENT LIABILITIES			
PROVISION FOR LIABILITIES AND CHARGES			
Net defined benefit pension liability	12	(1,024,000)	(1,227,000)
		11,045,716	10,395,917
NET ASSETS			
Represented by:			
INCOME FUNDS			
Restricted funds:	10	8,003	8,303
Unrestricted funds:			
Designated funds	10	823,570	579,530
General funds	10	10,214,143	9,808,084
		11,045,716	10,395,917
TOTAL INCOME FUNDS			

The financial statements were approved by the Board of Trustees on 26th June 2013 and signed on their behalf by:

P Egan.....) Chair, Geffrye Museum Trust

D.S Dewing.....) Accounting Officer, Geffrye Museum

The notes on pages 29 to 43 form part of these financial statements

THE GEFFRYE MUSEUM TRUST
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CASH FLOW	<u>2013</u> £	<u>2012</u> £
Net cash Outflow / (Inflow) from Operating Activities	385,566	786,196
Returns on Investments		
Interest received	1,500	1,189
Capital Expenditure		
Additions to Fixed Assets	(782,039)	(442,313)
Increase (decrease) in cash at bank and in hand	<u>(394,973)</u>	<u>345,072</u>
Reconciliation of Net cash flow to increase / (decrease) in cash		
Cash at bank and in hand at 1 April 2012	788,813	443,741
Cash at bank and in hand at 31 March 2013	393,840	788,813
Increase (decrease) in cash for the year	<u>(394,973)</u>	<u>345,072</u>
Reconciliation cash Flow to Statement of Financial Activities		
Net movement in funds – surplus (deficit)	649,799	(75,595)
Depreciation for the year	8,150	6,865
Investment income	(1,500)	(1,189)
(Increase) / decrease in Stock	9,162	6,603
(Increase) / decrease in Debtors	(15,533)	1,431
Increase / (decrease) in Creditors	(61,512)	68,081
Increase / (decrease) in net defined pension liability	(203,000)	780,000
Net cash Outflow / (Inflow) from Operating Activities	385,566	786,196

The notes on pages 29 to 43 form part of these financial statements

THE GEFFRYE MUSEUM TRUST
ANNUAL REPORT AND FINANCIAL STATEMENTS
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NOTES TO THE FINANCIAL STATEMENTS

I ACCOUNTING POLICIES

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention and, on the basis of on-going grant in aid funding from the Department for Culture, Media and Sport, they have been prepared on a going concern basis. There are no circumstances that the trustees are aware of either now or up to 12 months following the date on which the financial statements are signed that would alter this view. The accounts follow the requirements of the Companies Act and the Statement of Recommended Practice: "Accounting and Reporting by Charities" (revised 2005), the Financial Reporting Manual, applicable standards and make additional disclosures required by the Secretary of State for Culture, Media and Sport as required by the accounts direction.

The core financial and non-financial targets and outturns against the Funding Agreement between the Department for Culture, Media and Sport and the museum is summarised on Page 10 of the Annual Report.

(b) Grant in Aid

The museum is a Non-Departmental Public Body (NDPB) sponsored by the Department for Culture, Media and Sport. Grant in Aid is available for running costs, capital improvements and collection purchases. Grant in Aid from the Department for Culture, Media and Sport is taken to the income and expenditure account in the year it is received.

(c) Income

All income is accounted for on a receivable basis.

(d) Volunteers

The value of services provided by volunteers is not incorporated into these financial statements. Details of the services made by volunteers can be found in the trustees' annual report.

(e) Expenditure

Expenditure is included on an accruals basis. Expenditure is classified under the principal categories of charitable and other expenditure rather than the type of expense, in order to provide more useful information to users of the financial statements.

Any cost which is attributed to raising voluntary income, which consists of donations, contributions from the Friends of the Geffrye Museum and the value of objects donated to the collection are deemed as immaterial.

