



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

**COMPANY REGISTRATION NO. 01683625**

**CHARITY REGISTRATION NO. 326410**

**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**

**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

## INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

### REFERENCE AND ADMINISTRATIVE DETAILS

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#### Registered Company Number

01683625

#### Registered Charity Number

326410

#### Registered Office

Kemp House  
152 City Road  
London  
EC1V 2NX

#### Trustees/Directors

Dr Christian Baars	Co-Chair	(appointed as Co-Chair 10 June 2021)
Professor Catherine Elizabeth McDermott	Co-Chair	(appointed as Co-Chair 10 June 2021)
Tonya Lynn Nelson	Chair	(resigned 10 June 2021)
Duncan Dornan	Treasurer	
Jane Knowles	Secretary	(appointed 10 June 2021)

Jilly Burns

Edmund Mark Connolly

Dr Alfredo Cramerotti (appointed 10 June 2021)

Hannah Crowdy

Pip Diment

Nicholas George Grant Marchand

Claire Louise Messenger

Dr Elena Perez Alvaro (appointed 10 June 2021)

Arran John Rees

Huaiyuan Ren (appointed 10 June 2021)

Stephen Nigel Sadler

Maria Ragan (resigned 10 June 2021)

#### Independent Examiner

Counterculture Partnership LLP

Unit 115 Ducie House

Ducie Street

Manchester

M1 2JW

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

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

#### **FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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The trustees, who act as directors for the purposes of company law, present their report and financial statements for the year ended 30 September 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice – Accounting and Reporting by Charities (SORP (FRS102), second edition issued in January 2019)".

### **OBJECTIVES AND ACTIVITIES**

#### **Principal Activities**

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

1. To further anywhere in the world, but especially in 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 an understanding among peoples;
2. To organise cooperation and mutual assistance between museums and between the members of the museum profession in different countries;
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 people.

#### **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 an essential programme of international exchange.

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

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

#### **FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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## **ACHIEVEMENTS AND PERFORMANCE**

### **Membership**

For the 2021 membership year, the overall membership target was set at 80% of the 2020 membership figures. This was done in anticipation of a drop in membership in 2021 due to the coronavirus pandemic.

The coronavirus pandemic led to the temporary, and sometimes permanent, closure of museums around the world and travel restrictions continued throughout 2021. This meant ICOM UK members were not able to use their ICOM card for free or discounted entry to museums, galleries and exhibitions in the UK and abroad. For the most part, students were also unable to undertake international study visits or continued their studies remotely. The impact of this was reduced membership numbers in the Individual Regular, Student and Supporting membership categories in 2021.

ICOM UK achieved 88% of its membership number target and 92% income target for the 2021 membership year. The membership targets for 2021 were set at 1,948 members and £175,596 income, and based on a 20% reduction on the number of members and income achieved in 2020 membership year.

There was a 29% drop in the number of members and a 26% drop in income from membership when compared with numbers and income for the 2020 membership year. This was at the better end of the 30 – 50% reduction estimated at the end of the 2020 membership year. The 26% drop in membership income was accommodated through careful budget monitoring throughout the year. ICOM UK has sufficient reserves to maintain the same level of activity and allow for a post-Covid membership strategy and plan to be implemented.

The total number of individual and institutional members for 2021 was:

Individual Regular: 927 (-29% against 2020)  
Individual Retired: 486 (-6% against 2020)  
Individual Student: 239 (-54% against 2020)  
Individual Supporting: 2 (-50% against 2020)  
Institutions: 66 (-18% against 2020)

As it is still not feasible for ICOM UK to use ICOM's IRIS database for membership management, ICOM UK will continue to maintain a separate membership management and online payment system. This will be incorporated into the new ICOM UK website that will be launched in Q2 of 2022.

### **Programmes**

#### ICOM UK Annual General Meeting

ICOM UK's AGM took place online, 12:00 – 13:30 on Thursday 10 June 2021. The papers and draft minutes from the AGM are available on the ICOM UK website.

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

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

#### **FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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##### Online 2021 Working Internationally Conference

In partnership with the National Museum Directors' Council (NMDC) with curatorial support from Barker Langham and support from the British Council hosted the Working Internationally Conference online for the first time.

