

Registered Number:

7334262

Charity Number:

1137867



# Tyne & Wear Archives & Museums Development Trust

(A company limited by guarantee)

TYNE & WEAR  
archives &  
museums  
Development Trust

**Unaudited  
Trustees' Report and Financial Statements  
For the period ended 31 March 2013**



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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, THE  
TRUSTEES AND ADVISORS  
FOR THE PERIOD ENDED 31 MARCH 2013**

**Trustees:**

Ivor Stolliday (Chair)  
John Hamilton (Vice-Chair)  
Helen Ager (resigned 17/12/2012)  
Neil Braithwaite  
Mary Coyle  
Andrew J Miller  
Robert J Elliott (elected 17/12/2012 and resigned 08/04/2013)

**Company registered number:**

7334262

**Charity registered number:**

1137867

**Registered Office:**

Tyne & Wear Archives & Museums  
Discovery Museum  
Blandford Square  
Newcastle upon Tyne  
NE1 4JA

**Company Secretary:**

Jackie Reynolds

**Independent Examiners:**

Ryecroft Glenton  
Chartered Accountants  
32 Portland Terrace  
Newcastle upon Tyne  
NE2 1QP

**Bankers:**

Co-operative Bank PLC  
Norfolk House  
84/86 Grey Street  
Newcastle upon Tyne  
NE1 6BZ

**Solicitors:**

John Softly  
Assistant Director, Legal Services  
Newcastle City Council  
Civic Centre  
Newcastle upon Tyne

## **TRUSTEES' REPORT FOR THE PERIOD ENDED 31 MARCH 2013**

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of Tyne & Wear Archives & Museums Development Trust (the charitable company) for the period 1 April 2012 to 31 March 2013. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **CONSTITUTION**

The charitable company is registered as a company limited by guarantee and was set up by a Memorandum of Association on 3 August 2010. The charitable company was formed to take over the activities of the unincorporated charity Tyne & Wear Museums Development Trust (Charity number 1055974), the transfer occurring on 1 December 2010.

The principal objects of the charitable company are:

- to advance the education of the public (particularly, but not limited to those within, the metropolitan county of Tyne & Wear) by encouraging them to participate in and contribute to the activities of an archive and museum service managed by Tyne & Wear Archives and Museums (TWAM) and to value it for the positive impact that it makes upon their lives;
- to advance art, culture, heritage and science by supporting TWAM to establish and maintain a world class archive and museum service that is accessible and enlightening;
- to contribute to the advancement of civic responsibility and good citizenship by supporting TWAM to help to equip people with the capacity to understand and operate successfully in society; and
- such other charitable purpose beneficial to the community consistent with the objects above as the trustees shall in their absolute discretion determine.

#### **METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

The directors of the company are also charity trustees for the purposes of charity law and under the company's articles are known as members of the charity.

All Trustees are appointed for a four year term, with the exception of the initial Trustees where half of their number were appointed for an initial two year term, and on stepping down after that initial four or two year term (as appropriate) will be eligible for reappointment. That reappointment will be for a maximum period of a further four years. On stepping down after that further four year term each Trustee will be eligible for reappointment. That reappointment will be for a maximum period of a further four years.

Recruitment of new Trustees will be overseen by the Board. Potential new trustees will be prioritised as follows:

- Individuals who had expressed a strong interest in the work of the Trust;
- Individuals who had contributed financially to TWAM including representatives of business members, sponsors and private benefactors; and
- Individuals recommended by expert advisors or trustee brokerage services e.g. Sponsors Club for Arts & Business.

### **POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES**

The induction pack for new Trustees includes organisational information, who TWAM are, what TWAM do, why TWAM do it, outcomes etc; role and responsibilities of the Trustee board; individual responsibilities as board members; information on charities and fund-raising and a schedule of delegation.

### **ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The Board meets quarterly to review progress and update the operational plans. A scheme of delegation was agreed by the Trustees at their first meeting which sets out roles and responsibilities of the Board, Trustees and officers of TWAM. If required, sub committees may be convened to examine some areas in more detail and report back to the board.

### **RELATED PARTY RELATIONSHIPS**

To ensure that formal procedures are in place to require Trustees to declare all their actual or potential conflicting interests, a "conflicts of interests disclosure form" is circulated at each Board meeting. If appropriate the Trustees discuss their interests and a formal minute is recorded of the interests declared and any action agreed.