Trading costs relate to the operation of the museum shop and restaurant and the hire of museum facilities. Direct staff and other costs are included.

Charitable activity expenditure comprises direct expenditure and staff costs attributable to the activity. Where costs cannot be directly attributed, these have been allocated to activities on a basis consistent with the use of resources.

Governance costs are those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

Support costs include central functions and have been allocated to activities on a basis consistent with the use of resources.

(f) Tangible fixed assets

Heritage assets

The disclosure requirements of Financial Reporting Standard 30 'Heritage Assets' have been adopted, as the historic buildings and grounds and museum exhibits are regarded as heritage assets. This is due to their historic importance and the fact they are held for purposes of preservation, conservation and public education.

THE GEFTRYE MUSEUM TRUST
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I ACCOUNTING POLICIES (Continued)

Collections

Since the implementation of SORP 2000 the cost of exhibits acquired on inception of the Trust in 1990 and subsequently has been capitalised at historic cost in the balance sheet.

Previously purchases for the collection were charged to the Statement of Financial Activities as the collection is considered to be inalienable.

Museum buildings

Since the implementation of SORP 2000 the cost of buildings transferred under the 1991 Transfer Order and the cost of subsequent additions to the museum have been capitalised in the balance sheet.

Dealings in the freehold property transferred to the Geffrye Museum Trust require the consent of the Charity Commission.

Museum buildings are considered to form an intrinsic part of the Collection.

The basis of valuation of museum buildings is at historic cost.

Other

The land and buildings acquired in 1997 are not subject to any restrictions and are not considered to be an integral part of the museum and its collection.

All assets regarded as tangible fixed assets acquired in the period, costing more than £1,000 are capitalised.

(g) Depreciation of tangible fixed assets

Depreciation on assets is charged so as to write off their full cost or valuation less estimated residual value over their expected useful lives at the following rates:

Furniture, fittings and equipment	- 33% of cost per annum
Plant and equipment	- 33% of cost per annum

No depreciation is provided in respect of the Collection (including the Museum Buildings) because, by its nature, its useful life is considered to be very long. Tangible fixed assets that have not been brought into use by the end of the year have not been depreciated. Assets, which have not been depreciated, have been reviewed for impairment. Assets that have been brought into use during the period are fully depreciated for the year, and no charge is made in the year of disposal.

(h) Stocks

Stocks comprise goods for resale held in the Museum shop and restaurant. Stocks are valued at the lower of cost and net realisable value. The current carrying value of stock is not considered to be materially different from the value to the Museum of the stock.

(i) Pension costs

The Museum is a member of the London Pensions Fund Authority superannuation scheme that provides benefits based on final pensionable pay. The cost of benefits accruing during the year is charged against staff costs in the Statement of Financial Activities. Actuarial gains and losses are recognised in the Statement of Financial Activities after total net resources for the year and charged to reserves.

The balance sheet includes the actuarially calculated scheme liabilities, discounted at an appropriate rate to reflect expected long term returns.

(j) Fund accounting

General funds are available to use at the discretion of the Trustees in furtherance of the general objectives of

THE GEFFRYE MUSEUM TRUST
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the Museum.

I ACCOUNTING POLICIES (Continued)

Designated funds comprise funds, which have been set-aside at the discretion of the trustees for specific purposes. The purpose and use of the designated funds are set out in the notes to the financial statements. Restricted funds are funds subject to specific restriction imposed by donors or by the purpose of the appeal.

(k) Financial instruments

As the cash requirements of the Charity are largely met through Grant in Aid received from the Department for Culture, Media and Sport, financial instruments play a more limited role in creating risk than would apply to a non-public body of a similar size.

