

Charity number: 1090995
Company number: 4149246

GROUP FOR EDUCATION IN MUSEUMS

(A company limited by guarantee)

Trustees' Report and Financial Statements for the year ended 31 December 2019

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Reference and administrative information

Charity number	1090995	
Company registration number	4149246	
Registered office	The Joiners Shop (unit 10) The Historic Dockyard Chatham Kent ME4 4TZ	
Trustees	Caroline Marcus	Chair
	Kathryn Moore	Deputy Chair
	Richard Bruce	Treasurer
	Susan Pope	
	Alison Giles	resigned 10 September 2019
	Sarah Cowie	
	Essex Havard	
	Ben Pearce	co-opted 10 September 2019
Company Secretary	Claire Gisby	
Reporting Accountant	Bradbury Stell Chartered Certified Accountant Unit 2 Beverley Court 26 Elmtree Road Teddington Middlesex TW11 8ST	
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	

Chair's Statement

2019 has been an exciting year of change and transformation for GEM (Group for Education in Museums), one which has seen a number of strategic achievements. We were delighted to receive £68,500 funding from the National Lottery Heritage Fund (NLHF) for an 18-month project at the end of 2018. In January, we began our project *A Stronger GEM for a Stronger Sector*, with an event in partnership with the Scottish Learning Forum, demonstrating our full commitment to supporting all four nations across the UK.

The NLHF Resilient Heritage project has enabled GEM to positively move forward through strengthening and developing GEM's governance and leadership, renewing GEM's vision and building a five-year business plan to secure a sustainable future. We recruited consultants Hilary Barnard and Ruth Lesirge of HBRL Consulting, Richard Watts from People Make it Work and Simon Hawkins of Glevum Consulting to work with us on these three important developments.

GEM members and GEM Nation and Area Representatives have participated throughout this project to help us shape the future for a stronger GEM and I would like to thank everyone who has contributed, helping us develop a new vision and renewed focus for GEM and its activities. Participation from members has helped GEM develop as a sector support organisation, enabling us to share practice and support each other for the public benefit.

In 2019 we made a number of key achievements in progressing our NLHF project. We increased our consultation with our members across all four Nations of the UK and a result, developed new relationships and services, ensuring that GEM can effectively support the museum and heritage learning community. We sustained and developed our training provision, forming new partnerships and delivering a successful conference in Torquay.

We moved our office to Chatham Dockyard in Spring 2019 which was a significant step forward for GEM, and we look forward to hosting the 2021 GEM Conference at the Historic Dockyard at Chatham.

GEM is a unique community in which we connect and learn together. GEM is committed to support and empower our community of colleagues to connect and develop their knowledge and skills to deliver learning. This is not possible without the collaboration of many, whom I wish to thank.

Thank you to our members across the UK for your support and commitment to sharing resources, best practice and ideas with enthusiasm and generosity. We are very grateful to the area representatives and volunteers who give up so much of their time and expertise to support GEM. Thank you to the organisations who work collaboratively with GEM for the benefit of the museum and heritage learning sector, especially to the GEM Team (Rachel Tranter, Devon Turner, Sara Wallington and Claire Gisby). With the leadership of GEM Director, Rachel Tranter, trustees and staff have worked collaboratively to build a stronger GEM for the sector. Devon Turner has used her digital skills to improve GEM's profile, highlighting the many ways that GEM can support sector professionals while Sara Wallington and Claire Gisby have made an excellent contribution to GEM's 2019 successes through their hard work and commitment.

Thanks to my fellow trustees who have worked tirelessly to try out new ways of working, identify skills gaps and taking heed from advice shared by the consultants. It has been a pleasure working with you all to support GEM and to see the positive impact that the NLHF project has had on strengthening GEM's identity and leadership to support the sector for the future.

A handwritten signature in black ink that reads "Caroline Marcus". The signature is written in a cursive, flowing style.

Caroline Marcus, Chair

Trustees' Report for the year ended 31 December 2019



GEM's vision is of a connected and equipped community of people enabling learning across museum, heritage and cultural settings, creating inspiring experiences, relevant for everyone; that promote equality - transform and enrich lives.