The online conference took place 16 – 18 March 2021 at a time when major global issues such as the impact of Covid-19, climate crisis, Brexit and social justice saw museums continuing to reconsider and reimagine their roles in a global and local context, and establish new ways of working. The conference brought together speakers from the UK and across the globe to share their insight and experience of responding to changes in the sector and the world around us.

Each day focussed on a major global issue:

- Social Justice: Museum responses to decolonisation, restitution, Black Lives Matter, representation and youth
- Museums & Sustainability: Challenges of working in and responding to a changing climate
- The Future of Museums: Where are we now, and where do we go from here?

Over 400 people registered for the conference. Access was free to ICOM UK, ICOM, NMDC and Barker Langham staff. A small fee was charged for non-members and the conference generated £850 to offset the cost of organising the online conference.

##### ICOM UK Bursary Scheme

Due to the continued travel restrictions in response to the coronavirus pandemic, sector conferences and events were either cancelled, postponed or held online. As a result, ICOM UK did not receive any applications to the Travel Bursary Scheme in this financial year.

The trustees agreed that going forward, ICOM UK members could apply for a bursary to attend a relevant sector conference event online or in-person.

##### ICOM UK – British Council Travel Grant Scheme

We contacted all grant recipients whose visits were put on hold in the last financial year to ask whether they would like us to ring fence their grants until travel was possible again, or to repurpose the grant for an online collaboration with the organisation they had planned to visit.

All grant recipients chose to continue to ring-fence their grant (ICOM UK holding the full or partial sum) until travel is possible again. ICOM UK will contact grant recipients on a quarterly basis for updates. All grants have been ring-fenced until September 2022.

##### A Meeting Place: Online Global Discussions for Museum and Gallery Professionals

<http://visualarts.britishcouncil.org/news/all-news/a-meeting-place-webinar-recordings>

## INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

#### FOR THE YEAR ENDED 30 SEPTEMBER 2021

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With agreement of the British Council, funds from the Travel Grant Scheme were repurposed to part-fund a series of webinars in collaboration with the British Council and Museums Association. The funding was used to pay for closed captions and sign language interpretation to make the webinars as accessible as possible, as well as fees for independent speakers.

Over five webinars taking place from October 2020 through March 2021, together the UK and international speakers explored significant topics of interest facing museum and gallery professionals today, such as the pivot to digital, community engagement, decolonisation, environment and sustainability and equality, diversity and inclusion.

#### International Museum Day 2021 (IMD 2021)

IMD2021 took place on 18 May 2021 and the theme selected by ICOM was *The Future of Museums: Recover and Reimagine*.

ICOM UK did not undertake any specific activity for IMD 2021. ICOM UK shared the articles and resources provided ICOM on the ICOM UK website.

#### ICOM UK Website Project

The ICOM UK trustees agreed in 2021 that the current website was no longer fit for purpose and that a new website is required. The trustees signed off investing a small sum from the reserves to pay for the development of a new ICOM UK website. ICOM UK issued a website project brief at the end of September 2021 with a deadline of early October 2021 for tender returns.

#### Online Student Placements

ICOM UK continues with its strategic objective to support the future generation of museum professionals. The pandemic meant many universities pivoted to organising online placements for their students. As ICOM UK does not have a fixed office, the opportunity to host a student on remote placement provided a new and welcome opportunity for ICOM UK.

Amy Godin from Manchester University undertook a remote part-time placement 8 February – 31 March 2021. Her placement role was 2021 Working Internationally Conference Assistant.

Vereniki Vasileiadi from Manchester University undertook a remote part-time placement 17 February – 7 April 2021. Her placement role was Marketing & Communications Assistant.

Amie Kirby joined ICOM UK for a remote full-time placement via Arts Emergency. Amie's placement focussed on social media strategy and delivery, including a very successful Twitter takeover day on 3 August 2021.

Lin Xilin from Leicester University undertook a remote part-time placement 19 July – 10 September 2021. Her placement (organised at short notice because her original placement fell through) focussed on the website and social media.

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

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

#### **FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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#### **Communications**

ICOM UK continued to curate a weekly news email sent directly each Wednesday afternoon to all members. The coronavirus bulletin for the museums and galleries sector from DCMS continued as a weekly news feature, as did monthly Brexit updates from DCMS.