### **RISK MANAGEMENT**

The Trustees are responsible for the management of risk faced by the Trust. During 2011/12 the Trustees adopted a Risk Management Framework, which outlines the overarching approach of the Trust to risk management. Adoption of the Risk Management Framework has helped ensure that risk management continues to be recognised as an integral part of good management practice and the delivery of the Trust's objectives.

Risk management needs to allow for the effective assessment and exploitation of opportunities while also identifying what will prevent the Trust from achieving its objectives, and ensuring it has in place procedures to minimise, or manage, those risks. Risk management therefore involves a planned and systematic approach to the identification, assessment and mitigation of the risks that could hinder the achievement of strategic objectives. The Trust's risk management process involves the following main steps:

- articulating the Board's approach to risk management
- assigning responsibility for the management of risk
- identifying the key strategic risks that would prevent achievement of objectives
- evaluating the significance of each risk
- identifying suitable responses and controls for each risk
- reviewing, reporting and learning.

The Strategic Risk Register contains the most significant risks to the Trust's objectives and highlights risk priorities perceived at present and further actions required to manage, reduce or mitigate these risks.

### **AIMS AND OBJECTIVES FOR THE PUBLIC BENEFIT**

Trustees refer to the Charity Commission's general guidance on public benefit when reviewing the Trust's objectives and in planning future activities.

The Trust carries out its objects by raising funds from individual donors, trusts and foundations to support a wide variety of archive and museum activities including:

- Exhibitions and displays
- Capital improvements
- Cataloguing
- Acquiring objects for the collection
- Conservation and restoration work
- Learning programmes
- Outreach projects with all sections of the community

By supporting such activities the Trust helps TWAM achieve its strategic vision of ensuring everyone has access to archive and museum provision, and is able to use this access and to value it for the significant and positive impact that it makes upon their lives.

### ***Objectives for the Year***

This year the focus for trusts and foundations has been:

- To provide a new start for unemployed young people through the Culture Track programme.
- To enable community groups and individuals to research and interpret the eastern sector of Hadrian's Wall through the WallQuest project.
- To transform a 16 year old gallery on the second floor of Discovery Museum into a dynamic exploration of migration through the *Destination Tyneside* project.
- To raise awareness of the role and representation of women in science and engineering through the *Trailblazers* project.
- To provide resources for families with pre-school children at the Great North Museum: Hancock through the *Mouse House* project.
- To support the capital refurbishment of Newcastle's Hatton Gallery, and
- To shed light on important collections of European pre-1800 paintings held at the Laing Art Gallery, Shipley Art Gallery and Hatton Gallery through the *Divine Bodies* project.

The focus for public donations has been:

- To re-launch the *Butterfly Wall* fundraising campaign at the Great North Museum: Hancock.
- To develop the *Laing Exhibition Partners* scheme at the Laing Art Gallery.
- To launch *Donation Week* initiatives at Discovery Museum and Sunderland Museum & Winter Gardens.
- To prepare for the launch of the *My Tyneside Wall* fundraising campaign at Discovery Museum in summer 2013
- To develop the organisational skills and capacity to identify new sources of private income for the Hatton Gallery
- To increase the value of donations from connected charities
- To engage with private donors more effectively.

## **STRATEGIES TO ACHIEVE THE YEAR'S OBJECTIVES**

These included:

- 27 funding applications submitted to grant giving trusts for *Culture Track*.
- 9 funding applications submitted to grant giving trusts for *WallQuest*.
- 32 funding applications submitted to grant giving trusts for *Destination Tyneside*.
- 8 funding applications submitted to grant giving trusts for *Trailblazers*.
- Work in partnership with the Shears Foundation to deliver the *Mouse House* project for another 3 years.
- Work in partnership with Newcastle University and the Friends of the Hatton Galley to deliver Catalyst Arts capacity building at the Hatton Gallery.
- Work in partnership with the Art Fund and National Gallery to deliver *Divine Bodies*.
- Work in partnership with Front of House teams and curatorial staff at Discover Museum and Sunderland Museum & Winter Gardens to grow visitor giving at both sites.
- Build bridges with diverse communities to raise awareness of the *My Tyneside Wall* fundraising campaign.
- Review and develop relationships with friends groups.
- Procure and install a new Customer Relationship Management database.

