



**The Canal Museum Trust
Annual Report and Accounts 2007-8**

Year ended 31st March 2008



Annual Report and Accounts 2007-8

Introduction

During the financial year the main activity of the Trust was as in previous years the management and development of the London Canal Museum.

The Trust's objectives are to advance public education regarding inland waterways through the operation of a museum. The trust operates in accordance with its constitution of 1979, as modified in 2001. Members of the Council of Management are elected annually from the membership of the Trust, which is open to everyone.

The Trust's policy with respect to reserves to be held is to maintain a minimum of £12,000 of reserves as a contingency reserve. In particular this is necessary in case of any need for unforeseen building maintenance expenditure. The Trust retains further sums as may be necessary for future development projects.

The year was one of consolidation and preparation for further development.

In Memoriam

During the year the members of the Trust and the Council of Management were greatly saddened by the sudden death of Dr Michael L. Stevens, a member of the Council, in October 2007. Mike Stevens was one of the principal figures in the management of the museum and had devoted a great deal of time to it over the last few years of his life. He was especially interested in education and for some time directly managed the museum's education service. For several years he had been the museum's volunteering manager, a crucial role in a volunteer-run museum. His contribution was not confined to that role, however; what he did was a varied and wide range of tasks.



Mike was very active in the Inland Waterways Association and was a well-known figure around the canals of England. The museum was well represented at his funeral in Staffordshire and in early 2008 a memorial reception was held at the museum in his memory. This was well attended by friends and colleagues from the London area.

Photo: Mike Stevens in costume for a Halloween event in the museum, 31st October 2005

Special Events

During Museums and Galleries Month, May 2007, we held another successful "Ice Day" and took a number of people down into the well under carefully controlled conditions.

We again hosted two performances by the Mikron Theatre Company, who tour the country by boat.

The successful monthly 'tunnel trips' took place in the summer and proved very popular. These featured a commentary by a museum member of staff, as well as a trip through the Islington Tunnel for a combined boat trip and museum ticket price.

At the end of October 2007 we took part in another joint operation with Camden Canals and Narrowboat Association. Large numbers of children enjoyed a boat trip through Islington Tunnel and various activities in the museum associated with Halloween.

Education

The museum's focus on education continued very strongly in 2007/8. Considerable development of the museum's education offering took place with the appointment of an Education Development Officer who was funded by the Heritage Lottery Fund and finished in 2006. Following this, materials and education session ideas were written up into formats suitable for both the web and for classes coming to the museum. A very comprehensive Education section of the web includes a Teacher Zone, Learning Zone and Family zone.

Following this, and recognising the importance of having resources available to liaise and run education sessions, the museum appointed a salaried Education Officer in November 2007. This position is funded by the Trust entirely from income. Although a part time post, it was an important milestone; since the very earliest days of the museum there have been no paid staff at all, other than the Education Officer who was funded by the Heritage Lottery Fund on a temporary fixed term. The new post of part-time Education Officer is, in contrast, a permanent position.

Being able to fund a permanent post has been encouraging with a number of children visiting with their schools and the wide range of educational resources being well used.

Family Resources

The museum developed its resources and activities suitable for family visitors during 2007/8. The Activity Zone was created in the space under the museum stairs and redecorated including a whiteboard with magnetic letters and canal related images. There are children's books and things to colour in. A family friendly trail was created to follow the character of 'Henrietta the Horse' and cut out model boats are available free from reception. There is also a bridge building activity, which is also used at waterways festivals.



Financial Progress



In November 2007 we celebrated a hugely important milestone in the progress of the museum when we were able to "pay off the mortgage" by making a final repayment on the bank loan taken out in the mid 1990s as part-funding for the purchase of the building's freehold. This left the museum completely free from debt for the first time in many years, and the outright freehold owner of the building. There being no further capital or interest payments to make, the Council of Management felt able

to commit to the employment of a part time Education Officer, as mentioned above.

A reception was held to celebrate the museum's new financial freedom. We were delighted

to welcome the Mayor of Islington, Councillor Barbara Smith, who ceremonially cut a celebratory cake, and the well known Actors Timothy West and Prunella Scales, both lovers of the inland waterways, who presented long-service gifts to two of our most loyal volunteers.

The museum's income during the year was very slightly lower than in the previous year. The difference is not regarded as significant and is mainly due to a slight drop in venue hire revenue following an especially good previous year.

Marketing

The museum was proactive in promotion, with an increased level of advertising expenditure compared to previous years. We again took part in the highly successful "2 for 1" promotions arranged by the train operating companies and a number of lesser promotions.