In 2019 GEM's Charitable Objects were updated following consultation and with the unanimous agreement of members attending the 2019 AGM. GEM's revised charitable objects are as follows:

a) to promote and advance education, especially museum and heritage education, for the public benefit in particular by the provision of training and sharing of resources in museum and heritage education.

(b) to undertake, promote, or assist in promoting, research into all aspects of museum and heritage education and to disseminate the useful result of such research for the benefit of the public.

GEM's governance is guided by the principles and recommended practice of the Charity Governance Code.

GEM's Achievements and Impact in 2019

GEM is a professional network organisation, focused on supporting everyone delivering learning in museums, heritage and cultural settings. GEM provides training and professional development opportunities, 1-1 support, an annual conference and events, dedicated representatives across all four Nations of the UK, publications and digital resources, support for sector recruitment, as well as conversations and advocacy about practice and the development of learning.

GEM's mission is to support and empower its community of colleagues to connect and develop their knowledge and skills to deliver learning. At the end of 2019, GEM's membership included 338 institutional (with up to 4 named representatives) and 149 personal members, throughout the four nations of the UK. This equates to 1500 people and the GEM JISCMail online discussion group has over 2200 museum and heritage professionals contributing to GEM's community of museum and heritage learning practitioners.

Membership numbers at the end of 2019



GEM's reach and public benefit is even greater when all the learning opportunities that GEM's work supports are considered. GEM is confident that it is meeting its obligations to deliver public benefit under charity law. Esme Ward, Director of Manchester Museum sums this up as follows:

GEM is needed – not just by those who work and volunteer in museums and heritage, but also by all the hundreds and thousands of people who through its support, encouragement and sharing of ideas engage with their heritage and their stories.

A Stronger GEM for a Stronger Sector

At the end of November 2018, GEM was awarded £68,500 from the National Lottery Heritage Fund for a project which would transform GEM and enable it to strengthen its support for the sector – helping everyone manage heritage inclusively, creatively, with diverse voices for a sustainable long term future. The project commenced in January and three consultant teams were appointed. Hilary Barnard/Ruth Lesirge, HBRL Consulting, to support and strengthen governance, Richard Watts, People Make it Work, to support vision and strategy development and Simon Hawkins and Alison Smith, Glevum Consulting, to create a new 5-year business plan. In March, GEM appointed Rachel Tranter in the role of the NLHF Project Manager (Partnerships and Advocacy). Significant progress was made in this first year of the project including a governance review, changes to the GEM charitable objects, renewed vision, extensive consultation with members and non-members and the formation of new partnerships. 2020 will see the completion of this project, with a business and legacy plan enabling GEM to navigate challenges and maximise opportunities to create a sustainable future.

Professional development

368 total participants at training and conference*

229
Training and Events
participants



139
Conference
delegates



*excludes area events

In 2019 GEM engaged over 300 participants in professional development opportunities. This included the continuation of the Intermediate Courses developed as part of the Arts Council supported *Learning and Sharing Centre* project (LSC) and the continuation of GEM's popular Foundation Course in Museum Learning. GEM presented a panel event at the Museums and Heritage show in May, providing opportunities to promote GEM and recruit new members. In June, GEM hosted a Museums Hour online event exploring freelance work and in September arranged a special event for freelancers at Camden Arts Centre in partnership with the Museum Freelance Network which was well received.

139 delegates attended the 2019 GEM conference in Torquay, planned in partnership with South West Museum Development and sponsored by Nimrod Capital and Wessex Archaeology. The conference theme *Connection, Action, Innovation - Forging dynamic and lasting partnerships with communities* was well received. The conference theme was rated by 80% of delegates as good or excellent with similar satisfaction rates of 79% / 80% for the conference keynotes and breakout/workshop sessions. David Anderson, Director General, National Museums Wales, gave a keynote speech on the *Journey of Change* and Alexandra Bennett spoke about the Qatar Children's Museum Project, bringing a well-received international perspective to conference. GEM worked with the Disability Collaborative Network for Museums CIC (DCN) to ensure that the conference was fully accessible. Our commitment to access also included a number of conference bursary places, working collaboratively with Museum Detox and the Welsh Museums Federation.

