

TRUSTEES REPORT FOR 2019-20

This is the Annual Report for the Friends of Penlee House Gallery & Museum for 2019/20 and the 32nd year of our Charity. It has been an unprecedented year, which started like every other, but ended with the impact of COVID 19 which saw the Gallery close in March and Trustee and Committee meetings end at a similar time, although continued with email discussions over key issues. One such issue, was the difficult decision to cancel the AGM in June 2020 which we decided to do rather than delay, in part because we couldn't be sure that the College premises where our meetings are held would be available later in the year, even if social distancing requirements permitted, but also because we would not have had the added attraction of the lecture which traditionally follows the meeting, so attendance was unlikely to be high.

Instead we decided on an alternative approach which was to keep in touch with our valued members by circulating a pack of papers to our membership covering the Chairman's Report; Treasurers Report and Annual Accounts; the Director's (of Penlee House) report and the minutes of the previous meeting, together with a covering letter from the Chair explaining the decision to cancel the meeting. We used the local printing firm who produce our meeting paperwork to manage the distribution as most of the volunteers who usually put the papers into envelopes were all shielding as a consequence of COVID 19.

Despite COVID 19, our Friends membership remains healthy and currently stands at 1837 (including single, joint and life members) and our income also remains healthy, which in addition to subscriptions benefited from a single donation of £7000.

Two of the main ways the Friends support the work of the Gallery and Museum is through the acquisition of paintings and artefacts and the financial support we are able to give to Penlee's programme of education and outreach. During the year, we were able to allocate just over £10,000 towards acquisitions, which is nearly double what was spent in the previous year. And we also increased our financial support to the Gallery's innovative programme of educational and outreach activities which was particularly rewarding.

As ever, we were very grateful for the generous donations made by Friends and visitors to the Gallery in collection boxes, but our fund-raising activities and programme of lectures which are a popular feature of the Friend's membership, were suspended before the end of the year, with the concomitant impact on income.

We continued to produce our regular (three) editions of *Artefact*, the quarterly magazine-style newsletter sent to all Friends about our activities, including one in 'lock-down', and managed five of the eight planned lectures.

Last year, we acknowledged in our report, the need to try and put in place some succession planning measures, which we still recognise as a priority. All of the Committee members who were due to be renewed as part of the 2020 AGM process have agreed to remain in post, until the next AGM (hopefully in 2021) and we have ratified a co-opted member to full Committee status to ensure we keep them. And in the Chair's covering letter to the Friends membership we invited expressions of interest to join the Committee as attracting new members remains an on-going challenge, made more so while the COVID 19 restrictions continue to apply.

Finally, as the incoming new Chair, I have reviewed the number of Volunteers we quote in our annual return with Trustees and the Gallery's Director and the number quoted in this return (130) is considerably higher than in previous years. We continue to have no paid volunteers, but the reason for this increase is to reflect both the volunteers used by Penlee House Gallery and Museum as well as those involved in the Friends of Penlee activities, as Trustees, Committee members or the volunteers who have managed our quarterly mailings.

Jane Williams
Chair, Friends of Penlee House Gallery & Museum

August 2020

**FRIENDS OF PENLEE HOUSE
TREASURER'S REPORT
1 APRIL 2019 TO 31 MARCH 2020**

	£	£
Opening Balances April 1 2019		
All Accounts at April 1	88,781	
Add surplus to date	<u>22,570</u>	
Total	<u>111,350</u>	
	2019/20	2018/19
RECEIPTS		
Subscriptions	31,509	26,556
Lectures	899	936
Fundraising Activities	1,201	253
Donations	850	515
Restricted Fund	7,000	2,500
Donation Boxes	1,831	1,498
Automaton	209	-
Bank Interest	475	428
Gift Aid	6,738	4,903
Miscellaneous	<u>47</u>	<u>47</u>
TOTAL	50,759	37,636
PAYMENTS		
Acquisitions	10,373	5,282
Education	4,800	3,280
Postage	5,479	5,142
Printing & Photocopying	528	1,396
Stationery	94	1,745
Insurance	569	557
Lectures	450	200
Fundraising Activities	379	-
Artefact	1,378	1,106
Raffles	20	20
Admin	3,210	4,010
Direct Debits Charges	408	461
Miscellaneous	474	661
Subs Refunds	<u>27</u>	<u>99</u>
TOTAL	28,190	23,959
Closing Balances		
Current A/c	37,999	36,007
Online Donations A/c	1,063	961
Deposit A/c	1	1
Building Society A/c	<u>72,287</u>	<u>51,812</u>
TOTAL	111,350	88,781
Less Uncleared Cheques	-	-
TOTAL NET FUNDS	<u>111,350</u>	<u>88,781</u>
ASSETS		
Cash at bank	<u>111,350</u>	<u>88,781</u>

**FRIENDS OF PENLEE HOUSE
TREASURER'S REPORT
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Commitments	£
Conservation Fund	128
Penlee Project	2,970
Acquisition Fund	<u>7,500</u>
	<u><u>10,598</u></u>

FRIENDS OF PENLEE HOUSE GALLERY & MUSEUM

FOR THE YEAR ENDING 31 MARCH 2020

The accounts were approved by the Trustees' on*15th July 2020*..... and signed on their behalf by:

Caroline Davies

.....
Caroline Davies
Trustee

Jane Williams

.....
Jane Williams
Trustee

FRIENDS OF PENLEE HOUSE GALLERY & MUSEUM

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF FRIENDS OF PENLEE HOUSE GALLERY & MUSEUM**

I report on the accounts of the charity for the year ended 31 March 2020, which are set out on the Treasurer's Report.

Respective Responsibilities of trustees and examiner

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

It is my responsibility to:

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

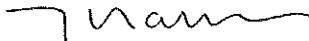
Basis of independent examiner's report

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In 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 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act 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



.....
Neil Hallam FCCA
Crane and Johnston
Chartered Certified Accountants
11 Alverton Terrace
PENZANCE
Cornwall
TR18 4JH

Dated: 13 August 2020

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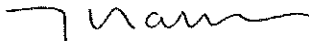
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