The museum took a stand at the 'Excursions' exhibition in January 2008. This is the most important exhibition of its kind and showcases attractions suitable for groups visits and is attended by Group Travel Organisers.

Care of Collection



The museum was delighted to be given a large ribbon that we believe was probably cut with due ceremony on the opening of the Paddington Canal in 1801. Lettering in gold reads "Paddington Canal and Trade". The ribbon was in the same family since the 19th century and it is believed that the family were connected to the canal by land ownership, although there is no documentation. The ribbon is cut in the middle and this is consistent with a ceremonial severance. The wording is typical of the period and the materials and manufacture have been assessed, leading to the conclusion that the ribbon does indeed date from 1801. The museum took the very fragile item to a specialist conservator who gently cleaned it and commissioned a purpose-designed protective box in which to keep it as safely as possible. The ribbon is light sensitive and fragile therefore it cannot be placed on display

Contacts were established with a museum in Norway that also has an interest in the Anglo-Norwegian ice trade of the 19th Century and we were pleased to welcome a delegation from that country.

Exhibition Development

An audio tour aimed at non-disabled visitors was created to be downloaded from the museum's website prior to a visit and used on the visitor's own portable device. The tour was designed to add to, rather than duplicate, the content of the exhibitions. This tour was recorded on the same day as the audio tour for visually impaired visitors using the same resources, and subsequently made available online.

Access for Disabled Visitors

The last project in our programme of enhancements to the museum for disabled visitors was completed during the year. This was the creation of an audio tour for blind and partially signed visitors. The audio tour was written by a specialist in conjunction with the museum and recorded in a London studio. It works in a technically advanced way. Around the building, a series of weak radio transmitters emit signals. When the user approaches, the portable device that they carry detects the signal and plays the correct content for the location in which the person is standing. This means that a visitor's visit is less regimented than with a traditional tour for visually impaired people and if the visitor does not follow a prescribed route, they will still hear appropriate content. Content is not repeated when it has been heard.

A user has said that this was the first museum she had been able to walk around on her own, using the tour, which we regard as testimony to the success of the work done on creation of this tour.

The major funder for the series of projects was the City Bridge Trust. Previous parts of the project were:

- Signage
- Automatic front doors
- Virtual tour of Coronis cabin
- Staircase improvements
- Lift to the first floor

THE CANAL MUSEUM TRUST

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2007

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THE CANAL MUSEUM TRUST
LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity Number: 277484

Chairman: M Sach

Treasurer: A Jessup

Trustees: M Sach
R Squires
M Tucker
A Ward
V Pinder (resigned 12.2.08)
W Davidson
M Stevens (deceased)
A Jessup
T Lewis
M Hashemi (elected 27.10.07)

Secretary: T Lewis

Registered Office: 12-13 New Wharf Road
London
N1 9RT

Accountants: S B M & Co
Chartered Accountants
117 Fentiman Road
Vauxhall
London
SW8 1JZ

Bankers: Coutts & Co
440 Strand
London
WC2R 0QS

Solicitors: Farrer & Co
66 Lincoln's Inn Fields
London
WC2A 3LH

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE CANAL MUSEUM TRUST
FOR THE YEAR ENDED 31 MARCH 2008

We report on the financial statements which are set out on pages 4 to 10

Respective responsibilities of the Trustees and examiner

The charity's trustees consider that an audit is not required for the year (under section 43(2) of the Charities Act 1993 and that an independent examination is needed. It is our responsibility to examine the accounts (under section 43 of the Act); to follow procedures laid down in the General Directions given by the Charity Commission (under) section 43(7)(b) of the Act; and to state whether particular matters have come to our attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the 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 seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the accounts.

Independent examiner's statement

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

1. Which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 41 of the Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

2. To which, in our opinion, attention should be drawn in order to enable an understanding of the accounts to be reached.



S B M & Co
117 Fentiman Road
Vauxhall
London
SW8 1JZ

Dated: 6th January 2009

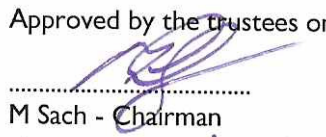
THE CANAL MUSEUM TRUST


BALANCE SHEET

AT 31 MARCH 2008

| | Note | 2008 | | 2007 | |
|--|------|---------------|-----------------|---------------|-----------------|
| | | £ | £ | £ | £ |
| Current assets | | | | | |
| Stocks | 2 | 13,596 | | 13,250 | |
| Debtors | 3 | 5,972 | | 5,009 | |
| Bank Accounts | | 40,800 | | 34,678 | |
| | | <u>60,368</u> | | <u>52,937</u> | |
| Creditors | | | | | |
| Amounts falling due within one year | 4 | <u>751</u> | | <u>6,751</u> | |
| Net current assets | | | 59,617 | | 46,186 |
| Total assets less current liabilities | | | <u>59,617</u> | | <u>46,186</u> |
| Creditors | | | | | |
| Amounts falling due after more than one year | | | - | | (1,726) |
| Net assets | | | <u>£ 59,617</u> | | <u>£ 44,460</u> |
| Capital funds | | | | | |
| Restricted funds | | | 13 | | 1 |
| Unrestricted funds | | | 59,604 | | 44,459 |
| Total funds | | | <u>£ 59,617</u> | | <u>£ 44,460</u> |