The series of interviews with international and UK museum professionals also continued. In 2020-21 ICOM UK published interviews with museum professionals from China, Ireland, Northern Ireland (UK), Germany, Egypt, Wales (UK), Liverpool (UK). As part of the series, ICOM UK also published interviews with ICOM UK trustees and contractors – Claire Messenger, Catherine McDermott, Hannah Crowdy, and Dana Andrew.

ICOM UK continued to grow its social media presence and engagement through Twitter @UK\_ICOM, which has 9,151 followers (September 2021) up from 8,259 followers in August 2020 and consistent engagement.

The top 3 most engaged with Tweets for Q4 were:

1. Amie Kirby's Takeover announcement – 10,026 impressions, 351 engagements
2. Our tweet advertising the takeover – 7,324 impressions, 45 engagements
3. Amie's tweet about inclusion and exclusion – 6,711 impressions, 88 engagements

ICOM UK continued to build its following and engagement on the ICOM UK Facebook page, which has 289 followers (September 2021) up from 83 followers in September 2020.

In Q4 ICOM UK reached a total of 98,357 people via Facebook, with 24,254 engagements in content and 2,982 post likes.

The top 3 Facebook posts for Q4 were:

1. ICOM National Committee News; ICOM Armenia new director (2,6K + reach/382 engagements)
2. Nebra Sky Disk going on display at the British Museum (258 reach/51 engagements)
3. Sea, sand and subversive art; Bournemouth as a new cultural hub (241 reach/15 engagements)

#### **Advocacy and consultations**

Museum sector organisation meetings continued online in 2021. ICOM UK attended regular online meetings held by DCMS, Arts Council England, and a group of sector support organisations. With meetings taking place online, ICOM UK trustees and contractors were able to attend more ICOM meetings than in previous years.

#### **ICOM Annual Meetings 2021**

<https://icom.museum/en/member/prepare-meetings/>

All of the papers for the ICOM meetings are available for all ICOM members to access on the ICOM website.

#### **Separate Meetings of ICOM National Committees**

12:00 – 14:00 CET, Wednesday 16 June 2021

#### **ICOM Extraordinary General Assembly (EGA)**

12:00 – 13:00 CET, Friday 18 June 2021

At the 153<sup>rd</sup> Session, the ICOM Executive Board decided to recommend to the President to convene an Extraordinary General Assembly to amend the ICOM Statutes to include online meetings and electronic voting

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

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

#### **FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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for ICOM assemblies and statutory meetings. From a technical point of view, as ICOM has more than 49,000 members worldwide, only one representative per Committee/Regional Alliance/Affiliated Organisation was permitted to join the videoconferencing platform where they were able to speak on behalf of their Committee/Regional Alliance/Affiliated Organisation.

#### **36<sup>th</sup> ICOM Ordinary General Assembly (OGA)**

13:00 – 14:30 CET, Friday 18 June 2021

One representative per Committee/Regional Alliance/Affiliated Organisation was permitted to join the videoconferencing platform where they were able to speak on behalf of their Committee/Regional Alliance/Affiliated Organisation. The meeting was recorded and made available for members to watch online after the meeting had taken place. The meeting was held in English, with simultaneous interpretation provided in French and Spanish.

#### **89<sup>th</sup> session of the ICOM Advisory Council**

12:00 – 14:00 CET, Thursday 17 June 2021

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The International Council of Museums (United Kingdom) is a charitable company limited by guarantee and established under its Memorandum and Articles of Association (as amended by Special Resolution on 1 May 1996). In the event of the company being wound up every member of the charity undertakes to contribute such amount as may be required (not exceeding £1).

#### **Governance Review and CIO Application**

Due to limited capacity caused by increased activity in response to the COVID-19 pandemic and museum closures across the UK, the conversion to CIO application was put on hold until summer/autumn 2022.

#### **Recruitment and Appointment of Trustees**

ICOM UK follows ICOM and ICOM UK guidelines for trustee (committee member) recruitment. New trustees (committee members) may be recruited as trustees step down, reach the end of their term, a board position (i.e. Chair, Vice Chair, Secretary, Treasurer, Head of the Bursary Committee) becomes available, or if specific expertise is required on the committee. As per ICOM governance rules, ICOM UK committee members (trustees) need to be current members of ICOM UK. Available positions are advertised with a role description to ICOM UK members with a timetable for recruitment that aligns with the AGM at which ICOM UK members will be required to vote for new trustees (committee members). In accordance with ICOM rules, the Chair of ICOM UK is nominated by the ICOM trustees (committee).