"I was extremely grateful to receive a bursary to attend the GEM Conference 2019, without which I would not have been able to attend."

Kathrin Lewis, Outreach Heritage Officer for Rhondda Cynon Taf Heritage Service

We gathered constructive feedback on GEM's activities, as well as ideas for themes for future conferences. Two of our delegates provided this feedback –

"The workshops provided a great place for delegates to feel inspired and takeaway real ideas for use in their museum/heritage site."

"Friendly and supportive atmosphere as always. GEM conferences are my favourite conferences."



Publications

Following consultation with members, in 2019 we took the decision to deliver our popular Case Studies publications digitally to reduce GEM's carbon footprint and improve access to our publications for members. The first digital edition of GEM Case Studies focused on museum best practice in engaging with children and adults who have special educational needs and disabilities. Making museums more inclusive, particularly regarding physical, sensory and learning barriers is a key agenda for GEM and its members. This publication provided 13 case studies of best practice from a wide range of perspectives. Our new thematic approach to the Case Studies publication continues with Vol 25 focussing on Early Years and Vol 26 focussing on Remote Learning. Our Journal of Education and Museums (JEM) No 40, edited by Neil Herrington, brought together further contributions on the theme of Early Years along with conference reviews and topics such as contested history, drawing upon academic research as well as reflections on practice.

Work across the four nations

With the support of the National Lottery Heritage Fund project, *A Stronger GEM for a Stronger Sector*, GEM has been able to develop relationships and partnerships within the four nations of the UK, in particular with Scotland and Wales. With Trustees based in both Scotland and Wales (Sarah Cowie and Essex Havard) GEM's profile and presence has developed and improved. Our Director, Rachel Tranter has been working closely with Museums Galleries Scotland, National Museums Scotland and the Welsh Heritage Education Forum, attending a number of meetings in Wales and Scotland to create new partnerships and initiatives. In 2019 GEM recruited new National representatives in Scotland and Wales to enable members in those countries to network and connect. *"Museums Galleries Scotland are delighted to be working in partnership with GEM over the last two years providing development support to formal learning provision in museums and learning professionals. We look forward to working more closely with GEM to ensure we continue to provide support to museum learning professionals in the years to come."* Loretta Mordi, Museums Galleries Scotland

Membership Benefits

2019 included a number of digital improvements for the benefit of members. This has included an enhanced website and creation of digital case study publications. GEM engaged with members and consulted in detail on the new vision, mission, values and tagline for GEM at both GEM Conference, MA Conference and through workshops with the area representatives. GEM has made significant progress with its social media presence, with 8000 Twitter followers, 700 LinkedIn followers and 5000 monthly users to the GEM website –an improvement on 2018 performance in GEM which reached 3,800 monthly web users and 7000 twitter followers.

Partnerships

In 2019 GEM focused on developing partnerships and working collaboratively with a number of sector support organisations and alliances including the Museums Association, Engage, the Culture Health and Wellbeing Alliance, the Sandford Award, Learning Outside the Classroom and the Museums Alliance. GEM has been engaging with the Arts Council through contact at conferences and through preparation towards an application to the Arts Council for a SEND research and development project.

In March GEM was involved in the Museums Association Future of Museum Learning round table and launch event in Edinburgh. GEM worked with Museums Galleries Scotland to present case studies at the Learning Symposium at the Engine House in Stirling on the 17 June.

The Education and Communications Manager represented GEM at the Agenda conference: *Communicating the Arts*, in Copenhagen in June. The conference brought together heritage and arts communications professionals from all over the world to exchange innovative practice in marketing and programming. Learning from the conference was shared in the Journal for Education in Museums.

GEM presented a popular panel event at the Museums Association conference on the theme of "How can museum learning save the planet?" In October, GEM volunteer Liz Dollimore consulted on GEM's new vision throughout conference, hosting a GEM stand as part of the Networks Hub. The governance review process supported GEM in analysing its key stakeholders and planning ahead to forge strong and productive partnerships to better support GEM and its members.

