

**INTERNATIONAL COUNCIL OF MUSEUMS
(UNITED KINGDOM)
(A COMPANY LIMITED BY GUARANTEE)**

ACCOUNTS FOR THE YEAR ENDED

31 DECEMBER 2017

**CHARITY REGISTRATION NUMBER : 326410
COMPANY NUMBER: 1683625**

**INTERNATIONAL COUNCIL OF MUSEUMS
(UNITED KINGDOM)
(A COMPANY LIMITED BY GUARANTEE)**

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AT 31 DECEMBER 2017

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**INTERNATIONAL COUNCIL OF MUSEUMS
(UNITED KINGDOM)
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2017**

LEGAL AND ADMINISTRATIVE INFORMATION

Directors:

Bailey, Chris (Resigned 17/02/2017)
Christensen, Birthe (Resigned 06/07/2017)
Macalister, Fiona
McDermott, Catherine
O'Neil, Mark (Resigned 06/07/2017)
Ragan, Maria
Sadler, Nigel
Scott, Carol Ann (Resigned 06/07/2017)
Weeks, Jane (Resigned 28/04/2017)
Broughton, Jim
Connolly, Edmund
Lane, Janice
Godfrey, Evelyne
Dornan, Duncan
Burns, Jilly (Appointed 01/01/2017)
Thomas, Helen (Appointed 06/07/2017)
Nelson, Tonya (Appointed 16/02/2017)

Registered Charity No.	326410
Registered Company No.	1683625
Registered Office:	Critchleys Audit LLP, Beaver House, 23-38 Hythe Bridge Street, Oxford OX1 2EP
Independent Examiners:	Critchleys Audit LLP, Beaver House, 23-38 Hythe Bridge Street, Oxford OX1 2EP

The Directors present their report, together with the financial accounts for the year ended 31 December 2017.

Corporate Status

The International Council of Museums (United Kingdom) was incorporated under the Companies Acts on 2 December 1982. It is a private company limited by guarantee and not having a share capital (no 1683625), and is exempted by the Secretary of State from the requirement to use the word 'limited' in its name. The liability of each member is limited to an amount not exceeding £1. The company is a registered charity (no 326410).

The charity is governed by its Memorandum and Articles of Association (as amended by Special Resolution on 1 May 1996).

PRINCIPAL ACTIVITIES AND REVIEW OF THE BUSINESS

ICOM UK Ltd is a charitable company limited by Guarantee without share capital, registered as a Charity in England and Wales.

The objects of the Charity, as defined in the Memorandum and Articles of Association are:

1. To further anywhere in the world, but especially the United Kingdom the educational purposes of museums which are open on a regular basis to the public at large and which are not established as or part of commercial enterprises by promoting or assisting in the promotion of improvements in the organisation of and the services provided by museums and generally in the quality of museums and by fostering the use and enjoyment of museums by the public so as to promote the greater knowledge of and understanding among peoples;
2. To organise cooperation and mutual assistance between museums and between the members of the museum profession in different countries;

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3. To emphasise the importance of the role played by museums and the museum profession within each community and in the promotion of a greater knowledge and understanding among peoples.

**INTERNATIONAL COUNCIL OF MUSEUMS
(UNITED KINGDOM)
REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2017**

The Charity is associated with the UK Committee of the International Council of Museums (ICOM), and undertakes activities which further the profile of and engagement with ICOM by the UK museum profession. The Charity does not engage in non-primary-purpose trading.

ICOM UK Annual Report 2017

Membership

For the 2017 membership year, ICOM UK introduced an online membership system (Membership Hub). The system went live in November 2016 and enabled existing and new members renew or apply online, and also pay online.

The new Membership Hub offers a more efficient enrollment service, enabling the organisation to grow without a substantial increase in administration costs.

In 2017 ICOM UK membership increased its membership across all categories:

Individual Regular – 18% increase
Individual Retired – 13% increase
Individual Student – 52% increase
Institutions – 8% (across all categories in total)

While investigating ways to increase membership across all categories, in 2018 ICOM UK will explore opportunities to develop ideas for increasing engagement and providing new opportunities for student members.

Programmes

Annual General Meeting

ICOM UK's AGM took place at the Institute of Archaeology at UCL, London on Thursday 6 July 2017. The key note speakers were Amy Eastwood, Senior Programme Manager for the UK Cultural Protection Fund (CPF) and Lut Vandeput, Director of the British Institute at Ankara. They spoke about the Safeguarding Archaeological Assets of Turkey (SARAT) project, funded by the British Council's Cultural Protection Fund (CPF) in which ICOM UK is the UK partner.