#### **Trustee Induction & Training**

All newly appointed ICOM UK trustees have separate induction calls with the Chair and Executive Director to explain how ICOM UK and ICOM operates. Newly appointed trustees are sent the papers from the most recent committee meeting and a copy of the budget, along with copies of ICOM and ICOM UK governance documents and copies of guidance documents for charities and trustees from the Charity Commission.



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

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

#### **FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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#### **Trustee Appointments, Resignations & Part-Time Contractors**

Tonya Nelson stepped down as Chair of the ICOM UK committee in June 2021 to focus on her new role as London Area Director at Arts Council England (ACE). Maria Ragan stepped down from the ICOM UK committee at the end of her full term as a trustee in June 2021. Arran Rees completed his PhD and stepped down as ICOM UK's Student and Emerging Professional Representative in June 2021. Pip Diment took up a new role outside of Wales and so stepped down as Welsh Representative for ICOM UK. Following a recruitment process, at the 2021 ICOM UK AGM Dr Alfredo Cramerotti was appointed as a trustee and Welsh Representative for ICOM UK, Dr Elena Perez Alvaro was appointed as a trustee and UK Blue Shield Representative for ICOM UK (a role that had been vacant for some time) and Huaiyuan (Robert) Ren was appointed as a trustee and Student and Emerging Professional Representative for ICOM UK.

To continue supporting ICOM UK membership, manage and administer the organisation, and have capacity to participate in partnership projects, ICOM UK continued or renewed contracts for four part-time freelancers to help deliver its work alongside the volunteer committee.

Dana Andrew - Executive Director (contract renewed until March 2022)

Manda Forster – Membership Manager (contract renewed until September 2022)

Louise Bevan – Membership Administrator (contract renewed until September 2022)

Matt Bourne, Easy2Web – website and membership hub maintenance (contract renewed until January 2022)

#### **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. Due to the coronavirus pandemic, all board meetings continued online in 2021.

The AGM and Board meetings take place 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.

#### **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.

#### **Related Parties**

The charity is associated with the UK Committee of the International Council of Museums (ICOM), and undertakes activities which further the profile and engagement with ICOM by the UK museum profession.

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

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

#### **FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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#### **PLANS FOR FUTURE PERIODS**

The major activities to be undertaken in 2021-22 are:

- Continue Board meetings online with the aim to hold the next in-person Board meeting in summer 2022.
- Develop a strategic plan to increase membership numbers with the aim to return to 2019 membership levels by the 2023 membership year.
- Appoint a contractor to develop a new fit-for-purpose ICOM UK website to launch on International Museum Day 2022 (18 May).
- Develop and deliver the 2022 Working Internationally Conference, 7 – 8 April 2022, with partners in Wales.
- Continue to consult ICOM UK members as required and feed into the ICOM consultations on the new museum definition, review of the ICOM Code of Ethics, ICOM governance review, ICOM membership review, and any other consultations arising.
- Apply to the University of Manchester to host two students for online placements to support the 2022 Working Internationally Conference and the new website development.
- Assuming international travel resumes, complete administration of the 2019-20 ICOM UK – British Council Travel Grant Scheme and continue administration of the ICOM UK Bursary Scheme.
- Submit an application to transfer to a CIO (Charitable Incorporate Organisation) from a registered Charitable Company.
- Continue attending sector organisation meetings hosted by DCMS, ACE, British Council, and other sector stakeholders and funders and support relevant advocacy campaigns within the sector.

#### **FINANCIAL REVIEW**

Despite the impact of the COVID-19 pandemic, the financial position of ICOM UK for 2020-21 remains positive, reflecting the reserves policy and careful cost control. The most significant threats for 2021-22 are any potential deterioration in the Sterling to Euro exchange rate, any new temporary closures of museums in the UK and globally as a result of the continued COVID-19 pandemic, any forthcoming recession in the UK and/or globally, and the impact of budget reviews and redundancy consultations across the sector. The reserves held are sufficient to provide a reasonable level of security in relation to this for a full financial year. A decision was made in 2021 that an increase in membership subscription fees would not be appropriate at this time given the uncertainty across the sector. If necessary, a future increase in membership subscriptions, after 5 years of stability will be considered at the 2022 AGM.