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2 ACTIVITIES FOR GENERATING FUNDS

	<u>2013</u>	<u>2012</u>
	£	£
Grant in Aid		
DCMS Grant in Aid - revenue	1,567,000	1,596,000
DCMS Grant in Aid - capital	<u>78,000</u>	<u>78,000</u>
	<u>1,645,000</u>	<u>1,674,000</u>
Other Grants and Donations		
Restricted		
Purchase Grants	14,765	35,512
Apprentice Grant	0	1,250
Calouste Gulbenkian Grant	46,773	18,227
City Bridge Trust	5,000	300
UCL	2,000	0
The Hobson Charity	125,000	0
Restoration donation	500	0
Unrestricted		
Heritage Lottery Grant	188,945	329,556
Friends of the Geffrye Museum	10,000	12,000
Non specific contributions	8,509	9,458
Other	<u>6,339</u>	<u>67,393</u>
	<u>407,831</u>	<u>473,696</u>
Activities for generating income		
Restaurant revenue	191,431	205,606
Shop revenue – VAT	72,624	73,308
Shop revenue – non VAT	53,125	64,198
Museum hire	10,202	7,955
Facilities fee	4,380	6,206
Schools fees	21,810	14,498
Temporary Exhibition	<u>2,100</u>	<u>31,667</u>
	<u>355,672</u>	<u>403,438</u>
Investment income		
Bank interest	1,500	1,189
Incoming resources from charitable activities		
Restricted income		
Arts Council England	476,250	881,172
Unrestricted income		
Arts Council England	47,250	0
Other - unrestricted	<u>25,032</u>	<u>20,736</u>
	<u>548,532</u>	<u>901,908</u>
	<u>2,958,535</u>	<u>3,454,231</u>

THE GEFFRYE MUSEUM TRUST
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3 RESOURCES EXPENDED	Staff costs £	Direct costs £	Support costs £	Total 2013 £	Total 2012 £
Cost of generating income					
Fundraising and trading costs	223,273	122,957	-	346,230	361,861
Charitable activity:					
The charitable activity of the Geffrye Museum is as a resource for education. Museum operations can be divided as follows:					
Public Access Care of buildings and gardens, Security and visitor services	466,906	205,224	46,500	718,630	683,800
Education and Outreach Schools and formal learning, public programmes and public relations	479,129	402,913	38,067	920,109	1,171,279
Curatorial and Exhibitions Care and development of collection, research and exhibition programme	366,766	107,830	27,045	501,641	509,025
Governance Costs	11,674	13,452	-	25,126	23,861
	1,547,748	852,376	111,612	2,511,736	2,749,826

Analysis of support costs

	Bank Charges £	Finance and Admin £	Comms and equipment £	Total 2013 £	Total 2012 £
Basis of apportionment	Expenditure	Headcount	Headcount		
Public Access	1,834	18,121	26,545	46,500	33,319
Curatorial and exhibitions	991	10,570	15,484	27,045	26,604
Education and outreach	846	15,100	22,121	38,067	32,340
	3,671	43,791	64,150	111,612	92,263

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4 NET MOVEMENT IN FUNDS	<u>2013</u>	<u>2012</u>
	£	£
This is stated after charging:		
Auditor's remuneration:		
- Audit fee	12,500	9,000
- Non audit services	-	-
5 WAGES AND SALARIES	<u>2012</u>	<u>2012</u>
	£	£
a) Staff costs		
Wages and salaries	1,192,148	1,222,927
Subcontractors and agency staff	155,781	139,495
Social security costs	90,149	94,539
Pension costs	109,670	103,862
	<u>1,547,748</u>	<u>1,560,823</u>

Only one employee earned more than £60,000 per annum (2012: one). Staff costs include those funded through Arts Council England transition funding.

b) Trustees

The Trustees who numbered 9 during the year (2011-12:9) neither received nor waived any emoluments during the year (2011-12:Nil). Trustees were reimbursed for expenses incurred of £877 (2011-12:£729)

c) Employees

The average number of employees, on full-time equivalent basis, analysed by function:

	<u>2013</u>	<u>2012</u>
Charitable Activity:		
- Public Access	12	11
- Education and Outreach	10	11
- Curatorial and Exhibitions	7	9
Fundraising and trading	11	11
Management and admin	<u>11</u>	<u>9</u>
	<u>51</u>	<u>51</u>

d) Exit packages

There were no redundancy or other departure costs paid during the year (2011-12: £5,630).