Dana Andrew, ICOM UK Executive Director presented the summary findings of the first ICOM UK membership survey and Tonya Nelson made her first address at the newly appointed Chair of ICOM UK.

2017 Working Internationally Conference

In partnership with the National Museum Directors' Council (NMDC) and the Natural History Museum (NHM), ICOM UK organised the annual Working Internationally Conference. The fifth Working Internationally Conference took place on 2 March 2017 at the Natural History Museum in London. Attended by 120 museum and gallery professionals from across the UK, the Conference took the pulse of working internationally in a post-Brexit world. It addressed key questions such as what issues will museums face in the months and years ahead as the UK seeks political separate from the European Union? How could we maximize the opportunities and manage the challenges ahead of us? The conference also explored the regulatory and legislative risks of Brexit and the soft risks arising from a weaker perception of the UK overseas, impacting the ability of museums to effectively deliver cultural diplomacy.

The Conference programme, speaker presentations and videos of the key note sessions are publicly available on the ICOM UK website.

**INTERNATIONAL COUNCIL OF MUSEUMS
(UNITED KINGDOM)
REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2017**

2017 Museums Association Conference

ICOM UK hosted a luncheon on 16 November 2017 at the Museums Association Conference in Manchester. Peter Keller, Director General of ICOM was the keynote speaker. The luncheon was well-attended and well-received.

Working with ICOM Publications, ICOM UK also had a presence in the Conference exhibition. ICOM UK's committee members and Executive Director were available to network with current members and speak to potential members about the benefits of joining ICOM's global network of museum professionals.

Travel Bursaries

In 2017 ICOM UK awarded seven travel bursaries, enabling six members to attend the ICOM-CC conference in Copenhagen and the International Association of Book and Paper Conservators (IADA) Symposium in Oslo. The reports by the Travel Bursary Recipients can be read on the ICOM UK website.

Travel Grants

In addition, a new successful funding scheme was launched. ICOM UK secured funding from Heritage Without Borders (HWB) to run 2 – 3 rounds of a Greater Europe Travel Grant Scheme in 2017-18. To date, a total of ten grants have been awarded totaling c.£6,000. Each grant recipient is required to publish online a report on their visit. These Case Studies are published as a public resource on the ICOM UK website.

ICOM UK also secured funding from the British Council to run a Global Travel Grant Scheme in 2017-18. In late 2017 a total of six grants were awarded totaling £7,200. Each grant recipient is required to write a report on their visit, which will be published as a Case Study on the ICOM UK website.

SARAT (Safeguarding Archaeological Assets of Turkey)

ICOM UK is the UK partner in a project funded UK Cultural Protection Fund (CPF) and led by the British Institute at Ankara (BIAA). SARAT aims to build capacity and raise awareness for safeguarding archaeological assets in Turkey, with a focus on those in south-eastern provinces. The principle deliverable of the project is an online training course, in Turkish, for Turkish museum and archaeology professionals. ICOM UK is supporting the project by leading on recruitment of specialists to develop the course curriculum and develop an evaluation framework for the online course and overall SARAT project.

UK Blue Shield and Response to Hurricane Irma

ICOM UK continued to be represented at meetings of UK Blue Shield, contributing to the work of the committee. ICOM UK is delighted, after years of lobbying with fellow UK heritage organisations, that the UK ratified the 1954 Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict and acceded to the Protocols on 12 September 2017.

In response to Hurricane Irma ICOM UK committee members helped to provide information, where known, about the location of heritage sites, and an assessment form, for adaptation, for potential use at sites affected. The ICOM UK representative on the committee delivered training in Post Conflict Damage Assessment for Collections in Museums, for the British Museum Iraq Emergency Heritage Management Training Scheme for Iraqi Archaeologists.

**INTERNATIONAL COUNCIL OF MUSEUMS
(UNITED KINGDOM)
REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2017**

Application to become a Sector Support Organisation (SSO)

ICOM UK was not successful in its application to Arts Council England (ACE) to become an SSO. Feedback from ACE indicated that there was not strong enough evidence for a strategic need and demand develop the Working Internationally Regional Project (an ACE funded project) into a programme (SSO funding from ACE). Although the strengths of the application were acknowledged, the feedback from ACE requested more investigation into integrated delivery methods and indicated that the proposed budget relied too heavily on ACE funding.