#### **Reserves Policy**

ICOM UK's reserves policy is to hold approx. £52,000 of formal reserves in the Savings Account, which is approx. 25% of ICOM UK's annual turnover. This is sufficient funds to cover the minimum running costs of the organisation for one year in the event of a sudden drop in membership and to manage any short term fluctuation. These funds are held in ICOM UK's Savings Account. The reserves policy is reviewed annually.

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

**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees, who are also the directors of International Council of Museums (UK) for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select the most suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on a going concern basis unless it is not appropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Signed on behalf of the company directors:



C Baars  
Trustee

17 June 2022

## **INDEPENDENT EXAMINERS REPORT**

### **FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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I report to the charity trustees on my examination of the accounts of International Council of Museums (United Kingdom) for the year ended 30 September 2021 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes.

#### **Responsibilities and basis of report**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.


#### **Independent examiner's statement**

I confirm that I am qualified to undertake the examination because I am a Fellow Member of the Association of Accounting Technicians.

I have completed my examination. I can confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that:

- accounting records were not kept in accordance with section 386 of the 2006 Act ; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements under section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



17 June 2022

Tom Wilcox FMAAT FCIE  
Counterculture Partnership LLP  
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E1 1DU

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

**STATEMENT OF FINANCIAL ACTIVITIES  
(including Income and Expenditure Account)**

**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 (Note 12) £
<b>INCOME FROM:</b>					
Charitable activities	2	160,489	-	160,489	219,802
Investments: Bank interest		5	-	5	71
<b>Total</b>		160,494	-	160,494	219,873
<b>EXPENDITURE ON:</b>					
Charitable activities	3	148,904	12,070	160,974	214,690
<b>Total</b>		148,904	12,070	160,974	214,690
<b>Net income for the year</b>		11,590	(12,070)	(480)	5,183
<b>NET MOVEMENT IN FUNDS AFTER TRANSFERS</b>	4	11,590	(12,070)	(480)	5,183
<b>RECONCILIATION OF FUNDS</b>					
Balance brought forward at 1 October 2020 (restated)		58,473	38,975	97,448	92,265
<b>Balance carried forward at 30 September 2021</b>		70,063	26,905	96,968	97,448

All amounts relate to continuing activities.

The company has no recognised gains and losses other than the net movement in funds for the above two periods.

The notes on pages 15 to 22 form part of the financial statements.

## BALANCE SHEET

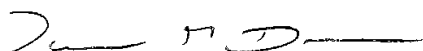
AT 30 SEPTEMBER 2021

	Notes	2021		(restated) 2020	
		£	£	£	£
<b>CURRENT ASSETS</b>					
Other debtors & accrued income		664		991	
Cash at bank and in hand		101,115		100,158	
			101,779		101,149
<b>CREDITORS: amounts falling due within one year</b>					
Trade creditors	9		(4,811)		(3,701)
<b>NET CURRENT ASSETS/(LIABILITIES)</b>			<u>96,968</u>		<u>97,448</u>
<b>NET ASSETS/(LIABILITIES)</b>			<u>96,968</u>		<u>97,448</u>
<b>Represented by:</b>					
Unrestricted funds	10		70,063		53,473
Designated funds			-		5,000
Restricted funds			26,905		38,975
			<u>96,968</u>		<u>97,448</u>

The notes on pages 15 to 22 form part of the financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the trustees on 17 June 2022



D M Dornan  
Trustee

# INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2021

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#### 1 Accounting Policies

##### Charity information

International Council of Museums (United Kingdom) is a private company limited by guarantee incorporated in England. The registered office is Kemp House, 152 City Road, London, EC1V 2NX.

##### Accounting convention

The financial statements have been prepared in accordance with the charitable company's memorandum and articles of association, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice – Accounting and Reporting by Charities (SORP (FRS102), second edition issued in January 2019)", the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### Going concern

FRS102 requires the trustees to adopt a going concern basis in preparing the financial statements unless they intend to liquidate the charitable company or have no realistic alternative but to do so. Under a going concern basis, the accounting policies adopted assume that that charitable company will continue to operate for the foreseeable future.