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6 FIXED ASSETS

	Other Land & Buildings £	Furniture Fittings & Equipment £	TOTAL £
Cost			
At 1 st April 2012	117,108	196,802	313,910
Disposals	-	-	-
Additions	-	20,204	20,204
At 31 st March 2013	<u>117,108</u>	<u>217,006</u>	<u>334,114</u>
Depreciation			
At 1 st April 2012	-	193,971	193,971
Disposals	-	-	-
Charge for the year	-	8,150	8,150
At 31 st March 2013	<u>-</u>	<u>202,121</u>	<u>202,121</u>
Net Book Value			
At 31 st March 2013	<u>117,108</u>	<u>14,885</u>	<u>131,993</u>
At 1 st April 2012	<u>117,108</u>	<u>2,831</u>	<u>119,939</u>

HERITAGE ASSETS – land and buildings

	Land and Buildings (Valued 1991) £	Land and Buildings (Historic Cost since 1991) £	TOTAL £
Cost			
At 1 st April 2012	2,400,000	5,845,381	8,245,381
Disposals	-	-	-
Additions	-	719,915	719,915
At 31 st March 2013	<u>2,400,000</u>	<u>6,565,296</u>	<u>8,965,296</u>
Depreciation			
At 1 st April 2012	-	-	-
Disposals	-	-	-
Charge for the year	-	-	-
At 31 st March 2013	<u>-</u>	<u>-</u>	<u>-</u>
Net Book Value			
At 31 st March 2013	<u>2,400,000</u>	<u>6,565,296</u>	<u>8,965,296</u>
At 1 st April 2012	<u>2,400,000</u>	<u>5,845,381</u>	<u>8,245,381</u>

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The additions to land and buildings represent the capitalised costs at the balance sheet date for the Museum of the Home project, which includes assets of £188,945 funded by the Heritage Lottery Grant (see Note 10), the balance paid out of capital grant in aid and reserves.

**HERITAGE ASSETS -
collections**

	Collection (Valued 1990 & 1991) £	Collection (Historic Cost since 1991) £	TOTAL £	Donated Assets £
Cost				
At 1 st April 2012	1,500,000	985,676	2,485,676	208,720
Disposals	-	-	-	-
Additions	-	41,920	41,920	-
At 31 st March 2013	<u>1,500,000</u>	<u>1,027,596</u>	<u>2,527,596</u>	<u>208,720</u>
Depreciation				
At 1 st April 2012	-	-	-	-
Disposals	-	-	-	-
Charge for the year	-	-	-	-
At 31 st March 2013	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Book Value				
At 31 st March 2013	<u>1,500,000</u>	<u>1,027,596</u>	<u>2,527,596</u>	<u>208,720</u>
At 1 st April 2012	<u>1,500,000</u>	<u>985,676</u>	<u>2,485,676</u>	<u>208,720</u>

The entire collection was valued by Christie's in 1990 and the pictures, watercolours and prints were re-valued by Christie's in 1996.

In accordance with FRS30, a summary of the heritage assets acquired at cost and assets donated to the museum, for the current year and the previous four accounting periods and disclosed on the balance sheet comprise:

	Acquisitions £	Donations £
1 st April 2008	2,276,075	208,720
Additions:		
31 March 2009	49,839	-
31 March 2010	37,837	-
31 March 2011	51,591	-
31 March 2012	70,334	-
31 March 2013	<u>41,920</u>	<u>-</u>
	<u>2,527,596</u>	<u>208,720</u>

THE GEFFRYE MUSEUM TRUST
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Heritage assets are not depreciated. All assets are considered to be used for charitable activities. Additions to the collection were funded by Grant in Aid and supplemented by additional grants and donations. For the years 1991-2013 £1,027,596 (1991-2012: £985,676) has been spent on additions to the collection and has been stated at historic cost.