## **PRINCIPAL ACTIVITIES FOR THE YEAR**

The Trust exists to support the work of TWAM and has an active role in fundraising for archive and museum activities. Throughout the year Trustees have continued to familiarise themselves with the work of TWAM by attending special tours of Segedunum Roman Fort, Tyne & Wear Archives and the Great North Museum: Hancock. They have also been briefed on Tax Effective Giving and attended a variety of social events and exhibition openings in their role as advocates of TWAM.

## **REVIEW OF ACHIEVEMENTS AND PERFORMANCE FOR THE YEAR**

The benefit of the Trust's work is the provision of archive and museum activities that are available to the widest possible audience and brings people in touch with new experiences and perspectives, which can have a positive effect on their lives. The Trustees are pleased that the achievements and performance of the Trust, examples of which are set out below, demonstrate solid progress.

### **Charitable Trusts and Foundations**

The Trust's received significant grant awards from:

- Paul Hamlyn Foundation, Rothley Trust and the Yorkshire Bank Charitable Trust for *Culture Track*.
- Esmée Fairbairn Foundation, Sir James Knott Trust and the R.W. Mann Trust for *WallQuest*.
- Foyle Foundation, Garfield Weston Foundation, Fenwick Limited, Sir Siegmund Warburg's Voluntary Settlement and the Trusthouse Charitable Foundation for *Destination Tyneside*.
- John George Joicey Bequest for *Boxes of Delight*.
- Pilgrim Trust for *Sunderland Shipbuilding*.
- Shears Foundation for the *Mouse House* project.
- Northern Rock Foundation for the craft collection at the Shipley Art Gallery.

The *WallQuest* project is a good example of how public benefit is derived from the Trusts support for TWAM's activities.

### ***WallQuest – Hadrian's Wall and its legacy on Tyneside***

Frontiers of the Roman Empire World Heritage Site and its forts and museums are visited by people from all over the world. However there is much more to the Wall than the well-known sites and *WallQuest* will concentrate on the less visible eastern sector of the Wall from its port of entry at South Shields to the fort at Chesters.

Community groups and individuals will work with archaeologists and historians to research and interpret the remains of Hadrian's Wall on Tyneside. The types of projects include Benwell Primary School interpreting the remains of the Roman fort of Condercum and local people excavating Hadrian's Wall in Central Newcastle and the remains of Roman Gateshead.

A wide range of people will be involved including those from rural communities as well as areas of urban deprivation, and will include people of all ages. Participants will be equipped with the necessary enthusiasm, skills and knowledge to continue making contributions to the understanding of the Wall after the project ends.

The project will run from 2013 to 2016 and will be the most ambitious community archaeology project ever undertaken in the region.

### **Public Donations**

In May 2012 TWAM, in partnership with Newcastle University and the Friends of the Hatton Gallery, was awarded £180,000 from Arts Council England's Catalyst Arts: capacity building and match funding scheme. £60,000 of the grant will be spent on developing new sources of private income for the Hatton Gallery with a further £120,000 available as a match funding to attract more donations from private donations; corporate philanthropy; legacies; trusts and foundations. The money raised through match funding will help to transform the Hatton into a vibrant gallery space and deliver a high-quality creative programme.

On-site donations from April 2012 to March 2013 were £49,011 which represents + 6% on last year and +20% on target. The Laing Art Gallery, Discovery Museum and Sunderland Museum performed particularly well and ended +38% on target. The ratio of donation per visit across all sites increased by 19%.

In October 2012 and February 2013 Discovery Museum and Sunderland Museum hosted Donations Week. This new initiative was created in response to visitor feedback which showed that many people did not know they could donate or had not thought about it. Front of House staff wore branded sweatshirts and engaged visitors in conversation about why their help was vital to the future success of the Museum. Donations Week proved to be an overwhelming success. At Discovery Museum donations increased by 255% and Sunderland Museum by 174%. Gift Aid donations at both venues increased by 454% and DPV increased by 203%.

In 2012 the Great North Museum: Hancock's re-launched its hugely popular Butterfly Wall fundraising campaign. The first campaign, *Be Part of It*, took place in 2009 and the money raised has enabled more than 100,000 children and young people take part in inspirational learning activities at the Museum. The wall features 1,276 butterflies including 71 gold butterflies representing a British gold-medal winner from London 2012.