Organisation developments

In May, GEM moved offices to the Joiners Shop at the Historic Dockyard Chatham. Following an IT review, GEM transitioned to a cloud-based IT system (removing the need for a server) that fully supports home working. The Finance and Operations Manager also put in place a plan to transition to Xero to replace Sage for accounts management. GEM continued to review and improve the GEM website to improve efficiency and undertook research to develop online payments and a new membership database for implementation in 2020.

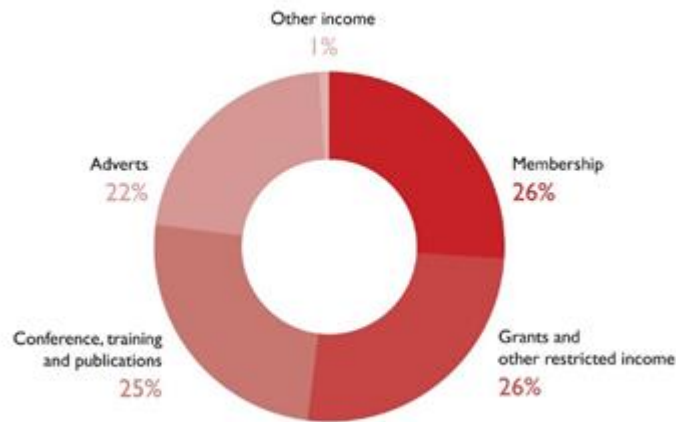
In September 2019, following Alison Giles's resignation from the Board of Trustees, Ben Pearce, Director of Paintings in Hospitals was co-opted to the Board. Ben has brought his experience of fundraising, arts and museums and membership organisations to help GEM build its strategy for future fundraising.

The Board met quarterly in 2019 including a meeting at GEM Conference in Torquay prior to the AGM. GEM's Trustees are involved in sub committees and Task and Finish groups to help provide support and strategic direction. These include the Finance and Operations Sub Committee, the Nominations subcommittee and the Membership, Professional development and Fundraising Task and Finish Groups.

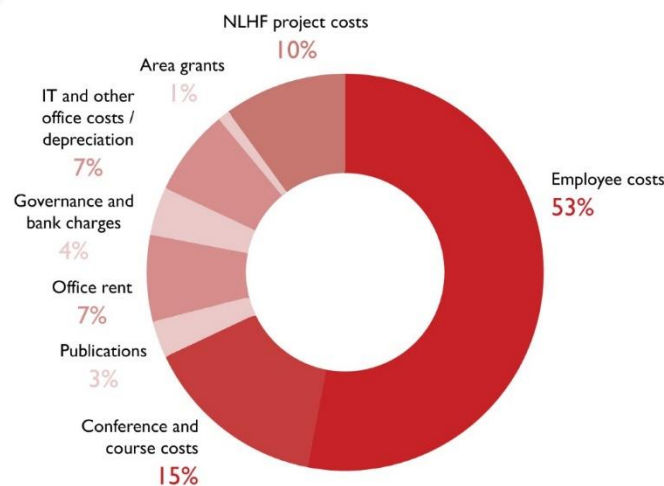
Financial review

The NLHF confirmed permission to start on the 14 January 2019 and paid GEM £34,250 which is 50% of the agreed grant. GEM's earned income includes job advertising, conference and training income and membership. Within expenditure, GEM's employee costs includes the salary costs which the NLHF grant covered in 2019. This contribution of £18,003 helped GEM build its professional team to deliver the Resilient Heritage project. GEM utilised some of its reserves to support staff costs and had £99,085 in unrestricted reserves at the end of 2019.

