

**FRIENDS OF PENLEE HOUSE
TREASURER'S REPORT
1 APRIL 2020 TO 31 MARCH 2021**

	£	£
Opening Balances April 1 2020		
All Accounts at April 1	111,350	88,780
Add surplus to date	<u>35,522</u>	<u>22,570</u>
Total	<u>146,872</u>	<u>111,350</u>
	2020/21	2019/20
RECEIPTS		
Subscriptions	23,003	31,509
Lectures	132	899
Fundraising Activities	-	1,201
Donations	1,045	850
Legacies	32,844	7,000
Donation Boxes	1,065	1,831
Automaton	170	209
Bank Interest	353	475
Gift Aid	4,672	6,738
Miscellaneous	<u>-</u>	<u>47</u>
TOTAL	63,284	50,759
PAYMENTS		
Acquisitions	17,265	10,373
Education	-	4,800
Postage	7	5,479
Printing & Photocopying	3,060	528
Stationery	23	94
Insurance	569	569
Lectures	-	450
Fundraising Activities	-	379
Artefact	2,325	1,378
Raffles	20	20
Admin	3,884	3,210
Direct Debits Charges	315	408
Miscellaneous	249	474
Subs Refunds	<u>45</u>	<u>27</u>
TOTAL	27,762	28,190
Closing Balances		
Current A/c	42,888	37,999
Online Donations A/c	1,344	1,063
Deposit A/c	3	1
Building Society A/c	<u>102,639</u>	<u>72,287</u>
TOTAL	<u>146,874</u>	<u>111,350</u>
Less Uncleared Cheques	-	-
TOTAL NET FUNDS	<u>146,874</u>	<u>111,350</u>
ASSETS		
Cash at bank	<u>146,874</u>	<u>111,350</u>

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Commitments	£
Conservation Fund	128
Penlee Project	2,970
Legacies Fund	33,344
Restricted donations fund	190
	<u>36,632</u>

FRIENDS OF PENLEE HOUSE GALLERY & MUSEUM

FOR THE YEAR ENDING 31 MARCH 2021

The accounts were approved by the Trustees' on*see below..... and signed on their behalf by:

Caroline Davies

Caroline Davies
Trustee

Jane Williams

Jane Williams
Trustee

* As previously agreed with yourselves, I enclose emails from the other three Trustees indicating their approval of our annual accounts for the year ending 31 March 2021.

We agreed this arrangement because the Trustees are not meeting again until September.

Enclosed emails are from:

Francis Howie Trustee & Vice Chair
Susan Roach Trustee & Hon. Secretary
Heather Corbett Trustee.

I trust that this is acceptable.

Caroline Davies.

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 2021, 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.
- (3)



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

Dated: 5 October 2021

TRUSTEES REPORT FOR 2020-21

This is the Annual Report for the Friends of Penlee House Gallery & Museum for 2020/21 and the 33rd year of our Charity. Like last year, the impact of COVID 19 has been huge with the Gallery closed again in the autumn and much of the winter and spring of 2021, and no in-person meetings of our Trustees and Committee have taken place, but we have managed to meet by Zoom during the year.

Once again, the Trustees took the difficult decision to cancel our Annual General Meeting in June 2021, and produced a similar pack to last year with key information for our members that covered the Chairman's Report and covering letter; the Treasurer's Report and Annual Accounts; and the Director of Penlee's report. We once again used a local printing firm to print and co-ordinate delivery of our AGM paperwork and also took the difficult decision to permanently stand down the in-house team who had historically managed the process because the ongoing restrictions meant the team were still unable to meet, but we also came to recognise that managing the process through a third party made economic sense as the change was almost cost neutral.

Despite the ongoing pandemic, our Friends membership remained healthy and currently stands at 1773 (Including single, joint and life members) and our income also remains healthy as our Accounts show, although we've been unable to augment that with any fund-raising activities.

We have continued to support the work of the Gallery through acquisition of paintings and artefacts although the Covid restrictions have significantly impacted on our ability to support the Gallery's educational and outreach activities. We have also been unable to provide our usual programme of Lectures which has previously been a popular feature of the Friend's membership, but were very grateful to the Gallery for arranging an on-line talk in support of the Dame Laura Knight summer exhibition (delayed from last year), which was well supported by our members with over 100 attending via Zoom.

In recognition of the increasing importance of maintaining communication with our members, we were able to produce three editions of Artefact, the quarterly magazine-style newsletter sent to all

Friends and began a project to look at online communication with our members, as we currently still use a paper-based approach.

Despite lockdown, we have successfully filled two Committee vacancies and are looking forward to meeting again in person. A number of our committee members kindly agreed to remain on the Committee for a further year, so while pleased that we are currently back to complement, the Trustees also recognise that next year we may need to fill a significant number of posts, as almost all Committee members have exceeded their 5-year service (at which point people usually either stand down or agree to continue for a further period, and some have done this several times already). We currently have 140 volunteers supporting the shop and exhibitions, which is slightly higher than the 121 reported last year, but reflects the numbers of volunteers engaged by Penlee House Gallery and Museum as well as those involved in Friends activities.

Finally, because of Covid 19 regulations, Trustees were unable to meet to agree and endorse the accounts for 2020/21. In view of this our Accountant at Crane and Johnston, Falmouth, suggested that emails from all Trustees agreeing the accounts would suffice, which they did.

In summary, a rather lack lustre year, but a grateful acknowledgment from the Trustees to our membership for their ongoing support which has kept the Friends of Penlee House Gallery and Museum in a healthy position in both terms of numbers of members and the income that such membership contributes without whom we could not continue to plan for a better future.

Because of COVID-19 regulations, Trustees were unable to meet to agree and endorse the accounts for 2020 to 2021. In view of this, our accountant (Sarah Skewes of Crane and Johnston, Penzance) suggested that emails from all trustees, agreeing the accounts would suffice. All trustees responded and agreed the annual accounts for 2020 to 2021

Sue Roach,

Hon Secretary