Paralympian gold medal winner Baroness Tanni Grey-Thompson visited the Great North Museum: Hancock to lend her support to the Butterfly Wall fundraising campaign. She said: *“The Great North Museum: Hancock is full of fun and inspiration. The Museum helps children to learn about the world and I think it’s important that we support it for future generations.”*

2012/13 was the Trust’s best ever year for public donations with the total raised by onsite, online and text donations, appeals, patrons, connected charities and match funding exceeding £83,000.

### **Museum and Archives Services in Sunderland**

Following a review by Sunderland City Council of museum operations, Sunderland City Council confirmed that it would take on the direct management of its three museums in Sunderland from April 2013. Sunderland City Council will continue to obtain specialist services from TWAM in 2013/14 and continue to participate in the joint archives for the period 2013-15.

Until 31 March 2013, the Development Trust continued to raise funding for the three venues via donations on site and specific project based funding. This activity ceased with effect from midnight on 31 March 2013 to ensure that there is no potential ambiguity in the minds of potential donors as to whom they are donating money to. As part of the year end financial processes, all restricted funds which explicitly relate to Sunderland museums have been identified, including claiming any outstanding Gift Aid for donations to 31 March 2013.

### **INVESTMENT POLICY AND OBJECTIVES**

The Trustees’ aim is to maximise the total investment return within the objectives of maintaining income, while continuing to preserve the real value of investments.

### **RESERVES POLICY**

The Trustees feel that it is appropriate to hold a reserve with funds to finance the administration and governance fees and will earmark the use of interest earned on investments for this purpose until the level of reserves is sufficient to meet the estimated costs of these fees for the following three years.

## **ACCOUNTING AND REPORTING RESPONSIBILITIES**

The Trustees (who are also directors of Tyne & Wear Archives & Museums Development Trust for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company and charity law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 12 December 2013 and signed on their behalf, by:

Ivor Stolliday  
Chair of Trustees  
Tyne & Wear Archives & Museums Development Trust

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD  
(Incorporating Income and Expenditure Account)  
FOR 31 MARCH 2013**

	Note	Unrestricted Funds	Restricted Funds	Total Funds to 31/03/13	Total Funds to 31/03/12
		£	£	£	£
<b>Incoming Resources (Note 2 - 3)</b>					
<b>Incoming resources from generated funds</b>					
Other Voluntary Income	2	52,895	228,015	280,910	75,701
Legacy		0	0	0	1,000
Investment Income	3	1,484	2,103	3,587	4,541
<b>TOTAL INCOMING RESOURCES</b>		<b>54,379</b>	<b>230,118</b>	<b>284,497</b>	<b>81,242</b>
<b>Resources Expended (Notes 4 - 6)</b>					
<b>Costs of generating funds</b>					
Charitable Activities	4	48,542	75,684	124,226	242,926
Governance Costs	5	1,732	2,592	4,324	4,618
<b>TOTAL RESOURCES EXPENDED</b>		<b>50,274</b>	<b>78,276</b>	<b>128,550</b>	<b>247,544</b>
<b>Net Incoming / (Outgoing) Resources</b>		<b>4,105</b>	<b>151,842</b>	<b>155,947</b>	<b>166,302</b>
Investment gains/losses		0	0	0	0
<b>NET MOVEMENT IN FUNDS</b>		<b>4,105</b>	<b>151,842</b>	<b>155,947</b>	<b>166,302</b>
		<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	
		£	£	£	
<b>Fund Balances at 31 March 2012</b>		<b>108,351</b>	<b>153,570</b>	<b>261,921</b>	
<b>Fund Balances at 31 March 2013</b>	9 & 10:	<b>112,456</b>	<b>305,412</b>	<b>417,868</b>	

**BALANCE SHEET  
AS AT 31 MARCH 2013**

Registered Number: 7334262  
Charity Number: 1137867

	Note	Unrestricted Funds	Restricted Funds	Total Funds to 31/03/13	Total Funds to 31/03/12
		£	£	£	£
<b>Current Assets</b>					
Debtors & Prepayments	8a	10,112	25,006	35,118	13,550
Investments		104,690	281,668	386,358	298,865
Investments - Legacy		0	0	0	2
Cash at Bank & In Hand		0	0	0	0
<b>Total Current Assets</b>		<b>114,802</b>	<b>306,674</b>	<b>421,476</b>	<b>312,417</b>
<b>Creditors:</b> amounts falling due within 1 year	8b	(2,346)	(1,262)	(3,608)	(50,496)
<b>Net Current Assets/ (liabilities)</b>		<b>112,456</b>	<b>305,412</b>	<b>417,868</b>	<b>261,921</b>
<b>Total assets less current liabilities</b>		<b>112,456</b>	<b>305,412</b>	<b>417,868</b>	<b>261,921</b>
<b>Creditors:</b> amounts falling due after more than 1 year		0	0	0	0
<b>Total Net Assets</b>		<b>112,456</b>	<b>305,412</b>	<b>417,868</b>	<b>261,921</b>
<b>Funds of the Trust</b>					
Unrestricted funds	10	112,456	0	112,456	108,351
Restricted income funds	9	0	305,412	305,412	153,570
<b>Total Funds</b>		<b>112,456</b>	<b>305,412</b>	<b>417,868</b>	<b>261,921</b>