Income



Expenditure



Priorities for 2020

GEM's focus for 2020 is the successful delivery and completion of the NLHF supported project *A Stronger GEM for a Stronger Sector*. This includes the approval and launch of GEM's new vision and the creation of a robust and realistic business plan. GEM will continue to develop its digital strategy to include the development of online training programmes, online payment facility supported by a CRM database and improved digital communications. GEM will continue to create partnerships and work collaboratively with other sector support organisations for the benefit of its members and will provide members with new ways to connect and learn together through its programmes, resources and publications. GEM will ensure that it has presence within all four nations of the UK, through GEM representatives, events and partnership work. GEM will be stronger in order to support and connect the learning sector for the benefit of the public.

2020 has for GEM like everyone been dominated by the impacts of the Covid-19 pandemic. During lockdown we quickly responded to the needs of our members stepped up our provision and support for members.

The GEM community has been amazingly resourceful in adapting to the challenges that everyone has faced during the pandemic. As ever, museum learning practitioners have demonstrated their resourcefulness and creativity. GEM's support for the learning sector has been acknowledged.

I appreciate how much GEM have stepped up to the plate in lockdown. I took out personal membership because the quality of the provision for museum education professionals was so good, timely and practical.

During Covid-19 it has been clear that the sector needs GEM and that we need our members – together we create a community of mutual support for the public benefit.

Going concern

As part of the annual budget setting process and routine financial review, the management and Trustees have reviewed the financial trends and assumptions used in forecasting financial performance of the organisation over a period exceeding 12 months from the date of signing these financial statements and consider that GEM remains a going concern.

Reserves policy & availability and adequacy of assets of each fund

The Trustees consider that the level of reserves presently held by the general fund are necessary to cover any deficits in fundraising that may arise in the present and future years. The Trustees are also mindful of the need to retain general unrestricted funds whenever possible, not least because any unfunded project overspends must be met from these funds. The Trustees are also satisfied that the charity's assets are available and adequate to fulfil its obligations.

Investment powers, policy and performance

The Trustees have devised an investment strategy for GEM the main elements of which are: (a) the approach should be cautious rather than adventurous, and ethical where possible; (b) no more than £50,000 should be deposited with any one bank; (c) there should be some limited diversification, i.e. moving some surplus cash into a diversified fund to include equities, bonds, property etc and (d) some money could be tied up for up to three years to attract higher rates of interest. The investment strategy and GEM's investments are kept under review by the Board.

Intangible income

GEM is grateful for the contributions of all its volunteers including Trustees, Area Representatives, members and everyone undertaking voluntary roles for GEM.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The report of the Trustees was approved by the Board on the 30th of September 2020 and signed on its behalf by



Caroline Marcus
Chair

Independent examination's report to the Members of the company on the unaudited financial statements of Group for Education in Museums

I report on the accounts of the company for the year ended 31 December 2019 which comprise the Statement of Financial Activities (incorporating, the Income and Expenditure account), the Balance Sheet and the related notes.

Respective responsibilities of trustees and reporting accountant

The trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required this year under Section 145 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination it is my responsibility to:

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

Basis of report

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

Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements;
 - to keep accounting records in accordance with Section 386 of the Companies Act 2006 and Section 130 of the Charities Act 2011; and
 - to prepare accounts which accord to the accounting records, comply with the accounting requirements of Section 396 of the Companies Act 2006 and the Charities Act 2011 have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Robert Stell, FCCA
Chartered Certified Accountant
Unit 2 Beverley Court
26 Elmtree Road
TW11 8ST

Statement of Financial Activities (incorporating the income and expenditure account) for the year ended 31 December 2019

	Notes	Unrestricted funds £	Restricted funds £	Year ended 31/12/19 Total £	Year ended 31/12/18 Total £
Income					
Donations		47		47	66
Charitable activities	2	75,469	38,051	113,520	150,912
Other trading activities	3	32,794	-	32,794	33,555
Investment income- bank interest		195	-	195	191
Gift aid received		-	-	-	-
Other income		1,358	-	1,358	760
Total income		<u>109,863</u>	<u>38,051</u>	<u>147,914</u>	<u>185,484</u>
Expenditure					
Raising funds		1,634	-	1,634	1,576
Charitable activities	4	126,972	31,503	158,475	240,359
Total resources expended		<u>128,606</u>	<u>31,503</u>	<u>160,110</u>	<u>241,935</u>
Net incoming resources before transfers		(18,744)	6,548	(12,196)	(56,451)
Transfers between funds		-	-	-	-
Net outgoing resources for the year before recognised gains and losses		(18,744)	6,548	(12,196)	(56,451)
(Loss)/Gain on investments		6,591	-	6,591	(4,641)
Net movement in funds		(12,153)	6,548	(5,605)	(61,092)
Total funds brought forward		111,238	-	111,238	172,330
Total funds carried forward		<u>99,085</u>	<u>6,548</u>	<u>105,633</u>	<u>111,238</u>

