

The Queen's Own Royal West Kent Regiment Museum Trust Committee

8 February 2019

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

Accounts 2017/18

Final Decision-Maker	The Queen's Own Royal West Kent Regiment Museum Trust Committee
Lead Head of Service	Head of Regeneration & Economic Development
Lead Officer and Report Author	Paul Holland, Senior Finance Manager (Client)
Classification	Public
Wards affected	All

This report makes the following recommendations to this Committee:

1. That the Committee approves the amended accounts for the year ending 31st March 2018.

This report relates to the following corporate priorities:

- Keeping Maidstone Borough an attractive place for all – ensuring that there are good leisure and cultural attractions.

Timetable

Meeting	Date
The Queen's Own Royal West Kent Regiment Museum Trust Committee	8 February 2019

Accounts 2017/18

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 Attached at **Appendix 1** are the accounts for the year ending 31st March 2018.
 - 1.2 These are an amended set of accounts which reflect the changes that the Committee requested at the meeting on 22 January 2019.
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2. ACCOUNTS 2017/18

- 2.1 An amended set of accounts are attached at **Appendix 1**. These now include entries that reflect the payment of the £1,273 service charge from the donations box. As requested the balance due of £727 will be paid from the balance in the bank account, and as this payment will be made in 2018/19 a creditor figure for this amount is shown on the Balance Sheet.
 - 2.2 Following discussions with the Museum Director it appears that there was an understanding that the donation box could be used to pay for items such as the service charge, and a decision was made to make the payment directly to the Council rather than via the Trust bank account. For the purposes of clarity it may be more appropriate in future for any such payments to go via the Trust bank account.
 - 2.3 With regards to the settlement of the balance of £727 this amount was not formally written off. However, it had not been considered as a significant figure in the context of the museum budget as a whole, and had therefore not been actively pursued.
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3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 3.1 It is recommended that the Committee approves the Accounts.
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4. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 4.1 The income and expenditure figures will be submitted to the Charity Commission.

5. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	There are no additional implications arising from this report.	
Risk Management	The approval of the annual accounts is a fundamental part of the overall financial management of the Trust.	Senior Finance Manager (Client)
Financial	The Trust needs to ensure it has sufficient resources to meet any ongoing commitments	Senior Finance Manager (Client)
Staffing	There are no additional implications arising from this report.	
Legal	<p>There are no additional implications arising from this report. Under the Council's Constitution the Committee as Corporate Trustee is responsible for all matters relating to the Charity with the exception of daily management. Law applicable to charities in England and Wales requires the trustee to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. This update report assists in meeting those requirements</p> <p>There are no further implications arising from this report.</p>	Team Leader (Corporate Governance), MKLS
Equality Impact Needs Assessment	No impact identified.	Equalities and Corporate Policy Officer
Environmental/Sustainable Development	There are no additional implications arising from this	

	report.	
Community Safety	There are no additional implications arising from this report.	
Human Rights Act	There are no consequences arising from the recommendation that adversely affect or interfere with individuals' rights and freedoms as set out in the Human Rights Act 1998.	Team Leader (Corporate Governance), MKLS
Procurement	There are no additional implications arising from this report.	
Asset Management	There are no additional implications arising from this report.	

6. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix A: Accounts 2017/18

7. BACKGROUND PAPERS

None.