The Trustees consider that the charitable company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the period in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for ensuring that the charitable company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at 31 March 2013 and of its net resources expended for the period then ended in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the charitable company. The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees on 12 December 2013 and signed on their behalf, by:

Ivor Stolliday  
Chair of Trustees  
Tyne & Wear Archives & Museums Development Trust

The notes on pages 13 to 21 form part of these financial statements.

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2013**

### **1. Accounting Policies**

#### **1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006.

The purpose of the charitable company is to raise funds to be used to support a wide variety of archive and museum activities. As such the majority of the charitable company's expenditure is discretionary and only incurred if the Trustees have the necessary funds available. Accordingly the trustees consider it appropriate to prepare the financial statements on the going concern basis.

- 1.2** The charitable company is a company limited by guarantee. The members of the company are the Trustees named on page 3. In the event of the charitable company being wound up, the liability in respect of the guarantee is limited to £1 per member of the charitable company.

#### **1.3 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charitable company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charitable company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

#### **1.4 Incoming Resources**

All incoming resources are included in the Statement of financial activities when the charitable company is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charitable company being notified of an impending distribution or the legacy being received.

#### **1.5 Resources Expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charitable company. Governance costs are those incurred in connection with administration of the charitable company and compliance with constitutional and statutory requirements.

## Analysis of Incoming Resources

### 2. Other Voluntary Income

Other Voluntary Income	Unrestricted Funds	Restricted Funds	Total Funds to 31-03-13
	£	£	£
Northern Rock Foundation: <i>Shipley Craft Collection</i>	0	25,000	25,000
Shears Foundation: <i>GNM - The Mouse House</i>	0	30,000	30,000
Pilgrim Trust: <i>We Mak'em:Sunderland Shipbuilding</i>	0	19,400	19,400
John George Joicey Bequest: <i>Boxes of Delight</i>	0	5,000	5,000
Fenwick Ltd: <i>Destination Tyneside</i>	0	10,000	10,000
Sir Siegmund Warburg: <i>Destination Tyneside</i>	0	10,000	10,000
The Foyle Foundation: <i>Destination Tyneside</i>	0	30,000	30,000
Garfield & Weston: <i>Destination Tyneside</i>	0	25,000	25,000
Sir James Knott Trust: <i>WallQuest</i>	0	5,000	5,000
Esmée Fairbairn Foundation: <i>WallQuest</i>	0	12,333	12,333
R.W.Mann: <i>WallQuest</i>	0	1,000	1,000
Paul Hamlyn Foundation: <i>Culture Track 2</i>	0	44,000	44,000
Rothley Trust: <i>Culture Track 2</i>	0	850	850
Yorkshire Bank: <i>Culture Track 2</i>	0	300	300
<i>Donations Administration:</i>	0	2,483	2,483
<i>Public Donations:</i>	52,895	7,649	60,544
<b>Total</b>	<b>52,895</b>	<b>228,015</b>	<b>280,910</b>

### 3. Investment Income

Investment Income	Unrestricted Funds £	Restricted Funds £	Total Funds to 31-03-13 £
<i>Bank Interest</i>	1,484	2,103	3,587
<b>Total</b>	<b>1,484</b>	<b>2,103</b>	<b>3,587</b>