Approved by the trustees on 6th January 2009


M Sach - Chairman


A Jessup- Treasurer

The annexed notes form part of these financial statements.

THE CANAL MUSEUM TRUST

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2008

| | Unrest'd Funds £ | Rest'd Income Funds £ | Total Funds 2008 £ | Total Funds 2007 £ |
|---|------------------------|--------------------------------|-----------------------------|-----------------------------|
| Incoming resources | | | | |
| Incoming Resources from generated funds: | | | | |
| Voluntary income | 6,920 | 1,730 | 8,650 | 41,470 |
| Activities to generate funds | 76,447 | - | 76,447 | 77,602 |
| Investment income | 860 | 4 | 864 | 639 |
| | <u>84,227</u> | <u>1,734</u> | <u>85,961</u> | <u>119,711</u> |
| Incoming resources from charitable activities | 23,333 | - | 23,333 | 21,415 |
| | <u>107,560</u> | <u>1,734</u> | <u>109,294</u> | <u>141,126</u> |
| Total incoming resources | | | | |
| Resources expended | | | | |
| Costs of generating funds | 16,617 | - | 16,617 | 17,054 |
| Charitable activities | 76,770 | - | 76,770 | 98,691 |
| Governance costs | 750 | - | 750 | 975 |
| | <u>94,137</u> | <u>-</u> | <u>94,137</u> | <u>116,720</u> |
| Total resources expended | | | | |
| Net movement in funds | 13,423 | 1,734 | 15,157 | 24,406 |
| Gross transfers between funds | 1,722 | (1,722) | - | - |
| Total funds brought forward | <u>£ 44,459</u> | <u>£ 1</u> | <u>£ 44,460</u> | <u>20,054</u> |
| Total funds carried forward | <u>£ 59,604</u> | <u>£ 13</u> | <u>£ 59,617</u> | <u>£ 44,460</u> |

Details of Incoming resources and resources used are given in the notes to the financial statements.

THE CANAL MUSEUM TRUST
STATEMENT OF FINANCIAL ACTIVITIES
DETAILED ANALYSIS OF MOVEMENTS IN FUNDS
FOR THE YEAR ENDED 31 MARCH 2008

| | 2008 | | 2007 | |
|---|-------------------|-----------------|-------------------|-----------------|
| | £ | £ | £ | £ |
| General Fund | | | | |
| Balance B/fwd | 44,459 | | 20,054 | |
| Surplus for the year | 13,423 | | 23,009 | |
| Keystone Fund contribution to loan | 1,722 | | 1,396 | |
| | <u> </u> | | <u> </u> | |
| | | 59,604 | | 44,459 |
| Canal Museum Keystone Fund | | | | |
| Balance B/fwd | 1 | | - | |
| Voluntary Income from generated funds | 1,730 | | 1,396 | |
| Interest receivable | 4 | | 1 | |
| Keystone Fund contribution to loan | (1,722) | | (1,396) | |
| | <u> </u> | | <u> </u> | |
| | | 13 | | 1 |
| Total funds at 31 March 2008 | | <u>£ 59,617</u> | | <u>£ 44,460</u> |

THE CANAL MUSEUM TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2008

1. Accounting policies

The accounts have been prepared under the historical cost convention.

Incoming resources

All incoming resources are included in the SOFA on a receivable basis.

Turnover

Income represents amounts receivable.

Tangible fixed assets and depreciation

The Canal Museum Trust owns the freehold property in which the London Canal Museum is situated. In the absence of a professional valuation, the costs of obtaining which the trustees consider would outweigh the benefits to the Trust, the freehold property has not been capitalised in the financial statements.

In addition, the museums artifacts, exhibition materials and fittings are capitalised but written off to income and expenditure in the year of purchase.

Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow moving stocks.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees for particular purposes.