7 FINANCIAL INSTRUMENTS

The museum's financial assets comprise of trade and other debtors which have fixed or determinable payments that are not quoted in an active market. The museum has no intention of trading these. Subsequent to initial recognition at fair value, these assets are carried at amortised cost, less impairment, using the effective interest method. Trade, other creditors and accruals are recorded at their carrying value, in recognition that these liabilities fall due within one year.

8 DEBTORS	<u>2013</u> £	<u>2012</u> £
Trade debtors	10,475	7,830
Sundry debtors	261,223	309,566
Prepayments	75,864	14,633
	<u>347,562</u>	<u>332,029</u>

9 CREDITORS	<u>2013</u> £	<u>2012</u> £
Amounts falling due within one year:		
Trade creditors	283,682	385,612
Other creditors	38,582	119,000
Accruals	176,846	55,573
Taxation and social security costs	37,723	38,160
	<u>536,833</u>	<u>598,345</u>

THE GEFFRYE MUSEUM TRUST
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10 STATEMENT OF FUNDS

	At 1 April <u>2012</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfer</u>	At 31 March <u>2013</u>
Unrestricted funds					
Designated funds:					
Funds designated for collection purposes	41,254	35,000	(27,155)		49,099
Heritage Lottery funding for the MOH	329,556			188,945	518,501
Donated asset fund	208,720	-	-		208,720
Arts Council England		47,250			47,250
Total designated funds	<u>579,530</u>	<u>82,250</u>	<u>(27,155)</u>	<u>188,945</u>	<u>823,570</u>
General funds	<u>9,808,084</u>	<u>2,017,052</u>	<u>(1,610,993)</u>		<u>10,214,143</u>
Total unrestricted funds	<u>10,387,614</u>	<u>2,099,302</u>	<u>(1,638,148)</u>	<u>188,945</u>	<u>11,037,713</u>
Restricted income funds					
Restoration donation	300	500	(800)		0
The Hobson Charity	-	125,000	(125,000)		0
V&A purchase grant	-	8,145	(8,145)		0
City Bridge Trust	-	5,000	(5,000)		0
UCL purchase grant	-	2,000	(2,000)		0
Arts Council England	-	476,250	(476,250)		0
The Art Fund	-	5,000	(5,000)		0
Friends of the National Libraries	-	1,620	(1,620)		0
Heritage Lottery funding for the MOH	-	188,945		(188,945)	0
Calouste Gulbenkian Foundation		46,773	(46,773)		0
Brigstocke fund for Education	4,571	-	-		4,571
Regional Furniture Museum Trust	1,500	-	-		1,500
	<u>6,371</u>	<u>859,233</u>	<u>(670,588)</u>	<u>(188,945)</u>	<u>6,071</u>
Development Account:					
- donations received	1,796	-	-		1,796
- Investment income	136	-	-		136
Total restricted income funds	<u>8,303</u>	<u>859,233</u>	<u>(670,588)</u>	<u>(188,945)</u>	<u>8,003</u>
Total funds	<u>10,395,917</u>	<u>2,958,535</u>	<u>(2,308,736)</u>	<u>-</u>	<u>11,045,716</u>

Total expenditure is net of actuarial gains of £203,000.

Designated Funds

Funds designated for collections purchases are amounts that have been set aside from unrestricted funds for the purpose of acquiring items for the collection. These funds are spent at the Geffrye Museum's discretion on current purchases, although no time limit is imposed. The donated asset fund represents the value of items that have been donated to the Geffrye Museum's collection.