### 4. Analysis of resources expended on charitable activities

Charitable activities	Unrestricted Funds £	Restricted Funds £	Total Funds to 31-03-13 £
Andrew Weir Shipping	0	640	640
Northern Rock Foundation: <i>Shipley Craft Collection</i>	0	11,015	11,015
Esmée Fairbairn Foundation: <i>Collections Management Project</i>	0	2,572	2,572
Shears Foundation: <i>GNM - The Mouse House</i>	0	9,614	9,614
Fenwick Ltd: <i>John Martin: Heaven &amp; Hell</i>	0	10,416	10,416
Pilgrim Trust: <i>We Mak'em:Sunderland Shipbuilding</i>	0	20,434	20,434
John George Joicey Bequest: <i>Boxes of Delight</i>	0	2,611	2,611
Newcastle City Council Lord Mayors Fund: <i>Discovery Re-visioning</i>	0	126	126
Sir James Knott Trust: <i>WallQuest</i>	0	5,266	5,266
Esmée Fairbairn Foundation: <i>WallQuest</i>	0	12,990	12,990
Public Donations: <i>TWAM</i>	48,542	0	48,542
<b>Total</b>	<b>48,542</b>	<b>75,684</b>	<b>124,226</b>

## 5. Governance Costs

Governance Costs	Unrestricted Funds £	Restricted Funds £	Total Funds to 31-03-13 £
Examiners Fee	426	636	1,062
Other	1,306	1,956	3,262
<b>Total</b>	<b>1,732</b>	<b>2,592</b>	<b>4,324</b>

Resources expended include support costs associated with charitable activity which are identified in Note 6.

## 6. Support Costs

Support costs	Charitable Activity £	Governance Costs £	Total Costs £
General Finance & Administration tasks	3,827	0	3,827
Preparation of Annual Accounts	0	1,335	1,335
Completion of Charity Returns	0	172	172
Preparation of Annual Report	0	340	340
Other Report Preparation & Attendance at Trustee meetings	0	1,415	1,415
<b>Total</b>	<b>3,827</b>	<b>3,262</b>	<b>7,089</b>

The Trust does not employ any staff directly. Employees of Newcastle City Council employed on behalf of Tyne & Wear Archives & Museums undertake duties on behalf of the Trust as part of their employment, as the Trust was created to support and assist the museums and galleries administered by TWAM. Duties include company secretary, preparing the accounts and annual report, fund-raising and general administration. The time spent on Trust duties is recorded and recharged to the Trust on an at cost basis.

All the Trustees gave their time voluntarily and have received no benefits, remuneration or reimbursement of expenses from the Trust in the financial year.

**7. Investment Assets**

Analysis of Investments	Value at end of Period £	Income from investments for the year £
Period 01/04/12 -31/03/13	386,358	3,587

**8. Debtors and Creditors**

**8a: Debtors**

Net Debtors as at 31 March 2011 £		Net Debtors as at 31 March 2012 £
13,550	Debtors	35,118

**8b: Creditors**

Net Creditors as at 31 March 2011 £		Net Creditors as at 31 March 2012 £
50,496	Accruals	3,608

**9. Restricted Funds Movement in Year**

Ref	Fund Names	Balance at 31 March 2012 £	Incoming Resources £	Outgoing Resources £	Investment Gains £	Balance at 31 March 2013 £
1	Andrew Weir Shipping: <i>Conservation</i>	4,212	0	(607)	0	3,605
2	Northern Rock Foundation: <i>Craft Acquisition Fund</i>	74,996	25,000	(10,458)	0	89,538
3	Esmée Fairbairn Foundation: <i>CMP</i>	2,443	0	(2,443)	0	0
4	Shears Foundation: <i>The Mouse House</i>	13,330	30,000	(9,128)	0	34,202
5	Fenwick Limited: Sir James Knott Trust: <i>John Martin: Heaven &amp; Hell Exhibition</i>	9,889 0	0 0	(9,889) 0	0 0	0 0
6	Donations: <i>Jackie Milburn Appeal</i>	2,832	0	0	0	2,832
7	Catherine Elisabeth Pestell: <i>Explore! More Gallery: GNM</i>	7,828	0	0	0	7,828
8	Pilgrim Trust: <i>We Mak'em: Sunderland Shipbuilding</i>	0	19,400	(19,400)	0	0
9	Trustees of John George Joicey <i>Boxes of Delight</i>	3,765	5,000	(2,479)	0	6,286
10	Public Donations: <i>Regional Resource Centre</i> <i>South Shields - Make Your Mark</i> <i>John Martin Circle</i> <i>Laing - Laing Exhibition Partners</i> <i>Sunderland - Chinese NY</i> <i>GNM - Be Part of It</i>	30 1,092 4,737 875 0 17,664	0 24 0 1,956 7 5,662	0 0 0 0 0 0	0 0 0 0 0 0	30 1,116 4,737 2,831 7 23,326
11	Newcastle City Council Lord Mayors Fund: <i>Discovery Re-visioning</i>	120	0	(120)	0	0
12	<i>Destination Tyneside:</i> Fenwick Ltd Sir Siegmund Warburg The Foyle Foundation Garfield & Weston	0 0 0 0	10,000 10,000 30,000 25,000	0 0 0 0	0 0 0 0	10,000 10,000 30,000 25,000
13	<i>WallQuest:</i> Sir James Knott Trust: Esmée Fairbairn Foundation: R.W Mann Trust	0 0 0	5,000 12,333 1,000	(5,000) (12,333) 0	0 0 0	0 0 1,000
14	<i>Culture Track 2:</i> Paul Hamlyn Foundation Rothley Trust Yorkshire Bank	0 0 0	44,000 850 300	0 0 0	0 0 0	44,000 850 300
15	Restoration of Paintings: <i>Balance of Sales PCF</i>	3,883	0	0	0	3,883
16	<i>The Estate of Florence Margaret Regnart: Legacy</i>	1,000	0	0	0	1,000
17	<i>Reserves</i>	4,872	2,483	(6,419)	2,103	3,039
18	<i>Investment Income - Legacy</i>	2	0	0	0	2
		<b>153,570</b>	<b>228,015</b>	<b>(78,276)</b>	<b>2,103</b>	<b>305,412</b>