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

2. Stocks

| | 2008 | 2007 |
|------------|-------------------|-------------------|
| | £ | £ |
| Shop stock | 13,596 | 13,250 |
| | <u> </u> | <u> </u> |

THE CANAL MUSEUM TRUST
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 MARCH 2008

3. Debtors and prepayments

Amounts falling due within one year:

| | 2008 | 2007 |
|---------------|----------------------|----------------------|
| | £ | £ |
| Other debtors | 75 | - |
| Vat repayable | 5,897 | 5,009 |
| | <u>£5,972</u> | <u>£5,009</u> |
| | <u><u>£5,972</u></u> | <u><u>£5,009</u></u> |

4. Creditors

Amounts falling due within one year:-

| | 2008 | 2007 |
|------------------------------|---------------------|-----------------------|
| | £ | £ |
| Bank loan | - | 6,000 |
| Accruals and deferred income | 751 | 751 |
| | <u>£ 751</u> | <u>£ 6,751</u> |
| | <u><u>£ 751</u></u> | <u><u>£ 6,751</u></u> |

Amounts falling due after more than one year:-

| | | |
|------------|-----------------|-----------------------|
| Bank Loans | - | £ 1,726 |
| | <u><u>-</u></u> | <u><u>£ 1,726</u></u> |

THE CANAL MUSEUM TRUST
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 MARCH 2008

5. Incoming resources

| | Unrest'd Funds 2008 £ | Rest'd Income Funds 2008 £ | Total Funds 2008 £ | Total Funds 2007 £ |
|--|--|---|---------------------------------------|---------------------------------------|
| Voluntary Income | | | | |
| Donations | 3,521 | 1,730 | 3,521 | 4,009 |
| Grants | 3,399 | - | 3,399 | 37,461 |
| | <u>6,920</u> | <u>1,730</u> | <u>8,650</u> | <u>41,470</u> |
| Activities for generating funds | | | | |
| Shop receipts | 14,306 | - | 14,306 | 14,782 |
| Moorings | 11,247 | - | 11,247 | 7,977 |
| Museum Hire | 50,894 | - | 50,894 | 54,843 |
| | <u>76,447</u> | <u>-</u> | <u>-</u> | <u>77,602</u> |
| Incoming resources from charitable activities | | | | |
| Admissions | 20,821 | - | 20,821 | 19,470 |
| Subscriptions | 245 | - | 245 | 183 |
| Boat trips | 955 | - | 955 | 1,110 |
| Other | 1,312 | - | 1,312 | 652 |
| | <u>23,333</u> | <u>-</u> | <u>23,333</u> | <u>21,415</u> |
| Investment income | | | | |
| Interest receivable | <u>860</u> | <u>4</u> | <u>864</u> | <u>638</u> |

THE CANAL MUSEUM TRUST

NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2008

6. Costs of generating funds

| | 2008 £ | 2008 £ | 2007 £ |
|-----------------------------------|-----------|-----------|-----------|
| Opening stock | 13,250 | | 11,326 |
| Shop purchases | 10,767 | | 12,503 |
| Closing stock | (13,596) | | (13,250) |
| Costs associated with museum hire | 5,685 | | 5,599 |
| Tug upkeep | 511 | | 876 |
| | <hr/> | | <hr/> |
| | | 16,617 | 17,054 |
| | | <hr/> | <hr/> |

7. Charitable activities

| | 2008 £ | 2008 £ | 2007 £ |
|----------------------------|-----------|-----------|-----------|
| Development projects | - | | 22,976 |
| Conservation and artefacts | 1,139 | | 1,302 |
| Museum improvements | 27,845 | | 31,256 |
| Education projects | 7,013 | | 5,206 |
| Equipment | 3,472 | | 1,570 |
| Exhibitions | 193 | | 363 |
| Premises costs | 8,422 | | 6,668 |
| Building maintenance | 7,585 | | 5,766 |
| Catering | 696 | | 359 |
| Bank loan interest | 292 | | 861 |
| Advertising | 8,740 | | 7,945 |
| Cleaning | 5,474 | | 5,459 |
| Printing and stationery | 1,285 | | 870 |
| Postage | 411 | | 259 |
| Telephone | 1,186 | | 1,368 |
| Travel | 1,636 | | 1,831 |
| Subscriptions | 159 | | 143 |
| Sundry | 358 | | 3,976 |
| Bank charges | 864 | | 513 |
| | <hr/> | | <hr/> |
| | | 76,770 | 98,691 |
| | | <hr/> | <hr/> |

8. Governance costs

| | 2008 £ | 2008 £ | 2007 £ |
|--------------|-----------|-----------|-----------|
| Accountancy | 750 | | 750 |
| Bank charges | - | | 225 |
| | <hr/> | | <hr/> |
| | | 750 | 975 |
| | | <hr/> | <hr/> |