The notes 1 to 11 form an integral part of these financial statements.

Balance Sheet as at 31 December 2019

	Notes	2019		2018	
		£	£	£	£
Fixed assets					
Intangible assets			-		-
Tangible assets	8		1,167		1
Investment- CAF Equity Growth Fund			45,536		38,946
Total fixed assets			46,704		38,947
Current assets					
Debtors	9	5,443		2,517	
Cash at bank and in hand		62,430		80,058	
		<u>67,873</u>		<u>82,575</u>	
Creditors: amounts falling due within one year	10	(8,943)		(10,284)	
Net current assets			<u>58,930</u>	<u>72,291</u>	
Total assets less current liabilities			<u>105,633</u>	<u>111,238</u>	
Funds					
Unrestricted income fund			99,085		111,238
Restricted funds	11		6,548		-
Total funds			<u>105,633</u>	<u>111,238</u>	

The company was entitled to exemption from audit under section 193 and 353(1) of the Charity Act 2011.

The members have not required the company to obtain an audit in accordance with section 193 and 353(1) of the Charity Act 2011.

The trustees acknowledge their responsibilities for complying with the requirements of the Charity Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies' subject to the small companies' regime and in accordance with FRS102 SORP.

The financial statements were approved and authorised for issue by the Board on 30th of September 2020 and signed on its behalf by;

Caroline Marcus
Chair

The notes 1 to 11 form an integral part of these financial statements.

Notes to Financial Statements for the year ended 31 December 2019

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding period.

1.1. Accounting convention

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

1.2. Fund accounting

The charity maintains a general unrestricted fund that is expendable at the discretion of the Trustees in furtherance of the objects of the charity. This fund may be held in order to finance both capital investment and working capital.

The policy in respect of the unrestricted designated fund is that the surplus from the annual conference, training days and other seminars will be available to fund such events in the future and will not be used for any other purpose.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the Board of Trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

There is no formal policy for transfers between funds.

1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Grants received and specified by the donor as relating to specific accounting periods are deferred on an accrual's basis to the period to which they relate. Such deferrals are shown as creditors in the accounts.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included. Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Consultancy service income is recognised when the services are performed in accordance with the terms of the contract. GEM only undertakes consultancy contracts which are relevant to its charitable objects and will not adversely affect the delivery of its core activities.

Income from investments is included in the year in which it is receivable.

Royalty income is ascertained and recognised when royalty statements are received.

Income from conference, training days and study weekends is included in the period in which the conference, training day or study weekend takes place.

Membership subscriptions are recognised as received and released over the period to which they relate. The unexpired portion of members' subscriptions received at the balance sheet date is carried forward as deferred income.

1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates. Expenditure incurred at the balance sheet date that relates to events taking place after the balance sheet date is carried forward as deferred expenditure.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

Governance costs are those costs incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements. In respect of certain items of expenditure, it is a matter of judgement as to whether such items are direct charitable expenditure or are administrative, and the Trustees have applied what they consider reasonable judgements in apportioning such costs.

1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment - 25% straight line

Expenditure of a capital nature of less than £200 is not capitalised.

1.6. Listed asset investments

Listed investments are measured at fair value with changes in fair value being recognised in profit and loss.