## Notes on future use of Restricted funds

1. **Andrew Weir Shipping, Regional Museums Store (RMS)**  
This donation is being utilised over several years for the preventive and remedial conservation of collections, and over the next 4 years to support the ongoing volunteering engagement at the Regional Museums Store.
2. **Northern Rock Foundation, Craft Acquisition Fund**  
This award is to develop contemporary craft collections of national significance in the North East region focused on the Shipley Art Gallery and the Middlesbrough Institute for Modern Art (mima).
4. **Shears Foundation: Under 5's Gallery Explainer at the GNM:Hancock**  
The sum of £30,000 has been awarded from the Shears Foundation which will be paid on an annual basis of £10,000 per annum. The project is to fund a part time Gallery Explainer post to develop the Mouse House gallery and to cover the four key elements listed below:-
  - Promotion of the Mouse House to the target audience
  - Develop and deliver a programme of activities and workshops
  - Maintain the Mouse House
  - Evaluate the Mouse House and associated resource and activities
6. **Public Donations: Jackie Milburn Appeal**  
The Jackie Milburn Restoration Fund represents grants and donations from a number of sources all given to help fund the restoration to operation of the steam locomotive 'Jackie Milburn' at the Stephenson Railway Museum.
7. **Catherine Elisabeth Pestell: Donation**  
This donation was given to enhance the facilities within the *Explore! More Gallery* at the GNM: Hancock. Within this dedicated space, special activities such as handling sessions, talks and demonstrations take place using real objects from the collections, replica objects, cue cards and study notes. A detailed programme has been implemented and will be completed by August 2013.
9. **John George Joicey Bequest: Boxes of Delight**  
The Learning Team at TWAM runs a free artefact loans box (Boxes of Delight) service for schools, community groups and other educational establishments. The aim of the grant is to 'Sustain investment to ensure the Boxes of Delight scheme remains an innovative, integrated, efficient, well-marketed, satisfying to use, well evaluated and far reaching service'.
10. **Public Donations: Specific Fund-raising campaigns**  
These donations were generated by specific fund-raising campaigns and will be used in line with the stated objectives of the individual campaigns.

