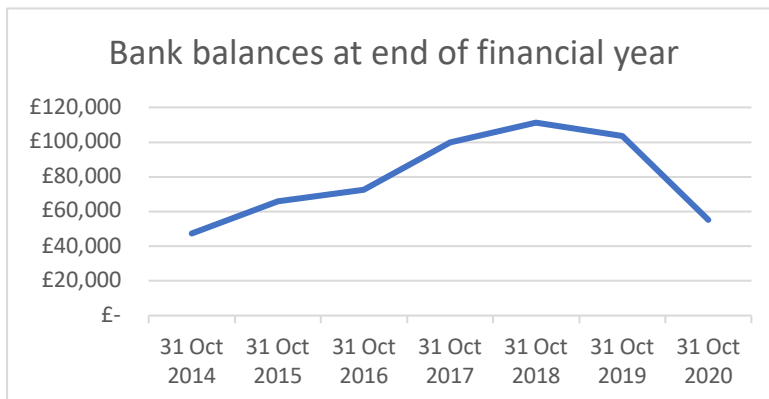


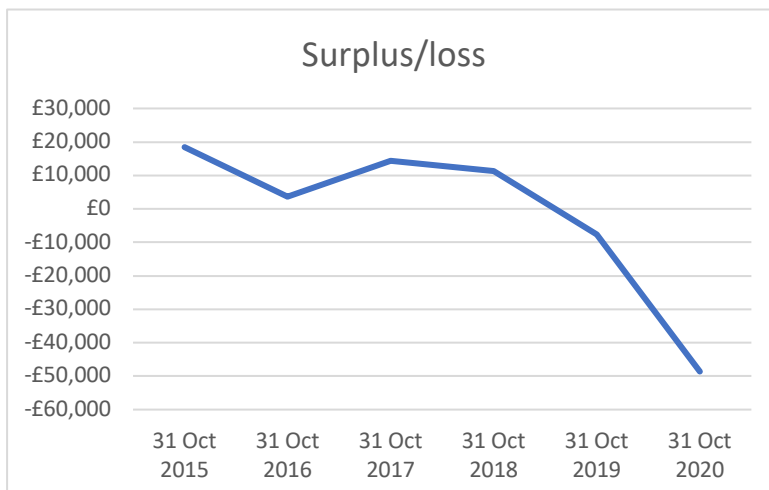
## Treasurer's Report for November 2020 AGM

This year's unprecedented economic slump has coincided with the end of the LEADER/Ellerman CDT, although the furlough scheme and OIC's Covid grants have helped to offset our losses. The accounts are presented below for the normal 12 month financial year, from 1 Nov 2019 to 31 Oct 2020.

As of 31 Oct 2020, our bank balance is £55,005, or about half what it was this time last year. Although this may look somewhat stark, this is *more* than we had at 6 years ago, prior to the creation of the CDT.



This year we see a loss of £48,622. The first 2 years of the CDT project we generated a surplus, and last year we generated a loss of £7,594 because we were actively spending our grant income. The last of our Ellerman funding was received in the previous financial year, but carried over in the balance sheet as 'prepaid' funding, while the last of our LEADER funding has now been claimed.



Admission and shop sales have been the hardest of our income streams to be hit by the pandemic, both down by over 80%. Donations were down by 66%. Our friends memberships were also reduced, but only slightly, showing an 18% reduction over last year.

Grant income was up by 14% compared to last year, with a total of £76,277, an increase largely driven by the OIC Covid grants of £11,000 and the HMRC Furlough scheme, which gave us £9,431; all of the latter was passed directly to our employees.

Wages and pensions continue to be our greatest expense, but most of the wages were covered by either the CDT funding, or the furlough scheme. Preparations for re-opening were high, but were part-covered by grants. Many expenses were lowered, given that the museum was closed for much of this time. Others, like the website costs, and the Scapa 100 costs, were covered by grants.

We continue to hold a reserve of £40,000 for building maintenance and repair.

### Balance sheet as of 31 October 2020

<b>2019</b>		<b>2020</b>
300,000	Tangible fixed assets Property	300,000
	Reserve Fund	
103,734	Treasurer's Account	55,112
<u>403,734</u>		<u>355,112</u>
16,334	Less Prepaid Grant	-
-	Carrying forward Prepaid Grant	16,334
<u>387,400</u>		<u>338,778</u>
	<b>Represented by</b>	
354,888	Unrestricted reserves brought forwards	347,400
40,000	Designated Funds – Repairs Reserve	40,000
<u>394,995</u>		<u>387,400</u>
-7595	Surplus for year	-48,622
<u>387,400</u>		<u>338,778</u>

**Statement of Financial Activities for the year ended 31 October 2020**  
**(All funds are unrestricted)**

12 months to 31 October 2019			12 months to 31 October 2020		+/- since last year
£	£	Income	£	£	
	41,774	Admissions		5,443	-87%
	20,505	Sales		3,480	-83%
	3,636	Donations		1,221	-66%
	5,731	Subscriptions		4,708	-18%
25,026		Grants, Ellerman			
-16,334		<i>Less prepaid</i>			
16,334	25,026	<i>Plus carried over</i>			
	23,814	Grants, LEADER		35,659	
	10,000	Grants, HLF			
		Grants, HMRC Furlough		9,431	
		Grants, OIC Covid		11,000	
		Grants, Museums and Galleries Scotland		7,234	
		Grants, Architectural Heritage		4,921	
	7,032	OIC Core Grant		7,032	
	1,000	Cooke Aquaculture		1,000	
	4,272	Scapa 100 Conference Income		2,313	
	195	Misc.		648	
	<u>142,985</u>			<u>94,090</u>	-34%
		<b>Expenditure</b>			
68,593		Wages	64,696		-6%
11,915		Cost of Sales	4,035		-66%
665		Card Machine	587		-12%
8,106		Heat and Light	5,319		-34%
560		Information Technology	824		47%
5,528		Postage, Stationery and Advertising	3,258		-41%
16,813		Repairs	14,958		-11%
4,460		Display Materials/Exhibits	7,917		78%
4,289		Insurance	5,822		36%
441		Membership of other Agencies	267		-39%
1,822		Telephone	1,895		4%
5,560		Printing and publication (including design)	545		-90%
1,475		Website design	5,650		283%
1,134		Scapa 100 Conference costs	13,134		1058%
1,053		Accountancy expenses	1,145		9%
490		Cleaning Materials	1,238		153%
450		Misc.	296		-34%
3,211		Events	45		-99%
6,787		Training/CPD	1,248		-82%
85		Water, sewage			-100%
1,793		Pension	2,307		29%
5,350		Curatorial costs	7,525		41%
<u>150,580</u>			<u>142,712</u>		-5%
	-7,595	<b>SURPLUS (DEFICIT) FOR PERIOD</b>		-48,622	
	394,884	<b>Unrestricted Funds Brought Forward</b>		387,400	
	<u>387,400</u>	<b>Unrestricted Funds Carried Forward</b>		<u>338,778</u>	

*These have not yet been approved by our accountant*

**Sheila Garson, Treasurer and Jennifer Harland, Trustee, 24 Nov 2020**