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.

##### Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are available for use subject to restrictions imposed by the donor or through terms of an appeal.

##### Income

All income is included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable, and its amount can be measured reliably. Grants of a general nature that are not conditional on delivering certain levels of service are included in donations and legacies.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

## INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

### NOTES TO THE FINANCIAL STATEMENTS (continued)

#### FOR THE YEAR ENDED 30 SEPTEMBER 2021

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#### 1 Accounting Policies (continued)

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

##### **Expenditure**

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for its expenditure. All costs have been directly attributed or proportionally charged to the functional categories of resources expended in the SOFA.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Expenditure on charitable activities comprises the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.

All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.

All remaining costs are classified as support costs. Support costs are those that assist the work of the charity but do not directly represent charitable activities.

##### **Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### **Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.



INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

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**1 Accounting Policies (continued)**

***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

***Basic financial liabilities***

Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

***Derecognition of financial liabilities***

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

**Taxation**

As a registered charity, the company is exempt from corporation tax on surpluses arising from its charitable activities during the year.

INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

<b>2 INCOME FROM CHARITABLE ACTIVITIES</b>	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2020</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Subscriptions	159,018	-	159,018	214,846
Conference fees	1,471	-	1,471	4,956
<b>Total</b>	<b>160,489</b>	<b>-</b>	<b>160,489</b>	<b>219,802</b>

<b>INCOME FROM CHARITABLE ACTIVITIES (prior year)</b>	<b>2020</b>	<b>2020</b>	<b>2020</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Subscriptions	214,846	-	214,846
Conference fees	4,956	-	4,956
<b>Total</b>	<b>219,802</b>	<b>-</b>	<b>219,802</b>

**3 ANALYSIS OF EXPENDITURE**

	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2020</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<i>Expenditure on charitable activities</i>				
Payments to ICOM	112,058	-	112,058	145,101
Travel bursaries	-	-	-	1,830
Conference expenditure	1,569	2,500	4,069	6,006
Grant activities	-	4,570	4,570	11,306
<i>Governance costs</i>				
Management and administration	33,493	5,000	38,493	42,618
Other governance costs	1,784	-	1,784	7,829
<b>Total</b>	<b>148,904</b>	<b>12,070</b>	<b>160,974</b>	<b>214,690</b>

INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

**3 ANALYSIS OF EXPENDITURE (prior year - restated)**

	2020 Unrestricted	2020 Restricted	2020 Total
	£	£	£
<i>Expenditure on charitable activities</i>			
Payments to ICOM	145,101	-	145,101
Travel bursaries	1,830	-	1,830
Conference expenditure	2,413	3,593	6,006
Grant activities	-	11,306	11,306
<i>Governance costs</i>			
Management and administration	42,618	-	42,618
Other governance costs	7,829	-	7,829
Total	199,791	14,899	214,690

**4 NET MOVEMENT IN FUNDS AFTER TRANSFERS**

	2021 £	2020 £
Net movement in funds is stated after charging/(crediting):		
Independent examination fees	1,620	1,620

**5 STAFF COSTS**

There were no employees during the year (2020: none).

**6 TRUSTEES REMUNERATION AND EXPENSES**

No trustee received any emoluments during the year (2020: £nil).

One or more trustees were reimbursed expenses during the current and prior year:

	2021 Number	2020 Number
Number of trustees paid expenses	1	3
	£	£
Total expenses reimbursed to trustees	180	480

INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

<b>7 DEBTORS</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Prepayments and accrued income	664	991
	<u>664</u>	<u>991</u>

<b>8 CREDITORS (AMOUNTS FALLING DUE WITHIN ONE YEAR)</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income	4,811	3,701
	<u>4,811</u>	<u>3,765</u>