- 12. Destination Tyneside**  
The funding awarded was to create a permanent gallery within the Discovery Museum, to reframe the identity of Tyneside and encourage visitors to realise how much the areas identity has historically been influenced by migrants. The gallery is to be opened in July 2013.
- Fenwick Ltd**  
The funding will be applied within the 2013/14 financial year, this is to support the associated building costs.
- Sir Siegmund Warburg**  
The funding will be applied within the 2013/14 financial year, this is to support the associated building costs.
- Foyle Foundation**  
This funding is specific to the purchase of interactive exhibits within the gallery. The full funding will be applied within the 2013/14 financial year.
- Garfield & Weston**  
The funding will be applied within the 2013/14 financial year, this is to support the associated building costs.
- 13. R.W. Mann Trust : WallQuest**  
The funding is to be used to support this three year programme to improve the understanding and interpretation of the eastern sector of Hadrian's Wall.
- 14. Culture Track – 2**  
This is an employability focused volunteering project aimed at supporting young unemployed people to develop the skills they need to secure employment. A Project Officer is to be appointed in early 2013/14 to progress this project further
- Paul Hamlyn Foundation**  
The funding will be used to support the overall objectives of the project. Funding will be applied throughout the lifetime of the project.
- Rothley Trust**  
The funding will be used to support the overall objectives of the project. Funding will be applied throughout the lifetime of the project.
- Yorkshire Bank**  
The funding will be used to support the overall objectives of the project. Funding will be applied throughout the lifetime of the project.
- 15. Restoration and conservation of oil paintings**  
Proceeds from the sale of *Oil Paintings in Public Ownership in Tyne & Wear Museums* (The Public Foundation Catalogue) are placed in a restricted fund to be used for the restoration and conservation of oil paintings in TWAM's collections.
- 16. The Estate of Florence Margaret Regnart : Legacy**  
This donation was given as a legacy to form part of a permanent endowment for the Laing Art Gallery.
- 17. Reserves**  
In accordance with the Reserves Policy, the reserve is maintained at a level estimated to meet the audit and administration fees for the next three years. The Reserve is drawn from interest which is earned on the unallocated Trust donations.
- 18. Investment Income: Legacy**  
This relates to the estate of Florence Margaret Regnart and will be held alongside the legacy as part of a permanent endowment.

## 10. Unrestricted Funds: Movement in Year

Ref	Fund Names	Balance at 31 March 2012 £	Incoming Resources £	Outgoing Resources £	Investment Gains £	Balance at 31 March 2013 £
1	Fundraising: <i>General</i>	1,158	0	0	0	1,158
2	Public Donations: <i>General</i>	107,111	52,895	(49,848)	0	110,158
3	Investment Income Reserves	82	0	(426)	1,484	1,140
	<b>Total Funds</b>	<b>108,351</b>	<b>52,895</b>	<b>(50,274)</b>	<b>1,484</b>	<b>112,456</b>

Public donations will be utilised to further the objectives of the individual museum in which the donation was made.

## 11. Disclosure of related party transactions

The Trust is required to disclose material transactions with related parties, which are bodies or individuals that have the potential to control or influence the Trust or to be controlled or influenced by the Trust. Disclosure of these transactions allows readers to assess the extent to which the Trust might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Trust.

Trustees have direct control over the Trust's financial and operating policies. During the period 01/04/12 to 31/03/13, the Trust did not receive any funding or make any payments to any organisation in which any Trustee had an interest.

## 12. Events after the Balance Sheet date

Events happening between the balance sheet date and the date the accounts are authorised for issue are classified as post balance sheet events.

Sunderland City Council confirmed in January 2013 their intention to withdraw from the Tyne & Wear Archives & Museums Joint Agreement and assume direct management responsibility for the museums in Sunderland with effect from 1 April 2013. Sunderland City Council also confirmed that they wish to remain part of the Joint Archive Service for a two year period (with the possibility of extension) and that whilst they are taking on direct management of museums from 1 April 2013 they wish to continue to obtain some specialist and strategic services from TWAM.

The value of assets, liabilities and share of accumulated reserves within Trust's balance sheet at 31 March 2013 which relate to Sunderland City Council museums results in an estimated net liability to transfer from the Trust of £28,416. No adjustment has been made as the amount is not considered to be material. Trustees will consider what conditions and assurances they will require to ensure that they as Trustees are able to fulfil their obligations to the original donors/grant givers before agreeing to the handing over of those funds to Sunderland City Council for the benefit of Sunderland museums and users.

**Independent Examiners Report**  
**for the year ended 31 March 2013**  
**to the Trustees of the**  
**Tyne & Wear Archives & Museums Development Trust**

I report on the financial statements of the charitable company for the year ended 31 March 2013 which are set out on pages 11 to 21.

This report is made solely to the charitable company's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charitable company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charitable company and the charitable company's Trustees as a body, for my work or for this report.

**Respective responsibilities of trustees and examiner**

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. The charitable company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales.

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

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

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

## **Independent examiner's statement**

In 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
  - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:

Dated: 12 December 2013

Detlev Anderson  
Chartered Accountant

**Ryecroft Glenton**  
32 Portland Terrace  
Jesmond  
Newcastle upon Tyne  
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