Restricted Income Funds

These funds are to be used for the specific purposes declared by the donors. In some cases, funds are receivable after the expenditure has been declared. There are four balances carried forward unspent::

Brigstocke Fund for Education	£4,571
Regional Furniture Museum Trust	£1,500
Development Account – donations	£1,796
Development Account	£136
	<u>£8,003</u>

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These balances have no specific timing conditions imposed and are carried forward at the discretion of the Trustees until a suitable use for them is identified.

11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total 2013 £
Fund balances at 31 March 2013 are represented by:			
Total fixed assets	11,833,605	-	11,833,605
Current assets	764,941	8,003	772,944
Current liabilities	(536,833)	-	(536,833)
Provision for pension liability	(1,024,000)	-	(1,024,000)
Total net assets	11,037,713	8,003	11,045,716

12 PENSIONS

The Trust operates a pension scheme providing benefits based upon final pensionable salary. The assets of the scheme are held separately from those of the Trust, being administered as part of the London Pensions Fund Authority (LPFA) Fund.

Current rates during the year were employer's contribution 12.5% of pensionable salary, employees' contributions were at a varying rate between 5.5% and 7.2% of pensionable salary.

The Trust participates in the LPFA Fund on a "pooled experience" basis. Contributions to the LPFA Fund are determined by a qualified actuary on the basis of triennial valuations using the projected unit funding method. The most recent valuation was March 2010. This showed the market value of the asset share in relation to the Geffrye Museum Trust's employees was £2.58 million. At the valuation date the fund's assets were insufficient to cover the value of members' accrued benefits. The assumptions which have the most significant effect on the results of the valuation include the movement on the discount rate; those relating to the rate of return on equities and 3.0% on cash per annum and that salary increases would average 4.2% per annum. A rate of 12.50% (previously 14.1%) of the total pensionable salaries was recommended to meet the cost of accruing liabilities.

The pension charge for the year was £109,670 (2011-12: £103,862). An amount of contributions payable of £3,169 (2011-12: £3,128) is included in creditors at the balance sheet date.

A qualified independent actuary updated the formal valuation of the scheme to 31 March 2013 for the purposes of presenting figures required by Financial Reporting Standard No.17 – Retirement Benefits.

The major assumptions used by the actuary were (in nominal terms):

	<u>2013</u>	<u>2012</u>	<u>2011</u>
RPI Increases	3.40%	3.30%	3.50%
CPI Increases	2.60%	2.50%	2.70%
Salary Increases	4.30%	4.20%	4.50%
Pension Increases	2.60%	2.50%	2.70%
Discount rate	4.70%	4.60%	5.50%

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12 PENSIONS (continued)

The total assets in the scheme and the expected rates of return were:

	Expected Value at 31.03.13 £	Return for 2012/13 %	Expected value at 31.03.12 £	Return for 2011/12 %	Expected value at 31.03.11 £	Return for 2010/11 %
Equities	2,468,000	6.0	2,094,000	6.3	1,918,000	7.4
Target return funds	338,000	4.6	344,000	4.5	334,000	4.5
Alternative assets	507,000	5.0	402,000	5.3	389,000	6.4
Cash	68,000	0.5	29,000	3.0	83,000	3.0
Corporate Bonds	-	-	-	-	56,000	5.5
	3,381,000		2,869,000		2,780,000	

The approximate fair values of the assets and liabilities of the scheme as at 31 March 2013 attributable to the Geffrye Museum are:

	2013	2012	2011
Fair value of assets	3,381,000	2,869,000	2,780,000
Present value of liabilities	(4,405,000)	(4,096,000)	(3,227,000)
Deficit at 31 March 2013	(1,024,000)	(1,227,000)	(447,000)

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12 PENSIONS (continued)

Analysis of the amount charged to resources expended is:

	2013	2012
	£	£
Current service cost	130,000	99,000

Analysis of the amount charged/(credited) to pension finance costs is:

Expected return on pension scheme assets	(172,000)	(189,000)
Interest on pension scheme liabilities	191,000	179,000
	19,000	(10,000)

