

THE FRIENDS OF PENLEE HOUSE GALLERY AND MUSEUM

TRUSTEES REPORT FOR 2017 – 2018

The annual report for 2017/18 recognises this as the 30th anniversary year of the Friends of Penlee House Gallery and Museum, still led by the original President and a further busy year for us. Our membership remains around 1800 which continues to position us as one of the largest Gallery and Museum supporters' groups in the south west, but during the year we took the considered decision to increase the cost of subscriptions which took effect from April 2018 in recognition that the previous price had not been reviewed for some years, which may have some effect on our numbers in future years.

During the year we held eight Committee and six Trustee meetings. We also welcomed broadcaster Petroc Trelawny as an additional Vice President of the Friends (joining Sir John Banham, Prof Ken Howard and Dr Kurt Jackson).

Penlee House Gallery and Museum was awarded the Best Audience Initiative Award in March 2018 for a large museum, for the work done to give blind and visually impaired people the opportunity to enjoy the paintings in the Gallery, which the Trustees are proud to report as a project funded by the Friends.

Acquisitions

This year the Friends have been pleased to contribute towards the acquisition of some important works for the collection:

George Wolfe, Penzance Harbour c. 1860 (watercolour);

Frank Heath, The Broken Melody 1906;

Frank Bramley, Sketch for a Hopeless Dawn 1888;

Gibson & Sons Album of Postcards & Photographs c. 1920-30, to add to the archive of historical photographs of Cornwall following last year's purchase of a Gibson & Sons collection; and

Crysedde Ownlands label bag in "Cornish Farm" print c. 1925.

Other Activities

We continued to produce three editions of Artefact, which is the quarterly magazine-style newsletter sent to all Friends about our activities and the lecture programme of eight lectures across the winter months continued to prove popular. A very successful visit to the Jackson Foundation took place in September which was hosted by Dr Kurt Jackson, a Vice President of the Friends of Penlee, and is something we hope to repeat in the future. A further successful visit to the Penzance Jewish Cemetery also took place.

We made preparations to ensure we were compliant with the General Data Protection Regulation and we have also begun to promote the Give as You Live scheme to Friends which offers shoppers the opportunity to nominate Penlee House as a beneficiary of the cost of their spending, which we hope will increase in popularity as Friends become more familiar with it.

Jane Williams

Honorary Secretary

September 2018.

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 2018, 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.

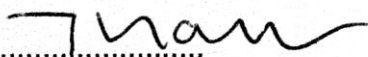
Basis of independent examiner's report

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 ACCA
Crane and Johnston
Chartered Certified Accountants
11 Alverton Terrace
PENZANCE
Cornwall
TR18 4JH

Dated..... 21/5/18

**FRIENDS OF PENLEE HOUSE
TREASURER'S REPORT
1 APRIL 2017 TO 31 MARCH 2018**

	£	£
Opening Balances 1 April 2017		
All Accounts at 1 April	68,231	
Total	<u>68,231</u>	
	2017/18	2016/17
RECEIPTS		
a) Subscriptions	16,091	21,361
Lectures	1,090	1,014
Fundraising Activities	786	884
b) Donations	54,949	8,992
c) Restricted Fund	650	2,320
d) Donation Boxes	1,109	2,489
Bank Interest	405	383
e) Gift Aid	15,389	4,034
f) Miscellaneous	4,736	412
TOTAL	<u>95,204</u>	<u>41,889</u>
PAYMENTS		
g) Acquisitions	70,834	18,515
Education	300	-
Postage	4,603	7,203
Printing & Photocopying	639	1,398
Stationery	310	400
Insurance	515	468
Lectures	380	962
Fundraising Activities	528	237
Artefact	596	630
Raffles	20	20
h) Admin	4,064	3,229
Direct Debits Charges	766	431
f) & i) Miscellaneous	4,676	323
Subs Refunds	98	42
TOTAL	<u>88,330</u>	<u>33,859</u>
NET OF RECEIPTS/(PAYMENTS)	<u>6,874</u>	<u>8,030</u>
Current A/c	22,907	27,549
Online Donations A/c	814	1
Deposit A/c	1	1
Building Scty A/c	51,383	50,979
TOTAL	<u>75,105</u>	<u>78,529</u>
Less Uncleared Cheques	-	10,298
TOTAL NET FUNDS	<u><u>75,105</u></u>	<u><u>68,231</u></u>
ASSETS		
Cash at bank	<u><u>75,105</u></u>	

**FRIENDS OF PENLEE HOUSE
TREASURER'S REPORT
1 APRIL 2017 TO 31 MARCH 2018**

Commitments

Conservation Fund	128
Frank Heath Fund	-
Penlee Project	<u>2,970</u>
	<u><u>3,098</u></u>

Notes

- a) The difference in Friends' subscriptions between the 2 years was not significant because subscription payments overlap financial years
- b) In 2017/18 there were three large donations from individuals (total £53,400) to support the purchase of paintings
- c) The Restricted Fund in 17/18 relates to donations for the Penlee Project
- d) In 2017/18 there were no specific appeals for donations placed next to the boxes
- e) Receipts for 2017/18 include the Gift Aid on the large donations referred to in (b) which were Gift Aid-able
- f) Misc. Receipts includes £4418 from the Co-op which was earmarked to reimburse PzTC's expenditure to improve access to the galleries for blind and VI visitors
- g) Funds spent on Acquisitions includes the large donations referred to in (b)
- h) Admin Payments include:-
- | | |
|-------------------------|--------|
| Accounting & audit fees | £1,830 |
| IT support for AGM | £54 |
| BAfM Membership | £180 |
| Administrator | £2,000 |
- i) Miscellaneous Payments include:
- | | |
|---------------------------------------|--------|
| Co-op donation paid to PzTC - see (f) | £4,418 |
| NCVO subscription (new for 2017) | £46 |
| Telephone calls | £14 |
| Contribution to Staff Xmas dinner | £180 |
| Royalties for card sales (C. Hartley) | £18 |