Working Internationally Regional Project (WIRP)

The WIRP concluded at the end of March 2017. It was led by ICOM UK in partnership with the National Museum Directors' Council (NMDC) and the British Council. The WIRP was funded by Arts Council England (ACE).

The WIRP demonstrably built on the success of the pilot year (2014-15) to engage and empower a wider cohort of museum and gallery professionals in working internationally. The overarching aim of Stage 2 of the WIRP was to build on the work completed in Stage 1 to develop sustainability, resilience and support leadership for the regional museums sector seeking to embark on or continue international work.

This was achieved by four core strategies:

- a) **Extend:** continue to map the extent of international work by regional museums, organise a series of regional workshops, and engage Museum Development Managers and Arts Council England (ACE) Relationship managers through specific briefing events.
- b) **Embed:** encourage the embedding of international work into organisational strategic plans by providing examples of best practice.
- c) **Explore:** encourage the understanding that the most successful international projects are conceived through considering the unique value of an organisation's offer, where the opportunities for international work are within that value and re-purposing the familiar in new ways.
- d) **Engage:** through international work explore the opportunities for audience building with local diaspora communities.

The final WIRP Workshop delivered in 2017 was *Initiating and Maintaining International Contacts* at the British Library on 1 March 2017. All of the WIRP Workshop programmes and speakers slides can be downloaded from the ICOM UK website.

Twelve travel grants were awarded to non-national museums in the UK to undertake international visits to develop projects and partnerships. The reports from these visits were published as Case Studies on the ICOM UK website in 2017.

Communications

ICOM UK continued to grow its social media presence and engagement through Twitter @UK_ICOM which now has over 5,300 followers and a consistently high rate of engagement. This is a 20% increase in followers over 2017. One of the most popular Twitter campaigns was a BuzzFeed quiz, with other engagement campaigns highlighting ICOM UK member institutions and regional institutions. ICOM UK has recruited an International Museum Day coordinator (volunteer) to develop an online campaign, deliver content and evaluate the programme for May 2018.

In addition to the WIRP resources and research, travel grants and bursaries, and international events calendar, ICOM UK continued to curate a weekly news email that is sent directly each Tuesday afternoon to all members. Feedback from members indicate this is proving increasingly popular. The weekly news email includes updates from ICOM, Network of European Museum Organisations (NEMO) and other relevant organisations as well as news and opportunities for working internationally.

**INTERNATIONAL COUNCIL OF MUSEUMS
(UNITED KINGDOM)
REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2017**

2017 saw ICOM UK initiate a new idea to connect ICOM UK members directly with museum professionals in other countries across the ICOM network. The first of these interviews was published in January 2018 and we plan to publish six interviews a year. Our preference is to interview ICOM members in other countries to highlight the benefit of being part of ICOM's international network of museum professionals.

ICOM UK has a working group from the committee and membership team that develops and manages marketing, communications and social media campaigns with support from other committee members and the Executive Director.

Advocacy and consultations

Quarterly meetings with ICOM UK and DCMS were initiated in 2017.

ICOM Annual General Assembly

Carol Scott and Tonya Nelson represented ICOM UK at Annual General Assembly of the National and International Committees in Paris in June 2017.

Trustee Appointments & Part-Time Contractors

Dr Carol Ann Scott stepped down as Chair of ICOM UK at the AGM in July to take up a new role at ICOM. The role of Chair was taken up by Tonya Nelson, Head of Museums & Collections at University College London (UCL).

Christopher Bailey, retired Chief Executive of Northern Ireland Museums Council stepped down from the committee in February and Jane Weeks, retired Museums and Heritage Advisor at the British Council stepped down from the committee in April 2017.

Birthe Christensen stepped down as Treasurer and from the committee at the AGM in July. The role was taken up by Duncan Dornan, Head of Museums & Collections at Glasgow Life.

Jilly Burns, Head of National and International Partnerships, National Museums Scotland joined the committee in January and Helen Thomas, Head of Museums and Cultural Heritage joined the committee in July.

In order to continue growing ICOM UK membership, manage and administer the organisation, and have capacity to participate in partnership projects, ICOM UK contracted four part-time freelancers to help deliver its work alongside the committee of 12 volunteer Trustees:

Dana Andrew - Executive Director (appointed April 2017)

Manda Forster – Membership Manager (contract renewed for 2017)

Louise Brevan – Membership Administrator (contract renewed for 2017)

Matt Bourne, Easy2Web – website and membership hub maintenance (contract renewed for 2017)

Declaration of Interests

No interests have been declared in accordance with the operating procedures set down by the Governing Document.