2. Income - charitable activities

	Unrestricted funds	Restricted funds	Year ended 31/12/19	Year ended 31/12/18
<u>Professional development</u>				
Annual conference	23,993		23,993	25,299
Training events	11,812	-	11,812	24,224
NHLF Grant	-	34,250	34,250	58,800
	35,805	34,250	70,055	108,323
Publications	818	-	818	586
Member subscriptions	38,846	3,801	42,647	42,003
	<u>75,469</u>	<u>38,051</u>	<u>113,520</u>	<u>150,912</u>

3. Income- other trading activities

	Unrestricted funds	Year ended 31/12/19 Total	Year ended 31/12/18 Total
	£	£	£
Adverts, inserts web and royalty income	32,794	32,794	33,555
	<u>32,794</u>	<u>32,794</u>	<u>33,555</u>

4. Expenditure- costs of charitable activities

	Unrestricted funds £	Restricted funds £	Year ended 31/12/19 Total £	Year ended 31/12/18 Total £
Grants payable	1,797	-	1,797	2,027
Conference and course costs	21,423	-	21,423	28,755
Publication costs	5,230	-	5,230	-
Salaries, NI and pension costs	70,649	13,500	84,149	87,042
Office rent	10,168	-	10,168	6,600
Governance costs (Note 5)	4,768	-	4,768	3,849
Bank and credit card charges	2,164	-	2,164	1,941
IT, office and sundry costs	10,385	-	10,385	15,125
NLHF Project expenses (excl.salaries)	-	18,003	18,003	95,020
Depreciation	389	-	389	-
	<u>126,972</u>	<u>31,503</u>	<u>158,475</u>	<u>240,359</u>

5. Governance costs

	Unrestricted funds £	Year ended 31/12/19 Total £	Year ended 31/12/18 Total £
Accountancy fees	2,138	2,138	800
Trustees' expenses and meeting costs	2,630	2,630	3,036
Annual return fees	-	-	13
	<u>4,768</u>	<u>4,768</u>	<u>3,849</u>

6. Employees

	Year ended 31/12/19 £	Year ended 31/12/18 £
Employment costs		
Wages and salaries	78,475	80,602
Social security costs	3,095	3,546
Auto-enrolment pension costs	2,579	2,894
	<u>84,149</u>	<u>87,042</u>

Number of Employees

The average monthly numbers of employees (including the Trustees) during the year, calculated on the basis of full-time equivalents, was as follows:

	Year ended 31/12/19	Year ended 31/12/18
Trustees	7	8
Administrator (0.8 FTE), Education & Communications Mgr (0.6), Director (0.6), Finance Manager (0.4)	2.4	2.5
	<u>9.4</u>	<u>10.5</u>

7. Transactions with Trustees

The following costs were reimbursed to the trustees.

	Year ended 31/12/19	Year ended 31/12/18
	£	£
Travel, hotel and subsistence	<u>2,229</u>	<u>2,124</u>

The Trustees were not paid any remuneration for the year ended 31 December 2019 or for the period ended 31 December 2018.

8. Tangible fixed assets

Fixtures, fittings and equipment

Cost

At 1 January 2019	4,997
Additions	1,554
At 31 December 2019	<u>6,551</u>

Depreciation

At 1 January 2019	4,996
Charge for the year	389
At 31 December 2019	<u>5,385</u>

Net book values

At 31 December 2019	<u>1,167</u>
At 31 December 2018	<u>1</u>

9. Debtors

	2019	2018
	£	£
Trade debtors	1,949	2,067
Prepayments, stock and other debtors	3,494	450
	<u>5,443</u>	<u>2,517</u>

10. Creditors: amounts falling due within one year

	2019	2018
	£	£
Trade creditors	1,911	4,445
Creditors and accruals	6,756	5,839
Social security and other taxes	276	-
	<u>8,943</u>	<u>10,284</u>

11. Restricted funds

	At 01.01. 2019	Incoming resources	Outgoing resources	Transfer	At 31.12. 2019
	£	£	£		£
East Midlands Group	-	199	-		199
West Midlands Group	-	529	-		529
North East Group	-	1,638	-		1,638
Other Groups	-	1,435	-		1,435
NLHF project fund	-	34,250	(31,503)		2,747
Total	-	38,051	(31,503)		6,548