Analysis of actuarial gain/(loss)

Actual return less expected return on pension scheme assets	243,000	(161,000)
Changes in assumptions underlying the present value of the scheme liabilities	(1,000)	(637,000)
Actual gain/(loss) recognised in the Statement of Financial Activities	(149,000)	(89,000)
Employer's contributions	110,000	107,000

Actuarial gain / (loss) recognised in the Statement of Financial Activities

	203,000	(780,000)
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Movement in deficit during the year

Deficit at April 2012	(1,227,000)	(447,000)
Current service cost	(130,000)	(99,000)
Employer's contributions	110,000	107,000
Other finance income	(19,000)	10,000
Actuarial gain/(loss)	242,000	(798,000)

Deficit at 31 March 2013

	(1,024,000)	(1,227,000)
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12 PENSIONS (continued)

History of experience gains and losses

	<u>2013</u> £	<u>2012</u> £	<u>2011</u> £	<u>2010</u> £	<u>2009</u> £
Difference between the expected and actual return on scheme assets					
Amount	243,000	(161,000)	(69,000)	446,000	(288,000)
Percentage of scheme assets	7.2%	-5.6%	-2.5%	17.3%	-15.0%
Experience gains and losses on scheme liabilities					
Amount	-	-	562,000	(22,000)	(6,000)
	-	-	17.4%	-0.5%	-0.3%
Total actuarial gain/(loss)					
Amount	203,000	(780,000)	1,139,000	(1,155,000)	(397,000)
Percentage of scheme liabilities	4.6%	-19.0%	35.2%	-27.7%	-17.0%

13 LIABILITY OF DIRECTORS

The Directors of the charitable company are its Trustees for the purposes of charity law and are listed on page 1. The company is limited by guarantee, has no share capital, and is a registered charity. The liability of the Directors of the company is limited to £1 per Director. At 31 March 2013 their total potential liability amounted to £8 (2011-12: £9).

14 TAX STATUS

All the activities of the Geffrye Museum Trust, which is a registered charity, are undertaken in the pursuit of the museum's charitable purposes only. Each year the museum undertakes a review to establish whether the activities of the shop or the restaurant have resulted in a financial result that might establish a corporation tax liability for the year. The current liability shows no liability to corporation tax has arisen for the year to 31 March 2013 (2011-12: Nil).

15 CAPITAL COMMITMENTS

The museum had no capital commitments at 31 March 2013 (2011-12: £70,000).

16 RELATED PARTY EVENTS

The Department for Culture, Media and Sport (DCMS) is regarded as a related party. During the year the museum had various transactions with other entities for which the DCMS is regarded as the parent Department. The only material transactions were with Arts Council England and the Friends of the Geffrye Museum who donated £10,000. Details of these transactions are given within these accounts in Note 2. None of the Trustees or key managerial staff has undertaken any material transaction with the museum during the year.

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17 POST BALANCE SHEET EVENTS

The Museum of the Home reached design stage D and was submitted for planning permission and listed building consent in December 2012. On May 1 2013 the application was refused by Hackney's Planning Committee on conservation grounds. The Geffrye Museum considers that there is no financial effect on its financial statements as work will continue during 2013 to resolve the conservation and planning issues. Our intention is to submit a revised planning application which will be phased with the Garden gallery due in 2013 and the building extension application in early 2015. There were no other post balance sheet events up to the date the report and accounts were authorised for issue. The authorised for issue date is the date of certification by the Comptroller and Auditor General.

18 ACKNOWLEDGEMENT

The Geffrye Museum would like to acknowledge the support from the following organisations during the year to 31 March 2013:

Heritage Lottery Fund - Support for the Museum of the Home capital development project

Arts Council England – Support for development and sustainability projects

City Bridge Trust – the City of London Corporation's charity

Calouste Gulbenkian Foundation –Support for learning and engagement programmes



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