Board Business

The Board of Trustees meet on a quarterly basis, with one meeting each year taking place by teleconference and the summer meeting designated as an Annual General Meeting in accordance with the operating procedures set out in the Governing Document (Memorandum and Articles of Association).

Board meetings are minuted and the minutes are reviewed at each subsequent meeting.

**INTERNATIONAL COUNCIL OF MUSEUMS
(UNITED KINGDOM)
REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2017**

Public Benefit

The following assessment of the public benefit delivered by ICOM UK is provided in accordance with the requirements of the SORP reporting and the conditions set by the Charity Commission.

The Trustees confirm that they have complied with the duty in Section 17(5) of the 2011 Charities Act to have due regard to public benefit guidance published by the Charity Commission.

ICOM UK delivers benefit to the public in the following ways:

1. By facilitating professional collaboration and interaction between the UK and cultural heritage communities, ICOM UK supports the professional development aims of the world body of museums.
2. By promoting intercultural dialogue and understanding, ICOM UK supports the general interests of the public by providing a channel and means for improved international political relations.
3. By supporting the broader work of ICOM, ICOM UK is able to support work in the public interest such as the protection of cultural heritage at risk through disaster or conflict and the prevention or deterrence of illicit trade in cultural property.
4. By providing a conduit for the exchange of professional expertise, ICOM UK supports improvement in the care and management of cultural heritage and collections, ensuring that they are accessible to and can be enjoyed by current and future generations.
5. By organising professional development opportunities for UK museums to share, network and learn about international work here and abroad, ICOM UK contributes to the progress of a vibrant programme of international exchange.

Risk Management

Responsibility for the review and management of risks to ICOM UK rests with the Trustees and is dealt with in the normal course of business.

Future Activities

The major activities to be undertaken in 2018 are:

- 2018 Working Internationally Conference to be held at the National Museum of Scotland on 7 March 2018. ICOM UK has secured funding from the British Council to cover the travel costs of two international speakers to attend the conference, one from the USA and one from Slovenia.
- Organise a Museum Definition Round Table event on 7 March 2018 at the National Museum of Scotland to contribute to ICOM's global research and work on redefining ICOM's definition of museums for the 21st century.
- ICOM UK – British Council Travel Grant Scheme. ICOM UK has secured funding from the British Council to run two rounds of the global Travel Grant Scheme in 2018.
- Organise an ICOM UK luncheon at the 2018 MA Conference in Belfast in November 2018.
- Continued participation in the SARAT project.
- Continuing to develop new website content that is relevant to ICOM UK members and the wider sector.
- Explore changing ICOM UK's financial year to align with the administration of ICOM UK membership (October – September).
- Continuing to contribute to the work of the UK Blue Shield committee, as one of the founding organisations.

**INTERNATIONAL COUNCIL OF MUSEUMS
(UNITED KINGDOM)
REPORT OF THE TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2017**

Statement of Trustee's Responsibilities

The Trustees are responsible for preparing the Annual Report and financial statements in accordance with the applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law they have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities and applicable law (UK Generally Accepted Accounting Practice applicable to Smaller Entities).

Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the profit or loss of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the small companies regime under the Companies Act 2006

**INDEPENDENT EXAMINERS REPORT TO THE MEMBERS OF
INTERNATIONAL COUNCIL OF MUSEUMS
(UNITED KINGDOM)**

I report on the accounts for the company for the year ended 31 December 2017, which are set out on pages 9 to 12.

Respective responsibilities of Trustees and examiner

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 the general Directions given by the Charity Commission. 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 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 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005).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.

Robert Kirtland
Critchleys Audit LLP
Beaver House
23 – 38 Hythe Bridge Street
Oxford
OX1 2EP
Date:

**INTERNATIONAL COUNCIL OF MUSEUMS
(UNITED KINGDOM)
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**

FOR THE YEAR ENDED 31 DECEMBER 2017

INCOME AND EXPENDITURE	Unrestricted Funds			
	Restricted Funds £	General Funds £	Total Funds 2017 £	Total Funds 2016 £
Income and endowments				
Donations	-	-	-	5
Income from charitable activities				
Subscriptions	-	165,648	165,648	120,541
Grant income	29,234	-	29,234	46,000
Conference fees	345	5,244	5,589	4,425
Income from investments	-	8	8	4
Other income	<u>-</u>	<u>50</u>	<u>50</u>	<u>-</u>
Total income and endowments	29,579	170,950	200,529	<u>170,975</u>
Expenditure				
Expenditure on charitable activities				
Payments to ICOM	-	109,471	109,471	87,653
Bursaries	-	4,827	4,827	2,883
Conference expenditure	-	2,720	2,720	1,794
Grant activities	42,589	-	42,589	55,603
Support costs	-			
-management and administration	-	41,174	41,174	22,420
-governance costs	-	3,974	3,974	3,675
Total resources expended	<u>42,589</u>	<u>162,166</u>	<u>204,755</u>	<u>174,028</u>
Net income/(expenditure)	(13,010)	8,784	(4,226)	(3,053)
Transfers between funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net movements in funds	(13,010)	8,784	(4,226)	(3,053)
Reconciliation in funds				
Fund balances brought forward at 1 January 2017	<u>15,290</u>	<u>60,430</u>	<u>75,720</u>	<u>78,773</u>
Fund balances carried forward At 31 December 2017	2,280	69,214	71,494	75,720

**INTERNATIONAL COUNCIL OF MUSEUMS
(UNITED KINGDOM)
BALANCE SHEET**

AS AT 31 DECEMBER 2017

	Note	2017		2016	
		£	£	£	£
Current Assets					
Trade debtors and prepayments	3	2,900		7,876	
Bank current account		95,175		78,124	
Bank deposit account		<u>52,498</u>		<u>52,490</u>	
		<u>150,573</u>		<u>138,490</u>	
Creditors: Amounts falling due within one year					
Trade creditors and accruals		(2,760)		(1,320)	
Subscriptions in advance	4	<u>(76,319)</u>		<u>(61,450)</u>	
		<u>(79,079)</u>		<u>(62,770)</u>	
Net current assets/(liabilities)			<u>71,494</u>		<u>75,720</u>
Total assets less current liabilities			<u>71,494</u>		<u>75,720</u>
Represented by:					
General funds			69,214		60,430
Restricted funds			<u>2,280</u>		<u>15,290</u>
			<u>71,494</u>		<u>75,720</u>

In approving these financial statements as directors of the company we hereby confirm:

- a) That for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006;
- b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 31 December 2016; and
- c) that we acknowledge our responsibility for:
 - 1) ensuring that the company keeps accounting records which comply with Section 386; and
 - 2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year ended in accordance with the requirements of Section 393 and which otherwise comply with the provisions of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved and authorized for issue by the Board of Directors on and signed on its behalf by:

Chair of Trustees

**INTERNATIONAL COUNCIL OF MUSEUMS
(UNITED KINGDOM)**

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

1. Accounting Policies

Basis of Accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

International Council of Museums (United Kingdom) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognized at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements have been prepared on a going concern basis as the trustees are confident that sufficient funds will be available to enable operations to continue at a sustainable level for a period of at least 12 months from the approval of the accounts by the Trustees.

Income

Incoming resources are accounted for when receivable. Subscriptions are allocated to the period to which they relate. Subscriptions received in advance are included in deferred income.

Interest is included when receivable.

Resources Expended

Resources expended are recognised on an accruals basis.

Governance costs comprise the costs of complying with statutory requirements, independent examination costs. Support costs are allocated on the basis of time spent.

2. Trustees

Directors were reimbursed £1,150 for expenses during the year (2016: £1,065).

3. Trade debtors and pre-payments

	2017	2016
	£	£
Other debtors	-	5,172
Pre-payments	<u>2,900</u>	<u>2,704</u>
	<u>2,900</u>	<u>7,876</u>

**INTERNATIONAL COUNCIL OF MUSEUMS
(UNITED KINGDOM)**

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017 (continued)**

4. Subscriptions in advance

	2017	2016
	£	£
Brought forward	61,450	57,865
Released from previous year	(61,450)	(57,865)
Deferred in current year	<u>76,319</u>	<u>61,450</u>
	<u>76,319</u>	<u>61,450</u>

5. Limitation of Liability

This company is limited by guarantee and there is no share capital. Every member of the company undertakes to contribute to the assets of the company, in the event of the same being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the company contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding one pound.

6. Analysis of Net Assets between Funds

	Restricted Funds	Designated Funds	General Funds	Total Funds
	£	£	£	£
Net current assets	2,280	-	70,457	72,737
Total net assets	2,280	-	70,457	72,737

7. Related Party Transactions

The Charity is associated with the UK Committee of the International Council of Museums (ICOM) and made payments to ICOM in the year of £109,471 (2016: £87,653)