**9 MOVEMENT IN FUNDS**

	<b>Balance at 1 October 2020</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfer</b>	<b>Balance at 30 September 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
Restricted funds:					
British Council	33,975	-	(7,070)	-	26,905
SARAT	5,000	-	(5,000)	-	-
Total Restricted funds	<u>38,975</u>	<u>-</u>	<u>(12,070)</u>	<u>-</u>	<u>26,905</u>
Unrestricted General funds	53,473	160,494	(148,904)	5,000	70,063
Designated funds: Travel Bursaries	5,000	-	-	(5,000)	-
Total funds	<u>97,448</u>	<u>160,494</u>	<u>(160,974)</u>	<u>-</u>	<u>96,968</u>

INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

9 MOVEMENT IN FUNDS (prior year - restatement)

	Restated Balance at 1 October 2019 £	Incoming resources £	Resources expended £	Balance at 30 September 2020 £
Restricted funds:				
British Council Grant	45,000	-	(11,025)	33,975
SARAT	8,732	-	(3,732)	5,000
Camilla Boodle Fund	142	-	(142)	-
Total Restricted funds	53,874	-	(14,899)	38,975
Unrestricted General funds	33,391	219,873	(199,791)	53,473
Designated funds: Travel Bursaries	5,000	-	-	5,000
Total funds	92,265	219,873	(214,690)	97,448

Purposes and restrictions in relation to the funds:

**Restricted funds:**

British Council  
Grant

This fund is open to members and non-members. It enables recipients to undertake international visits to build reciprocally beneficial international projects and partnerships through sharing skills, expertise and experience. 50% of the funding in each round is ring-fenced for travel to ODA countries. The grants cover international and local transport, visas accommodation and subsistence. The grants cannot be used to attend international conferences and events.

In accordance with the grant contract, a sum from the fund was allocated as a general administration fee to ICOM UK to cover contractor time to administer the grant and associated programmes of activity. In accordance with the grant contract, defined sums were also allocated to the annual Working Internationally Conference, a roundtable on the decolonisation of museums, and evaluation of the travel grant programme.

The British Council and ICOM UK agreed in 2020-21 to use a defined sum from the fund to cover the cost of delivering the series of webinars A Meeting Place: Online Global Discussions for Museum and Gallery Professionals because international travel was paused due to the global pandemic.

SARAT

ICOM UK is the UK partner in SARAT, a project funded by the British Council Cultural Protection Fund and led by the British Institute at Ankara (BIAA) and Koç University Research Centre for Anatolian Civilizations (ANAMED).

**Designated funds:**

Travel Bursaries

a fund designated to provide travel grants for ICOM UK members in the UK and Overseas Territories to attend relevant international conferences and meetings. An agreed sum (currently £5,000) is drawn annually from ICOM UK's membership income for the fund.

Restatement of 2019 figures was as a result of a reanalysis of the British Council grant.

INTERNATIONAL COUNCIL OF MUSEUMS (UNITED KINGDOM)

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

10 FUND BALANCES

	Unrestricted funds £	Restricted funds £	Total £
<b>Fund balances at 30 September 2021 are represented by:</b>			
Current assets	74,874	26,905	101,779
Current liabilities	(4,811)	-	(4,811)
	70,063	26,905	96,968

	Unrestricted funds £	Restricted funds £	Total £
<b>Restated Fund balances at 30 September 2020 are represented by:</b>			
Current assets	62,174	38,975	101,149
Current liabilities	(3,701)	-	(3,701)
	58,473	38,975	97,448

11 RELATED PARTIES

The charity is associated with the UK Committee of the International Council of Museums (ICOM) and made payments to ICOM in the year of £112,058 (2020: £145,101).

12 2020 SOFA SHOWING FUND SPLIT – (Restated)

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<b>INCOME FROM:</b>			
Charitable activities	219,802	-	219,802
Investments: Bank interest	71	-	71
Other	-	-	-
<b>Total</b>	219,873	-	219,873
<b>EXPENDITURE ON:</b>			
Charitable activities	199,791	14,899	214,690
<b>Total</b>	199,791	14,899	214,690
<b>Net income for the year</b>	20,082	(14,899)	5,183
<b>NET MOVEMENT IN FUNDS AFTER TRANSFERS</b>	20,082	(14,899)	5,183
<b>RECONCILIATION OF FUNDS</b>			
Balance brought forward at 1 October 2019	38,391	53,874	92,265
<b>Balance carried forward at 30 September 2020</b>	58,473	38,975	97,448